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 2015-2016 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 Title IX Coordinator, Yolanda Dennis, Office of Diversity and Inclusion, 508-588-9100, x1309, Brockton Campus, Administration Building, Room 229, ydennis@massasoit.mass.edu, or the College's Affirmative Action Officer, Donna R. Boissel, Human Resources, 508-588-9100, x1505, Brockton Campus, Administration Building, Room 233, dboissel@massasoit.mass.edu, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission, or the United States Department of Education's Office for Civil Rights.

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

On behalf of Massasoit Community College’s faculty, staff, administration, students, and trustees, I wish to extend to you my warm, personal, and enthusiastic welcome to our vibrant academic community. Massasoit Community College is a comprehensive institution offering a full range of degree programs, transfer and support services (including an extensive Academic Resource Center), and credentialed certificates in a wide array of fields. With a Massasoit education, you can be ready for immediate employment in the workforce or transfer to a four-year college.

Please take the time to come and tour our Brockton, Canton, and Middleborough locations; and we’re excited to be expanding class offerings in Plymouth this fall. Come and explore the many wonderful opportunities that Massasoit has to offer and meet the people who will help transform your academic goals into the fulfillment of your educational and career dreams.

I urge you to browse through our website and learn more about our College, our people, and our programs. And make sure to visit our website often, because things at Massasoit are constantly changing! Thanks for taking an interest in Massasoit Community College. Whatever your goal may be — degree, certificate, transfer, workforce training, or enrichment — the faculty and staff at Massasoit will do all that they can to help you reach it.

Dr. Charles Wall
President
Massasoit Community College
COLLEGE LOCATIONS

BROCKTON CAMPUS

The 100-acre Brockton Campus offers five modern classroom buildings and laboratory facilities, a newly renovated student center, and an extensive library facility.

The Peter G. Asiaf Field House includes three basketball courts, a six-lane, 25-yard swimming pool, a weight room, and a racquetball court. Also located on the Brockton Campus are a softball field, the Louis R. Columbo Baseball Field, and the new Warrior Soccer Field.

The Fine Arts Building is home to the Buckley Performing Arts Center, the TV studio, and the Dale Dorman Radio Studio at Massasoit.

Buckley Performing Arts Center

The Buckley Performing Arts Center on the Brockton Campus serves the College and surrounding communities by offering a first-class facility for a variety of uses, including theater for adults and children, concerts, recitals, readings, lectures, meetings, and conferences. In addition, the Buckley Performing Arts Center produces and promotes a performance series throughout the year that encompasses contemporary and classical music, dance, and theater, including a season of plays and musicals produced by the college-sponsored community theater, the Massasoit Theatre Company. For more information, contact Mark Rocheteau, Coordinator of Fine Arts, at 508-588-9100, x1982 or visit www.massasoit.edu/buckley.

The Conference Center at Massasoit

The Conference Center at Massasoit is located on Route 27 in Brockton at 770 Crescent Street. The Conference Center opened in 1997 as a full-service facility for business meetings and civic, educational, state, cultural, profit, and non-profit organizations. The Conference Center has two full-service bars, Wi-Fi capability, and over 7,200 square feet of floor space. For more information or to schedule an event, contact Linda Bean, Conference Center Director, at 508-588-9100, x1860.
CANTON CAMPUS

The Canton Campus is located in the Blue Hills area, a short distance from Rte. 95/128 and Rte. 24. The 18-acre facility includes smart classrooms, computer labs, library, bookstore, cafeteria, and courtyard. Additionally, the Canton campus maintains specialized art and ceramics studios and architecture classrooms. The Akillian Gallery, the Alumni Art Gallery, and the Milton Art Museum are all located on the Canton Campus.

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 Gallery

Many talented artists and photographers have started their creative journey here at Massasoit and we proudly welcome the opportunity to recognize their current artistic pursuits. The Alumni Gallery is a continuing series of long-term exhibits accessible during College business hours. Free and open to the public, this program is hosted in conjunction with the Department of Development and Alumni Relations. Call 508-588-9100, x2124 for more information.

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. Our exhibition calendar incorporates exhibits of regional artists with several annual shows such as Massasoit students’ juried show, students’ printmaking show, holiday art sale, and exhibits designed to recognize Black History Month, National Women’s Month, National Disabilities Awareness Month, and the Arts Affair Ribbon Winners Showcase.

The gallery is located in Rm. 207, and is open Monday – Friday, 10:00 a.m. to 2:00 p.m., or by appointment. Please contact the gallery coordinator at 508-588-9100, x2124 or email your request to emoller@massasoit.mass.edu. All exhibitions are free and open to the public.

Milton Art Museum

Established as a non-profit organization in 1986, the Milton Art Museum has been a collection in residence since 2003 and is operated independently by its Board of Trustees. It holds nearly three hundred objects in its permanent collection which includes Asian and Western art and objects acquired mainly by donations. Additionally, the museum features a rotating exhibit of regional artists and photographers; an annual juried art show; membership; and classes for both children and adults.

The museum is free and open to the public Monday – Thursday, 8:00 a.m. to 7:00 p.m., Friday 8:00 a.m. to 5:00 p.m, and Saturday 9:00 a.m. to 12:00 p.m. in accordance with the College’s academic calendar. The permanent collection is on display in the Administrative Wing. For more information, visit www.miltonartmuseum.org.

MIDDLEBOROUGH CENTER

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

Pamerson O. Ifill
Chair

Maria Jeanne Martins
Trustee

Judith C. Waterston
Vice-Chair

Thomas E. Carroll, Jr.
Trustee

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Bonnie Blackler
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Trustee

David M. Offutt
Trustee

Myrna Lyncee
Student Trustee

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James Peyser, Ex Officio

Fernando M. Reimers, Ed.D.

Henry Thomas III
University of Massachusetts Trustee Representative

Paul F. Toner, J.D.

Owen Wiggins
Student Member

Non-voting Community College and State University
Student Advisors vacant at time of publication.
COLLEGE ADMINISTRATION

Dr. Charles Wall
President

Nick Palantzas, Senior Vice President & Vice President of the Canton Campus and College Advancement

Dr. Barbara McCarthy, Vice President of Academic Affairs

William Mitchell, Vice President of Administration & Chief Financial Officer

David Tracy, Vice President of Student Services & Enrollment Management

Phillip Sheppard, Esq., Executive Director of External Relations & Special Assistant to the President

Yolanda Dennis, Executive Director of Diversity & Inclusion

Margaret Gazzara Hess, Executive Director of Human Resources

Laurie Maker, Executive Director of College Communications

Alfred J. Williams, Chief Information Officer

James Tressel, Academic Senate President

Raelyn E.G. Lincoln, Assistant to the President

ACADEMIC DEANS

Business & Technology: Lynda Thompson

Emergent Technologies: Carine Sauvignon

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

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

Public Service & Social Science: Karyn Boutin

Science & Mathematics: Douglas Brown, Ph.D.

Corporate & Community Education: Rose Paquette
Massasoit Community College is accredited by the New England Association of Schools and Colleges (NEASC), one of the six regional accrediting bodies in the United States. This is a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction.

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

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

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college.

Individuals may also contact the Association:

New England Association of Schools and Colleges, Inc.
3 Burlington Woods #100
Burlington, MA 01803
855-886-3272
www.neasc.org

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

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

Other professional affiliations include:

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

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

STATEMENT OF VALUES

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

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

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

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

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

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

STRATEGIC PRIORITIES

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

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

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

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

Chief Massasoit

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

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

Throughout his reign as Chief, Massasoit made a practice of living in harmony with the colonists. It was once written of him, “He was a Chief renowned more in peace than in war.”
# ACADEMIC CALENDAR
## 2015-2016

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<td><strong>October 2015</strong></td>
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<td>Thanksgiving Recess (no classes) - begins at 4 p.m. on November 25</td>
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<td>November 9 - November 13</td>
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<td>November 16</td>
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<tr>
<td>November 26-29</td>
<td>Thanksgiving Recess (no classes) - begins at 4 p.m. on November 25</td>
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<tr>
<td><strong>December 2015</strong></td>
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<td><strong>March 2016</strong></td>
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<td>March 28-April 8</td>
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<td><strong>August 2016</strong></td>
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### DEGREES & CERTIFICATES

#### ASSOCIATE DEGREE PROGRAMS
- Architectural Technology
- Business Administration Careers - Accounting
- Business Administration Careers - General Business
- Business Administration Careers - Hospitality Management
- Business Administration Careers - Marketing
- Business Administration Careers - Supervisory Management
- Business Administration - Transfer
- Child Care Education and Administration
- Child Care Education and Administration - Transfer
- Computer Information Systems - Programming
- Computer Information Systems - User Support
- Criminal Justice - Career
- Criminal Justice - Transfer
- Culinary Arts
- Diesel Technology
- Electronic Technology
- Engineering Transfer - Chemical
- Engineering Transfer - Civil
- Engineering Transfer - Electrical
- Engineering Transfer - Mechanical
- Fire Science Technology
- Heating, Ventilation & Air Conditioning Technology
- Heating, Ventilation & Air Conditioning Technology - Building Systems
- Energy Management Option
- Human Services - Career
- Human Services - Transfer
- Liberal Arts Studies
- Liberal Arts Studies - Media Communications
- Liberal Arts Studies - Theater
- Liberal Arts Transfer
- Liberal Arts Transfer - Computer Science
- Liberal Arts Transfer - Elementary Education
- Liberal Arts Transfer - Science
- Liberal Arts Transfer - Social Science
- Nurse Education*
  - Full-Time & Part-Time - deadline to apply TBD
- LPN to Associate Degree Advanced Placement Nurse Education*
  - Full-Time & Part-Time - deadline to apply TBD
- Radiologic Technology*
- Respiratory Care* - deadline to apply: August 14
- Veterinary Technician*
- Visual Arts - Art and Graphic Design
- Visual Arts - Fine Arts

#### BOARD-APPROVED CERTIFICATE PROGRAMS
- Dental Assistant*
- Medical Assistant*
- Office Technologies

#### COLLEGE-APPROVED CERTIFICATE PROGRAMS
- Biotechnology
- Child Care Education
- Computer Repair and Maintenance
- Computerized Accounting
- Computerized Tomography*
- Corrections
- Department of Developmental Services Direct Support Certificate in Human Services (DDS Employees only)
- EEC Lead Teacher (Qualifying Courses)
- Food Production
- Heating, Ventilation & Air Conditioning Technology
- Insurance Billing Specialist*
- Law Enforcement
- Magnetic Resonance Imaging*
- Microsoft Office Specialist
- Museum Studies
- Networking Specialist
- Paramedic*^
- Pastry
- Phlebotomy*
- Polysomnography
- Private Security - Basic
- Private Security - Intermediate

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

Please note that some program-specific courses are only available on certain campuses.

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

Admissions Policy

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

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

Open Enrollment Program Information

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

OFFICE LOCATION & CONTACT INFORMATION

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

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

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

For evening appointments, contact:

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

Application and Acceptance Procedures

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

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

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

Who Must Be Readmitted?

- Students who are academically eligible and have not been in attendance for more than three consecutive semesters
- Students who were academically deficient and remained in non-degree status for at least one academic semester (Fall or Spring only)
- Students seeking readmission 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.

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 readmission status. Please note that readmitted students will follow new program requirements for the semester they are readmitted.

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 Student Office in Brockton (SC208), the office of the Senior Vice President of the Canton Campus (C100), the main office in Middleborough, or on the website under Admissions.

Dual Enrollment for High School Students

Dual Enrollment is an arrangement whereby a high school student may enroll in a college level course and receive both high school and college 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 with a limit of two classes. 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.

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.
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. Students 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 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.

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

2. Provide High School and College/University Transcripts
a. Submit an official evaluation of secondary school (high school) transcript and/or diploma. All academic documents must be evaluated by a certified evaluation company. Commonly used services for educational evaluations are:
   - CED (Center for Educational Documentation): www.cedevaluations.com
   - IERF International Education Research Foundation Inc. Credential Evaluation Services: www.ierf.org
   - World Education Service: www.wes.org
   - American Association of Collegiate Registrars & Admissions Officers: http://ies.aacrao.org/evaluations/
b. Submit an official copy of post-secondary school (college/university) transcript(s) with diploma, if applicable. College transfer credit will be potentially awarded only with an official college transcript and an evaluated document.

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

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

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

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

4. Provide Proof of English Proficiency
Students must show evidence of English proficiency in one of the following ways:

• Submit a score from the Test of English as a Foreign Language (TOEFL). A minimum score of 477 on the paper-based test (PBT), 153 on the computerized test, or 53 on the internet TOEFL test (iBT) is required.

• Submit a score from the International English Language Testing System (IELTS). A minimum score of 4.5 is required.

• Submit an Official Transcript indicating successful completion of an academic program of study conducted entirely in the English language.

• An acceptable score on an English Proficiency Test administered by Massasoit’s English as a Second Language Department. This test is available only if the student is presently in the United States. Call 508-588-9100, x1790 to schedule an appointment.

5. Complete International Information Form

Additional Admissions Requirements for B1/B2 (Visitors Visa), J-1 (Exchange Visa), and Transfer Students
Students in the United States at the time of submitting admission applications must submit a valid Passport, Visa and I-94 card.

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

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

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

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

The Final Admissions Deadlines for B1/B2 Visa holders:
FALL SEMESTER: May 15
SPRING SEMESTER: October 15

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

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

The Final Admissions Deadline for Transfer Students:
FALL SEMESTER: August 15
SPRING SEMESTER: January 2

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

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

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

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

The Testing and Assessment Office facilitates the following tests:

- Computerized ACCUPLACER Placement Testing
- Ability to Benefit version of the ACCUPLACER Placement Test
- Biology Challenge Exam
- English as a Second Language Testing, ESL/ESOL
- High School Equivalency Test, HiSET (formerly GED)
- TEAS Nursing Exam—requirement for application to the Nursing Program

Contact Information

Testing and Assessment Office

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

ACCUPLACER Placement Testing

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

ACCUPLACER Reading Comprehension Test

The untimed, computerized reading test assesses reading and comprehension skills. The student reads a series of paragraphs and answers a set of multiple-choice questions specific to reading comprehension and sentence relationships. Once the test is completed, the student receives a scored report that designates course placement.

ACCUPLACER Arithmetic through College Level Math

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

- Operations with decimals and percents: topics include addition, subtraction, multiplication, division, recognizing equivalent fractions and mixed numbers, and estimating.
- Operations with whole numbers and fractions: topics include addition, subtraction, multiplication, division, recognizing equivalent fractions and mixed numbers, and estimating.
- 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.

**Ability to Benefit**

Applicants to Massasoit who do not have a high school diploma or its recognized equivalent and who did not complete secondary school education in a homeschool setting may qualify for the Ability to Benefit (ATB) option. ATB allows a qualified student to be eligible for Title IV funding, providing the applicant passes the state approved ATB test and is enrolled in an eligible Career Pathway Program.

Massasoit administers an ATB version of the ACCUPLACER placement test that includes the Reading, Sentence Skills, and Arithmetic subtests. Students must complete and pass all three subtests and meet the minimum scores specified by the Department of Education. The minimum scores are as follows:

- Reading: 55
- Sentence skills: 60
- Arithmetic: 34

In order to be a qualified ATB student, you must complete and pass the U.S. Department of Education approved ATB Test, ACCUPLACER, and submit an application for admission to the college, specifying an eligible Career Pathway Program as listed at www.massasoit.edu/academics.

The Ability to Benefit option is not a replacement for high school graduation. Individuals are encouraged to complete their high school diploma (MCAS) or HiSET (formerly GED).

**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.

**HiSET Test**

The Massachusetts high school equivalency test, HiSET, is an electronically administered test designed by Educational Testing Service. The test covers five subject areas: Language Arts, Reading and Writing, Mathematics, Science and Social Studies; each subtest is timed and may be taken in any order on separate days. HiSET has replaced the GED test in Massachusetts.

HiSET Testing is offered on the Brockton and Canton campus. Students must register in advance for the HiSET test at www.hiset.org. The website provides practice tests, sample questions, and test review materials.
To view the HiSET testing schedule, contact the Testing and Assessment Office or visit www.massasoit.edu/testing. For information on Massachusetts eligibility guidelines for testing, please visit www.doe.mass.edu/hse/req.html.

Students who need to obtain an original high school credential and official transcript based on passing the HiSET test must access the Diploma Sender website, www.dipolomasender.com.

**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 TEAS Reading Test, administered by the Testing and Assessment Office, is a timed, computerized test consisting of 48 questions, to be completed in 58 minutes, to assess a student’s reading skills.

Students register for a test date by logging onto www.atitesting.com and following the links to Massasoit Community College. Students are charged a $66, non-refundable fee to take the exam which is payable to Assessment Technologies Institute, ATI. Students must submit payments to ATI via credit card, debit card, or check card at the time of registration. Once registered, students will receive email confirmation from ATI of their reservation. Rescheduling a test results in an additional test fee paid to ATI. Students are required to arrive 15 minutes prior to the testing start time and have a photo ID with them for entry to the exam.
COST OF ATTENDANCE
2015–2016

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

Fees
General College Fee: $155/credit hour
Technology Fee: $8/credit hour
TOTAL PER CREDIT HOUR: $187 for Massachusetts residents, $393 for non-resident students

Additional Fees
Return Check Fee: $10
Transcript: $5 (non-enrolled students only)
Lab Science Course Fee: $30/course
Allied Health Course Fee: $20/credit hour
Online Course Fee: $10/credit hour
Paramedic Course Fee: additional $130/credit hour
Self-Supporting Allied Health Programs: additional $123/credit hour

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

Student Health Insurance
Student Health Insurance: $1,536/year, $1,026/half-year
An annual fee of $1,536 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 Gallagher Koster, runs from September 1, 2015 through August 31, 2016. 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: $187 x number of credit hours + course fees = total course cost
Non-resident: $393 x number of credit hours + course fees = total course cost

For example:
Fundamentals of Math: 3 credit hours
Massachusetts resident: $187 x 3 = $561
Non-resident: $393 x 3 = $1,179

Biological Principles I: 4 credit hours + lab science fee
Massachusetts resident: $187 x 4 = $748 + $30 = $778
Non-resident: $393 x 4 = $1,572 + $30 = $1,602

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

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

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

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

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

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.

Application Procedures and Eligibility Criteria

Students who wish to be considered for all forms of financial aid must file the Free Application for Federal Student Aid (FAFSA) each year after January 1. The priority deadline is April 15 for the fall semester and November 15 for the spring semester.

Applications received after the priority deadline will be considered based on available funding, and late applicants may not receive their award decisions prior to the start of classes. It is the student’s responsibility to make sure that all forms are accurate and complete.

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, have completed an approved homeschooling program, or qualify for financial aid under an ATB (ability-to-benefit) alternative;
- 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

Massasoit participates in the following federal and state financial aid programs:

Federal Pell Grant: This program provides grants to students based on financial need as demonstrated on the FAFSA and their enrollment status (number of credits taken).

Federal Supplemental Educational Opportunity Grant (SEOG): Awarded to students that are eligible for a Federal Pell Grant and demonstrate exceptional financial need.

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

- Fixed interest rate of 4.29% for the 2015-2016 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 1.068% for loan disbursed after October 1, 2015
Federal Direct Unsubsidized Loans: The unsubsidized Federal Stafford Loan is a federal student loan that is not based on financial need. Interest accrues on unsubsidized loans from the time the loan is disbursed by the school. If the borrower does not pay the interest as it accrues, it is capitalized (added to the loan balance). The interest is not paid by the federal government. This is the key difference between subsidized and unsubsidized student loans.

- Fixed interest rate of 4.29% for the 2015-2016 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 1.068% for loan disbursed after October 1, 2015

Federal Direct Parent Loans for Undergraduate Students (PLUS): Federal Direct PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay educational expenses. The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the Direct Loan Program.

- Fixed Interest rate of 6.84% for the 2015-2016 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 4.272% for loan disbursed after October 1, 2015
- 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 non-citizens, 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.

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 College Work Study (FCWS): This is a federally-funded student employment program. Students are placed in jobs with various academic and administrative offices throughout the College. There are also off-campus Work Study opportunities through our community service program. Student employees generally work 10 hours per week while classes are in session. The hourly wage is $10/hour on campus and $12/hour off campus. Student employment guidelines and applications for Federal Work Study are available in the Financial Aid Office.

MassGrant: Provides assistance to Massachusetts residents who are studying full time. The Massachusetts Office of Student Financial Assistance sends award notifications directly to the student but relies on the College Financial Aid Office to verify and adjust these awards. Deadline to file FAFSA and receive consideration for the MassGrant is May 1 each year.

Massachusetts Part-Time Grant: Funded by the Commonwealth of Massachusetts, this program provides assistance to Massachusetts residents who are studying part time. The maximum award is $450 annually.

MA Foster Furcolo Access Grant: A state-funded grant available on a first-come, first-served basis for students with financial need.

Tuition Waivers: Several kinds of tuition waivers are available to Massasoit Community College students. These waivers include, but are not limited to: National Guard, veteran, senior citizen, Native American, state employee, and ward of the state. 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.
Financial Aid and Course Withdrawal Information

Students receiving financial aid should be aware that withdrawing or failing to attend courses may have a significant impact on their current and future financial aid eligibility.

Official Withdrawal

Financial aid eligibility is based on the number of credits in which a student is enrolled as of the add/drop deadline. For the fall semester, students are initially awarded as full-time. If they have fewer than 12 credits at the end of the add/drop period census date, their awards, including loan eligibility, will be adjusted. For the spring semester, students are awarded based on the number of credits in which they were enrolled during the fall. If students’ enrollment changes during the add/drop period, their awards, including loan eligibility, will be adjusted.

Withdrawing from all courses after the add/drop deadline is considered withdrawing from the College. If students withdraw completely before 60% of the academic semester has passed, their financial aid eligibility must be recalculated according to federal and state regulations. This recalculation will determine how much of the financial aid has been earned during the weeks before the official withdrawal from courses. Once the recalculation is done, a balance may be owed to the Massasoit Community College Business Office.

Unofficial Withdrawal

The federal government mandates that students who fail to complete all courses during an academic semester must be checked to determine if they completed attendance in their courses. Massasoit complies with this requirement by requesting faculty to verify students’ participation during the semester. If a student is not participating in classes, the Financial Aid Office will recalculate financial aid eligibility. This may result in a balance owed to the College; this is true even if the student received a refund check. Accumulated withdrawals could affect eligibility for aid as all course withdrawals decrease the completion rate for Satisfactory Academic Progress. In addition, loan eligibility will be affected if enrollment falls below half-time (six credits) status.

Financial Aid Satisfactory Academic Progress Policy

There are three components, or standards of progress: completion rate or progress toward a degree, GPA, 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

A student’s academic progress toward a degree or certificate is measured by comparing the number of earned credits with attempted credits.

Credits attempted include all courses taken by a student, including those paid for by the student, or taken prior to matriculating. Credits earned are credits for classes successfully completed (received a grade of A, B, C, D, or P). A student must successfully complete at least 67% of all credits.

The following are considered when evaluating a student’s satisfactory academic progress:

- Withdrawals, incompletes, and failures are considered attempted but not earned hours.
- 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 Financial Aid Policy 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 cumulative GPA, but are included in the calculation of completion rate and maximum time frame to complete a degree (see item 3).

2. Cumulative Grade Point Average (GPA)

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

<table>
<thead>
<tr>
<th>GPA Range</th>
<th>For Credit Hours Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>1-15 semester hours</td>
</tr>
<tr>
<td>1.6</td>
<td>16-30 semester hours</td>
</tr>
<tr>
<td>1.75</td>
<td>31-45 semester hours</td>
</tr>
<tr>
<td>2.0</td>
<td>46+ semester hours</td>
</tr>
</tbody>
</table>

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 credit 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 which 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.

**Satisfactory Academic Progress Reviews**

Satisfactory Academic Progress (SAP) for financial aid will be reviewed after the spring semester each year for students in associate degree programs, and after each semester for students in certificate programs. Students not meeting the requirements stated above will be placed on Financial Aid Suspension and be ineligible to receive financial assistance.

**Financial Aid Suspension** – If a student does not fulfill all of the above standards, he/she is no longer eligible for financial aid. If a student reaches the maximum time frame or it is determined to be mathematically impossible for the student to obtain their degree or certificate within the maximum time frame, he/she is no longer eligible to receive state or federal financial aid.

**Regaining Eligibility** – 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.

**Appeal Procedure**

To appeal Financial Aid Suspension, a student should submit a signed and dated SAP Appeal Form to the Financial Aid Office within fifteen days of being notified of his/her suspended status. Valid reasons for an appeal include extenuating circumstances such as a medical emergency, severe health issues, severe personal or family problems, financial or personal catastrophe, etc., change of major, or return for a second degree or certificate.

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 ten courses 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.

Documentation verifying the extenuating circumstances should be attached to the SAP Appeal Form (e.g., doctor’s letter, hospital records, police records, unemployment statements, etc.). SAP Appeals will not be considered if they are incomplete. Appeals will be reviewed by the SAP Appeal Committee along with the Director of Financial Aid. All attempts will be made to review the appeal within 30 days of receipt, but this cannot be guaranteed during peak processing times. There is no SAP appeal process for 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. Appeals submitted after the spring semester will be considered for the fall semester only.

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

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

2. The student will be placed on Financial Aid Probation After Appeal and will be subject to an Academic Plan designed to return them to Good SAP 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 cumulative GPA is raised to or above that required to be in good standing, and a minimum completion rate of 67% is reached;
- Continued on Financial Aid Probation After Appeal if all the requirements of the Academic Plan are satisfactorily met; or
- Placed on Financial Aid Suspension if all the requirements of the Academic Plan are not met.

**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. A student may not receive financial aid to repeat a course in which they have an active “I” (Incomplete).

If a student wishes to receive financial aid, he or she needs to make up the work and receive a grade for the course, or wait to receive an “F” before retaking it. A student’s aid may be adjusted anytime a course is determined 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.
COLLEGE SERVICES

Campus Police

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

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

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

Campus Alerts and Emergency Messaging Systems

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

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

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

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

Community Notification of Where to Access Sex Offender Information

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

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

CORI/SORI (Criminal/Sex Offender Record Information)

In order for a student to be eligible to participate in an academic, community, or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth’s Department of Criminal Justice Information Services, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P. For more information regarding the College’s CORI/SORI check process, please contact the Dean of Nursing and Allied Health.

Driving on Campus

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

Parking

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

All students, faculty, and staff are required to have a parking sticker. Parking stickers can be obtained at the Campus Police Stations on the Brockton and Canton Campuses. Fines start at $10.00.

Health Services

Health Services provides primary and preventive health care, health education, and counseling to meet the needs of the student population. Students are encouraged to accept responsibility for making informed decisions that lead to healthier academic and personal lives. The staff is committed to remaining aware of current health trends and information to assist in this process.

The purpose of Health Services is to ensure that every student has the opportunity to enjoy, in health, the benefits of academic life. Massasoit Health Services are available free to all students on a drop-in or appointment basis and include primary health care, health education, preventive care, and referrals. Special programming is planned to meet current health concerns. Located on the Brockton Campus in the Student Center, SC154, 508-588-9100, x1450 and on the Canton Campus in C136, 508-588-9100, x2451.
Library
The Massasoit Community College Library reflects the mission of the College by providing its diverse population with the information resources that support a wide range of transfer and career programs; by teaching the information-seeking skills needed for success in college and for lifelong learning; by preserving and making accessible the College's historical materials; and by allowing the use of its facilities and collections to play a role in the intellectual and cultural life of the College community.

The Library provides reference materials and circulating books as well as newspapers and periodicals in current (paper) and electronic formats. Reference materials, periodicals, and reserve books may be used only in the libraries; circulating books may be borrowed for three weeks.

Professional reference assistance, reserve materials, and access to other libraries’ materials through interlibrary loan are available. The library's website is rich with resources and online research tools, most notably LibGuides, which are guides to useful resources compiled by librarians for research. Many of the LibGuides are custom tailored to support faculty and their research assignments.

The computers at all Massasoit learning sites provide students and faculty immediate electronic access to all the resources of the library, through the web address www.massasoit.edu/academics/library. Using the same web address from home, students and faculty can use their library barcode numbers (available through email) to access the databases. Email and phone reference services are available during the hours that the library is open.

Library Cards, Off Campus Access, and Borrowing
Access to electronic resources from off campus and borrowing books requires a registered library card barcode.

To register in the library, bring your Massasoit Student ID to the Circulation Desk. Library staff will activate your MCC Library barcode. On-line registration is available through the library page of the MyMassasoit portal.

Research
Librarians provide individualized research assistance to all Massasoit students. To speak with someone, drop by or call ahead at 508-588-9100, x1941 in Brockton or x2942 in Canton.

Library resources include print & online books, videos, journals, magazines and newspapers as well as research guides.

OCLN Network
Delivery of library materials between the Brockton and Canton campuses as well as all other OCLN libraries is free. All other materials should be requested through interlibrary loan function via the library page of the MyMassasoit portal.

Other Library Resources and Services
- Study carrels and tables
- 49 computer stations with networked printing, software, and internet access
- Photocopy machines
- New Book collection
- Reserve material collection, including many textbooks
- Early Childhood Resource Library

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 p.m.
Friday, 8:00 a.m. to 7:00 p.m.
Saturdays, 10:00 a.m. to 2:00 p.m.
Closed Sunday

Canton Campus, Academic Wing, 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 sessions, please call the Brockton Library at x1941 for hours.

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 a.m. and 9 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 a.m. to 7 p.m.
Friday, 8 a.m. to 5 p.m.
Saturday, 8:30 a.m. to 5 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, by calling the Help Desk at x1139, or by visiting in person Room T544 of the Technology Building.

When a Help Desk request is received:

- Each request is assigned a ticket number. You will receive email verification that the call has been recorded.
- Requests are prioritized, with the highest priority assigned to network or system-down conditions and active classroom lab problems. Full details can be found in the Service Level Agreement.
- The appropriate IT staff person will respond to the problem.
- If the user is not present, an email to the user will indicate what work was or was not performed.
- When a request is closed, the user will receive confirmation via email.

Standard Support Policy

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

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

Upgrades or Updates

Users must be present when a technician performs this work. A time when the user and the technician are available will be scheduled through the Help Desk. This is to ensure that the system or software is properly tested by the user and that the system is fully functioning at the completion of the work.

If the user is not available at the scheduled time, he or she will be asked to reschedule another time through the Help Desk. Users should notify the Help Desk as soon as possible if they are not able to keep this scheduled appointment.

Internet Use and Virus and Pop-up Protection

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

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

Network Accounts

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

Email Accounts

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

Public Folders

Public Folders are created by IT for faculty or staff documents to be shared. Users must specify the folder name, any subfolders that will be needed, and who will need authoring access to the folder by contacting the Help Desk via email or by calling x1139. The email administrator will retain ownership of all Public 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 and Canton Campuses

All students have a Pharos Printing account of $15.00, which they can access by logging on to a Library computer, ARC computer, or the open lab on the Brockton Campus 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 (T543). If the Student Accounts Office is closed, students may complete a form available in the MyMassasoit portal that authorizes more copies and the charges will be reflected in their student account. Please submit completed forms to the librarian or help desk.
Middleborough Center

Student printing on the Middleborough Center is available in the Student Lounge and the MD102 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 student printing accounts. Middleborough students can make copies in the Main Office.

Transportation

Canton 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.

Inter-Campus Shuttle

The Shuttle departs the Brockton Campus from the front entrance of the Student Center (next to the BAT bus stop) and on the Canton Campus from the front entrance of the Administration Wing.

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

Public Transportation

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

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

Student Services is committed to the College’s mission of creating a supportive and safe environment for all our students.

Students are encouraged to plan, organize, and implement programs that promote intellectual, social, and emotional growth for the benefit of the entire College community. Contributions from all individuals are welcomed and never underestimated. The Student Life Office understands the necessity of individual expression in successfully meeting the needs of Massasoit’s diverse student population.

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

On the Brockton Campus, Student Life is located in the Student Center, SC220, 508-588-9100, x1481. On the Canton Campus, Student Life is located in C137, 508-588-9100, ext. 2118. In Middleborough, visit the Main Office, 508-588-9100, x4002.

CAMPUS CLUBS

Brockton Clubs

Business & Investment Club: This club is designed to augment the business curriculum through personal and professional development opportunities. Membership is open to all Massasoit students from all majors.

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

Center for Lifelong Learning: Provides opportunities for ageless learning among senior citizens looking to fulfill ambitions in the academic world. Social contacts and referral to town, city, state, and federal agencies are provided. The Center for Lifelong Learning is located in the lower level of the Student Center on the Brockton Campus. Services are available from September to June.

Advisor: Jennifer Murray, x1064 or jmurray43@massasoit.mass.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 for members of the club.

Advisors: Aisha Arroyo, x1637 and Larry Dean, ldean2@massasoit.mass.edu

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

Advisor: Erin Harte, creativewritingclub@massasoit.edu

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

Advisors: Paul Weeden, x1697 and Donna Wright, x1491

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

Advisor: Kathleen Pahl, x1850
Earth Club: The purpose of this club is to promote sustainability not only at Massasoit Community College but also in the local, regional, and global community. In addition, the club aims to support activities that enhance the enjoyment of the environment.

Advisors: Hollyce States, x1377, Michael Bankson, x2109, and Donald Schoener, dschoene1@massasoit.mass.edu

Gender Sexuality Alliance: 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 also provide a safe place for people of all sexual orientations and gender identities to express themselves openly, without fear of judgment or harassment.

Advisor: Melany McFadden, x1616

Hearts for Haiti: A social club on campus with the purpose to promote cultural awareness of the Haitian Community, provide an opportunity for Haitian students and others to come together and form bonds of friendship and mutual understanding, and to create a bridge where students can learn about Haitian cultures and mainstream American culture. This club is open to all students. While it is not a service organization, Hearts for Haiti will be an active participant in programs that benefit the wider community.

Advisor: Roland Blanchette, x1706

Helping Hands: An organization dedicated to increasing the understanding and awareness of disability issues by sponsoring activities and events at the College as well as in the greater Massasoit Community. The club offers peer support where answers can be found and ideas can be explored. Open to all students, staff, faculty, and administrators.

Advisor: Laurel Santini, Robin Peery, and Brenda D’Alotto, helpinghands@massasoit.edu

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

Advisor: Susan Martelli, x1836

International Touch Club: 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. The club is open to all students.

Advisor: Ida Cerezo-O’Donnell, x1465

Japanese Culture Club: A group that wants to make a friendly environment where like-minded people can come and learn about the world of anime and manga. The club would also like to introduce the culture from which anime and manga derive. They will occasionally show movies, bring in different foods, and have guest speakers who know the language and culture of Japan. At times, they will dress up in clothing styles including j-rock and visual kai.

Advisor: Robert Kennedy, x1628

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 and night programs, are welcome to join with this group.

Advisor: Jeff Joseph, x1416

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

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

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.

Advisor: TBD; contact studentlife@massasoit.edu

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

Advisor: Jared Gilpatrick, x1565 www.masstrib.com

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

Advisors: First Year – Susan Miraclgia, x1781
Second Year – Rosemary Colletti, x1739

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

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

Phi Theta Kappa: Officially known as the International Honor Society of the two-year college. Students must have at least a 3.5 cumulative average and have completed at least 12 credits in a degree program at Massasoit.

Advisors: George Scala & Sawsan Zahara, ptk@massasoit.mass.edu
Radiologic Technology: Designed for students enrolled in the Radiologic Technology Program.

Advisors: First Year – Anthony Kapadoukas, 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 – Kathleen Wood, x1765

Social Action Club: Open to all students, this club will present life-changing experiences in the form of community service.

Advisor: Melany McFadden, x1616

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

Advisor: Kathleen Reid, x1480 or sga@massasoit.edu

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

Advisors: Brian Smith, x1063 and Sarah Comeau, x1477

Women’s Resource Center: The Women’s Resource Center, located in the Lower Level of the Student Center on the Brockton campus, sponsors a wide variety of activities that are of special interest to women. The center offers students the opportunity to increase their knowledge, interest and appreciation of the needs, contributions, aspirations and problems of women. Services are available from September to June, three days a week.

Advisor: Donna LeClair, x1484

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.

Advisor: Irving Weiner, x2626

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

Advisor: Scott Ketcham, x2906

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

Advisor: John Fitzgerald, x2161

Dental Assistant Club: Participation in the Dental Assistant 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

Electro Club: The purpose of this club is to promote interest in Electro-Mechanical Technology and Electronics Technology programs. Field trips to related industry and guest speakers are planned to expand understanding of job opportunities in these fields.

Advisor: Larry Wasko, x2639

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

Advisor: Witt Taylor, wtaylor7@massasoit.edu

Phi Theta Kappa: Officially known as the International Honor Society of the two-year college. Students must have at least a 3.5 cumulative average and have completed at least 12 credits in a degree program at Massasoit.

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

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

Advisor: Kristen O’Neil, x2118 or sga@massasoit.edu
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 24th New England Championship in 2014 and won back-to-back NJCAA National Championships in 1986 and 1987. In total, the Warriors have made 14 appearances at the National Tournament.

**WOMEN’S SOCCER**
The women’s soccer program advanced to the New England Finals for the second straight season in 2014. The Warriors represented Massasoit at the 1989 NJCAA National Tournament.

**MEN’S BASKETBALL**
The men’s basketball program has captured one New England Championship and has won the MCCAC State Championship on four occasions, the last being in 2011.

**WOMEN’S BASKETBALL**
The women’s basketball program made history in 2013-14, winning the school’s first-ever New England Championship. The victory advanced the Warriors to the NJCAA National Tournament for the first time in program lore. Overall, the women’s basketball program has won seven MCCAC State Championships.

**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.

**GOLF**
The golf program returned to Massasoit in the spring of 2015 after a hiatus since 2005. Massasoit finished third at the NJCAA Region XXI Tournament and sent one student-athlete to the NJCAA Nationals in Chautauqua, N.Y.

**CROSS COUNTRY**
With the success of the track & field program, the Warriors added cross country to the slate of collegiate sport opportunities at Massasoit in the fall of 2015. The Warriors are slated to race in five meets followed by the NJCAA Nationals held at Westfield State.

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

**TRACK & FIELD**
In just two years of having a track & field program, Massasoit has already sent five individuals to compete in a total of nine events at the NJCAA Nationals. In 2015, the Warriors claimed their first ever individual medal in the men’s javelin.

**Asiat 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.
Academic Advising

At Massasoit, there are more than 50 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

The Advisement and Counseling Center provides resources for students 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.

For more comprehensive career development services, see Career Services.

Personal Counseling

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

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

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

Students who are experiencing a crisis on campus should meet with a counselor for assistance.

Transfer Information

Transfer services are part of Massasoit Community College’s dynamic Advisement & Counseling Center. The Coordinator of Transfer Affairs & Articulation and Academic Counselors are committed to helping students navigate through the process of selecting and ultimately applying to a four-year college or university. Students may take advantage of many transfer opportunities through MassTransfer with four-year state institutions, or find many exciting transfer pathways at four-year private colleges/universities. With scholarship opportunities, course equivalency guides, our transfer calendar and virtual tour options, Massasoit Transfer Services offers comprehensive transfer advising throughout your time at Massasoit.

To schedule an appointment regarding transfer services, contact the Advisement & Counseling Center Office at 508-588-9100, x1461 during the day and x1311 during the evening. Visit www.massasoit.edu/transfer for immediate transfer information.
Career Services
The mission of Career Services is to provide comprehensive career development services to our students and alumni. We seek to empower individuals in achieving their career goals through collaborative relationships with faculty, staff, employers, and members of the business community. We fulfill our mission in a positive and professional manner by promoting career development as a life-long learning process with emphasis on career skill building and post-graduation employment.

Career Services assists students and alumni secure full or part-time employment through resume writing and job-search workshops. It also maintains a current list of full and part-time job openings and arranges interviews.

Career Services Office Hours
Brockton Campus: Monday – Friday, 8:00 a.m. to 4:30 p.m.
Canton Campus: Please call for appointment or information 508-588-9100, x1406

Career Services is located on the Brockton Campus in the lower level of the Student Center. Call us at 508-588-9100, x1406.

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 insure 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, SC192, 508-588-9100, x1316.

Dean of Students
The Dean of Students is responsible for services and programs designed to foster students’ academic, societal, and personal development and to facilitate student success. The Dean serves as a student advocate and provides support for student concerns such as emergencies, illness, death in the family, problem solving, and conflict resolution. Students are educated on college policies and procedures in order to promote a safe learning environment. The Dean of Students Office is located on the Brockton Campus, Student Center, SC208, 508-588-9100, x1415.

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

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

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

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

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

The Marilyn Maxwell Latch Academic Support Program is a one-to-two-semester support and learning community that serves a diverse population of about 150 students per semester who are looking for help transitioning into college and developing their reading, writing, mathematics, and study skills. For more than 40 years, Latch’s community approach to education has helped students establish successful independent learning strategies and set realistic academic and career goals.

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

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

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

To learn more about the Latch program or to apply for enrollment, please contact the program’s staff by email at latch@massasoit.mass.edu, by phone at 508-588-9100, x1070, or visit office T330 in the Technology Building.

Multicultural Center

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

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

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

MyMassasoit Web Portal

All current students are provided with an account to the MyMassasoit web portal. The portal is the place for students to access grades and transcripts, register for classes, access online course material, provide contact information for the College emergency notification system, join online clubs and organizations, receive notification of cancelled classes, and access College email. This email account is the means for all official electronic communication with the College.

The accounts are accessed from any internet-capable computer by clicking on the “MyMassasoit” link on the Massasoit homepage, www.massasoit.edu. Students sign in using their Massasoit username and a password. The initial password is the student’s eight-digit birthdate. Assistance is available from the Help Desk in T544 on the Brockton campus or by emailing mymassasoit@massasoit.mass.edu.

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 155 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.

The main office is located on the lower level of the Student Center in SC174. On the Canton campus, the office is located in C114.

Contact Information and office hours:

Brockton: 508-588-9100, x1061
Monday – Friday, 8:30 a.m. to 5 p.m.

Canton: 508-588-9100, x2019
Tuesdays, 8:30 a.m. to 2:30 p.m.
Ubuntu Scholars

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

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

For more information, contact Jeff Joseph, Director of Minority Mentorship Programs and First-Year Experience, Brockton Campus, Student Center, Rm 1886, jjoseph40@massasoit.mass.edu, 508-588-9100, x1416.

Veterans Services

Veterans Center

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

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

Military Leave/Withdrawal

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

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

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

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

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

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

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

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

To initiate the process, students must go to the Registrar’s Office, complete a Withdrawal from the College form, and provide a copy of the Order to Active Duty or an affidavit as described above. A grade of W will be recorded for all courses after the official withdrawal procedure has been completed. For more information, contact the Veteran Services Counselor at 508-588-9100, x1063 or at veterans@massasoit.mass.edu.
Gateway to College is a comprehensive early college high school program that enables qualified, motivated students to earn a high school diploma while accruing college credits. Although all activities take place on the college campus, students are enrolled in both the school district and the college, and receive a high school diploma from the district in which they live.

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

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

Our current school district partners include Brockton, Easton, Everett, Hanover, Middleboro, Norton, Randolph, Weymouth and Whitman-Hanson. Contact us at 508-588-9100, x1691 or visit the website at www.massasoit.edu/gateway.
The Office of Diversity and Inclusion serves as the College 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 we define inclusive excellence, we realize that it is the one distinctive quality that characterizes great institutions. To recognize and appreciate the value of diversity and inclusion, Office of Diversity and Inclusion has the following goals:

- Develop programs to stimulate awareness and promote acceptance of differences on campus and within the community;
- Provide aide in resolving situations of alleged intolerance;
- Provide outstanding and culturally competent resources and services to Massasoit Community College and the surrounding community; and
- Assist in the hiring, recruitment, and retention of faculty and staff.

The Office of Diversity and Inclusion works collaboratively throughout the institution with faculty, staff, and students to promote a campus climate that values diversity and inclusion that is free of bias, prejudice, and harassment. We are a place where all members of the College community are free to voice their concerns and celebrate differences. If you have any questions or would like to learn more about diversity services, please contact Yolanda Dennis, Executive Director of Diversity and Inclusion/Title IX Coordinator, at 508-588-9100, x1309.

We welcome you to join our rich multicultural and inclusive community at Massasoit Community College!

Center for Lifelong Learning
The Center for Lifelong Learning at Massasoit Community College provides senior citizens ageless learning opportunities through engaging and meaningful activities. The Center provides a friendly, inviting atmosphere for seniors to meet and talk with each other, share ideas, and foster new friendships. For more information, please contact Jennifer Murray, Coordinator, at 508-588-9100, x1064.

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

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 Fall Gala, the annual Foundation Golf Classic, 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 and matching gifts, planned giving, maintenance of existing scholarships, efforts to create new scholarships, and the Capital Campaign.

Development Department: 508-588-9100, x2602

ALUMNI RELATIONS

The newly formed office of Alumni Relations encourages recent College graduates, and all Massasoit alumni, to adopt active roles in the College community. The Director of Alumni Relations maintains contact through College publications, the Massasoit website, and by encouraging participation in special events throughout the school year. The Director also supports the Office of Development and the Alumni Association in their efforts to raise funds for student scholarships and other worthwhile endeavors.

Alumni Relations Director: 508-588-9100, x1860

ALUMNI ASSOCIATION

Massasoit Community College has more than 30,000 alumni. Students who have completed 24 credit hours are invited to join the Alumni Association. The purpose of the Association is to invoke alumni in promoting the goals of the College, fostering friendship among alumni, assisting recent graduates of the College and, whenever needed, providing assistance to the College and its alumni. Each year the Association awards a scholarship to a Massasoit undergraduate.

The Alumni Association meets on the second Thursday of every month, except July and August, in the Student Conference Room on the lower level of the Student Center on the Brockton Campus.

Alumni Association: alumni@massasoit.mass.edu

MASSASOIT COMMUNITY COLLEGE FOUNDATION, INC.

The Foundation, 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 the 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 to 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 Massasoit Community College Foundation, please call 508-588-9100, x2602.

Massasoit Community College Foundation Board of Directors

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<td>Kevin Walsh, President</td>
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CORPORATE AND COMMUNITY EDUCATION

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

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

Community Education

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

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

Corporate Education

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

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

To learn more about training for your employees, contact Associate Dean Maryellen Brett, 508-588-9100, x1302.
**Adult Basic Education Programs**

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

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

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

For information on Adult Basic Education programs, please contact Director Linda Aspinwall, 508-588-9100, x1301.

**HiSET Preparation Classes**

These classes are offered through Community Education to individuals seeking a review course before taking the HiSET test. A free preassessment is given to determine students’ levels before they enter the HiSET preparation classes.

For more information, please contact Associate Director Paul Key at 508-588-9100, x1312.

**Transitional ESOL Class College Preparation Course**

This 48-hour non-credit course is designed to bring students to the level of Massasoit’s college credit ESOL classes.

Students who successfully complete this course may register for the first level of college credit ESOL courses in the following semester. This course focuses on speaking, listening, reading, and writing. Courses are generally offered in the evening during the fall, spring, and summer sessions.

For more information, please contact Director Kelly Tilden at 508-588-9100, x1310.
Academic Honesty

In accepting admission to Massasoit Community College, students also accept the responsibility for maintaining high standards of academic integrity and scholarly practice. Plagiarism using another person's words or ideas without acknowledgement is strictly forbidden. This means that dependence on the ideas or language of others in a student's oral, written, technical and artistic work must be properly acknowledged and documented. Information on documentation is contained in most writing handbooks and is generally covered by an instructor in one of a student's composition courses.

Academic dishonesty also includes, but is not limited to, a student giving or receiving aid during examinations or in completing laboratory assignments, computer programs, or other work assigned in courses, unless given explicit permission by the instructor.

It is the responsibility of the individual instructor to enforce this policy. If an infraction occurs, an instructor may take action which reflects the seriousness of the infraction, and could range from an informal verbal warning to, but not beyond, the issuance of a grade of F for the course.

In addition to action taken relative to the specific course, the course instructor may bring any matter related to academic honesty to the Assistant/Associate Dean, who may bring the matter to the Vice President of Academic Affairs for consideration of further disciplinary action.

The student's right to due process is guaranteed in any disciplinary action involving faculty members and the administration. If a student has a complaint or a grievance he/she should contact the Dean of Students. The Student Grievance Procedure is contained in the Student Handbook which is available in the Student Life Office and the Office of the Dean of Students. The procedure outlines the necessary steps a student must follow to file a grievance.

Affirmative Action

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

Complaint Process

Informal Complaint

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

Formal Complaint

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

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

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

**Interim Protective Measures**

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

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

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

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


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

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

**Confidentiality of Process**

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

**Investigation**

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

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

**Review and Decision by the President’s Designee**

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

**Appeal to President**

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

**Alcohol and Drug Use**

No alcoholic beverages may be consumed, served, sold or stored by students, guests, invitees, educators, administrators or executives of the College at the Brockton, Canton or Middleborough education campuses or athletic facilities or in any motor vehicle owned or leased by Massasoit Community College, without the advance (not more than 90 days) written approval of the College President.

If, after having secured the required written approval, alcohol is served or sold by anyone, then it must be served or sold strictly in accordance with applicable state law. All arrangements for the delivery, service, sale, storage and removal of alcoholic beverages at the education campuses or athletic facilities of Massasoit Community College shall be coordinated with the Director of Food Services, and he or she shall identify and retain the name of the responsible person.

No alcoholic beverages may be consumed, served, sold, or stored at the Massasoit Community College Conference Center in Brockton, without the advance (not more than 90 days) written approval of the College President. However, the President may delegate such function granting authority to an authorized leasing agent or the Conference Center Manager or the Director of Food Services, provided, such function granting authorization is in writing and the agent’s authorization was dated within the past twelve (12) months. If, after having secured the required written approval to hold or conduct a function, alcohol is served, sold or stored by anyone, then it must be served, sold or stored strictly in accordance with applicable state liquor laws. All arrangements for the delivery, service, sale, storage, and removal of alcoholic beverages at the Massasoit Community College Conference Center in Brockton shall be coordinated with the Director of Food Services, and he or she shall identify and retain the name of the responsible person for each authorized function.

Notwithstanding, the restrictions and limitations otherwise included in this Alcohol & Drug Policy, a duly licensed bar, cafe, pub or other liquor serving establishment may be operated at the Massasoit Community College Conference Center in Brockton. Whether such liquor serving establishment is directly managed and operated by College personnel or by some other independent entity, it shall be subject to the general supervision of the President of the College and closely monitored and supervised on a continuing basis by either the authorized leasing agent or the Conference Center Manager or the Director of Food Services as may from time to time be determined by the President in writing. Any duly licensed bar, cafe, pub or other liquor serving establishment operated at the Massasoit Community College Conference Center in Brockton shall strictly observe all state liquor laws, all applicable ordinances established by the City of Brockton and all rules and regulations established in writing by the person designated by the President to closely monitor and supervise the liquor serving establishment.

No alcoholic beverages may be consumed, served, sold or stored at any Massasoit Community College student group activity or function, whether held on-campus or off campus. The only limited exception to this strict prohibition is for recognized religious ceremonies or situations where it is absolutely certain every student present will be of legal drinking age, and the advance (not more than 90 days) written approval of the College President has been secured.

If, after having secured the required written approval, alcohol is served or sold by anyone, then it must be served or sold strictly in accordance with applicable state liquor laws. Notwithstanding the defined limited exceptions, no College funds, no College funds indirectly made available to students and no student fees shall be used in support of any Massasoit Community College student group activity or function at which alcoholic beverages will be consumed, served or sold, whether held on-campus or off campus. No unlawful drug or illegal substance may be consumed, served, sold, stored or used by students, guests, invitees, educators, administrators or executives of the College at either the Brockton, Canton or Middleborough education campuses or athletic facilities or in any motor vehicle owned or leased by Massasoit Community College.
No unlawful drug or illegal substance may be consumed, served, sold, stored or used by outside organizations or off-campus entities or their guests or invitees using any Massasoit Community College education campus or athletic facility or in any motor vehicle owned or leased by the College.

No unlawful drug or illegal substance may be consumed, served, sold, stored or used at the Massasoit Community College Conference Center in Brockton.

No unlawful drug or illegal substance may be consumed, served, sold, or used at any Massasoit Community College student group activity or function, whether held on-campus or off-campus. There are no exceptions to the College policy that no College funds, no College funds indirectly made available to students and no student fees shall be used in support of any Massasoit Community College student group activity or function at which any unlawful drug or illegal substance will be served, sold, or used, whether held on-campus or off-campus.

Any person actually observed consuming, serving, selling or storing alcoholic beverages on College property in violation of this Alcohol & Drug Policy or applicable state liquor laws and any person actually observed consuming, serving, selling, storing or using any unlawful drug or illegal substance on College property in violation of this Alcohol & Drug Policy or applicable state drug laws or substance laws shall be required to immediately leave the property of Massasoit Community College. Such individuals are also subject to arrest and criminal penalties as provided by state law, and the College may report such apparent violations to law enforcement authorities for further investigation and prosecution.

In addition, students and College personnel should be aware that they are subject to such civil penalties as may be deemed appropriate, under the particular circumstances, by the President of Massasoit Community College, including the distinct possibility of temporary suspension or even permanent dismissal from employment or attendance at the College.

It is the official policy of Massasoit Community College to assist students and College personnel in dealing with problems they may be experiencing with alcohol, drugs and chemical substances, provided that the student or employee acknowledges that he or she may have a problem and seeks to remedy the situation before the College administration decides that it must take action under this Alcohol & Drug Policy. Students seeking information concerning substance abuse, rehabilitation programs and counseling services should contact Advisement and Counseling.

It is not a violation of this Alcohol & Drug Policy for a student, guest, invitee, educator or administrator to carry, consume, possess or otherwise use a prescription drug or an over the counter drug or medicine in a lawful manner. No authorization to carry, consume, possess or otherwise use a prescription drug or an over the counter drug or medicine need be sought or secured from the President or any other College official, provided such consumption or use is lawful and is reasonable under the circumstances involved. However, the College’s Alcohol & Drug Policy does not authorize or condone the abusive use of any lawful drug or medicine, whether obtained by prescription or over the counter, which could result in a drug overdose, chemical dependence, adverse health effects or an accident to anyone on College property or in a College owned or leased motor vehicle. While the President of Massasoit Community College may adopt a different standard for evaluating the circumstances involving the excessive consumption or abusive use of lawful prescription drugs and over the counter medicines and make a reasonable allowance for mitigating circumstance, the President may impose on college personnel and students such civil penalties as he or she may deem appropriate, under the particular circumstances, including the possibility of permanent dismissal from employment or attendance at the College.

Students and College employees need to understand that Massasoit Community College is subject to various state and federal laws that deal with the abusive use of alcohol, drugs and chemical substances, including specifically the federal Higher Education Act of 1965. Title XII, which was an amendment to this Act created by the Drug-Free Schools and Communities Act of 1989, applies to every educational institution receiving federal funding. In addition, certain College employees, including those involved in federally funded grants and projects, are subject to the Drug-free Workplaces Act of 1988, and as a result the College may be a mandatory reporter of certain employee acts that could result in a criminal conviction. See Disclosure of Student Disciplinary Records Policy for further information.

**Animals on Campus**

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

**Attendance and Discipline**

Students are expected to attend all regularly scheduled classes and laboratory sessions on time. The professor at the beginning of the semester will clarify the attendance policy in writing on the course syllabus.

The College reserves the right to dismiss a student for disciplinary as well as academic reasons when it considers such action in the best interests of the College or the student. In all such cases, the College will state the reason and inform the student of his/her rights to a hearing.

An instructor may terminate a student’s participation in a class or course if the student’s behavior disrupts the learning process. Prior to dismissal the student has a right to receive a warning from the instructor and once dismissed can request reasons for the dismissal. The student may request a hearing.

**Children on Campus**

The staff at Massasoit Community College understand that in some circumstances it may be necessary to bring children on campus. Thus, although not encouraged, children are not prohibited from being on the campus as long as they are under the direct supervision of a parent and/or a designated adult at all times. College staff and faculty members responsible for specific College areas reserve the right to exclude children.
from that area when, in their judgment, it is in the interest of health, safety, or the educational process. The College cannot be responsible for the care and supervision of unattended children. Campus Police will be asked to locate and return to the custody of the parent any unattended children.

**Clery Act**

Massasoit Community College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), which is a federal law requiring most colleges and universities nationwide to publish statistics in order to inform the campus community about certain criminal offenses committed on or near campus. Clery statistics involving Massasoit Community College can be requested by contacting the College Police Department or visiting the College's website at www.massasoit.edu/massasoit-police.

**Confidentiality of Student Records**

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

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. A student may submit to the registrar, dean, chair of the academic department, or other appropriate official, written requests that identify the record(s) he or she wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

A student may ask the College to amend a record that he or she believes is inaccurate or misleading. The student should submit a request in writing to the College official responsible for the record, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will inform the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on or assisting an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Further, upon request, the College discloses education records without consent to officials of another school in which a student seeks admittance or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by an institution of higher education to comply with the requirements of FERPA.

Such complaints may be filed with the Family Policy Compliance Office at the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

5. The College identifies the following student information as directory information: student name, town of residence, college email address, level of education (first year or second year), enrollment status (full- or part-time), program of study, dates of attendance, degrees, and awards received from Massasoit (e.g. Dean’s List, athletic awards, etc.). Directory information may be released by the College to a third party requesting such student information without first obtaining the consent of the eligible student. An eligible student has the right to refuse to permit the College from identifying some or all of those types of information about the student as directory information. An eligible student must notify the College's registrar within two weeks of the beginning of each academic semester if the eligible student does not want any or all of those types of information about a student designated as directory information.

Notwithstanding the College’s definition of directory information, the Department of Defense, pursuant to the Omnibus Consolidated Appropriations Act of 1997 (Solomon Amendment), identifies the following information as student recruiting information: student names, addresses, and telephone listings; and if known, students’ ages, levels of education, and majors. If an eligible student chooses not to exercise his or her aforementioned right to refuse to permit the College to designate some or all of the student’s record information as directory information, the College will release to the Department of Defense, or an agency thereof, that student information which the Department of Defense has designated as student recruiting information. This may result in the nonconsensual disclosure of personally identifiable information. When student information is released pursuant to a Department of Defense request, notice of the request, and the release of student information in accordance therewith, will be posted in a conspicuous location in the College’s Registrar’s Office for the period of one academic year.

Please see Disclosure of Student Disciplinary Records for further information.
CORI/SORI (Criminal/Sex Offender Registry Information)

In order for a student to be eligible to participate in an academic, community or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth’s Department of Criminal Justice Information Services, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P. For more information regarding the College’s CORI/SORI check process, please contact the Dean of Nursing and Allied Health. (Updated 8/22/12).

Disclosure of Student Disciplinary Records

Effective since 1998, in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), federal legislation allows victims of violent crimes, including survivors of non-forcible sex offenses, to be informed of the outcome of an accused’s disciplinary hearing. The Dean of Students is responsible for this information.

The name of the victim or witness of a crime of violence or non-forcible sexual offense may not be released without the student’s prior written consent. Massasoit Community College is allowed to disclose the following information relative to a student found by a campus disciplinary body to have committed a crime of violence or a non-forcible sexual offense:

- Name
- Violation committed
- Sanction imposed by the College

Requests seeking this information should be directed to the Dean of Students, who houses all disciplinary records.

Under certain circumstances, Massasoit Community College is allowed to release to parents of students who are under 21 years old information regarding alcohol or drug-related disciplinary violations. The Dean of Students is responsible for the release of this information.

Fundraising

Recognized student groups may conduct fundraising activities after receiving written approval from the Director of Student Life. Fundraising activities of recognized student groups must relate directly to campus events sponsored by the club or the College. These groups must follow the guidelines established by the Office of Student Life. Contact the Director of Student Life for further information.

Hazing

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

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

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

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations. Each
such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

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

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

1. A review by the Massasoit Community College Student-Faculty Judiciary Council.
2. A review by the Massasoit Community College administrative staff and/or Campus Police, as deemed appropriate, subject to established College and statewide grievance procedures.
3. Criminal prosecution by appropriate law enforcement and judicial agencies.

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

Identification

All students must have a Massasoit Student ID on their person when on the premises of Massasoit Community College. Photo IDs are issued to all students during regular office hours in the Brockton and Canton Student Life Offices and from the main office in Middleborough. The ID is required for use as a library card, admittance to athletic facilities, to sell used books to the College bookstore and to receive discounts or free admission to events sponsored by the College. Students requiring a replacement ID will be charged $5.00.

Immunizations

Chapter 76, Section 15C of the General Laws of Massachusetts requires all full-time students (those taking 12 credit hours or more) and all students on a VISA provide proof of immunization for: measles, mumps, and rubella; tetanus, diptheria, and pertussis (Tdap); hepatitis B; and Varicella.

Requirements include:

1. At least one dose of mumps and rubella vaccine(s) given at or after first birthday.
2. Two doses of live measles vaccine, given at least one month apart beginning at or after first birthday.
3. A booster of Td within the last five years or one dose Tdap if more than five years.
4. Three doses of hepatitis B vaccine.
5. Two doses Varicella, at least one week apart, after first birthday.

IT Acceptable Use

I. Introduction

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. The principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, the right to privacy, and the right to determine the form, manner, and terms of publication and distribution. Because electronic Information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments.

Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community, including students.

II. Background and Purpose

This document constitutes a college-wide policy intended to allow for the proper use of all College computing and network resources, effective protection of all individual users, equitable access, and proper management of those resources. This should be taken in the broadest possible sense. This policy applies to the entire college network. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts which currently apply to these services. Access to networks and computer systems owned
or operated by the College impose certain responsibilities and obligations and is granted subject to College policies and local, state, and federal laws. Appropriate use should always be legal, ethical, reflect academic honesty, reflect community standards, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property, ownership of data, system security mechanisms, and individuals’ rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.

III. Definitions

a. Acceptable Use

Acceptable use of the College's computing and networking resources includes usage for academic, educational or professional purposes which are directly related to official college business and in support of the College's mission.

b. Authorized Users

The following individuals are authorized to use the College's Computer Network and Services:

(1) current faculty of the College;
(2) current staff of the College; and
(3) current students of the College.

IV. Individual Rights and Responsibilities

a. Acceptable Uses

The College's website, server, and all other related computer equipment and services may be used only for academic, educational, or professional purposes which are directly related to official college business and in support of the College's mission.

b. Unacceptable Uses

1. Obscene Materials

It is an unacceptable use of the College's computer network to view, download, store, or transmit pornographic materials or obscene materials.

2. Partisan Political Purposes

Pursuant to Massachusetts Campaign Finance Laws, no governmental resources (including fax machines, modems, printers, and/or copy machines) may be used by any person in order to promote or oppose a political candidate or ballot question or for the purpose of disseminating materials that promote a particular vote on a ballot question or a political candidate.

3. Game Playing

Recreational game playing is an unacceptable use of the College's computer network.

4. Downloading

No on-line information may be downloaded and installed on the College's computer systems without the authorization of or supervision by OIT.

5. User ID

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

6. Transmission of personal information

Use of the College network for transmission or receipt of credit card information, including the Primary Account Number (PAN), PIN, expiration date or any other identifying information on a personal or business credit card is forbidden. The Federal Education Right to Privacy Act (FERPA) and Massachusetts General Law 93H protect personal and confidential information and prohibit any transmission of unencrypted data. No such data may be transmitted across the network by the use of email, chat, instant messaging service, or any other form.

7. Decoding

A user is prohibited from decoding or attempting to decode passwords of access control information.

8. Disruptive Use

It is an unacceptable use to engage in activity that might be harmful to systems or to any information stored thereon, including creating or propagating viruses, disrupting services, or damaging files.

9. Copyrighted Software

A user is prohibited from making or using illegal copies of copyrighted software, storing such copies on the College computer system, or transmitting said copies over the College's computer network.

10. Wasting Computer Resources

A user is prohibited from wasting computer resources, including placing a program in an endless loop, printing excessive amounts of paper, distributing chain letters or engaging in an activity that is not consistent with this policy's Acceptable Use provision.

11. General Prohibition

A user is prohibited from performing any illegal act, including violation of state and federal civil or criminal laws and regulations.

12. Commercial Use

A user is prohibited from performing any commercial ventures resulting in personal income or profit.

13. Communications

A user is prohibited from intercepting, decoding, blocking, or interfering with any communication intended for other persons.
c. Enforcement
The College reserves the right to deny access to its computer and communications network to any user who breaches this or any other college policy. Further, if it is determined that a user is engaging in unauthorized activity, the College reserves the right to disconnect that user from the network.

All alleged breaches of this policy will be referred to and reviewed by the appropriate student/staff disciplinary committee. No person authorized to utilize the College's computer network and all related services may disclose his/her User ID to any other person.

d. Privacy
To the greatest extent possible in a public setting, the College is committed to preserving an individual's privacy. Electronic and other technological methods must not infringe upon privacy. However, users must recognize that the College's computer systems and networks are public and subject to the Commonwealth's public records law. Therefore, users utilize such systems at their own risk. Further, users of the College's computer network System should have no expectation of privacy over any communications, transmissions, or work performed thereon. The College reserves the right to interrupt a user's use of the College computer network, or access a user's communications or transmissions for routine system maintenance, technical problems or criminal investigations.

e. Electronic Mail
Users of the College's computer network system for electronic mail purposes should have no expectation of privacy over any e-mail communications or transmissions sent or received. Further the College reserves the right to access or interrupt e-mail communications or transmissions for routine system maintenance, technical problems or criminal investigations.

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

f. Internet Access
Access to the Internet has been provided to staff and students for the benefit of the College and students. It allows access to information resources and databases around the world.

Everyone using the Internet from the College represents the College while on the Internet. To ensure that the Internet is used in a responsible and productive manner, the following guidelines have been established for using the Internet.

Acceptable Uses of the Internet
The College's website, server, and all other related computer equipment and services may be used only for academic, educational, or professional purposes which are directly related to official college business and in support of the College's mission. Students may use the Internet to research information or download files to be used in reports or presentations for class work. Students may use available lab systems to access their e-mail or chatrooms on a space available basis. Students that need to access files or applications on the College network will be given preference to use of the lab computers.

Staff may use the Internet in the course of their daily activities to access resources of the Commonwealth or research information to be used in the performance of their position. Databases may be accessed for information as needed and e-mail used for business contacts.

Unacceptable Use of the Internet
The Internet shall not be used for personal gain or advancement of individual views. This includes advertising for a personal non-college related business or sending e-mail to people to convince them of your opinion of a particular topic. In this case, the user should obtain an account from an Internet Service Provider (ISP) at their expense. Pursuant to Massachusetts Campaign Finance Laws, no governmental resources (including computers, fax machines, modems, printers, and/or copy machines) may be used by any person (including a public employee, whether during work hours or otherwise) in order to promote or oppose a political candidate or ballot question or for the purpose of disseminating materials that advocate a particular vote on a ballot question or a political candidate. Further, in addition to a prohibition of any type political fundraising on State property, a public employee is further prohibited from soliciting or receiving, directly or indirectly, any contribution for any political purpose.

The Internet shall not be used to prevent others from being productive or disrupt the operation of the College networks. This encompasses e-mail spamming, sending harassing or threatening e-mail, or sending messages under an assumed name. Harassment of any kind is prohibited. No member of the community, under any circumstance, may use the College's computers or networks to libel, slander, or harass any other person. The following shall constitute computer harassment: (1) using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials, or threats of bodily harm to the recipient or the recipient's immediate family; (2) using the computer to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease; (3) using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease; (4) using the computer, to disrupt or damage the academic research, administrative, or related pursuits of another; and (5) using the computer to invade the privacy, academic or otherwise, of another or the threatened invasion of privacy of another.

g. Social Networking
Information technology resources provided by the College are the property of the College. Users shall have no expectation of privacy when using such resources. The use of all college information technology resources for social media activities, including but not limited to, Facebook, YouTube, Twitter, blogs
or other forms of social media, shall be limited to academic, educational or professional purposes, which are directly related to official College business and in support of the College’s mission.

All such uses shall comply with the College's computer use policies. Use of the College's information technology resources for personal social media activities is prohibited.

h. Accessing “Linked Pages” from the College’s Web Site
The College is not responsible for, nor does it maintain any control over, any pages that may be linked to its website. all websites that end with Massasoit.mass.edu and Massasoit.edu

i. Harassment
No member of the community, under any circumstances, may use the College's computers or networks to libel, slander, or harass any other person. The following shall constitute computer harassment: (1) using the computer to annoy, harass, terrify, intimidate, threaten, offend, bother another person by conveying obscene language, pictures, or other materials, or threats of bodily harm to the recipient or the recipient’s immediate family; (2) using the computer to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease; (3) using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease; (4) using the computer to disrupt or damage the academic research, administrative, or related pursuits of another; and; (5) using the computer to invade the privacy, academic or otherwise, of another or the threatened invasion of privacy of another.

j. Intellectual Property
A user is prohibited from infringing on any intellectual property, copyright or trademark rights. Users are responsible for recognizing (attributing) and honoring the intellectual property rights of others.

k. Academic Dishonesty
Users should always employ computing resources in accordance with the highest ethical standards. Academic dishonesty (plagiarism, cheating) is a violation of such standards.

l. Responding to Security and Abuse Incidents
All users have the responsibility to report any discovered unauthorized access attempts or other proper usage of the College’s computers, networks or other information processing equipment. If you observe, or have reported to you, a security or abuse problem with any College computer or network equipment, including violations of this policy, please notify the Help Desk at x1139 immediately.

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

n. Violations
Violations of this Policy may result in disciplinary action, up to and including dismissal, as well as civil and criminal liability, and/or a violation of the Electronic Communications Privacy Act or 1986, the Family Educational Rights and Privacy Act, Massachusetts Wiretap and/or Privacy Laws, defamation, copyright and/or trademark infringement laws and state or federal sexual harassment or discrimination laws.

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

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

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

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

Copies of these standards are available online. If you have any questions about this policy, or any of the library’s policies, please speak to a librarian.
Pluralism
The Community Colleges have historically been a major contributing element to the emergence of our nation as one of the most technologically and economically advanced societies of the world. The important role that the Community Colleges can play is profoundly dependent upon the extent to which they may draw from the full collective of intellectual resources within each college's community of scholars, students and administrators. Any condition or force that impedes the fullest utilization of the human and intellectual resources available represents a force of destructive consequence for the development of our Commonwealth and, ultimately, our nation. Community College students, faculty, staff and visitors must be free from conduct that has the purpose or effect of interfering with an individual's academic or professional performance and creating an intimidating, hostile or demeaning educational or employment environment. Therefore, the Community Colleges establish a policy of unequivocal condemnation of all forms of ethnic, religious, cultural or racial intolerance within the fifteen College communities.

This policy condemns all conditions and all actions or omissions, including all acts of verbal harassment or abuse, which deny or have the effect of denying to an individual his/her rights to equality, dignity and security in violation of his/her rights guaranteed under the law. The policy reaffirms the doctrine of civility, appreciation for pluralism and the pre-eminence of individual human dignity as preconditions to the achievement of an academic community that recognizes and utilizes the resources of all persons while recognizing and reaffirming the tenets of academic freedom. The Community Colleges recognize their obligation to protect the rights of free inquiry and expression, and nothing herein shall be construed or applied so as to abridge the exercise of rights under the Constitution of the United States and other federal and state laws. The Community Colleges will vigorously strive to achieve diversity sufficiently reflective of our society. However, diversity alone will not suffice. There must be a unity and cohesion in the diversity which we seek to achieve, thereby creating an environment of pluralism. The Community Colleges bear a responsibility by edict and an obligation by social morality to promote understanding and acceptance of ethnic, cultural, religious and racial diversity as we strive to create an atmosphere of dignity for all individuals and groups within our system of public higher education. The President will take reasonable measures to prevent and discourage harassment and will act positively to investigate alleged harassment and to effect a remedy or resolution when an allegation is determined to be valid.

Refunds
The refund policy for both day and evening classes after formal withdrawal is:

<table>
<thead>
<tr>
<th>REFUNDS</th>
<th>TUITION</th>
<th>FEES</th>
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<tbody>
<tr>
<td>Before classes begin</td>
<td>100%</td>
<td>100%</td>
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<tr>
<td>The first week of classes</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>The second week of classes</td>
<td>50%</td>
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</table>

After the second week of classes, no refunds of tuition or fees will be allowed. Refunds are not issued until the add/drop period for both day and evening is completed. Courses meeting fewer than 15 weeks will receive a prorated refund based on the length of the course. Inquiries regarding refunds should be directed to the Student Accounts Office.

Service Animals
Massasoit Community College generally permits service animals assisting individuals with disabilities in all facilities maintained by the College. Therefore, an individual with a disability shall be permitted to be accompanied by his/her service animal in all areas of the College’s facilities where members of the public are permitted. The College reserves the right to impose restrictions on the use of service animals on its property in order to maintain safety or to avoid disruption of College operations.

This policy applies only to facilities owned by the College or under its control. Please be advised that there may be restrictions imposed on the use of service animals in non-college facilities, such as hospitals, science laboratories or other clinical or internship experience locations. Such restrictions are established by the individual facilities according to their own policies and procedures and the College has no control over such restrictions.

“Service Animal” Defined
The Americans with Disabilities Act’s regulations define “service animal” as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. However, in certain instances, the use of other animals as a service animal may be permitted under other laws so please consult with the College’s Disability Services Officer.

Type of Work or Tasks a Service Animal May Provide:
Work or tasks performed by a service animal must be directly related to its handler’s disability. Examples of work or tasks performed by service animals include, but are not limited to:

- Assisting individuals who are blind or have low vision with navigation and other tasks.
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds.
- Providing non-violent protection or rescue work.
- Pulling a wheelchair.
- Assisting an individual during a seizure.
- Alerting individuals to the presence of allergens.
- Retrieving items such as medicine or the telephone.
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities.
- Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
Services that do not qualify as work or tasks performed by a service animal include:

- Crime deterrent effects.
- The provision of emotional support, comfort, or companionship, often referred to as “therapy” or “companion” animals.

**Service Animal Documentation**

Consistent with state law, all dogs on campus shall:

- Possess an animal license in compliance with Massachusetts law.
- Be properly immunized and vaccinated.
- Wear a current license and rabies vaccination tag.

It is recommended that a service animal wear some type of recognizable symbol identifying it as a service animal. However, there is no requirement for documentation to prove that the animal has had particular training or is a “certified” service animal.

**Registration of a Service Animal on Campus**

When practicable, a student or employee seeking to use a service animal is requested to notify the Office of Disability Services prior to bringing the animal on to College property. A service animal’s handler will be asked to complete a voluntary Service Animal Registration Form, an Acknowledgement of Responsibility, and a Waiver of Liability Agreement. These documents shall be maintained confidentially by the College.

If the animal qualifies as a service animal, the handler will voluntarily agree to comply with this policy at all times while the animal is on College property. Members of the general public intending to visit the college with a service animal should notify the College’s Office of Disability Services in advance when practicable. Specific questions related to the use of service animals on College property can be directed to Marie McDonnell via email at mmcdonnell@massasoit.mass.edu or by phone at 508-588-9100, x1082.

**Permissible Inquiries about a Service Animal**

It is permissible for the College to make the following inquiries in order to determine whether an animal qualifies as a service animal:

- Is the animal required because of a disability?
- What work or task is the animal trained to perform?

The College shall not inquire about the nature or extent of a person’s disability. Further, the College shall not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind, pulling a person’s wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

**Control of a Service Animal**

The College is not responsible for the care or supervision of a service animal. A service animal must be under the control of its handler at all times. A service animal shall have a leash or other tether, unless the handler is unable because of a disability to use a leash or other tether, or the use of such would interfere with the service animal’s safe, effective performance of its work or tasks. Under those circumstances where a service animal is not tethered, the service animal must be otherwise under the handler’s control (e.g., voice control, signals, or other effective means).

**Health, Hygiene and Cleanliness**

Service animals must be clean. Daily grooming and occasional baths should be utilized to keep the animal’s odor to a minimum. Adequate flea prevention and control must be maintained. If a service animal’s odor is offensive to other individuals, the handler will be requested to bathe the service animal prior to returning to the College. A service animal’s handler must clean up after the animal. If due to a disability the handler is unable to do so, the handler shall make alternative arrangements to do so.

**Exclusion of a Service Animal from College Property**

The College may direct an individual with a disability to remove a service animal from the premises if the animal:

- Is out of control and its handler does not take effective action to control it (including the animal poses a direct threat to others on campus and/or exhibits behavior that interferes with the educational process);
- Is not housebroken, is ill, or presents a reoccurring offensive odor; and/or
- Is not properly licensed and/or vaccinated. If the College excludes a service animal from its premises, it shall still afford the individual with a disability the opportunity to participate in its programs or activity without having the service animal on the premises.

**Public Etiquette Rules**

Members of the public should avoid:

- Petting a service animal as it may distract the animal from its work.
- Feeding a service animal.
- Deliberately startling a service animal.
- Calling or attempting to attract the attention of a service animal.
- Attempting to separate a service animal from its handler.

**Grievances**

Any person who believes that his/her rights to use a service animal on College property have been violated may file a complaint under the College’s Affirmative Action Plan by contacting the College’s Affirmative Action Officer.
Sexual Harassment

It is the goal of Massasoit Community College to promote an educational environment and workplace that is free of sexual harassment. Sexual harassment of students or employees occurring in the classroom or the workplace is unlawful and will not be tolerated by Massasoit. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by students or employees.

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

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

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

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

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

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

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

Complaints of Sexual Harassment

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

Sexual Harassment Investigation

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

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

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

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

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

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

Massachusetts Commission Against Discrimination ("MCAD")

Boston Office:        Worcester Office:
One Ashburton Place  Worcester City Hall
Rm. 601              484 Main St, Rm. 320
Boston, MA 02108     Worcester, MA 01608
617-994-6000         508-799-8010

Springfield Office:  New Bedford Office:
436 Dwight St.       800 Purchase St.
Rm. 220             Rm. 501
Springfield, MA 01103 New Bedford, MA 02740
413-739-2145         508-990-2390

The College prohibits retaliation against any person who testifies or offers evidence connected with a complaint. The College has a policy and procedure to protect an individual's right to file or not file a formal complaint, to protect an individual's confidentiality, and to handle complaints appropriately.

Sexual Violence Policy & Procedure

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

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

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

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

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

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


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

Prevention

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

- The prevention of sexual violence depends in part on the awareness of an individual’s responsibility for crime prevention and personal safety.
- Information is provided through policies, programs and education which include:
  - Sexual Violence Victim’s Rights and Information Advisory
  - Online training programs, workshops, seminars and posters addressing specific issues.
  - Seminars, workshops, pamphlets and posters addressing specific issues, such as, sexual violence, dating violence, stalking and bystander awareness.

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


Protections for Victims of Sexual Violence

A person subjected to sexual violence shall:

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

Recommended Procedures for a Victim of Sexual Violence

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

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

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

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

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

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

Rape Crisis Center Contact Information

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

Massasoit Community College On Campus Resources: If you experience sexual harassment, gender discrimination, or sexual violence, we encourage you to reach out right away – we are here to help.

Massasoit Police Department
508-427-1296 or 911 from any College phone
Brockton Police Department
508-941-0200 or 911
Massasoit Advisement & Counseling Center
508-588-9100, x1462
Massasoit Health Services
Brockton - 508-588-9100, x1450/1451; Canton, x2451
Massasoit Disability Services
Academic Resource Center, x1801
Coordinator of Disability Services, x1425
Massasoit Women’s Resource Center
508-588-9100, x1484
Bystander Intervention - Be Proactive!
We all have an important role in preventing sexual violence when we are confronted with problematic situations. Bystander intervention is the act of feeling empowered and equipped with the knowledge and skills to effectively assist in the prevention of sexual violence. Being an active bystander can include:

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

If you SEE something, SAY Something! Be a Member of the Massasoit Community!
As a bystander who positively intervenes in instances of sexual harassment or sexual violence, you can:

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

Social Media
The Office of College Communications is the administrator for the College’s official social media sites. A formal Social Media Policy is currently being developed. Until it is finalized, please direct any questions or requests for social media account creations to Executive Director of College Communications Laurie Maker at lmaker@massasoit.mass.edu or at x1848. See IT Acceptable Use Policy for more information.

Solicitation
Commercial ventures are not permitted to operate or solicit on College property. The posting of advertisements on college property is subject to the College’s Bulletin Board Policy. College offices and committees appointed by the President of the College may conduct fundraising activities, which are directly related to their functional purposes. Materials produced for the promotion of the event must bear the name of the sponsoring office or committee.

Tobacco and Electronic Cigarette Use
State law currently prohibits smoking inside any state building. Massasoit Community College is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees and students. For health and safety reasons, smoking and the use of tobacco and electronic cigarette products (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes) is permitted only in personal vehicles on the Brockton and Canton campuses and in one designated area at each campus (between lots 2 & 3 in Brockton and adjacent to Lot 3 in Canton). The Tobacco and Electronic Cigarette Use Policy shall apply to all Massasoit Community College employees, students, and visitors. The Middleborough location is smoke-free.

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

Information Collection and Use
Massasoit Community College collects information from our users at several different points on our website. If you choose to share personal information with us – by sending us a message or filling out an electronic form with personal information – we will use the information only for the purpose authorized.

Massasoit Community College is the sole owner of the information collected on this site and we will not sell, share, or rent this information to others in ways different from what is disclosed in this statement. All information electronically sent is collected under secure means (SSL) to ensure your privacy.

Log Files
Our website server automatically recognizes only the Internet domain and Internet Protocol (IP) address from which users accessed our site. We use IP addresses to analyze trends, administer the site, and gather broad demographic information for aggregate use. We do this so that we can improve the content of our site. Since IP addresses are not linked to personally identifiable information, this does not result in the identification of personal email address or other personal information.

Sharing
We will not share this aggregated demographic information with third parties. This is not linked to any personal information that can identify any individual person. We may partner with third-party companies to provide specific services to our community such as a credit card processing company to bill users for goods and services. These companies do not retain, share, store, or use personally identifiable information for any secondary purposes. These parties are not allowed to use personally identifiable information except for the purpose of providing these services.

Cookies
A cookie is a piece of data stored on the user’s hard drive containing information about the user. Usage of a cookie is
in no way linked to any personally identifiable information while on our site. Once the user closes the browser, the cookie simply terminates. For instance, by setting a cookie on our site, the user might not have to log in with a password more than once, thereby saving time while on our site. If a user rejects the cookie, he or she may still use our site. The only drawback is that the user might be limited in some areas of our site. Cookies can also enable us to track and target the interests of our users to enhance the experience on our site.

Links
This website contains links to other sites. Please be aware that Massasoit Community College is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by this website.


**ACADEMICS**

**Academic Degrees**

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

A certificate is awarded to students who complete at least 30 credits in a Board of Higher Education-approved program. The College also offers college-approved certificates of fewer than 30 credits, as well as a wide variety of non-credit certificate programs.

**Academic Forgiveness**

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

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

**Academic Honors**

**Commonwealth Honors Program**

The Commonwealth Honors Program at Massasoit offers three honors courses to students earning an A in a composition class and carrying a GPA of 3.2 after completing 12 college credits. Honors classes feature a seminar format of teaching and learning, a high degree of student involvement in both class discussion and the presentation of projects, and ongoing consultations between student and instructor. Students admitted to an honors course are usually recommended by their instructor in an English Composition class and then interviewed by the coordinator. All honors courses are designated as such on the student’s transcript.

Students may enroll in individual courses or work to complete the program and graduate as Commonwealth Honors Scholars.

The small size and intimate atmosphere of honors classes appeal to students who seek a strong voice in their education. Students receive sustained assistance in planning their future educational goals, including transfer. Students receive a $100 waiver for each three- or four-credit honors course.

The Commonwealth Honors Program is coordinated by Professor Susan Martelli on the Brockton Campus at 508-588-9100, x1836, H113, and by Professor David LaFontaine on the Canton Campus at 508-588-9100, x2838, C311B.

**Access to the Honors Center**

The Honors Center is a place where students study, use computers, and meet with other students in the program. The center also hosts receptions, film screenings, and other academic activities.

**Honors Program Highlights**

- Honors field trips
- Extracurricular activities for cultural enrichment
- Annual awards and recognition luncheon
- Statewide undergraduate conference
- Student presentation of original work in oral and visual form before peers, faculty, and the public

Massasoit Community College is a member of the National Collegiate Honors Council.

**Dean’s List**

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

**Green Key**

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

**Phi Theta Kappa**

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

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

**Good Standing**

Students will be considered to be in good standing if they maintain a cumulative GPA as indicated:

1.0 upon the completion of 1-15 total credits
1.6 upon the completion of 16-30 total credits
1.75 upon the completion of 31-45 total credits
2.0 upon the completion of over 45 total credits

Withdrawals, Incompletes, Passes, and Audits are not completed courses and, therefore, do not factor into the GPA. The minimum cumulative GPA for graduation is 2.0. Students receiving financial aid are also required by government regulations to comply with additional standards. Please see Financial Aid for more information.

**Academic Probation**

Students who are not in good standing will be placed on academic probation and are strongly encouraged to meet with a counselor. The purpose of meeting with the counselor is to consider one or more of the following options:

1. A reduction or change in the student’s intended course selection for the next probationary semester;
2. A reduction or change in intended work plans for next semester;
3. Tutoring;
4. Academic assistance program (Latch);
5. A program of regular, periodic meetings with the student’s new instructors, counselor, and/or faculty advisor; or
6. Career reassessment program.

After one semester of Academic Probation, the student will:

1. Be removed from academic probation if the cumulative GPA is raised to or above that required for good standing;
2. Continue on academic probation if the probationary semester’s GPA is 2.25 or above, but the cumulative grade point average stays below that required for good standing; or
3. Have a status of academic deficiency if the semester’s GPA is below 2.25 and the cumulative GPA is below that required for good standing.

**Academic Deficiency**

The student has a number of alternatives when his/her academic status falls to academic deficiency:

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

**Academic Year**

The academic year consists of two semesters of about 16 weeks each. Curricula leading to the degrees of Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.) are designed so that a student pursuing a program can complete graduation requirements in two academic years, or four semesters. In most associate degree programs, the opportunity exists to complete the required curricula over a longer period of six to eight semesters by taking fewer courses per semester. Interested students should contact a counselor or academic advisor for details.

Certificate programs are typically completed in one or two semesters.

**Adding and Dropping Courses**

Students have a period of one week from the first scheduled class meeting to add or drop a course. Students who drop all courses during the first two weeks of classes may be assessed additional fees. For courses dropped after classes begin, students should contact the Registrar’s Office for clarification and to determine if a change in enrollment will affect the financial aid award. Contact the Registrar’s Office for the add/drop period for courses meeting less than 15 weeks.

**Cancellation of Classes**

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

When cancellation of classes is necessary due to inclement weather, announcements will be made at approximately 6 a.m. on the following radio and TV stations: WPLM-FM (99.1), WCTK (98.1), WRKO-AM (680), WBZ-TV (Ch. 4), WBZ-AM (1030) WHDH-TV (Ch. 7), WFXT-TV (Ch. 25). Each campus may be independent of the other in regards to class cancellations in an emergency situation. Evening school cancellations are broadcast over the same stations at approximately 3 p.m.

**Please do not call the College.**

For individual class cancellations and classroom changes, please view the digital monitors located around various academic buildings, or log in to the MyMassasoit web portal; class cancellations will be posted on the right side of the home page.
Center for Experiential Learning

The Center for Experiential Learning at Massasoit is a resource for students, faculty, employers, and community partners who wish to receive and/or provide experiential learning opportunities that enhance student learning, integrate theory and practice, and promote professional development and active citizenship. Center initiatives include Civic Engagement and The Democracy Commitment, internships, Alternative Spring Break, supplemental instruction, and Sustainability Across the Curriculum.

Change of Program

A student wishing to change one program for another must make an appointment with a Counselor in the Advisement & Counseling Center who will advise the student and answer questions regarding transferability of courses from the current to the new program. The Advisement & Counseling Center can be contacted at 508-588-9100, x1461 on the Brockton Campus or 508-588-9100, x2117 on the Canton Campus.

After completing a Change of Program form, the student returns the form to the Admissions Office for review and final decisions. Students who change and are accepted into new programs before October 15th (Fall semester) and March 15th (Spring semester) may apply the change to the current semester. Changes made after October 15th will apply the change to the upcoming Spring semester. Changes made after March 15th will apply to the upcoming Fall semester.

Students should be aware that changes in course and program requirements that take effect in the upcoming Fall semester will apply if the student changes programs after March 15th.

Concurrent Curricula

The College allows students to be enrolled simultaneously (concurrent curricula) in both a certificate and a degree program at the student's request before the completion of the certificate requirements, or in two degree programs at the student's request before the completion of the first degree. Students should complete a program modification form with an Academic Counselor in the Advisement & Counseling Center to be submitted to the Registrar's Office.

Core Curriculum

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

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

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

Finally, the Core Curriculum has been designed to assist students to gain knowledge and skills that enhance and complement those of their chosen field. It will broaden life interests and equip a student to make more effective use of our world throughout life. We believe that it will help each student to keep growing as a person. We are proud of our Core Curriculum and trust that students, too, will share our belief when they have engaged in it. Students should carefully note developmental prerequisites for individual courses.

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

Minimum Core Requirements

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

- 6 communications credits
- 3 quantitative credits
- 3 or 4 science credits
- 3 social science/humanities credits

Associate in Science (A.S.):

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

Across the Curriculum.

Fundamentals of Mathematics take these courses immediately upon entrance to the College.

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

Finally, the Core Curriculum has been designed to assist students to gain knowledge and skills that enhance and complement those of their chosen field. It will broaden life interests and equip a student to make more effective use of our world throughout life. We believe that it will help each student to keep growing as a person. We are proud of our Core Curriculum and trust that students, too, will share our belief when they have engaged in it. Students should carefully note developmental prerequisites for individual courses.

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Minimum Core Requirements

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

- 6 communications credits
- 3 quantitative credits
- 3 or 4 science credits
- 3 social science/humanities credits

Associate in Science (A.S.):

- 6 communications credits
- 3 quantitative credits
- 3 or 4 science credits
- 3 social science/humanities credits
- 6 liberal arts credits
Associate in Arts (A.A.):

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

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

Course Deadline/Refund Policy

For Credit Courses

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

Withdrawal after classes begin: Refund is based on the meeting time and length of class. For full-semester courses, students have a period of one week from the first scheduled class meeting to add or drop a course without a record with a 100% refund. During the second week of the scheduled class meeting, students will receive a 50% refund and a grade of W for the withdrawn course(s). From the point of the first scheduled class meeting in the third week of classes, there is no refund, and students receive a grade of W for the withdrawn course(s). Please refer to the Deadline/Refund Schedule at www.massasoit.edu/students-and-parents/registrar/deadline-refund/index for semester-specific refund schedules.

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

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

For Non-Credit Courses

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

Course Participation Reporting

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

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

Credit for Prior Learning

Credit for Prior Learning is a procedure through which students may, with the approval of the College, receive academic credit for certain life and work experiences. This procedure calls for the interested student to petition the Office for Prior Learning in the Division of Academic Affairs. College credit will be awarded to qualified students through a process of assessment and documentation arranged through consultation between the Office for Prior Learning and appropriate faculty.

Students must pay for the assessment and any credit awarded. Students will not be permitted to apply for Part II of any skill-oriented, sequential course until credit has been granted for Part I, such as typing, word processing, or shorthand. Call 508-588-9100, x1901 for more information.

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

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

English 101 Substitution

A student, based on testing scores, may place out of ENGL 101 English Composition I and substitute any college-level writing course in its place. This is also the case if a student placed into an equivalent to ENGL 102 at another school and was not required to take the ENGL 101 equivalent. Currently there are only three options for replacement: ENGL 107 Technical Writing; ENGL 119 Creative Writing; or JOUR 120 Newspaper Journalism.
Grade Point Average

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Less than satisfactory</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

Repeating a Course

A course in which a student received a C- or below may be repeated without prior approval. A course in which a student received a grade of C or higher may be repeated but only with prior approval. Waiver to repeat a course forms are available in the Registrar’s Office. Students receiving financial aid have additional restrictions on repeating courses. See Financial Aid for more information.

Graduation

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

Massasoit has three degree conferral dates: one in January, one in May/June, and one in August. Commencement ceremonies are held once a year at the end of the spring semester.

Graduation Requirements

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

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

Commencement

Students who have completed all of the graduation requirements requirements by the commencement date are eligible to participate in the ceremony. Information regarding the graduation ceremony is sent to potential graduates by the Dean of Students.

Graduation with Honors

Graduation with Honors is an official recognition by the College of outstanding academic achievement by a student during the entire period of his/her enrollment at the College. Honors are given to individuals receiving an Associate in Arts (A.A.), Associate in Science (A.S.), Associate in Applied Science (A.A.S), and our three Board of Higher Education-recognized certificate programs.
A student’s cumulative GPA as of his/her last semester in attendance before degree conferral is used to determine Graduation Honors.

**Honors: 3.3-3.69 GPA**

**High Honors: 3.7-3.89 GPA**

**Highest Honors: 3.9 and above GPA**

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

**High School Articulation Agreements**

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

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

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

**Broadcasting Technology to Liberal Arts/Media Option**

Quincy High School

**Diesel Technology**

Madison Park Technical Vocational High School

**Electronic Technology**

Blue Hills Regional Vocational Technical High School

South Shore Regional Vocational Technical High School

**Marketing**

Plymouth South High School

**Internships**

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

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

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

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

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

**Online Learning**

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

**SACHEM**

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

- Bridgewater State University, Bridgewater
- Bristol Community College, Fall River
- Cape Cod Community College, West Barnstable
- Dean College, Franklin
Details of the cross-registration program for those who are interested may be obtained from the Registrar’s Office.

Special Studies
The intent of special studies is to provide: (1) an alternative method for completing catalog courses (directed study); and (2) an opportunity to explore subject matter not presently offered (independent study). Students wishing to take special studies must fill out the appropriate form with a faculty member who is willing to guide their studies. Limited to two courses per student, not including Latch semester. Students must have approval of both the Department and Assistant/Associate Dean.

Student Status
- Freshmen are students who have completed fewer than thirty credits.
- Sophomores are students who have completed thirty or more credits.
- Full-time students are those registered for at least twelve credits per semester.
- Part-time students are those who register for fewer than twelve credits per semester.
- Matriculating students are those who have been formally accepted in a program.
- Non-degree students are those who are not in any academic program.
- A special student who is part time registers for courses on a space-available basis.

Transcripts
Transcripts are a cumulative record of a student’s grades at Massasoit. Students may need a copy of their transcript for an employer, for admission to a transferring institution, for personal records, etc. There is generally a one-week waiting period for transcripts.

Transcript requests forms are available in the Registrar’s Office (Administration Building A240 in Brockton, 1st Floor in Canton, Director’s Office in Middleborough) and may be completed in person during business hours. The form may be downloaded at www.massasoit.edu/forms.

Transcript request forms may be returned in the following ways:

By mail to:
Registrar’s Office
Massasoit Community College
One Massasoit Blvd.
Brockton, MA 02302

Fax to: 781-401-9804

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

Students who are currently enrolled at Massasoit do not have to pay for transcripts. Transcripts for students not currently enrolled are $5.00 per transcript, paid by cash, check, or money order made payable to Massasoit Community College, or credit card (Visa, MasterCard or Discover).

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

Transfer
Transfer Information
Transfer services are part of Massasoit Community College’s dynamic Advisement & Counseling Center. The Coordinator of Transfer Affairs & Articulation and Academic Counselors are committed to helping students navigate through the process of selecting and ultimately applying to a four-year college or university. Students may take advantage of many transfer opportunities through MassTransfer with four-year state institutions, or find many exciting transfer pathways at four-year private colleges/universities. With scholarship opportunities, course equivalency guides, our transfer calendar and virtual tour options, Massasoit Transfer Services offers comprehensive transfer advising throughout your time at Massasoit.

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

Transfer Credit
The community colleges of the Commonwealth of Massachusetts have created this common transfer policy to ease and clarify the process of transferring earned credit from one college to another, whether among themselves or from other public or private institutions.

For a credit to transfer, the courses must have been taken at an institution accredited by one of the six regional accreditation agencies in the United States. Credit earned at international institutions not accredited by one of the six regional United States accreditation agencies may transfer after review and recommendation by the appropriate department chair. Massasoit requires official transcripts from the institutions where credit was earned for credit to transfer, and only college-level coursework will transfer.

Pre-college-level or developmental coursework credits, audited coursework, and grades do not transfer, although Massasoit may use developmental coursework for student placement purposes. Transfer credit grades are not used in calculating grade point averages.

Students must be admitted into a Massasoit degree or certificate program for credit to be transferred. At a minimum, credit will be granted for courses that apply to students’ current program of study.
programs of study. Once credit is transferred, it becomes part of the student’s permanent record and may not be removed.

Credit will transfer to Massasoit as the course equivalent, if it exists; as an elective equivalent within a comparable department, if it exists; or as a general elective. Credits earned in a quarter-hour system will be converted to semester-hour equivalents. Credit will not be granted for duplicate coursework or for two courses that cover the same or similar content.

Minimum Grades
Massasoit will accept grades of C- (1.7 on a 4.0 scale) or higher for transfer credit.

Grades of D and D+ (1.0 and 1.3 on a 4.0 scale) may transfer if they are for courses that are part of the 34-credit MassTransfer block and students have completed the block with a cumulative GPA of 2.0 or higher

Grades higher than C- (1.7) may be required for admission to certain programs, for use as pre-requisite courses, and for application of credit to certain program requirements. See admissions and/or program departments for requirements.

Grades of Pass (P), Satisfactory (S), or similar will transfer only when official transcripts indicate that such grades are equivalent to a C- or higher.

Residency Requirement/Maximum Transfer Credit Allowed
Massasoit requires students to complete at least one quarter (25%) of the credits of the first associate degree at Massasoit in order to graduate. The 25% minimum residency requirement can be superseded by individual program requirements (see program requirement sheets and www.massasoit.edu for more details.) Requirements for a second and/or subsequent degree require at least 25% of the second degree be unique to the program. For certificate programs, at least 50% of the courses must be completed at Massasoit.

Alternative Sources of Credit
Credit will be granted for satisfactory scores on Advanced Placement (AP) and College-Level Examination Program (CLEP) examinations on Massasoit’s policies. Official score reports from the College Board are required in order to receive credit for AP and CLEP. Satisfactory scores on Massasoit challenge examinations will be used for placement purposes. Students may additionally receive credit through Credit for Prior Learning.

Credit may be granted for formal courses or examinations offered by various organizations, including businesses, unions, government, and military based on the recommendations of the American Council on Education (ACE) as found in its National Guide to College Credit for Workforce Training, a resource of its College Credit Recommendation Service (CREDIT). Credit may also be granted for learning from experience at work, volunteering in the community, military service, job training, independent reading, open source courseware study, and hobbies based on the Prior Learning Assessment (PLA) standards of the Council for Adult and Experiential Learning (CAEL).

In accordance with the VALOR Act, Massasoit uses the American Council on Education (ACE) Guide to Evaluation of Educational Experiences in the Armed Services as the primary method for evaluating credit earned for military education, training, experience, or coursework. Academic credits earned through the evaluation of military occupation, training, experience, and coursework are transferable within the Massachusetts public higher education system in accordance with the MassTransfer agreement.

Time Limits
Massasoit does not have a time limit for courses to transfer for credit. Selective admissions programs may require courses to be taken within a specified time-period based on program policies.

Student Appeals
For course descriptions that do not match Massasoit’s offerings, course information will be sent to the appropriate department chair for evaluation and recommendation. For appeals regarding transfer policies, students can submit an appeal to the Academic Appeals Committee through the Registrar’s Office.

For clarifications regarding any transfer policies, procedures, or compliance, please contact the Registrar’s Office at x1949. For questions about the VALOR Act, contact a Veterans Service Representative at x1063 or x1477.

MassTransfer Program
Massasoit students who plan to transfer to the University of Massachusetts or one of the state colleges in Massachusetts may participate in MassTransfer, a statewide program designed to facilitate transfer within the public higher education system in the Commonwealth.

Eligible MassTransfer Programs:

- Business Administration – Transfer
- Child Care Education and Administration – Transfer
- Criminal Justice – Transfer
- Engineering Transfer – Chemical
- Engineering Transfer – Civil
- Engineering Transfer – Electrical
- Engineering Transfer – Mechanical
- Human Services – Transfer
- Liberal Arts Studies – Media Communications
- Liberal Arts Studies – Theater
- Liberal Arts Transfer
- Liberal Arts Transfer – Computer Science
- Liberal Arts Transfer – Elementary Education
- Liberal Arts Transfer – Science
- Liberal Arts Transfer – Social Science
MassTransfer provides Massasoit students who complete designated associate degree programs with the benefits of full transfer and applicability of credit, guaranteed admission (2.5 or higher GPA), and a tuition discount (3.0 or higher GPA). MassTransfer also provides students the intermediate goal of completing a portable general education transfer block which will satisfy the general education/ distribution/core requirements across institutions.

Students who do not graduate from a MassTransfer-eligible program but complete the MassTransfer Block with a GPA of 2.0 or higher and are accepted at one of the Massachusetts State Colleges or UMass campuses are automatically eligible to apply their courses towards satisfaction of the general education/ distribution/core requirements at the receiving institution which can require no more than six additional credits or two courses.

<table>
<thead>
<tr>
<th>MassTransfer Block</th>
<th>Credits</th>
<th>Massasoit Courses that meet the MassTransfer Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English</td>
<td>6</td>
<td>English 101 &amp; English 102</td>
</tr>
<tr>
<td>Composition/ Writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Sciences</td>
<td>9</td>
<td>Anthropology, Economics, Film 122, Geography, Government, History, Psychology, Religion, Sociology</td>
</tr>
<tr>
<td>Humanities &amp; or Fine Arts</td>
<td>9</td>
<td>Art, Dance, English, Film, Journalism, Modern Language, Media, Music, Philosophy, Speech, Theatre OR ATF and ATG Attributes</td>
</tr>
<tr>
<td>Natural or Physical Sciences</td>
<td>7</td>
<td>Biology, Chemistry, Physics, Earth Science</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>Math 121, Math 122, Math 131, Math 132, Math 203 or higher</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total: 34</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credits</td>
<td></td>
</tr>
</tbody>
</table>

Note: A Minimum Grade of D is required to satisfy courses in the MassTransfer Block.

Student Assessment

In keeping with Massasoit Community College’s commitment to excellent educational experiences and high-quality programs for its students, and consistent with practices at other institutions within the state and nationally, Massasoit Community College routinely engages in the assessment of student learning at the course, program, institution and system levels. The learning outcomes assessment process may include a variety of methods such as standardized tests, student surveys and focus groups, campus developed instruments, and a review of student course and co-curricular work. In circumstances beyond the individual course level, where a student’s course or co-curriculum work is selected for assessment, the identity of the student will be protected. The student’s name, grade or other identifying information will be removed before the student work is reviewed. Selected student work may be subject to review by a limited cohort of higher educational personnel, primarily faculty. Assessment of student learning is undertaken primarily for the purpose of improving student learning, curriculum development, instructional improvement, and enhancing student academic success. Assessment activities will have absolutely no effect on a student’s grade, academic standing, ability to transfer, or ability to be graduated. Massasoit Community College will take all necessary steps to ensure the confidentiality of all student records and student work reviewed through this process in accordance with FERPA regulation.

Withdrawal Policy

Withdrawal from a course of the College

Students may initiate a formal withdrawal from a course or the College through the 13th week of the semester. (Please see the Academic Calendar for specific dates.) To initiate the process, students must go to the Registrar’s Office and complete the appropriate form or send an email to registrar@massasoit.mass.edu from their Massasoit email account requesting the withdrawal.

A grade of “W” will be recorded on the student’s transcript after the official withdrawal procedure has been completed. Students are encouraged to speak to their advisor before withdrawing from any course. Please be advised that ceasing to attend a class may result in an administrative withdrawal or a failing grade. If a student stops attending classes but does not formally withdraw, the student will receive a failure (F) in any course involved. Failures are averaged into the GPA for all students.

Students who receive Financial Aid should consult with a Financial Aid counselor before withdrawing.
Division of Academic Affairs
Dr. Barbara McCarthy, Vice President of Academic Affairs, x1900

Academic Advising & Assessment
Peter Johnston, Division Dean, x1971

Buckley Performing Arts Center
Mark Rocheteau, Coordinator of Fine Arts, x1982

Business & Technology
Lynda Thompson, Division Dean, x1677

Business Administration
Thomas Frizzell, x1674

Computer Technology & Information Management
Peter Meggison, x1701

Culinary Arts
Donna Wright, x1491

Online Learning
April Hill, x1614

Emergent Technologies
Carine Sauvignon, Division Dean, x2107

Architectural Technology
Robyn Parker, x2528

Diesel Technology
Thomas Kearns, x2125

Electronic Technology
Engineering Technology
Lawrence Wasko, x2639

Heating, Ventilation, & Air Conditioning
John Fitzgerald, x2161

Telecommunications Technology
Jean-Marie Trocher, x2628

Visual Arts
Linda Dunn, x2905

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

Communicative Arts – Speech, Media, and Fine Arts: Theater, Music, Dance
Kate Caffrey, x1056

English
Mark Walsh, x1818

English as a Second Language
Sawsan Zahara, x1831

Latch
Joe Harris, x1891

Modern Languages
Susan Hall, x1827

Reading, Writing & College Experience
Andrew Dunphy, x1821

TRIO
Alvin Riley, x1081

TV/Radio
Ed Krasnow, x1981

Information Technology
Alfred J. Williams, Chief Information Officer, x1131

Instructional Media
John Gardell, x1147

OIT Help Desk
x1139

Library
Patricia Naughton, Director of Libraries, x1944

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

Dental Assistant
Judith Shannon, x2754

Medical Assistant
Linda Dente, x2601

Nursing Education
Maureen McDonald, x1773

Radiologic Technology
Anthony Kapadoukas, x1784

Respiratory Care
Martha DeSilva, x1787

Phlebotomy
Margaret Ferrante, x2638

Nursing/Allied Health Certificates:
Computerized Tomography, Magnetic Resonance Imaging, Insurance Billing

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

Child Care Education & Administration
Louise Marchionne, x1752

Criminal Justice
Henry DiCarlo, x1917

Elementary Education
Anne Marie Perry, x1700

Fire Science Technology
Antonio Gomes, x1911 & x1928

History/Government
Paul Chiano, x1919

Human Services
Rebecca Shipman, x1768

Paramedic Program
Scott Meagher, x1702

Social Science
Subhendu Roy, x1913

Science & Mathematics
Douglas Brown, Division Dean, x1608

Biology
William Hanna, x1626

Mathematics
Alex Cotter, x1654

Physical Science
James Tressel, x1641

Veterinary Technician
Silvia Coviello, x2380

Corporate & Community Education
Rose Paquette, Division Dean, x1307

Corporate Education
Maryellen Brett, x1302

Community Education
Kelley Tilden, x1310

Adult Basic Education
Linda Aspinwall, x1301
## PROGRAMS OF STUDY

### COURSE ATTRIBUTE GUIDE

<table>
<thead>
<tr>
<th>Liberal Arts (LA)</th>
<th>Humanities (HU)</th>
<th>Social Science (SS)</th>
<th>Fine Arts (FA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>Journalism</td>
<td>Anthropology</td>
<td>Art</td>
</tr>
<tr>
<td>Art</td>
<td>Math*</td>
<td>Dance</td>
<td>Economics</td>
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<tr>
<td>Biology</td>
<td>Media</td>
<td>English</td>
<td>Geography</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Modern Language</td>
<td>ESL</td>
<td>Government</td>
</tr>
<tr>
<td>Dance</td>
<td>Language</td>
<td>Film</td>
<td>History</td>
</tr>
<tr>
<td>Earth Science</td>
<td>Music</td>
<td>Journalism</td>
<td>Psychology</td>
</tr>
<tr>
<td>Economics</td>
<td>Philosophy</td>
<td>Modern Language</td>
<td>Religion</td>
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<tr>
<td>English*</td>
<td>Physics</td>
<td>Media</td>
<td>Sociology</td>
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<td>Psychology</td>
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<tr>
<td>Film</td>
<td>Religion</td>
<td>Philosophy</td>
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<tr>
<td>Geography</td>
<td>Sociology</td>
<td>Speech</td>
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<td>Speech</td>
<td>Theatre</td>
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<tr>
<td>History</td>
<td>Theater</td>
<td></td>
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<tr>
<td>Journalism</td>
<td>Travel Geography</td>
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</table>

<table>
<thead>
<tr>
<th>Modern Languages (ML)</th>
<th>Science (SC)</th>
<th>Lab Science (LS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Sign Language</td>
<td>3-credit requirement</td>
<td>4-credit requirement</td>
</tr>
<tr>
<td>Arabic</td>
<td>Biology</td>
<td>Biology</td>
</tr>
<tr>
<td>Cape Verdean</td>
<td>Chemistry</td>
<td>Chemistry</td>
</tr>
<tr>
<td>French</td>
<td>Earth Science</td>
<td>Earth Science</td>
</tr>
<tr>
<td>Portuguese</td>
<td>Physics</td>
<td>Physics</td>
</tr>
<tr>
<td>Spanish</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Interdisciplinary courses** may have one or more attribute:

- Brockton as Text Honors: HU, LA, SS
- Internship and Seminar: attributes will depend on focus of course
- Liberal Arts Seminar: HU, LA, SS
- Street Law: LA, SS

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

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

*English and Math developmental courses do not carry any attributes and cannot be used toward electives.*
Architectural Technology
Associate in Applied Science Degree

Architectural Technology is defined as the study of design, systems, and construction pertaining to the science of building. The Architectural Technology program is designed to develop marketable competence in a wide variety of skills within the building design profession. Leading objectives include developing the ability to apply technology to building design and to communicate practical solutions. This comprehensive program prepares the student in architectural and graphic design and the application of structural and heavy construction principles. The ability to apply codes to building design is developed, while emphasizing life safety. Skills in applying steel framing, plumbing, HVAC, electrical, and other engineering principles to building design are also stressed. Analysis of construction materials, understanding job management, scheduling, specifications, and application of contract documents to typical building construction round out the curriculum. Completion of the architectural program also offers graduates an opportunity continue their education at several of the fine architectural schools in Massachusetts and out of state.

Year 1: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ARCH 107</td>
<td>Methods &amp; Materials of Construction</td>
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<tr>
<td>ARCH 121</td>
<td>Working Drawings I</td>
<td>3</td>
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<tr>
<td>ARCH 123</td>
<td>Graphic Communication</td>
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<tr>
<td>ENGT 107</td>
<td>Computer-Aided Drafting</td>
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<td>ENGL 101</td>
<td>English Composition I</td>
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Year 1: Semester 2

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<tr>
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<tr>
<td>ARCH 122</td>
<td>Working Drawings II with CAD</td>
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<td>ARCH 230</td>
<td>Construction Planning</td>
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<td>ENGL 102</td>
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Year 2: Semester 1

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<tr>
<td>ARCH 115</td>
<td>Site Development</td>
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<tr>
<td>ARCH 204</td>
<td>Plumbing &amp; Heating Systems</td>
<td>4</td>
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<tr>
<td>ARCH 207</td>
<td>Building Codes &amp; Construction Management</td>
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<td>ARCH 251</td>
<td>Architectural Detail Drawings</td>
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Year 2: Semester 2

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<tbody>
<tr>
<td>ARCH 214</td>
<td>Lighting and Acoustics</td>
<td>4</td>
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<td>ARCH 217</td>
<td>Applied Structural Design</td>
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<tr>
<td>ARCH 252</td>
<td>Estimating</td>
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<td>ARCH 226</td>
<td>Architecture Design or Internship</td>
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<td>HU or SS Humanities or Social Science elective</td>
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Program Notes

Math I Elective
MATH 141 Technical Math I or higher

Math II Elective
MATH 142 Technical Math II or higher

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

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

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

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

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

A minimum of 65 credits and 21 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Business Administration Careers – Accounting
Associate in Science Degree

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

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

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

### Year 1: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<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>BUSN 201</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 301</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
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<tr>
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<td>Math elective</td>
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**Program Notes**

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

**Other Electives**

Students choosing a liberal arts, science, or general elective can select from the Course Attribute Guide.

**Prerequisites**

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

**Developmental Courses**

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

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

### Year 1: Semester 2

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<th>Credits</th>
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<td>ACCT 106</td>
<td>Principles of Financial Accounting II</td>
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<td>ACCT 107</td>
<td>Managerial Accounting</td>
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<tr>
<td>ACCT 302</td>
<td>Computerized Business Applications</td>
<td>3</td>
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<tr>
<td>BUSN 120</td>
<td>Principles of Marketing</td>
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<tr>
<td>ENGL 102</td>
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### Year 2: Semester 1

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<td>ACCT 201</td>
<td>Intermediate Accounting I</td>
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<td>ACCT 211</td>
<td>Taxation</td>
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<tr>
<td>ECON 201</td>
<td>Principles of Economics I</td>
<td>3</td>
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<tr>
<td>LA</td>
<td>Liberal Arts elective</td>
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<td>SC</td>
<td>Science elective</td>
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### Year 2: Semester 2

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<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ACCT 111, 303, or 307</td>
<td>Financial Statement Analysis, Peachtree Accounting, or Tax Return Prep</td>
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<tr>
<td>ACCT 221</td>
<td>Cost Accounting</td>
<td>3</td>
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<tr>
<td>BUSN 113</td>
<td>Managerial Communications</td>
<td>3</td>
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<tr>
<td>LA</td>
<td>Liberal Arts elective</td>
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<td>General elective</td>
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</table>

**Program Notes**

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

**Other Electives**

Students choosing a liberal arts, science, or general elective can select from the Course Attribute Guide.

**Prerequisites**

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

**Developmental Courses**

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

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

**Associate in Science Degree**

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

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

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

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### Year 1: Semester 1

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<tr>
<th>Course</th>
<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>
</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>
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### Year 1: Semester 2

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<th>Course Title</th>
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<td>ACCT 106 or 107</td>
<td>Principles of Financial Accounting II or Managerial Accounting</td>
<td>4</td>
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<td>ACCT 302</td>
<td>Computerized Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 120</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 301</td>
<td>Organizational Behavior</td>
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<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
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### Year 2: Semester 1

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<td>BUSN 113</td>
<td>Managerial Communications</td>
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<td>ECON 201</td>
<td>Principles of Economics I</td>
<td>3</td>
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<td>BU</td>
<td>Business elective</td>
<td>3</td>
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<td>LA</td>
<td>Liberal Arts elective</td>
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<td>SC</td>
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### Year 2: Semester 2

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<td>BU</td>
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**Program Notes**

**Math Elective**

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

**Other Electives**

Students choosing a business, liberal arts, science, or general elective can select from the Course Attribute Guide.

**Prerequisites**

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

**Developmental Courses**

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

A minimum of 62 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.
**Business Administration Careers – Hospitality Management**  
Associate in Science Degree

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

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

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

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### Year 1: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ACCT 105</td>
<td>Principles of Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 103</td>
<td>Introduction to Hospitality Management</td>
<td>3</td>
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<tr>
<td>BUSN 133</td>
<td>Introduction to Tourism</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
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<td>Math elective</td>
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### Year 1: Semester 2

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</tr>
<tr>
<td>ACCT 302</td>
<td>Computerized Business Applications</td>
<td>3</td>
</tr>
<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>
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<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
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<tr>
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### Year 2: Semester 1

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<th>Course Title</th>
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<tr>
<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>ECON 201, 202, or SS</td>
<td>Principles of Economics I, II, or Social Science elective</td>
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<td>TRGE 101, 102, or LA</td>
<td>Destination Geography I, II, or Liberal Arts elective</td>
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<td>Science elective</td>
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<tr>
<td><strong>Total</strong></td>
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### Year 2: Semester 2

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<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUSN 113</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></td>
<td>Accounting, Business, or Culinary elective</td>
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<tr>
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</table>

### Program Notes

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

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

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

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

A minimum of 63 credits and 21 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Business Administration Careers – Marketing
Associate in Science Degree

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

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACCT 105</td>
<td>Principles of Financial Accounting I</td>
<td>4</td>
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<td>BUSN 110</td>
<td>Introduction to Business</td>
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<td>BUSN 201</td>
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**Year 1: Semester 2**

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<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 106 or 107</td>
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<td>ACCT 302</td>
<td>Computerized Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 120</td>
<td>Principles of Marketing</td>
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</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
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<td>LA</td>
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**Year 2: Semester 1**

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<td>Principles of Economics I</td>
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**Year 2: Semester 2**

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<tr>
<th>Course</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BUSN 113</td>
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<td>BUSN 124</td>
<td>Retailing</td>
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<tr>
<td>BUSN 301</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>General elective</td>
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<tr>
<td></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Program Notes

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

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

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

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

A minimum of 62 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Business Administration Careers – Supervisory Management
Associate in Science Degree

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

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

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

### Year 1: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 105</td>
<td>Principles of Financial Accounting I</td>
<td>4</td>
</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>
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<td></td>
<td>Math elective</td>
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### Year 1: Semester 2

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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACCT 106</td>
<td>Principles of Financial Accounting II or</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Managerial Accounting</td>
<td></td>
</tr>
<tr>
<td>ACCT 302</td>
<td>Computerized Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 112</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 120</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
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<td><strong>Total</strong></td>
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### Year 2: Semester 1

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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>BUSN 125</td>
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<tr>
<td>ECON 201</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Business elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>LA Liberal Arts elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SC Science elective</td>
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### Year 2: Semester 2

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<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BUSN 113</td>
<td>Managerial Communications</td>
<td>3</td>
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<tr>
<td>BUSN 127</td>
<td>Human Resource Management</td>
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</tr>
<tr>
<td>BUSN 301</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>LA Liberal Arts elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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</tbody>
</table>

**Program Notes**

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

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

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

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

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

### Associate in Science Degree

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

### Year 1: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 105</td>
<td>Principles of Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 112</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HU</td>
<td>Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>Math elective</td>
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<tr>
<td><strong>Total</strong></td>
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### Year 1: Semester 2

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<tr>
<th>Course</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACCT 106</td>
<td>Principles of Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 302</td>
<td>Computerized Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 201</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>LS</td>
<td>Lab Science elective</td>
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### Year 2: Semester 1

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<tr>
<th>Course</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ACCT 107</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>HU</td>
<td>Humanities elective</td>
<td>3</td>
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<tr>
<td>SC</td>
<td>Science elective</td>
<td>3</td>
</tr>
<tr>
<td>SS</td>
<td>Social Science elective</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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### Year 2: Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 120</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 131</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>HU</td>
<td>Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>BU, HU, SS, or LA</td>
<td>Business, Humanities, Social Science, or Liberal Arts elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

### Program Notes

#### Math Elective

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

#### Other Electives

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

#### Prerequisites

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

#### Developmental Courses

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

A minimum of 64 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Child Care Education and Administration
Associate in Science Degree

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

The Massasoit Children's Center is an integral part of the program, providing an opportunity to complete specific assignments in all courses. Formal instruction is integrated with fieldwork in the form of a supervised practicum experience. The opportunity to observe and work in early childhood facilities will support course work, as well as fulfill EEC employment requirements. Admission to the Child Care Program, however, does not ensure a practicum placement.

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

### Year 1: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCED 101</td>
<td>Behavior Management in Child Care</td>
<td>3</td>
</tr>
<tr>
<td>CCED 102</td>
<td>Development in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>CCED 105</td>
<td>Intro to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 105 or 107</td>
<td>Speech Communication or Oral Interpretation</td>
<td>3</td>
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15

### Year 1: Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCED 111</td>
<td>Early Childhood Curriculum: Multi-Cultural Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>CCED 112</td>
<td>Health, Nutrition, and Safety Needs of the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CCED 401</td>
<td>Practicum I in Child Care Education</td>
<td>3</td>
</tr>
<tr>
<td>CCED 407</td>
<td>Seminar I in Child Care Education</td>
<td>2</td>
</tr>
<tr>
<td>PSYC 101 or SOCI 104</td>
<td>General Psychology or Principles of Sociology</td>
<td>3</td>
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### Year 2: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCED 201</td>
<td>Administration, Supervision, &amp; Management of Child Care Programs</td>
<td>3</td>
</tr>
<tr>
<td>CCED 217</td>
<td>The Young Child with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>CCED 231</td>
<td>Infant/Toddler Care</td>
<td>3</td>
</tr>
<tr>
<td>CCED 405</td>
<td>Practicum II in Child Care Management</td>
<td>3</td>
</tr>
<tr>
<td>CCED 408</td>
<td>Seminar II in Child Care Management</td>
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<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
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17

### Year 2: Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CCED 221</td>
<td>Child Care Policies and Issues</td>
<td>3</td>
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<tr>
<td>SOCI 208</td>
<td>Family and Community</td>
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<tr>
<td>Math elective</td>
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<td>3</td>
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<tr>
<td>SC</td>
<td>Science elective</td>
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</tbody>
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15

### Program Notes

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

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

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

Other Electives
Students choosing a science elective can select from the Course Attribute Guide.

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

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

A minimum of 61 credits and 21 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Child Care Education and Administration – Transfer
Associate in Science Degree

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

The Massasoit Children's Center is an integral part of the program, providing an opportunity to complete specific assignments in all courses. Formal instruction is integrated with fieldwork in the form of a supervised practicum experience. The opportunity to observe and work in early childhood facilities will support course work, as well as fulfill EEC employment requirements. Admission to the Child Care Program, however, does not ensure a practicum placement.

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

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

<table>
<thead>
<tr>
<th>Year 1: Semester 1</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CCED 101</td>
<td>Behavior Management in Child Care</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CCED 102</td>
<td>Development in Early Childhood</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CCED 105</td>
<td>Intro to Early Childhood Education</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>3</td>
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<table>
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<th>Year 1: Semester 2</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CCED 111</td>
<td>Early Childhood Curriculum: Multi-Cultural Perspectives</td>
<td>3</td>
<td></td>
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<tr>
<td>CCED 401</td>
<td>Practicum in Early Childhood Education</td>
<td>3</td>
<td></td>
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<tr>
<td>CCED 407</td>
<td>Seminar I in Child Care Education</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SOCI 104</td>
<td>Principles of Sociology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SPCH 105 or 107</td>
<td>Speech Communication or Oral Interpretation</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Year 2: Semester 1</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>(BIOL 140 &amp; 142) or BIOL 121</td>
<td>Intro Biology and Lab or Biological Principles</td>
<td>4</td>
<td></td>
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<tr>
<td>MATH 127</td>
<td>Math for Elementary Teachers I</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>Literature elective</td>
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<td></td>
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<tr>
<td></td>
<td>Social Science requirement</td>
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<tr>
<td>LA</td>
<td>Liberal Arts elective</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Year 2: Semester 2</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 121</td>
<td>Children's Literature</td>
<td>3</td>
<td></td>
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<tr>
<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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<tr>
<td>LA</td>
<td>Liberal Arts elective</td>
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<td>LA</td>
<td>Liberal Arts elective</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td></td>
</tr>
</tbody>
</table>

Program Notes

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

Literature Elective
Any literature course

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

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

Other Electives
Students choosing a liberal arts elective can select from the Course Attribute Guide.

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

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

A minimum of 63 credits and 21 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Computer Information Systems – Programming
Associate in Applied Science Degree

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

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

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

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<tr>
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<tr>
<td>CTIM 180</td>
<td>Computer and Information Security</td>
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<td>Software Design and Development</td>
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<td>ENGL 101</td>
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<td>CTIM 171</td>
<td>Computer Configuration and Hardware</td>
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<td>CTIM 271</td>
<td>Database Concepts and Practices</td>
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<td>ENGL 102</td>
<td>English Composition II</td>
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<td>HU or SS</td>
<td>Humanities or Social Science elective</td>
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<td>ACCT 105 or CTIM #</td>
<td>Principles of Financial Accounting I or CTIM # elective</td>
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<td>CTIM 221</td>
<td>Operating Systems Concepts</td>
<td>3</td>
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<td>CTIM 250</td>
<td>Current Issues in Computing</td>
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<td>CTIM 278</td>
<td>Data Communications</td>
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<tr>
<td>CTIM @</td>
<td>CTIM @ elective</td>
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Program Notes

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

CTIM # Elective
May be one 4-credit course, one 3-credit plus a 1-credit course, or four 1-credit courses.

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

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

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

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

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

A minimum of 61 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Computer Information Systems – User Support
Associate in Applied Science Degree

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

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

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

<table>
<thead>
<tr>
<th>Year 1: Semester 1</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CTIM 101 or CTIM 104</td>
<td>Beginning or Intermediate Windows</td>
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<td>CTIM 102 or CTIM 105</td>
<td>Beginning or Intermediate Word</td>
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<td>CTIM 103 or CTIM 106</td>
<td>Beginning or Intermediate Excel</td>
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<td>CTIM 178</td>
<td>Help Desk Concepts</td>
<td>3</td>
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<td>CTIM 281</td>
<td>Software Design &amp; Development</td>
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<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>CTIM 271</td>
<td>Database Concepts &amp; Practices</td>
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<td>CTIM 122</td>
<td>Business Communication</td>
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<td>CTIM 104 or CTIM 141</td>
<td>Intermediate Windows or Intro WE: Dreamweaver</td>
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<td>CTIM 105 or CTIM 108</td>
<td>Intermediate Word or Advanced Word</td>
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<td>CTIM 106 or CTIM 109</td>
<td>Intermediate Excel or Advanced Excel</td>
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<td>ACLT 105 or CTIM elective</td>
<td>Principles of Financial Accounting or CTIM elective</td>
<td>4</td>
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<td>ENGL 102</td>
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<td>CTIM 114 or CTIM 115</td>
<td>Beginning or Intermediate PowerPoint</td>
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<td>CTIM 147</td>
<td>Internet: Creating a Home Page</td>
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<td>CTIM 171</td>
<td>Computer Configuration &amp; Hardware</td>
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<tr>
<td>CTIM 180</td>
<td>Computer Information &amp; Security</td>
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<tr>
<td>CTIM 197</td>
<td>Adobe Acrobat</td>
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<td>CTIM 213</td>
<td>Administrative Management</td>
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<td>HU/SS</td>
<td>Humanities or Social Science elective</td>
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<thead>
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<th>Year 2: Semester 2</th>
<th>Course</th>
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<tbody>
<tr>
<td>CTIM 221</td>
<td>Operating Systems Concepts</td>
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<tr>
<td>CTIM 250</td>
<td>Current Issues in Computing</td>
<td>3</td>
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<td>CTIM 278</td>
<td>Data Communications</td>
<td>3</td>
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<td>Programming elective</td>
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</tr>
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<td>SC</td>
<td>Science elective</td>
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<tr>
<td><strong>Total Credits</strong></td>
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Program Notes

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

CTIM Elective(s)
May be one four-credit course, one three-credit course plus a one-credit course, or four one-credit courses.

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

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

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

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

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

By completing the requirements of this program, you may be eligible for the Microsoft Office Specialist certificate. See an academic advisor for information.
Criminal Justice – Career
Associate in Science Degree

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

Motivations for seeking a degree in Criminal Justice are many. Many wish to prepare for a career in municipal and state policing or attain a position in one of 21 federal law enforcement agencies, such as the Federal Bureau of Investigation; Bureau of Alcohol, Tobacco, and Firearms; Drug Enforcement Administration; U.S. Customs Service; or U.S. Marshals Service. This program is Quinn Bill-approved.

Many students in this program exhibit an interest in the fields of corrections, probation, parole, juvenile justice, and private security. Approximately 15 percent of our full-time day students are in-service police officers whose working shifts permit them to pursue their education on a full-time basis.

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

### Year 1: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CJUS 101</td>
<td>Introduction to Criminal Justice</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 105 or 301</td>
<td>American National Government or State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 104</td>
<td>Principles of Sociology</td>
<td>3</td>
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<td>SPCH 105</td>
<td>Speech Communication</td>
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### Year 1: Semester 2

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<tr>
<td>CJUS 302</td>
<td>Corrections</td>
<td>3</td>
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<tr>
<td>CJUS 305</td>
<td>Criminal Law</td>
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<td>ENGL 102</td>
<td>English Composition II</td>
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<td>PSYC 101</td>
<td>General Psychology</td>
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### Year 2: Semester 1

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<td>Criminal Procedures</td>
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<td>SOC 203</td>
<td>Criminology</td>
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### Year 2: Semester 2

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<td>CJUS 234</td>
<td>Management of a Criminal Justice Organization</td>
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<td>LA</td>
<td>Liberal Arts elective</td>
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<td>Science elective</td>
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<td></td>
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</table>

### Program Notes

**Math Elective**

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

**Other Electives**

Students choosing a criminal justice, psychology, security, or sociology elective may choose any course within those subjects not already required by the program. Students choosing a liberal arts or science elective can select from the [Course Attribute Guide](#).

**Prerequisites**

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

**Developmental Courses**

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

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

A maximum of 12 criminal justice credits may be accepted in transfer.
Criminal Justice – Transfer
Associate in Science Degree

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

Motivations for seeking a degree in Criminal Justice are many. Many wish to prepare for a career in municipal and state policing or attain a position in one of 21 federal law enforcement agencies, such as the Federal Bureau of Investigation; Bureau of Alcohol, Tobacco, and Firearms; Drug Enforcement Administration; U.S. Customs Service; or U.S. Marshals Service. This program is Quinn Bill-approved.

Many students in this program exhibit an interest in the fields of corrections, probation, parole, juvenile justice, and private security. Approximately 15 percent of our full-time day students are in-service police officers whose working shifts permit them to pursue their education on a full-time basis.

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.

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<td>CJUS 101</td>
<td>Introduction to Criminal Justice</td>
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<td>ENGL 101</td>
<td>English Composition I</td>
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<td>Principles of Sociology</td>
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<td><strong>Course Title</strong></td>
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<tr>
<td>CJUS 302</td>
<td>Corrections</td>
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<td>CJUS 305</td>
<td>Criminal Law</td>
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<td>ENGL 102</td>
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<tr>
<td><strong>Course</strong></td>
<td><strong>Course Title</strong></td>
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<tr>
<td>CJUS 306</td>
<td>Criminal Procedures</td>
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<td>SOCI 203</td>
<td>Criminology</td>
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<td>HU</td>
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<td><strong>Course</strong></td>
<td><strong>Course Title</strong></td>
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<tr>
<td>CJUS 234</td>
<td>Management of a Criminal Justice Organization</td>
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<td>CJUS 403</td>
<td>Criminal Justice Capstone</td>
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<td>Criminal Justice or Security elective</td>
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</table>

Program Notes

Math Elective
MATH 131 Intro to Statistics or higher

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

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

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

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

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

A maximum of 12 criminal justice credits may be accepted in transfer.
Culinary Arts
Associate in Applied Science Degree

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

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

<table>
<thead>
<tr>
<th>Year 1: Semester 1</th>
<th>Course</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CULA 140</td>
<td>Culinary Concepts</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CULA 143</td>
<td>Introduction to Baking</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
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</tr>
<tr>
<td>Math elective</td>
<td>3</td>
<td></td>
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<tr>
<td>(CTIM 101, 102 &amp; 103) or CULA 123</td>
<td>Beginning Windows, Word, and Excel or Table Service</td>
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<table>
<thead>
<tr>
<th>Year 1: Semester 2</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CULA 128</td>
<td>Yeast Doughs</td>
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<tr>
<td>CULA 142</td>
<td>Storeroom and Inventory Procedures</td>
<td>3</td>
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<tr>
<td>CULA 144</td>
<td>Soups, Sauces, and Thickening Agents</td>
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<tr>
<td>CULA 146</td>
<td>American Regional Cuisine</td>
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<td>(CTIM 101, 102 &amp; 103) or CULA 123</td>
<td>Beginning Windows, Word, and Excel or Table Service</td>
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<tr>
<td>CULA 151</td>
<td>International Cuisine</td>
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<td>CULA 161</td>
<td>Advanced Pastries</td>
<td>4</td>
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<tr>
<td>CULA 407</td>
<td>Field Work Experience in Culinary Arts</td>
<td>4</td>
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<td>ENGL 102</td>
<td>English Composition II</td>
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<tr>
<td>SPCH 105 or 107</td>
<td>Speech Communication or Oral Interpretation</td>
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<tr>
<td>CULA 135</td>
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<tr>
<td>CULA 152</td>
<td>Classical Cuisine</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CULA 162</td>
<td>Classical Desserts</td>
<td>4</td>
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<tr>
<td>Culinary Arts elective</td>
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<tr>
<td>SC</td>
<td>Science elective</td>
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Program Notes

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

Other Electives
Students choosing a culinary arts elective may choose any course within that subject not already required by the program. Students choosing a science elective can select from the Course Attribute Guide.

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

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

A minimum of 65 credits and 22 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Diesel Technology
Associate in Applied Science Degree

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

The Associate Degree curriculum prepares students to enter the industry at the mechanic level. After gaining experience, graduates of the associate-level program can expect to move into a position with the potential of advancing to shop foreman, service manager, branch manager, service writer, or field technical service representative; some may even run their own businesses.

### Year 1: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</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>
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<td>ENGL 101</td>
<td>English Composition I</td>
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### Year 1: Semester 2

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<td>DIES 107</td>
<td>Engine Principles I</td>
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<td>DIES 118</td>
<td>Engine Machining</td>
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<tr>
<td>DIES 124</td>
<td>Truck Components II</td>
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</tr>
<tr>
<td>DIES 141</td>
<td>Fundamentals of Standby Power</td>
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<td>Physics I elective</td>
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### Year 2: Semester 1

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<th>Course</th>
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<tr>
<td>DIES 122</td>
<td>Fuel Systems</td>
<td>3</td>
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<tr>
<td>DIES 222</td>
<td>Electronic Engine Diagnostics</td>
<td>3</td>
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<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
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<tr>
<td>Physics II elective</td>
<td></td>
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<td>General elective</td>
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### Year 2: Semester 2

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<tbody>
<tr>
<td>DIES 133</td>
<td>Governing &amp; Computer Control Systems</td>
<td>3</td>
</tr>
<tr>
<td>DIES 134</td>
<td>Multi-Cylinder Overhaul</td>
<td>4</td>
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<tr>
<td>DIES 241 or DIES 242</td>
<td>Environmental Health &amp; Safety or Diesel elective</td>
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<tr>
<td>DIES 401</td>
<td>Diesel Internship</td>
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<tr>
<td>HIST 131 or 251</td>
<td>US since 1945 or American Labor History</td>
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### Program Notes

- **Math Elective**
  MATH 141 Technical Math I or higher

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

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

- **Other Electives**
  Students choosing a general elective can select from the Course Attribute Guide.

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

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

A minimum of 62 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.
**Electronic Technology**  
**Associate in Science Degree**

Electronic Technology provides the student with the understanding and skills of electronics as it applies to analog, digital, and industrial circuits. Students in this program obtain solid fundamentals in electronic theory and then take courses to apply these fundamentals in various applications found in the electronics industry. These applications include integrated circuit technology, computer circuitry and basic architecture, and industrial process automation control.

Graduates of the Electronics Technology program can expect to enter the labor market as electrical technicians with strong backgrounds in basic electricity and electronics and be successful in a variety of employment areas including manufacturing, industrial electronics, communications, and engineering support.

### Year 1: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CTIM 361, 371, or (CTIM 101, 102, &amp; 103)</td>
<td>Visual BASIC, Programming in C++, or Beginning Windows, Word, and Excel</td>
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<tr>
<td>ENGT 111</td>
<td>Electrical Circuits I</td>
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<tr>
<td>ENGT 227</td>
<td>Instrumentation and Measurements</td>
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<td>ENGL 101</td>
<td>English Composition I</td>
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**Total Credits: 13**

### Year 1: Semester 2

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<tr>
<td>ENGT 112</td>
<td>Electrical Circuits II</td>
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<tr>
<td>ENGT 114</td>
<td>Digital Circuits</td>
<td>4</td>
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<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
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<tr>
<td>Math elective</td>
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<td>Physics I elective</td>
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**Total Credits: 18**

### Year 2: Semester 1

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<th>Credits</th>
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<tr>
<td>ENGT 107 or 109</td>
<td>Computer-Aided Drafting or Intermediate Computer-Aided Drafting</td>
<td>3</td>
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<tr>
<td>ENGT 204</td>
<td>Microprocessors and Digital Systems</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 209</td>
<td>Electronic Devices</td>
<td>4</td>
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<tr>
<td>Physics II elective</td>
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<tr>
<td>HU or SS</td>
<td>Humanities or social science</td>
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**Total Credits: 18**

### Year 2: Semester 2

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<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGT 221</td>
<td>Electronic Circuit Applications</td>
<td>4</td>
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<tr>
<td>ENGT 228</td>
<td>Electronic Communication Technology</td>
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<tr>
<td>ENGT 341</td>
<td>Industrial Process Control</td>
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<td>LA</td>
<td>Liberal Arts elective</td>
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<tr>
<td>General elective</td>
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</table>

**Total Credits: 18**

### Program Notes

- **Math Elective**: MATH 142 Technical Math II or higher
- **Physics I Elective**: PHYS 151 College Physics I or PHYS 161 General Physics I
- **Physics II Elective**: Must be the next sequential course of the Physics I Elective: PHYS 152 College Physics II or PHYS 162 General Physics II

### Other Electives

Students choosing a humanities, liberal arts, science, or general elective can select from the Course Attribute Guide.

### Prerequisites

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

### Developmental Courses

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

A minimum of 67 credits and 19 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Engineering Transfer – Chemical Associate in Science Degree

Engineers apply the rules of mathematics and physics using the materials and forces of nature, to develop solutions and products for the benefit of society. Engineers learn about the application of mathematics and physics principles to real life products and solutions; the processes by which today’s products and solutions were developed, and advancements in materials and applications that can lead to the improved or new products of tomorrow; the ethics and responsibilities behind the development of designs and products that will be used by society; and how to take ideas from theory to research lab to production.

The Engineering options at Massasoit are all focused on preparing students for transfer to four-year institutions for completion of their Bachelor's Degree. The Engineering Transfer program is MassTransfer compliant.

The Engineering Transfer – Chemical Option prepares students to continue their studies for a baccalaureate degree in Chemical Engineering.

<table>
<thead>
<tr>
<th>Year 1: Semester 1</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGT 140</td>
<td>Intro to Engineering</td>
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</tr>
<tr>
<td>CHEM 151</td>
<td>General Chemistry I</td>
<td>4</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
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<td>MATH 221</td>
<td>Calculus I</td>
<td>4</td>
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<tr>
<td>HU</td>
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<td>Year 1: Semester 2</td>
<td>CHEM 152</td>
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<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
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<td>MATH 222</td>
<td>Calculus II</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PHYS 161</td>
<td>General Physics I</td>
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<th>Course</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CHEM 201</td>
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<td>MATH 223</td>
<td>Calculus III</td>
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<tr>
<td>PHYS 162</td>
<td>General Physics II</td>
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<td>HU</td>
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<th>Course</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENGT 272</td>
<td>Engineering Materials</td>
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<tr>
<td>CHEM 202</td>
<td>Organic Chemistry II</td>
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<td>MATH 230</td>
<td>Differential Equations</td>
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Program Notes

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

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

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

A minimum of 74 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.
## Engineering Transfer – Civil

**Associate in Science Degree**

Engineers apply the rules of mathematics and physics using the materials and forces of nature, to develop solutions and products for the benefit of society. Engineers learn about the application of mathematics and physics principles to real life products and solutions; the processes by which today’s products and solutions were developed, and advancements in materials and applications that can lead to the improved or new products of tomorrow; the ethics and responsibilities behind the development of designs and products that will be used by society; and how to take ideas from theory to research lab to production.

The Engineering options at Massasoit are all focused on preparing students for transfer to four-year institutions for completion of their Bachelor’s Degree. The Engineering Transfer program is MassTransfer compliant.

The **Engineering Transfer – Civil Option** prepares students to continue their studies for a baccalaureate degree in Civil Engineering.

### Year 1: Semester 1

<table>
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<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGT 140</td>
<td>Intro to Engineering</td>
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<td>CHEM 151</td>
<td>General Chemistry I</td>
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<td>MATH 221</td>
<td>Calculus I</td>
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<td>HU</td>
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### Year 1: Semester 2

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<td>General Chemistry II</td>
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<td>ENGL 102</td>
<td>English Composition II</td>
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### Year 2: Semester 1

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<td>MATH 223</td>
<td>Calculus III</td>
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<td>PHYS 162</td>
<td>General Physics II</td>
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<td>HU</td>
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<td>SS</td>
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### Year 2: Semester 2

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<th>Course Title</th>
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<tbody>
<tr>
<td>ENGT 272</td>
<td>Engineering Materials</td>
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<td>ENGT 275</td>
<td>Strength of Materials</td>
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<td>SS</td>
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</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
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</table>

### Program Notes

**Program Notes**

**Other Electives**

Students choosing a humanities or social science elective can select from the Course Attribute Guide.

**Prerequisites**

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

**Developmental Courses**

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

A minimum of 72 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Engineering Transfer – Electrical
Associate in Science Degree

Engineers apply the rules of mathematics and physics using the materials and forces of nature, to develop solutions and products for the benefit of society. Engineers learn about the application of mathematics and physics principles to real life products and solutions; the processes by which today’s products and solutions were developed, and advancements in materials and applications that can lead to the improved or new products of tomorrow; the ethics and responsibilities behind the development of designs and products that will be used by society; and how to take ideas from theory to research lab to production.

The Engineering options at Massasoit are all focused on preparing students for transfer to four-year institutions for completion of their Bachelor's Degree. The Engineering Transfer program is MassTransfer compliant.

The Engineering Transfer – Electrical Option prepares students to continue their studies for a baccalaureate degree in Electrical Engineering.

### Year 1: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGT 140</td>
<td>Intro to Engineering</td>
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<tr>
<td>CHEM 151</td>
<td>General Chemistry I</td>
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<td>English Composition I</td>
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<td>MATH 221</td>
<td>Calculus I</td>
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### Year 1: Semester 2

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<tr>
<td>ENGT 270</td>
<td>Circuit Theory I</td>
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<td>MATH 222</td>
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<td>General Physics I</td>
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### Year 2: Semester 1

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<tr>
<td>ENGT 114</td>
<td>Digital Circuits</td>
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<td>ENGT 271</td>
<td>Circuit Theory II</td>
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<tr>
<td>MATH 223</td>
<td>Calculus III</td>
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19

### Year 2: Semester 2

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<td>Microprocessors and Digital Systems</td>
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<td>Differential Equations</td>
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<td>HU</td>
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</tr>
<tr>
<td>SS</td>
<td>Social Science elective</td>
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### Program Notes

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

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

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

A minimum of 72 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Engineering Transfer – Mechanical Associate in Science Degree

Engineers apply the rules of mathematics and physics using the materials and forces of nature, to develop solutions and products for the benefit of society. Engineers learn about the application of mathematics and physics principles to real-life products and solutions; the processes by which today’s products and solutions were developed, and advancements in materials and applications that can lead to the improved or new products of tomorrow; the ethics and responsibilities behind the development of designs and products that will be used by society; and how to take ideas from theory to research lab to production.

The Engineering options at Massasoit are all focused on preparing students for transfer to four-year institutions for completion of their Bachelor’s Degree. The Engineering Transfer program is MassTransfer compliant.

The Engineering Transfer – Mechanical Option prepares students to continue their studies for a baccalaureate degree in Mechanical Engineering.

<table>
<thead>
<tr>
<th>Year 1: Semester 1</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGT 140</td>
<td>Intro to Engineering</td>
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<tr>
<td>CHEM 151</td>
<td>General Chemistry I</td>
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<td>ENGL 101</td>
<td>English Composition I</td>
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<tr>
<td>MATH 221</td>
<td>Calculus I</td>
<td>4</td>
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<td>MATH 222</td>
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<tr>
<td>PHYS 161</td>
<td>General Physics I</td>
<td>4</td>
<td></td>
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<tr>
<td>HU</td>
<td>Humanities elective</td>
<td>3</td>
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<table>
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<th>Course</th>
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<td>ENGT 272</td>
<td>Engineering Materials</td>
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<td>ENGT 273</td>
<td>Statics</td>
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<td>MATH 223</td>
<td>Calculus III</td>
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<td>PHYS 162</td>
<td>General Physics II</td>
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<td>Social Science elective</td>
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<thead>
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<th>Year 2: Semester 2</th>
<th>Course</th>
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<tbody>
<tr>
<td>ENGT 274</td>
<td>Dynamics</td>
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<td>ENGT 275</td>
<td>Strength of Materials</td>
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<td>MATH 230</td>
<td>Differential Equations</td>
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<td>HU</td>
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<tr>
<td>SS</td>
<td>Social Science elective</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
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</tbody>
</table>

Program Notes

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

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

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

A minimum of 72 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Fire Science Technology
Associate in Science Degree

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

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

<table>
<thead>
<tr>
<th>Year 1: Semester 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>FIRE 101</td>
<td>Principles of Emergency Services</td>
</tr>
<tr>
<td>FIRE 103</td>
<td>Fundamentals of Fire Prevention</td>
</tr>
<tr>
<td>CHEM 131 or 151</td>
<td>Survey of Chemistry or General Chemistry I</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
</tr>
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<td>Math elective</td>
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<tr>
<td><strong>Year 1: Semester 2</strong></td>
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<tr>
<td>FIRE 107</td>
<td>Legal Aspects of Emergency Services</td>
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<tr>
<td>Fire Science elective</td>
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<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
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<tr>
<td>PHYS 120</td>
<td>Science of Fire and Combustion</td>
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<td>PSYC 101</td>
<td>General Psychology</td>
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<td><strong>Year 2: Semester 1</strong></td>
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<tr>
<td>FIRE 211</td>
<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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<td>FIRE 301</td>
<td>Fire Company Officership – Tactics and Strategy</td>
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<tr>
<td>GOVT 105 or 301</td>
<td>American National Government or 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 111</td>
<td>Fire Investigation I</td>
</tr>
<tr>
<td>FIRE 205</td>
<td>Fire Service Safety and Survival</td>
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<tr>
<td>FIRE 206</td>
<td>Fire Protection Systems and Equipment</td>
</tr>
<tr>
<td>FIRE 208</td>
<td>Fire Hydraulics and Water Distribution Systems</td>
</tr>
<tr>
<td>SPCH 105</td>
<td>Speech Communication</td>
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**Program Notes**

**Math Elective**  
MATH 131 Intro to Statistics or higher, excluding MATH 141 and 142

**Other Electives**  
Students choosing a fire science elective may choose any course within that subject not already required by the program.

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

**Developmental Courses**  
Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.

A minimum of 60 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Heating, Ventilation, and Air Conditioning (HVAC) Technology
Associate in Applied Science Degree

Through lecture and lab procedures, the HVAC program provides students with the theoretical and practical knowledge necessary to enter this growing and vital field. The major courses combine the mechanical and electrical concepts with engineering design and apply these principles to residential, commercial, and industrial applications. Special emphasis is put on computer applications and the utilization of design and business software for the HVAC industry.

Students will get a diverse training with a broad base from which students can enter the industry in a variety of professional occupations, including designer, CAD operator, estimator, project manager, sales representative, and service and installation technician. Our graduates are sought by consulting engineers, mechanical contractors, utilities, building automation contractors, equipment manufacturers and representatives, and our own HVAC alumni.

The HVAC Technology program is affiliated with professional organizations including the American Society of Heating, Refrigerating, and Air Conditioning Engineers; the Air Conditioning Contractors of America; the Air Conditioning and Refrigeration Institute; the Refrigeration Service Engineers Society; and the North American Heating, Air Conditioning, Refrigeration, and Wholesalers Association.

### Year 1: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HVAC 111</td>
<td>Basic Electricity and Control Theory</td>
<td>4</td>
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<tr>
<td>HVAC 121</td>
<td>Drafting for HVAC Technicians</td>
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<tr>
<td>CTIM 101 or 104</td>
<td>Beginning or Intermediate Windows</td>
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<tr>
<td>CTIM 102, 105, or 108</td>
<td>Beginning, Intermediate, or Advanced Word</td>
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<tr>
<td>CTIM 103, 106, or 109</td>
<td>Beginning, Intermediate, or Advanced Excel</td>
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<td>ENGL 101</td>
<td>English Composition I</td>
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**Total Credits: 16**

### Year 1: Semester 2

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<tr>
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<th>Credits</th>
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<tbody>
<tr>
<td>ENGT 107</td>
<td>Computer-Aided Drafting</td>
<td>3</td>
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<tr>
<td>HVAC 114</td>
<td>Heat Principles and Application</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 116</td>
<td>Heating and Cooling Load Calculations</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
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<td>Physics I elective</td>
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**Total Credits: 16**

### Year 2: Semester 1

<table>
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<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGT 109</td>
<td>Intermediate Computer-Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>HVAC 201</td>
<td>Refrigeration Principles and Application</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 206</td>
<td>Hydronic and Piping Design</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 213</td>
<td>HVAC Equipment Controls</td>
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<tr>
<td>Physics II elective</td>
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**Total Credits: 18**

### Year 2: Semester 2

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<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGT 401 or HVAC 223</td>
<td>Co-op Work Experience or HVAC Service Procedures</td>
<td>3</td>
</tr>
<tr>
<td>HVAC 207</td>
<td>Psychrometrics and Duct System Design</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 211</td>
<td>Cost Estimating</td>
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</tr>
<tr>
<td>HVAC 224</td>
<td>HVAC Systems Control</td>
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<tr>
<td>HU or SS</td>
<td>Humanities or Social Science elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits: 17**

### Program Notes

- **Math Elective:** MATH 141 Technical Math I or higher
- **Physics I Elective:** PHYS 132 Concepts of Tech Physics I, PHYS 141 Technical Physics I, PHYS 151 College Physics I, or PHYS 161 General Physics I
- **Physics II Elective:** Must be the next sequential course of the Physics I Elective: PHYS 133 Concepts of Tech Physics II, PHYS 142 Technical Physics II, PHYS 152 College Physics II, or PHYS 162 General Physics II
- **Other Electives:** Students choosing a humanities or social science elective can select from the Course Attribute Guide.
- **Prerequisites:** Some courses may have prerequisites. Please see course descriptions or online course search for details.
- **Developmental Courses:** Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student’s transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 009 Introductory Math, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.

A minimum of 67 credits and 22 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Heating, Ventilation, and Air Conditioning (HVAC) Technology – Building Systems Energy Management

Associate in Applied Science Degree

Through lecture and lab procedures, the HVAC program provides students with the theoretical and practical knowledge necessary to enter this growing and vital field. The major courses combine the mechanical and electrical concepts with engineering design and apply these principles to residential, commercial, and industrial applications. Special emphasis is put on computer applications and the utilization of design and business software for the HVAC industry.

Students will get a diverse training with a broad base from which students can enter the industry in a variety of professional occupations, including designer, CAD operator, estimator, project manager, sales representative, and service and installation technician. Our graduates are sought by consulting engineers, mechanical contractors, utilities, building automation contractors, equipment manufacturers and representatives, and our own HVAC alumni.

The HVAC Technology program is affiliated with professional organizations including the American Society of Heating, Refrigerating, and Air Conditioning Engineers; the Air Conditioning Contractors of America; the Air Conditioning and Refrigeration Institute; the Refrigeration Service Engineers Society; and the North American Heating, Air Conditioning, Refrigeration, and Wholesalers Association.

The Building Systems Energy Management Option of the HVAC Program is an associate degree curriculum designed to provide graduates with skills and knowledge for employment in the Facilities Management field. The curriculum is a core of HVAC, Architectural, and Diesel technology courses designed to familiarize the graduate with the various energy consuming and emergency energy production systems in modern buildings as well as basic building design concepts. This core, coupled with a foundation in mathematics, physical science, written, computer, and verbal skills, provides a solid base for the graduate to develop the necessary technical and communicative abilities to enter the workforce in the Facilities Management field or to advance to a Baccalaureate program.

Year 1: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ARCH 123</td>
<td>Graphic Communication</td>
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<td>ENGT 107</td>
<td>Computer-Aided Drafting</td>
<td>3</td>
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<tr>
<td>HVAC 111</td>
<td>Basic Electricity and Control Theory</td>
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<tr>
<td>ENGT 109, HVAC 211 or HVAC 223</td>
<td>Intermediate CAD, Cost Estimating, or HVAC Service Procedures</td>
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<td>ENGL 101</td>
<td>English Composition I</td>
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Year 1: Semester 2

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<th>Course Title</th>
<th>Credits</th>
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<td>HVAC 114</td>
<td>Heat Principles and Application</td>
<td>4</td>
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<td>HVAC 116</td>
<td>Heating and Cooling Load Calculations</td>
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<td>English Composition II</td>
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<td>Physics I elective</td>
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Year 2: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC 201</td>
<td>Refrigeration Principles and Application</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 206</td>
<td>Hydronic and Piping Design</td>
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<tr>
<td>HVAC 213</td>
<td>HVAC Equipment Controls</td>
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<tr>
<td>Architecture, Diesel, or Electronic Tech elective</td>
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<td>Physics II elective</td>
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Year 2: Semester 2

<table>
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<tr>
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<tr>
<td>DIES 141</td>
<td>Fundamentals of Standby Power</td>
<td>3</td>
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<tr>
<td>HVAC 207</td>
<td>Psychrometrics and Duct System Design</td>
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</tr>
<tr>
<td>HVAC 224</td>
<td>HVAC Systems Control</td>
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<td>Architecture, Diesel, or Electronic Tech elective</td>
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<tr>
<td>HU or SS</td>
<td>Humanities or Social Science elective</td>
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Program Notes

Math Elective
MATH 141 Technical Math I or MATH 203 College Algebra or higher

Architecture, Diesel, or Electronic Tech elective
ARCH 107, ARCH 117, ARCH 121, ARCH 122, ARCH 214, ARCH 226, ARCH 230, ARCH 251, ARCH 252, DIES 107, DIES 108, DIES 122, ENGT 111, ENGT 114, ENGT 209, or ENGT 227

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

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

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

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

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

A minimum of 68 credits and 21 courses is required for completion. The same course may not be used to satisfy two different course requirements.
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.

<table>
<thead>
<tr>
<th>Year 1: Semester 1</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HSRV 101</td>
<td>Intro to Social Welfare</td>
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<td>HSRV 103</td>
<td>Group Dynamics</td>
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<td>ENGL 101</td>
<td>English Composition I</td>
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<td>ENGL 102</td>
<td>English Composition II</td>
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<td>PSYC 101</td>
<td>General Psychology</td>
<td>3</td>
<td></td>
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<td>SPCH 105</td>
<td>Speech Communication</td>
<td>3</td>
<td></td>
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<td></td>
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<tr>
<td>Year 1: Semester 2</td>
<td>Course</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>HSRV 102</td>
<td>Interviewing Techniques</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HSRV 405</td>
<td>Field Experience &amp; Seminar in Human Services I</td>
<td>4</td>
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<td>ENGL 105</td>
<td>Human Services elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GOVT 301</td>
<td>State &amp; Local Government</td>
<td>3</td>
<td></td>
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<tr>
<td>SC</td>
<td>Science elective</td>
<td>3</td>
<td></td>
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<tr>
<td>Year 2: Semester 1</td>
<td>Course</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>HSRV 105</td>
<td>Human Services Practice</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HSRV 406</td>
<td>Field Experience &amp; Seminar in Human Services II</td>
<td>4</td>
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<tr>
<td>GOVT 302</td>
<td>Psychology or Sociology elective</td>
<td>3</td>
<td></td>
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<td>Year 2: Semester 2</td>
<td>Course</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>HSRV 107</td>
<td>Fostering Equality and Diversity</td>
<td>3</td>
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<td>HSRV 406</td>
<td>Field Experience &amp; Seminar in Human Services II</td>
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<tr>
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<td>Science elective</td>
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</tbody>
</table>

Program Notes

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

Other Electives
Students choosing a human services elective may choose any course within that subject not already required by the program. Students choosing a humanities, science, or general elective can select from the Course Attribute Guide.

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

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

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

**Associate in Science Degree**

The Human Services Department attracts a diverse student population that shares a desire to work with and help other people. Students are often enrolled directly from high schools. Others are returning to change careers, while still others have raised families and are seeking career opportunities for the first time.

Most students attend the full-time day program; others earn their degrees on a part-time day or evening basis. Some of these students are currently employed in social service agencies and are pursuing a degree for purposes of advancement.

The Human Services Transfer Option allows graduates to transfer directly into their junior year at other Massachusetts state colleges and universities. Most students transfer into Human Services, Sociology, Psychology, Social Work, or Education programs.

### Year 1: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSRV 101</td>
<td>Intro to Social Welfare</td>
<td>3</td>
</tr>
<tr>
<td>HSRV 103</td>
<td>Group Dynamics</td>
<td>3</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 104</td>
<td>Principles of Sociology</td>
<td>3</td>
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</table>

### Year 1: Semester 2

<table>
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<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HSRV 102</td>
<td>Interviewing Techniques</td>
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<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
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<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
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<tr>
<td>SPCH 105</td>
<td>Speech Communication</td>
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### Year 2: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tr>
<td>HSRV 105</td>
<td>Human Services Practice</td>
<td>3</td>
</tr>
<tr>
<td>HSRV 405 or 406</td>
<td>Field Experience &amp; Seminar in Human Services I or II</td>
<td>4</td>
</tr>
<tr>
<td>Psychology or Sociology elective</td>
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<td>LS</td>
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### Year 2: Semester 2

<table>
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<td>HSRV 107</td>
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<tr>
<td>HU</td>
<td>Humanities elective</td>
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<td>LS</td>
<td>Lab Science elective</td>
<td>4</td>
</tr>
<tr>
<td>General elective</td>
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</table>

### Program Notes

**Math Elective**

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

**Other Electives**

Students choosing a human services elective may choose any course within that subject not already required by the program. Students choosing a humanities, lab science, or general elective can select from the **Course Attribute Guide**.

**Prerequisites**

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

**Developmental Courses**

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

A minimum of 63 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Liberal Arts Studies
Associate in Science Degree

The Liberal Arts Studies program includes a broad range of electives which allows students to tailor the program to meet their individual needs. The student with specific career goals may, through selection of electives, design a program to meet specific vocational objectives. The student who plans to transfer into a program in a four-year college, the prerequisites of which are not adequately met in any other program, may tailor the program to meet these requirements.

The program is also offered for those students who do not intend to continue formal studies after the completion of the Associate Degree, but who desire the opportunity to explore occupational courses through electives in such areas as Business Administration or other career path.

<table>
<thead>
<tr>
<th>Year 1: Semester 1</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Course</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td></td>
<td>History elective</td>
<td>3</td>
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<td></td>
<td>Math elective</td>
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<td>SC</td>
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</thead>
<tbody>
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<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
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<tr>
<td>SOCI 104</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>History elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Math elective</td>
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<tr>
<td>LS</td>
<td>Lab Science elective</td>
<td>4</td>
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<td><strong>Total Credits</strong></td>
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<th>Year 2: Semester 1</th>
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<tbody>
<tr>
<td>GOVT 105</td>
<td>American National Government</td>
<td>3</td>
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<td></td>
<td>Literature elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General elective</td>
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</tr>
<tr>
<td></td>
<td>General elective</td>
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<td><strong>Total Credits</strong></td>
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<tr>
<th>Year 2: Semester 2</th>
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</thead>
<tbody>
<tr>
<td>SPCH 105 or 107</td>
<td>Speech Communication or Oral Interpretation</td>
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<td></td>
<td>Literature elective</td>
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<td></td>
<td>General elective</td>
<td>3</td>
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<td></td>
<td>General elective</td>
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</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
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</table>

Program Notes

- **History Electives**: HIST 101 History of Western Civilization I, HIST 102 History of Western Civilization II, HIST 103 US History I, HIST 104 US History II, or HIST 131 The United States since 1945

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

- **Literature Electives**: ENGL 201 English Lit I, ENGL 202 English Lit II, ENGL 205 Irish American Lit I, ENGL 206 Irish American Lit II, ENGL 211 World Lit I, ENGL 212 World Lit II, ENGL 213 American Lit I, ENGL 214 American Lit II, ENGL 215 African-American Lit I, or ENGL 216 African-American Lit II

- **Other Electives**: Students choosing a lab science, science, or general elective can select from the Course Attribute Guide.

Prerequisites

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

Developmental Courses

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

A minimum of 61 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Liberal Arts Studies – Media Communications
Associate in Science Degree

The Liberal Arts Studies program includes a broad range of electives which allows students to tailor the program to meet their individual needs. The student with specific career goals may, through selection of electives, design a program to meet specific vocational objectives. The student who plans to transfer into a program in a four-year college, the prerequisites of which are not adequately met in any other program, may tailor the program to meet these requirements.

The program is also offered for those students who do not intend to continue formal studies after the completion of the Associate Degree, but who desire the opportunity to explore occupational courses through electives in such areas as Business Administration or other career path.

The Media Communications Option in Liberal Arts Studies is designed to prepare a student for careers in broadcasting, including television, radio production, performance, editing, and writing. The curriculum combines academic classwork, in-studio production, and on-air experiences including a complete working television studio and the Dale Dorman Radio Studio.

Students become proficient in broadcast vocal performance, television and radio production techniques, and computerized non-linear editing. This program also prepares the student for transfer to four-year colleges and universities, which offer programs in radio and television broadcasting, broadcast journalism, and mass communications.

### Year 1: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MDIA 111</td>
<td>Intro to Mass Communication</td>
<td>3</td>
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<tr>
<td>SPCH 105</td>
<td>Speech Communication or Oral Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
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<td></td>
<td>History elective</td>
<td>3</td>
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<tr>
<td></td>
<td>Math elective</td>
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### Year 1: Semester 2

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<td>MDIA 112</td>
<td>Television Studio Production</td>
<td>3</td>
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<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
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<td>GOVT 105</td>
<td>American National Government</td>
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<td>Math elective</td>
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### Year 2: Semester 1

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<th>Course</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>JOUR 120</td>
<td>Journalism Basics for the Digital Age</td>
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<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
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<tr>
<td>SC</td>
<td>Science elective</td>
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### Year 2: Semester 2

<table>
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<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SSCI 104</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Literature elective</td>
<td>3</td>
</tr>
<tr>
<td>LS</td>
<td>Lab Science elective</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>General elective</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>16</strong></td>
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</table>

### Program Notes

#### History Electives

- HIST 101 History of Western Civilization I
- HIST 102 History of Western Civilization II
- HIST 103 US History I
- HIST 104 US History II
- HIST 131 The United States since 1945

#### Math Electives

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

#### Media Electives

- Any 3-credit MDIA course, any 3-credit FILM course, THET 102, or SPCH 107 if not used for the speech requirement.

#### Literature Electives

- ENGL 201 English Lit I
- ENGL 202 English Lit II
- ENGL 205 Irish American Lit I
- ENGL 206 Irish American Lit II
- ENGL 211 World Lit I
- ENGL 212 World Lit II
- ENGL 213 American Lit I
- ENGL 214 American Lit II
- ENGL 215 African-American Lit I
- ENGL 216 African-American Lit II

#### Other Electives

Students choosing a lab science, science, or general elective can select from the Course Attribute Guide.

#### Prerequisites

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

#### Developmental Courses

Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student’s transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses:

- ENGL 091 Preparing for College Reading I
- ENGL 092 Preparing for College Reading II
- ENGL 095 Reading and Writing Seminar
- MATH 001-003 Prep for College Math I-III
- MATH 010 Fundamentals of Mathematics
- MATH 091 Preparing for College Reading II
- MATH 095 Reading and Writing Seminar
- MATH 099 Introductory Writing
- MATH 001-003 Prep for College Math I-III
- MATH 010 Fundamentals of Mathematics
- MATH 101 Introductory Algebra
- MATH 112 Intermediate Algebra

A minimum of 61 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Liberal Arts Studies – Theater
Associate in Science Degree

The Liberal Arts Studies program includes a broad range of electives which allows students to tailor the program to meet their individual needs. The student with specific career goals may, through selection of electives, design a program to meet specific vocational objectives. The student who plans to transfer into a program in a four-year college, the prerequisites of which are not adequately met in any other program, may tailor the program to meet these requirements.

The program is also offered for those students who do not intend to continue formal studies after the completion of the Associate Degree, but who desire the opportunity to explore occupational courses through electives in such areas as Business Administration or other career path.

The Theater Option in Liberal Arts Studies provides students a strong foundation in the performance and technical fields of the dramatic arts. The curriculum is a blend of theory and concept with practical, hands-on experience in a variety of professions in theater and performing arts. The program offers a wide range of study appropriate for non-majors pursuing a liberal arts education as well as majors preparing for a professional performing arts career.

### Year 1: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>THET 101</td>
<td>Introduction to the Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THET 204</td>
<td>Movement for Acting</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>History elective</td>
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### Year 1: Semester 2

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<td>THET 201</td>
<td>Acting Techniques I</td>
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<td>ENGL 102</td>
<td>English Composition II</td>
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### Year 2: Semester 1

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<th>Course Title</th>
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<td>ENGL 217</td>
<td>Dramatic Literature I</td>
<td>3</td>
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<tr>
<td>THET 431</td>
<td>Stagecraft I</td>
<td>3</td>
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<tr>
<td>PSYC 101 or SOCI</td>
<td>General Psychology or Principles of Sociology</td>
<td>3</td>
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<tr>
<td>SC</td>
<td>Science elective</td>
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### Year 2: Semester 2

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<td>THET 402</td>
<td>Performance and Production</td>
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<tr>
<td>FA</td>
<td>Fine Arts elective</td>
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**Program Notes**

**History Electives**
HIST 101 History of Western Civilization I, HIST 102 History of Western Civilization II, HIST 103 US History I, HIST 104 US History II, or HIST 131 The United States since 1945

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

**Other Electives**
Students choosing a fine arts, lab science, science, or general elective can select from the Course Attribute Guide.

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

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

A minimum of 61 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Liberal Arts Transfer
Associate in Arts Degree

The Liberal Arts Transfer Program is designed primarily for those students who plan to transfer, with junior year standing, to a four-year Liberal Arts Baccalaureate Degree Program. The Liberal Arts Transfer Program provides the student with a broad cultural background in the humanities, the natural sciences, mathematics, and the social sciences. This background prepares the student for eventual entry into graduate-level programs in education, law, and medicine, as well as the humanities or the sciences.

Although this program requires a distribution of liberal arts courses, it also allows the student to concentrate in either the humanities, the natural sciences, mathematics, or the social sciences. As there are variations in the graduation requirements of different four-year institutions, students should select electives within this program that comply with the requirements of the programs into which they wish to transfer. Since there are many different programs and requirements at four-year colleges, it is essential that the student receive continual counseling from an appropriate member of the science department at Massasoit along with updated information from the four-year college of the student’s choice. This would assure a smooth transition to the four-year college for the student after his/her graduation from Massasoit.

Year 1: Semester 1

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<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ENGL 101</td>
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<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
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<tr>
<td>History elective</td>
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Year 1: Semester 2

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<td>ENGL 102</td>
<td>English Composition II</td>
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<tr>
<td>SOCI 104</td>
<td>Principles of Sociology</td>
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Year 2: Semester 1

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<th>Course</th>
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<tr>
<td>SPCH 105 or 107</td>
<td>Speech Communication or Oral Interpretation</td>
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<td>Literature elective</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>
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<tr>
<td>LS</td>
<td>Lab Science elective</td>
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Year 2: Semester 2

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Literature elective</td>
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<td>Humanities elective</td>
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</tr>
<tr>
<td>LA</td>
<td>Liberal Arts elective</td>
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<tr>
<td>LA</td>
<td>Liberal Arts elective</td>
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<tr>
<td>LS</td>
<td>Lab Science elective</td>
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<td></td>
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</table>

Program Notes

History Electives
HIST 101 History of Western Civilization I, HIST 102 History of Western Civilization II, HIST 103 US History I, HIST 104 US History II, or HIST 131 The United States since 1945

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

Literature Electives
ENGL 201 English Lit I, ENGL 202 English Lit II, ENGL 205 Irish American Lit I, ENGL 206 Irish American Lit II, ENGL 211 World Lit I, ENGL 212 World Lit II, ENGL 213 American Lit I, ENGL 214 American Lit II, ENGL 215 African-American Lit I, or ENGL 216 African-American Lit II

Modern Language
Must be two semesters of the same language.

Computer Elective
Three credits of CTIM. Choose from any CTIM course except: CTIM 100, 121, 122, 203, or 262.

Other Electives
Students choosing a humanities, lab science, liberal arts, or modern language can select from the Course Attribute Guide.

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

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

A minimum of 62 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Liberal Arts Transfer – Computer Science
Associate in Arts Degree

The Liberal Arts Transfer Program is designed primarily for those students who plan to transfer, with junior year standing, to a four-year Liberal Arts Baccalaureate Degree Program. The Liberal Arts Transfer Program provides the student with a broad cultural background in the humanities, the natural sciences, mathematics, and the social sciences. This background prepares the student for eventual entry into graduate-level programs in education, law, and medicine, as well as the humanities or the sciences.

Although this program requires a distribution of liberal arts courses, it also allows the student to concentrate in either the humanities, the natural sciences, mathematics, or the social sciences. As there are variations in the graduation requirements of different four-year institutions, students should select electives within this program that comply with the requirements of the programs into which they wish to transfer. Since there are many different programs and requirements at four-year colleges, it is essential that the student receive continual counseling from an appropriate member of the science department at Massasoit along with updated information from the four-year college of the student’s choice. This would assure a smooth transition to the four-year college for the student after his/her graduation from Massasoit.

The Liberal Arts Transfer - Computer Science Option prepares students to continue their studies for a baccalaureate degree in Computer Science.

### Year 1: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 101 or 104</td>
<td>Beginning or Intermediate Windows</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 102, 105, or 108</td>
<td>Beginning, Intermediate, or Advanced Word</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 103, 106, or 109</td>
<td>Beginning, Intermediate, or Advanced Excel</td>
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<tr>
<td>History elective</td>
<td></td>
<td>3</td>
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<tr>
<td>Math elective</td>
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<td>LS</td>
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Total Credits: 16

### Year 1: Semester 2

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<tr>
<th>Course</th>
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<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
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<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>History elective</td>
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<td>Math elective</td>
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<td>LS</td>
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Total Credits: 16

### Year 2: Semester 1

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<th>Course</th>
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<tr>
<td>CTIM 157 or 371</td>
<td>Intro to Java Programming or Programming in C++</td>
<td>3</td>
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<tr>
<td>SOCI 104</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Literature elective</td>
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<td>3</td>
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<td>Math elective</td>
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Total Credits: 15

### Year 2: Semester 2

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<th>Credits</th>
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<tr>
<td>CTIM 168 or 372</td>
<td>Advanced Java Programming or Advanced Programming in C++</td>
<td>3</td>
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<tr>
<td>CTIM 281 or HU</td>
<td>Intro Software Design &amp; Development or Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 105</td>
<td>Speech Communication</td>
<td>3</td>
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<tr>
<td>Math elective</td>
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<tr>
<td>ML</td>
<td>Modern Language elective</td>
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Total Credits: 15

### Program Notes

#### History Electives
- HIST 101 History of Western Civilization I, HIST 102 History of Western Civilization II, HIST 103 US History I, HIST 104 US History II, or HIST 131 The United States since 1945

#### Math Electives
- MATH 203 College Algebra or higher

#### Literature Electives
- ENGL 201 English Lit I, ENGL 202 English Lit II, ENGL 205 Irish American Lit I, ENGL 206 Irish American Lit II, ENGL 211 World Lit I, ENGL 212 World Lit II, ENGL 213 American Lit I, ENGL 214 American Lit II, ENGL 215 African-American Lit I, or ENGL 216 African-American Lit II

#### Modern Language
- Must be two consecutive semesters of the same language.

CTIM 281 Intro Software Design & Dev
- CTIM 281 is a co- and/or prerequisite for CTIM 157 and 371 and can be waived with departmental approval. If waived, a humanities elective is required (as shown)

#### Other Electives
- Students choosing a humanities, lab science, or modern language can select from the Course Attribute Guide.

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

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

- A minimum of 62 credits and 22 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Liberal Arts Transfer – Elementary Education
Associate in Arts Degree

The Liberal Arts Transfer Program is designed primarily for those students who plan to transfer, with junior year standing, to a four-year Liberal Arts Baccalaureate Degree Program. The Liberal Arts Transfer Program provides the student with a broad cultural background in the humanities, the natural sciences, mathematics, and the social sciences. This background prepares the student for eventual entry into graduate-level programs in education, law, and medicine, as well as the humanities or the sciences.

Although this program requires a distribution of liberal arts courses, it also allows the student to concentrate in either the humanities, the natural sciences, mathematics, or the social sciences. As there are variations in the graduation requirements of different four-year institutions, students should select electives within this program that comply with the requirements of the programs into which they wish to transfer. Since there are many different programs and requirements at four-year colleges, it is essential that the student receive continual counseling from an appropriate member of the science department at Massasoit along with updated information from the four-year college of the student’s choice. This would assure a smooth transition to the four-year college for the student after his/her graduation from Massasoit.

The Liberal Arts Transfer – Elementary Education Option is a two-year degree program designed to prepare students to complete the initial two years of teacher training. Successful completion of the program will allow students to enter a state college or university as a junior having completed requirements of the Elementary Education Transfer Compact. In order to become an elementary school teacher, the student must complete the associate’s degree program, transfer to a four-year degree-granting institution, and complete work to attain at least a bachelor’s degree and a teaching certificate.

The Elementary Education program at Massasoit Community College has been designed to allow transition from the community college to Bridgewater State University, UMass Dartmouth, or any other state college or university cooperating in the transfer compact. The program may also be transferable to private colleges in the Massasoit Community College geographic area. Students should be aware that they must attain a minimum cumulative grade point average of 2.0 for successful transfer.

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

### Year 1: Semester 1

<table>
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<th>Course Title</th>
<th>Credits</th>
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<tr>
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<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 103</td>
<td>US History I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 127</td>
<td>Math for Elementary Teachers I</td>
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<td>PSYC 101</td>
<td>General Psychology</td>
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### Year 1: Semester 2

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<td>ENGL 121</td>
<td>Children’s Literature</td>
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<tr>
<td>HIST 104</td>
<td>US History II</td>
<td>3</td>
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<tr>
<td>MATH 128</td>
<td>Math for Elementary Teachers II</td>
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<td>Physical Science elective</td>
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### Year 2: Semester 1

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<th>Course Title</th>
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<tbody>
<tr>
<td>EDUC 111</td>
<td>Intro to Elementary Education</td>
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<tr>
<td>ENGL 213</td>
<td>American Literature I</td>
<td>3</td>
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<td>GOVT 105</td>
<td>American National Government</td>
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<td>SOC 104</td>
<td>Principles of Sociology</td>
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<tr>
<td>SPCH 105</td>
<td>Speech Communication</td>
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### Year 2: Semester 2

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<th>Course Title</th>
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<td>ECON 201</td>
<td>Principles of Economics I</td>
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<td>EDUC 104</td>
<td>Classroom Technology in Education</td>
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<tr>
<td>ENGL 214</td>
<td>American Literature II</td>
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<tr>
<td>GEOG 201</td>
<td>Human Geography</td>
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<td>PSYC 202</td>
<td>Child Psychology</td>
<td>3</td>
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</table>

### Program Notes

For students looking to pursue a teaching career in grades 1-6.

**Physical Science Elective**

CHEM 151 General Chemistry I, ESCI 121 Geology I, ESCI 123 Meteorology, ESCI 124 Physical Ocean Environment, PHYS 113 & 112 Science of Music and Lab, PHYS 151 College Physics I, or PHYS 161 General Physics I

**Prerequisites**

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

**Developmental Courses**

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

A minimum of 62 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Liberal Arts Transfer – Science Associate in Arts Degree

The Liberal Arts Transfer Program is designed primarily for those students who plan to transfer, with junior year standing, to a four-year Liberal Arts Baccalaureate Degree Program. The Liberal Arts Transfer Program provides the student with a broad cultural background in the humanities, the natural sciences, mathematics, and the social sciences. This background prepares the student for eventual entry into graduate-level programs in education, law, and medicine, as well as the humanities or the sciences.

Although this program requires a distribution of liberal arts courses, it also allows the student to concentrate in either the humanities, the natural sciences, mathematics, or the social sciences. As there are variations in the graduation requirements of different four-year institutions, students should select electives within this program that comply with the requirements of the programs into which they wish to transfer. Since there are many different programs and requirements at four-year colleges, it is essential that the student receive continual counseling from an appropriate member of the science department at Massasoit along with updated information from the four-year college of the student’s choice. This would assure a smooth transition to the four-year college for the student after his/her graduation from Massasoit.

The Liberal Arts Transfer – Science Option is designed primarily for those students who plan to transfer to four-year Liberal Arts baccalaureate degree institutions and who wish to major in the sciences, pre-med, or other advanced medical fields. The associate degree is awarded to students who successfully complete this program. The Liberal Arts Transfer program for Science majors was created to assist those students wishing to parallel the course requirements at a four-year college to which they will eventually transfer.

<table>
<thead>
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<th>Year 1: Semester 1</th>
<th>Credits</th>
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<tbody>
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<td>ENGL 101 English Composition I</td>
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<td>History elective</td>
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<tr>
<td>Math elective</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 140, LA or CTIM Intro to Engineering, Liberal Arts, or Computer elective</td>
<td>3</td>
</tr>
<tr>
<td>LS Lab Science elective</td>
<td>4</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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<thead>
<tr>
<th>Year 2: Semester 1</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSYC 101 General Psychology</td>
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<thead>
<tr>
<th>Year 1: Semester 2</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 102 English Composition II</td>
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<td>History elective</td>
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<td>Math elective</td>
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<td>LA or CTIM Liberal Arts or Computer elective</td>
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<td>LS Lab Science elective</td>
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<tr>
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<td>SPCH 105 Speech Communication</td>
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Program Notes

History Electives
HIST 101 History of Western Civilization I, HIST 102 History of Western Civilization II, HIST 103 US History I, HIST 104 US History II, or HIST 131 The United States since 1945

Math Electives
MATH 131 Intro to Statistics or MATH 203 College Algebra or higher

Computer Elective
CTIM 157, 168, 221, 271, 281, 361, 362, 371, 372, 373, or a maximum of three credits from CTIM 101-109

Literature Elective
ENGL 201 English Literature I or higher, excluding ENGL 251

Other Electives
Students choosing a humanities, lab science, liberal arts, modern language, or science elective can select from the Course Attribute Guide.

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 Preparation for College Math I, MATH 002 Preparation for College Math II, MATH 003 Preparation for College Math III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.

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

Prerequisites
Some courses may have prerequisites. Please see course descriptions or online course search for details.
**Liberal Arts Transfer – Social Science**  
**Associate in Arts Degree**

The Liberal Arts Transfer Program is designed primarily for those students who plan to transfer, with junior year standing, to a four-year Liberal Arts Baccalaureate Degree Program. The Liberal Arts Transfer Program provides the student with a broad cultural background in the humanities, the natural sciences, mathematics, and the social sciences. This background prepares the student for eventual entry into graduate-level programs in education, law, and medicine, as well as the humanities or the sciences.

Although this program requires a distribution of liberal arts courses, it also allows the student to concentrate in either the humanities, the natural sciences, mathematics, or the social sciences. As there are variations in the graduation requirements of different four-year institutions, students should select electives within this program that comply with the requirements of the programs into which they wish to transfer. Since there are many different programs and requirements at four-year colleges, it is essential that the student receive continual counseling from an appropriate member of the science department at Massasoit along with updated information from the four-year college of the student’s choice. This would assure a smooth transition to the four-year college for the student after his/her graduation from Massasoit.

The **Liberal Arts Transfer – Social Science Option** prepares students to continue their studies for a baccalaureate degree in any of the social sciences.

### Year 1: Semester 1

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<th>Credits</th>
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<tr>
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<td>SOCI 104</td>
<td>Principles of Sociology</td>
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<td>SPCH 105, 107, or 121</td>
<td>Speech Communication, Oral Interpretation, or Argumentation &amp; Debate</td>
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<td>PSYC 205 or 201</td>
<td>Human Growth &amp; Development or Abnormal Psychology</td>
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<td>SOCI 203 or 204</td>
<td>Criminology or Sociology of Deviance</td>
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<td>HU or ML</td>
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### Year 2: Semester 2

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<td>LS</td>
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<td>General elective</td>
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</table>

### Program Notes

This option is for students who want to transfer into a 4-year major/minor in the social sciences: anthropology, economics, geography, religion, psychology, sociology, and/or other related fields.

### History Electives

HIST 101 History of Western Civilization I, HIST 102 History of Western Civilization II, HIST 103 US History I, HIST 104 US History II, or HIST 131 The United States since 1945

### Math Elective

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

### Literature Elective

ENGL 201 English Literature I or higher, excluding ENGL 251

### Course Electives

CCED 102 Dev in Early Childhood, CCED 105 Intro to Early Childhood Ed, CJUS 101 Intro to Criminal Justice, CJUS 211 Intro to Private Security, HSRV 101 Intro to Social Welfare, or HSRV 107 Fostering Equality and Diversity. Please note: if a 12-credit maximum within any one SS discipline has been met, elective must be from another discipline.

### Other Electives

Students choosing a humanities, lab science, modern language, social science, or general elective can select from the **Course Attribute Guide**.

### Prerequisites

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

### Developmental Courses

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

A minimum of 62 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Nursing/Allied Health: Part Time and Full Time Options

The Nurse Education Program is designed to prepare students for entry-level positions in nursing in a variety of health care settings. The program requires general education, liberal arts, science, and nursing courses. Clinical experiences are selected to enhance learning and achievement of the program outcomes.

Outcomes of the Nursing Program

Massasoit's Nursing Program is designed to prepare associate degree nurses who:

- Consistently and independently integrate the nursing process in coordinating a holistic care plan to meet the needs of individuals across the life span
- Incorporate teaching-learning concepts into nursing practice
- Perform technical skills and competencies necessary for entry of professional practice in accordance with scientific principles, policies and procedures
- Demonstrate professional values through collegial practice, lifelong learning, service to the community, and the commitment to improvement of the profession and the health care system
- Synthesize knowledge from biological, behavioral, social, and nursing science into the delivery of individualized, holistic, and caring nurse practices
- Consistently communicate effectively and therapeutically with patients, families, and health team members in the coordination and delivery of patient care
- Provide nursing care to and with culturally diverse populations in a variety of environments, 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.
Nurse Education: Full Time
Associate in Science Degree

There are two full-time courses of study leading to an Associate in Science degree and eligibility to take the NCLEX-RN. **Classes for both full-time courses of study are held primarily during the day.** Academically qualified generic students are admitted annually to the full-time option. The course of study is two years. LPNs are admitted annually to the second year by advanced placement. Credit is given for Nursing I, II, and III. To receive advanced placement the LPN must have graduated from an approved school of practical nursing, hold a current license to practice practical nursing in the Commonwealth of Massachusetts, and have successfully completed the required prerequisite first-year courses. LPN graduates of Southeastern Regional, Blue Hills Technical, and Bristol Plymouth Technical School may be given transfer credit for the course of Human Growth and Development.

LPNs admitted to the full-time option are required to take a transition course prior to admission to Nursing IV. The transition course is offered during the summer.

### Year 1: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<td>NURS 101</td>
<td>Nursing I</td>
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<td>BIOL 201</td>
<td>Anatomy and Physiology I</td>
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<td>ENGL 101</td>
<td>English Composition I</td>
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<td>NURS 204</td>
<td>Nursing III</td>
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<td>Anatomy and Physiology II</td>
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### Year 2: Semester 1

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<td>BIOL 231</td>
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### Year 2: Semester 2

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<td>Principles of Sociology</td>
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**Program Notes**

- **Nursing Grades**
  A minimum grade of 78 (C+) must be achieved in all nursing courses.

- **Math Competency**
  The math competency for graduation may be fulfilled by passing MATH 112 Intermediate Algebra with a C- or higher or by passing the computerized placement test with a score of 72 or higher.

- **Other Electives**
  Students choosing a liberal arts elective can select from the Course Attribute Guide.

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

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

A minimum of 65 credits and 15 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Nurse Education: Part Time
Associate in Science Degree

There are two part-time cohort courses of study. Classes for both part-time courses of study are held primarily in the evening. These options mirror the full-time options but are designed to provide a longer study time for those who value and desire the RN role. Both courses of study lead to an Associate of Science degree and eligibility to take the NCLEX-RN.

The generic cohort option is for three years (six semesters). The LPN cohort option lasts for three semesters. LPNs receive advanced placement if they graduated from an approved school of practical nursing, hold a current license to practice practical nursing in the Commonwealth of Massachusetts, and have successfully completed the required courses of the first three semesters. They receive credit for Nursing I, II, and III. LPN graduates of Southeastern Regional, Blue Hills Technical, and Bristol Plymouth technical may be given transfer credit for the course of Human Growth and Development.

The part-time nursing option does not receive state funding; therefore, all evening nursing courses must be self-supporting. The cost and credit of the evening nursing courses are approved by Massasoit’s Board of Trustees and subject to change.

### Program Notes

**Nursing Grades**
A minimum grade of 78 (C+) must be achieved in all nursing courses.

**Math Competency**
The math competency for graduation may be fulfilled by passing MATH 112 Intermediate Algebra with a C- or higher or by passing the computerized placement test with a score of 72 or higher.

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

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

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

A minimum of 65 credits and 16 courses is required for completion. The same course may not be used to satisfy two different course requirements.

### Year 1: Semester 1

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<td>Anatomy and Physiology I</td>
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### Year 1: Semester 2

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<td>PSYC 205</td>
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### Year 3: Semester 2

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<td>SOCI 104</td>
<td>Principles of Sociology</td>
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</table>
LPN to Associate Degree Advanced Placement Nurse Education: Full Time
Associate in Science Degree

There are two full-time courses of study leading to an Associate in Science degree and eligibility to take the NCLEX-RN. Classes for both full-time courses of study are held primarily during the day. Academically qualified generic students are admitted annually to the full-time option. The course of study is two years. LPNs are admitted annually to the second year by advanced placement. Credit is given for Nursing I, II, and III. To receive advanced placement the LPN must have graduated from an approved school of practical nursing, hold a current license to practice practical nursing in the Commonwealth of Massachusetts, and have successfully completed the required prerequisite first-year courses. LPN graduates of Southeastern Regional, Blue Hills Technical, and Bristol Plymouth Technical School may be given transfer credit for the course of Human Growth and Development.

LPNs admitted to the full-time option are required to take a transition course prior to admission to Nursing IV. The transition course is offered during the summer.

### Year 1: Semester 1

<table>
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<tr>
<th>Course</th>
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#### Year 1: Semester 2

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### Program Notes

**Nursing I, II, and III**
LPN students receive transfer credit for NURS 101 Nursing I, NURS 203 Nursing II, and NURS 204 Nursing III and are therefore not required to take them at Massasoit.

**Nursing Grades**
A minimum grade of 78 (C+) must be achieved in all nursing courses.

**Math Competency**
The math competency for graduation may be fulfilled by passing MATH 112 Intermediate Algebra with a C- or higher or by passing the computerized placement test with a score of 72 or higher.

**Other Electives**
Students choosing a liberal arts elective can select from the [Course Attribute Guide](#).

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

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

A minimum of 65 credits and 15 courses is required for completion. The same course may not be used to satisfy two different course requirements.
LPN to Associate Degree Advanced Placement Nurse Education:  
Part Time  
Associate in Science Degree

There are two part-time cohort courses of study. Classes for both part-time courses of study are held primarily in the evening. These options mirror the full-time options but are designed to provide a longer study time for those who value and desire the RN role. Both courses of study lead to an Associate of Science degree and eligibility to take the NCLEX-RN.

The generic cohort option is for three years (six semesters). The LPN cohort option lasts for three semesters. LPNs receive advanced placement if they graduated from an approved school of practical nursing, hold a current license to practice practical nursing in the Commonwealth of Massachusetts, and have successfully completed the required courses of the first three semesters. They receive credit for Nursing I, II, and III. LPN graduates of Southeastern Regional, Blue Hills Technical, and Bristol Plymouth technical may be given transfer credit for the course of Human Growth and Development.

The part-time nursing option does not receive state funding; therefore, all evening nursing courses must be self-supporting. The cost and credit of the evening nursing courses are approved by Massasoit’s Board of Trustees and subject to change.

### Year 1: Semester 1

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### Year 2: Semester 2

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### Year 3: Semester 2

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<td>NURS 307</td>
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<td>SOCI 104</td>
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### Program Notes

**Nursing I-E, II-E, and III-E**  
LPN students receive transfer credit for NURS 212 Nursing I, NURS 213 Nursing II, and NURS 214 Nursing III and are therefore not required to take them at Massasoit.

**Nursing Grades**  
A minimum grade of 78 (C+) must be achieved in all nursing courses.

**Math Competency**  
The math competency for graduation may be fulfilled by passing MATH 112 Intermediate Algebra with a C- or higher or by passing the computerized placement test with a score of 72 or higher.

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

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

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

A minimum of 65 credits and 16 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Radiologic Technology
Associate in Science Degree

The Radiologic Technology Program is a 21-month, competency-based program, preparing students for entry-level careers as radiographers in a variety of clinical settings. Accreditation has been granted by the Joint Committee on Education in Radiology Technology (JRCERT). Students who successfully complete the approved course of study are then eligible to apply for examination by the American Registry of Radiologic Technologists (ARRT).

The Radiologic Technology program is a selective and highly competitive admissions program. All applicants are reviewed by a committee using the rubrics in order to ensure fair and ethical selection practices.

Upon completion of the Radiologic Technology program, students should be able to apply principles of radiographic exposure with knowledge of anatomy, physiology, and positioning to determine the best demonstration of anatomical structures.

The technologist is also responsible for the care, protection, and comfort of the patient. Additional responsibilities include the ongoing monitoring of equipment safety and quality. This requires a level of professional judgment that necessitates quality academic and clinical training. Radiologic technologists are employed by hospitals, clinics, and private contractors.

Radiologic technologists are integral members of the health care profession. With recent advances in imaging technology, radiographers have the opportunity to broaden their professional opportunities in a variety of diagnostic modalities. Massasoit offers certificates programs in Computerized Tomography and MRI.

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.

<table>
<thead>
<tr>
<th>Year 1: Semester 1</th>
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<th>Year 2: Semester 1</th>
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<td>RADT 121</td>
<td>RADT Clinical Experience I</td>
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<td>RADT 133</td>
<td>RADT Anatomy/Positioning Lecture I</td>
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<td>BIOL 201</td>
<td>Anatomy and Physiology I</td>
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<tr>
<td>RADT 102</td>
<td>Image Production and Evaluation</td>
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<td>RADT 120</td>
<td>RADT Principles of Digital Imaging</td>
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<td>RADT 126</td>
<td>RADT Clinical Experience II</td>
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<td>RADT 134</td>
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<td>RADT 131</td>
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<td>RADT 137</td>
<td>RADT Anatomy/Positioning Lecture III</td>
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**Program Notes**

**Math Elective**
MATH 131 Intro to Statistics or higher, excluding MATH 141 and 142

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

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

**Developmental Courses**
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student’s transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 093 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.

A minimum of 74 credits and 26 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Respiratory Care
Associate in Science Degree

Respiratory Care is a two-year program that is accredited by the COARC (Commission of Accreditation for Respiratory Care). Upon successful completion, the graduate is eligible to take the National Board for Respiratory Care Examinations. Graduates wishing to continue their education can earn a bachelor’s degree.

In addition to courses in general education, liberal arts, and respiratory theory, carefully-selected clinical experiences are provided in area hospitals and health agencies to enable students to develop the skills necessary for successful completion in order to receive credit and progress to the next program level. A minimum grade of 75 must be achieved in all respiratory care courses.

Students contemplating a career in respiratory care must be aware that if they have ever been convicted by a court of law, their records will be subject to review by the Commonwealth of Massachusetts Board of Registration in Respiratory Care upon application to take the examination for registered respiratory licensure. A CORI check will be required for all students before clinical experience.

Respiratory Care is an allied health profession dedicated to the management and care of patients having difficulties and abnormalities associated with breathing. Respiratory care practitioners work under the direction of physicians. Improving the cardiopulmonary health of infants, children, and adults make this an excellent profession with various career possibilities. Employment can be found in hospitals, home care, sales, and education. Currently there is a shortage of qualified respiratory care practitioners. To be considered for admission to this program, the applicant must possess a high school diploma or an equivalency certificate, complete Biological Principles or successfully perform on the Biology Departmental challenge exam as a prerequisite to Anatomy and Physiology and Microbiology. Prospective students must attend an information session.

### Year 1: Semester 1

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<td>Respiratory Care Seminar I</td>
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<td>RESP 115</td>
<td>Respiratory Care Equipment</td>
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<td>CHEM 131 or 151</td>
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<td>RESP 112</td>
<td>Introduction to Pharmacology</td>
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### Year 2: Semester 1

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<td>RESP 111</td>
<td>Introduction to Pathology</td>
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<td>RESP 121</td>
<td>Respiratory Care – Clinical Cardio Anatomy and Physiology</td>
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<td>RESP 117</td>
<td>Cardiopulmonary Diagnostics and Evaluation</td>
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### Program Notes

- **Math Elective**
  - MATH 131 Intro to Statistics or higher, excluding MATH 141 and 142

- **Other Electives**
  - Students choosing a liberal arts elective can select from the Course Attribute Guide.

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

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

- A minimum of 70 credits and 19 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Veterinary Technician
Associate in Applied Science Degree

The Veterinary Technician 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.

### Year 1: Semester 1

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<td>CHEM 151</td>
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### Year 2: Semester 1

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<td>VTSC 212</td>
<td>Veterinary Clinical Methods II</td>
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<tr>
<td>VTSC 221</td>
<td>Internship I</td>
<td>2</td>
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<tr>
<td>VTSC 224</td>
<td>Veterinary Imaging</td>
<td>3</td>
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<tr>
<td>VTSC 226</td>
<td>Veterinary Pharmacology</td>
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<tr>
<td>VTSC 231</td>
<td>Veterinary Microbiology &amp; Parasitology</td>
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### Year 2: Semester 2

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>VTSC 222</td>
<td>Internship II</td>
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<tr>
<td>VTSC 235</td>
<td>Large Animal Medicine &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>VTSC 236</td>
<td>Lab Animals and Exotics</td>
<td>3</td>
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<tr>
<td>VTSC 238</td>
<td>Veterinary Pathology</td>
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<tr>
<td>VTSC 240</td>
<td>Veterinary Anesthesia &amp; Surgery</td>
<td>4</td>
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</table>

### Program Notes

**Prerequisites**

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

**Developmental Courses**

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

A minimum of 65 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Visual Arts – Art & Graphic Design
Associate in Applied Science Degree

The Visual Arts program provides students with the basic technical and intellectual foundation necessary to pursue a career as either a fine artist or graphic designer.

The Department of Visual Arts, guided by a faculty of experienced professional artists, offers two options: Art and Graphic Design, and Fine Arts. In each option, students are expected to develop an individual aesthetic within their discipline. The Visual Arts program is dedicated to encouraging and nurturing the pursuit of independent interests and personal vision while preparing students for careers in the visual arts field.

Graduates of the Visual Arts program will demonstrate competency in:
- Basic technical skills in the visual formats of drawing, color, and design (Fine Arts and Graphic Design)
- Basic technical skills in computer generated formats (Graphic Design)
- Basic technical skills in elective subjects such as painting, printmaking, sculpture, ceramics, photography and/or graphic design (for transfer as a junior to a baccalaureate degree program)

The Art and Graphic Design Option provides a strong technical and intellectual foundation in Graphic Design. The core of the curriculum is a series of foundation courses. Tracks in Illustration and Graphic Design follow in the second year. Electives allow students to incorporate additional media into their curriculum with courses from the Fine Arts Option.

### Year 1: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ARTG 100</td>
<td>Art History of the Western World</td>
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<tr>
<td>ARTG 107</td>
<td>Drawing I</td>
<td>3</td>
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<tr>
<td>ARTG 113</td>
<td>Color and Design I</td>
<td>3</td>
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<td>ARTG 281</td>
<td>Computer-Aided Graphic Design</td>
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<td>ENGL 101</td>
<td>English Composition I</td>
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**Total Credits:** 15

### Year 1: Semester 2

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<td>Drawing II</td>
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<td>ARTG 112</td>
<td>Typography</td>
<td>3</td>
</tr>
<tr>
<td>ARTG 114</td>
<td>Color and Design II</td>
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<tr>
<td>ARTG 115</td>
<td>Intro to Graphic Design &amp; Production</td>
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<td>ENGL 102</td>
<td>English Composition II</td>
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**Total Credits:** 15

### Year 2: Semester 1

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<td>ARTG 105</td>
<td>Graphic Design I</td>
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<tr>
<td>ARTG 205</td>
<td>Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTG 211</td>
<td>Illustration</td>
<td>3</td>
</tr>
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<td>PSYC 101 or SOCI 104</td>
<td>General Psychology or Principles of Sociology</td>
<td>3</td>
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<tr>
<td>LA</td>
<td>Liberal Arts elective</td>
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**Total Credits:** 15

### Year 2: Semester 2

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<tr>
<td>ARTG 106 or 212</td>
<td>Graphic Design II or Illustration II</td>
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<td>Graphic Arts elective</td>
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<tr>
<td>Printmaking elective</td>
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<td>SC</td>
<td>Science elective</td>
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<tr>
<td>General elective</td>
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</table>

**Total Credits:** 15

### Program Notes

**Math Competency**
MATH 115 or higher, excluding MATH 127, 128, 141, and 142, or passing the math placement test with a 72 or higher

**Graphic Arts 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, science, or general elective can select from the Course Attribute Guide.

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

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

A minimum of 60 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.
**Visual Arts – Fine Arts**  
**Associate in Applied Science Degree**

The Visual Arts program provides students with the basic technical and intellectual foundation necessary to pursue a career as either a fine artist or graphic designer.

The Department of Visual Arts, guided by a faculty of experienced professional artists, offers two options: Art and Graphic Design, and Fine Arts. In each option, students are expected to develop an individual aesthetic within their discipline. The Visual Arts program is dedicated to encouraging and nurturing the pursuit of independent interests and personal vision while preparing students for careers in the visual arts field.

Graduates of the Visual Arts program will demonstrate competency in:

- Basic technical skills in the visual formats of drawing, color, and design (Fine Arts and Graphic Design)
- Basic technical skills in computer generated formats (Graphic Design)
- Basic technical skills in elective subjects such as painting, printmaking, sculpture, ceramics, photography and/or graphic design (for transfer as a junior to a baccalaureate degree program)

The **Fine Arts Option** provides the study of two-dimensional and three-dimensional media with tracks in painting, printmaking, ceramics, and sculpture. This option allows for a dedicated route in Fine Arts and offers elective courses in graphic design and photography.

### Year 1: Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ARTG 101</td>
<td>History of Art I</td>
<td>3</td>
</tr>
<tr>
<td>ARTG 107</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ARTG 113</td>
<td>Color and Design I</td>
<td>3</td>
</tr>
<tr>
<td>ARTG 263</td>
<td>Sculpture I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
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### Year 1: Semester 2

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<tbody>
<tr>
<td>ARTG 108</td>
<td>Drawing II</td>
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<td>ARTG 114</td>
<td>Color and Design II</td>
<td>3</td>
</tr>
<tr>
<td>ARTG 221</td>
<td>Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
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<td><strong>Total</strong></td>
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### Year 2: Semester 1

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<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ARTG 102</td>
<td>History of Art II</td>
<td>3</td>
</tr>
<tr>
<td>ARTG 205</td>
<td>Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>Art elective</td>
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</tr>
<tr>
<td>PSYC 101 or SOCI 104</td>
<td>General Psychology or Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>LA</td>
<td>Liberal Arts elective</td>
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<td><strong>Total</strong></td>
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### Year 2: Semester 2

<table>
<thead>
<tr>
<th>Course</th>
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<td>Art elective</td>
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<td>SC</td>
<td>Science elective</td>
<td>3</td>
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<tr>
<td>General elective</td>
<td></td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
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</tbody>
</table>

**Program Notes**

**Math Competency**
MATH 115 or higher, excluding MATH 127, 128, 141, and 142, or passing the math placement test with a 72 or higher

**Printmaking Elective**
ARTG 213, 225, 254, 255, 256, or 257

**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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Course Title</td>
</tr>
<tr>
<td>DENT 102</td>
<td>Dental Materials I</td>
</tr>
<tr>
<td>DENT 103</td>
<td>Dental Radiography</td>
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<tr>
<td>DENT 105</td>
<td>Dental Office Management</td>
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<tr>
<td>DENT 106</td>
<td>Dental Science I</td>
</tr>
<tr>
<td>DENT 107</td>
<td>Chairside Assisting</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
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Program Notes

**Prerequisites**

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

**Developmental Courses**

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

A minimum of 40 credits and 11 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Medical Assistant
Board-approved Certificate

On the Canton campus, Massasoit offers training in Medical Assisting, a nine-month (full-time) Certificate Program. As a graduate of the program, you will be eligible to participate in the national certification examination to become a Certified Medical Assistant - CMA (AAMA). The Medical Assistant Program is nationally accredited by the Commission on Accreditation of Allied Health Programs, CAAHEP, on 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 EKGs, sterilization of instruments, collecting and identifying specimens, routine urinalysis, fecal analysis, clinical bacteriology, and phlebotomy. Medical Assistants who work for specialists will have additional duties.

A seven-week/245-hour clinical practicum in a Health Maintenance Organization/Health Care Facility is required for graduation.

<table>
<thead>
<tr>
<th><strong>Semester 1</strong></th>
<th><strong>Course</strong></th>
<th><strong>Course Title</strong></th>
<th><strong>Credits</strong></th>
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</thead>
<tbody>
<tr>
<td>MEDA 104</td>
<td>Basic Laboratory Procedures I</td>
<td>3</td>
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<tr>
<td>MEDA 107</td>
<td>Medical Assisting Techniques I</td>
<td>2</td>
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<td>MEDA 108</td>
<td>Anatomy, Physiology, and Terminology I</td>
<td>3</td>
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<td>MEDA 109</td>
<td>Pharmacology</td>
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<td>MEDA 229</td>
<td>Medical Office Management I</td>
<td>5</td>
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<td>PHIL 111</td>
<td>Medical Law and Ethics</td>
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<tr>
<td>MEDA 116</td>
<td>Clinical Externship</td>
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<td>MEDA 119</td>
<td>Anatomy, Physiology, and Terminology II</td>
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<td>MEDA 120</td>
<td>Medical Assisting Techniques II</td>
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<td>MEDA 121</td>
<td>Basic Laboratory Procedures II</td>
<td>2</td>
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<td>MEDA 230</td>
<td>Medical Office Management II</td>
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<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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**Program Notes**

**Prerequisites**

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

**Developmental Courses**

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

A minimum of 38 credits and 13 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Office Technologies
Board-approved Certificate

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

Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<td>CTIM 100</td>
<td>Computer Keyboarding</td>
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<tr>
<td>CTIM 101</td>
<td>Beginning Windows</td>
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</tr>
<tr>
<td>CTIM 102</td>
<td>Beginning Word</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 103</td>
<td>Beginning Excel</td>
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</tr>
<tr>
<td>CTIM 104</td>
<td>Intermediate Windows</td>
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</tr>
<tr>
<td>CTIM 105</td>
<td>Intermediate Word</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 106</td>
<td>Intermediate Excel</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 114</td>
<td>Beginning PowerPoint</td>
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</tr>
<tr>
<td>CTIM 115</td>
<td>Intermediate PowerPoint</td>
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<tr>
<td>CTIM 197</td>
<td>Adobe Acrobat</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 213</td>
<td>Administrative Management</td>
<td>3</td>
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Semester 2

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<tbody>
<tr>
<td>ACCT 105</td>
<td>Principles of Financial Accounting I</td>
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<tr>
<td>ACCT 112 or 303</td>
<td>Payroll Applications/QuickBooks or Peachtree Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 108</td>
<td>Advanced Word</td>
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<tr>
<td>CTIM 109</td>
<td>Advanced Excel</td>
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<tr>
<td>CTIM 122</td>
<td>Business Communication</td>
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<tr>
<td>CTIM 141</td>
<td>Intro to a Web Editor: Dreamweaver</td>
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</tr>
<tr>
<td>CTIM 147</td>
<td>Internet: Creating a Home Page</td>
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</tr>
<tr>
<td>CTIM 148</td>
<td>Computer Keyboarding Workshop</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 271</td>
<td>Database Concepts and Practices</td>
<td>3</td>
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</tr>
</tbody>
</table>

Program Notes

CTIM 101, 102, and 103
Students wishing to complete this certificate in one year should enroll in CTIM 101 Beginning Windows, CTIM 102 Beginning Word, and CTIM 103 Beginning Excel prior to the start of the fall semester if he or she has not had previous experience with Windows, Word, or Excel.

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

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

A minimum of 33 credits and 20 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Biotechnology
College-approved Certificate

The Biotechnology Certificate is designed for individuals looking to acquire additional skills and knowledge in laboratory methodologies necessary for employment in commercial, industrial, and academic institutions. Students will have hands-on, competency-based instructions geared towards entry-level employment in the biotechnology laboratory. Special emphasis will be placed on general chemistries, microbiology, molecular biology and cellular biology techniques for the biotechnology industry. Upon completion of the 29-credit certificate program, the student will have pertinent experience in techniques and skills required by leaders in bio-manufacturing and industrial research and development. Graduates may then seek employment as a laboratory technician or research technician.

The student will demonstrate an understanding of the following skills and/or concepts:

- Standard methods in protein, DNA and RNA isolation
- Maintenance and usage of laboratory equipment
- Knowledge of lab safety procedures
- Implementation of SOPs
- Perform assigned experiments with proper controls
- Problem solving (troubleshooting results)
- Industry standard documentation skills
- Laboratory mathematical computations
- Computer data analysis using relevant software

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 122</td>
<td>Biological Principles II</td>
<td>4</td>
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<tr>
<td>BIOL 235</td>
<td>Topics in Molecular Biology Techniques</td>
<td>4</td>
<td></td>
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<tr>
<td>CHEM 151</td>
<td>General Chemistry I</td>
<td>4</td>
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<tr>
<td></td>
<td>Math elective</td>
<td>4</td>
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<tr>
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<th>Course</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BIOL 231</td>
<td>Microbiology</td>
<td>4</td>
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<tr>
<td>BIOL 234</td>
<td>Cellular Biology</td>
<td>4</td>
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<td>BIOL 240</td>
<td>Seminar in Biotechnology</td>
<td>1</td>
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<tr>
<td>CHEM 152</td>
<td>General Chemistry II</td>
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<td><strong>13</strong></td>
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</tr>
</tbody>
</table>

Program Notes

Math Elective
MATH 217 Precalculus or higher

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

Developmental Courses
Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student’s transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 095 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-C03 Prep for College Math I-II, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.

A minimum of 29 credits and 8 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Child Care Education
College-approved Certificate

The Child Care Education program is designed to provide comprehensive training for students interested in employment in a child care setting. A one-year certificate of completion will be awarded. The program will help students develop the skills, knowledge, and understanding needed to work effectively to create healthy environments where children can grow and learn.

At Massasoit, formal instruction is integrated with field experience. The opportunity to work in child care facilities will give meaning to the course work, as well as fulfill Department of Early Education and Care requirements. As a requirement of the Child Care Certificate program, students must successfully complete practicum assignments. Admission to the Child Care program, however, does not ensure a practicum placement.

A prior criminal offense could hinder placement in practicums and future employment in Child Care Education. Students in practicums are never allowed unsupervised contact with children. Students are tentatively placed in practicums, that may require a CORI/SORI. Conducting the CORI/SORI is the responsibility of the practicum placement.

The Child Care certificate program is consistent with the Department of Early Education and Care (EEC) staffing regulations. Massasoit’s program is EEC approved. Those students desiring to advance their leadership opportunities will continue for an additional year of study for an Associate Degree in Child Care Education and Administration.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCED 101</td>
<td>Behavior Management in Child Care</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CCED 102</td>
<td>Development in Early Childhood</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CCED 105</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SPCH 105 or 107</td>
<td>Speech Communication or Oral Interpretation</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCED 111</td>
<td>Early Childhood Curriculum: A Multi-Cultural Perspective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CCED 112</td>
<td>Health, Nutrition, and Safety Needs of the Young Child</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CCED 401</td>
<td>Practicum I in Child Care Education</td>
<td>3</td>
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</tr>
<tr>
<td>CCED 407</td>
<td>Seminar I in Child Care Education</td>
<td>2</td>
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</tr>
<tr>
<td>PSYCH 101 or SOCI 104</td>
<td>General Psychology or Principles of Sociology</td>
<td>3</td>
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</tbody>
</table>

Program Notes

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

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

A minimum of 29 credits and 10 courses is required for completion. The same course may not be used to satisfy two different course requirements.
### Computer Repair and Maintenance
College-approved Certificate

This program is designed to prepare people to establish their own business or to work for a business in the personal computer (PC) repair field. This program provides training in the technical field of PC repair and maintenance, sufficient for program completers to sit for the CompTIA A+ Certification Examinations in hardware and software. Related competencies are developed in areas such as networking, operating systems, accounting, small-business management, and customer service, which will enable graduates of the program to work on their own or for others. There is a growing need for trained specialists in this field.

#### Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACCT 105</td>
<td>Principles of Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 125</td>
<td>Small-Business Management</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 and Information Security</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 278</td>
<td>Data Communications</td>
<td>3</td>
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</table>

**Semester 1 Total:** 16 Credits

#### Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 112 or 303</td>
<td>Payroll Applications/QuickBooks or Peachtree Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 178</td>
<td>Help Desk Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 221</td>
<td>Operating Systems Concepts</td>
<td>3</td>
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<tr>
<td>CTIM Elective</td>
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</table>

**Semester 2 Total:** 12 Credits

### Program Notes

**CTIM Elective**

Any 3-credit CTIM course or three 1-credit CTIM courses

**Prerequisites**

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

### Developmental Courses

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

**A minimum of 28 credits and 9 courses is required for completion. The same course may not be used to satisfy two different course requirements.**
Computerized Accounting
College-approved Certificate

This 26-credit College-approved certificate is directed at students for whom a degree program is not a consideration at this time. The program is intended to accomplish the following objectives:

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

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

### Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<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>
</tr>
<tr>
<td>ACCT 112</td>
<td>Payroll Applications/QuickBooks</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 211</td>
<td>Taxation</td>
<td>3</td>
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<tr>
<td>BUSN 110</td>
<td>Introduction to Business</td>
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**Semester 1 Total:** 13 credits

### Semester 2

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ACCT 106</td>
<td>Principles of Financial Accounting II</td>
<td>4</td>
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<tr>
<td>ACCT 302</td>
<td>Computerized Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 303</td>
<td>Peachtree Accounting</td>
<td>3</td>
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<tr>
<td>ACCT 307</td>
<td>Review for Registered Tax Return Preparer Exam</td>
<td>3</td>
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</table>

**Semester 2 Total:** 13 credits

**Program Notes**

**Prerequisites**

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

**Developmental Courses**

Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses: ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, ENGL 093 Reading and Writing Seminar, ENGL 099 Introductory Writing, MATH 001-003 Prep for College Math I-III, MATH 010 Fundamentals of Mathematics, MATH 101 Introductory Algebra, and MATH 112 Intermediate Algebra.

A minimum of 26 credits and 8 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Computerized Tomography
College-approved Certificate

The CT Certificate Program at Massasoit Community College offers the imaging technologist the opportunity for professional and personal advancement in the medical imaging profession. Courses provided in the CT Certificate Program are designed to prepare students to fully comprehend the basic physics of Computerized Tomography and the basic concept and various techniques associated with it, along with all necessary environment/department.

Admission Requirements
Admission to the CT Certificate Program is limited to:
1. ARRT Registered Technologists. A copy of your ARRT card must be provided with your application for admission.
2. Board certified radiation therapists, ultrasonographers, and nuclear medicine technologists (ARRT certified). A copy of your certification card must be provided with your application for admission.
3. Submit two letters of reference. One letter on your behalf stating why you would be a good candidate for the program.
4. Submit documentation of high school graduation or GED completion (transcript or diploma). All foreign high school transcripts must be evaluated.
5. Submit all official college transcripts from other institutions attended.

The following requirements must be met to complete acceptance:
1. Physical exam by your personal physician within the last six months
2. Proof of immunizations
3. CPR certification
4. C.O.R.I. check

Program Goals
- Provide advanced-level study of the requisite knowledge and skills for medical imaging professionals to prepare them to assume the positions as Computerized Tomography technologists.
- Provide a vehicle for upward mobility for medical imaging professionals by enabling them to acquire advanced education to increase the scope of their professional responsibilities and capabilities.
- Provide the requisite knowledge and skills to better support CT centers and patients acquiring CT studies.
- Prepare CT technologists, who are not registered by the ARRT, with the requisite knowledge and skills to do so.

The CT program does not give you the opportunity to obtain competency examinations required by the ARRT to sit for the registry. Competency examinations must be obtained once employed in a CT department.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RADT 321</td>
<td>Intro to Computerized Tomography</td>
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<tr>
<td>RADT 323</td>
<td>CT Cross-Sectional Anatomy</td>
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<tr>
<td>RADT 325</td>
<td>CT Clinical Experience I</td>
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<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RADT 326</td>
<td>CT Clinical Experience II</td>
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<td>RADT 327</td>
<td>Computerized Tomography</td>
<td>2</td>
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<tr>
<td>RADT 328</td>
<td>CT Pathology</td>
<td>2</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>5</strong></td>
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</table>

Program Notes
Clinical Experience I and II
Current CT technologists may receive transfer credit for RADT 325 & 326 Clinical Experience I & II. The student must provide a letter from their department manager written on the facility letterhead stating that they are employed four hours or greater per week performing CT examinations. The CT certificate program coordinator will review the letter and verify the student meets the required hours, then send the letter with approval or denial of transfer credit to the Registrar’s Office.

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

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

A minimum of 10 credits and 6 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Corrections
College-approved Certificate

The Corrections Certificate Program prepares students for a career in state, county, federal, or community corrections. The certificate combines specialized criminal justice, corrections, and general education coursework to provide students with the knowledge and skills they need to compete for entry into the corrections field. Credits earned in the certificate program are applicable to a Quill Bill-eligible Associate in Science Degree at Massasoit Community College. They are also fully transferrable to most other colleges.

<table>
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<tr>
<th>Course</th>
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<tr>
<td>CIUS 101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
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<tr>
<td>CIUS 302</td>
<td>Corrections</td>
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</tr>
<tr>
<td>CIUS 340</td>
<td>Community Corrections</td>
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<tr>
<td>CIUS 345</td>
<td>Corrections Law &amp; Procedure</td>
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<td>ENGL 101</td>
<td>English Composition I</td>
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<tr>
<td>GOVT 301 or 105</td>
<td>State &amp; Local Government or American National Government</td>
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</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
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</tr>
<tr>
<td>SOCI 104</td>
<td>Principles of Sociology</td>
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<tr>
<td>SOCI 203</td>
<td>Criminology</td>
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</table>

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

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

A minimum of 27 credits and 9 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Department of Developmental Services Direct Support Certificate in Human Services
College-approved Certificate

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

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

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

The certificate program is a special opportunity for direct support workers to attend college courses as a group and to learn and practice competencies and skills that are important to their daily work. In addition, the credits earned for the certificate can be applied towards an Associate degree program and later transferred to a Bachelor degree.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HSRV 101</td>
<td>Introduction to Social Welfare</td>
<td>3</td>
</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>
<td>3</td>
</tr>
<tr>
<td>HSRV 405 or 406</td>
<td>Field Experience and Seminar in Human Services I or II</td>
<td>4</td>
</tr>
<tr>
<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>
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<tr>
<td></td>
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</table>

Program Notes

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

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

A minimum of 22 credits and 7 courses is required for completion. The same course may not be used to satisfy two different course requirements.
EEC Lead Teacher Qualifying Courses
College-approved Certificate

The Early Education and Care (EEC) Lead Teacher Qualifying Courses Certificate will provide the students with the four courses needed to become lead teacher qualified through the Massachusetts Department of Early Education and Care. This certificate and 36 months of work experience will meet the lead teacher qualifications. Students who take these courses, once requisite hours have been achieved, will be able to submit to the Department of Early Education and Care substantiation to become lead teacher qualified. This certificate will further enhance a student’s credentials and professionalism.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCED 101</td>
<td>Behavior Management in Child Care</td>
<td>3</td>
</tr>
<tr>
<td>CCED 102</td>
<td>Development in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>CCED 111</td>
<td>Early Childhood Curriculum: A Multi-Cultural Perspective</td>
<td>3</td>
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<tr>
<td></td>
<td>Child Care Education elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

Program Notes

Child Care Education Elective
CCED 105 Intro to Early Childhood Education; CCED 112 Health, Nutrition, and Safety Needs of the Young Child; CCED 217 The Young Child with Special Needs; or CCED 231 Infant and Toddler Care

Prerequisites

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

Developmental Courses

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

A minimum of 12 credits and 4 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Food Production
College-approved Certificate

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CULA 123</td>
<td>Table Service</td>
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</tr>
<tr>
<td>CULA 140</td>
<td>Culinary Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CULA 143</td>
<td>Introduction to Baking</td>
<td>3</td>
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<tr>
<td>CULA 156</td>
<td>Nutrition and Food Trends</td>
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<thead>
<tr>
<th>Simple</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CULA 135</td>
<td>Garde Manger and Menu Design</td>
<td>3</td>
</tr>
<tr>
<td>CULA 144</td>
<td>Soups, Sauces, and Thickening Agents</td>
<td>3</td>
</tr>
<tr>
<td>CULA 146</td>
<td>American Regional Cuisine</td>
<td>3</td>
</tr>
<tr>
<td>CULA 157</td>
<td>Butchery and Meat Cutting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Math elective</td>
<td>3</td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

Program Notes

Math Elective
Math 010 Fundamentals of Math or higher

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

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

A minimum of 27 credits and 9 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Heating, Ventilation, and Air Conditioning (HVAC) Technology
College-approved Certificate

This program is designed to train students to perform successfully in entry-level jobs in the service and installation of heating and air conditioning systems. The training will develop a solid foundation in the basic skills required to perform many entry-level tasks required of HVAC service technicians. In addition, students will have an opportunity to take a course to become nationally certified in handling refrigerants. By successfully completing a series of additional courses, students who have completed this certificate will qualify for an associate degree. NOTE: This is NOT a one-year program.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HVAC 111</td>
<td>Basic Electricity and Control Theory</td>
<td>4</td>
</tr>
<tr>
<td>Semester 2</td>
<td>HVAC 114</td>
<td>Heat Principles and Application</td>
<td>4</td>
</tr>
<tr>
<td>Semester 3</td>
<td>HVAC 201</td>
<td>Refrigeration Principles and Application</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HVAC 204</td>
<td>HVAC Principles</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HVAC 213</td>
<td>HVAC Equipment Controls</td>
<td>4</td>
</tr>
<tr>
<td>Semester 4</td>
<td>HVAC 223</td>
<td>HVAC Service Procedures</td>
<td>3</td>
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<tr>
<td></td>
<td>HVAC 224</td>
<td>HVAC Systems Control</td>
<td>4</td>
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</tbody>
</table>

Program Notes

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

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

A minimum of 27 credits and 7 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Insurance Billing Specialist
College-approved Certificate

The Insurance Billing Specialist program, offered on the Canton campus, will prepare the students for medical billing practices (paper and electronic), basic anatomy and medical terminology, and diagnostic and procedural codes, which are so very important in the billing process. The program covers the basics of pharmacology and human diseases and will walk the student through the world of medical records and health information management.

Basic computer knowledge is required for the program and in professional settings that offer career opportunities to the insurance billing specialist: hospitals, physicians’ offices, insurance companies, outpatient clinics, skilled nursing facilities, medical laboratories, home health care agencies, and independent billing agencies.

Insurance billing specialists prepare, submit, and process insurance claims. This certificate will open doors to varied positions such as Billing Specialist, Billing Coordinator, Reimbursement Specialist, Patient Account Representative, Electronic Claims Processor, Claims Reviewer, Claims Analyst, Medical Collector, Coding Specialist, and Data Quality Analyst. The degree of professional elevation is up to the desire of the student. This certificate program is the all important first step.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th></th>
<th></th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Course Title</td>
<td>Credits</td>
<td>Course</td>
</tr>
<tr>
<td>MEDA 231</td>
<td>Intro to Health Insurance Billing and Coding</td>
<td>3</td>
<td>MEDA 109</td>
</tr>
<tr>
<td>MEDA 232</td>
<td>Anatomy and Terminology for Medical Coding</td>
<td>2</td>
<td>MEDA 233</td>
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</table>

Program Notes

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

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

A minimum of 10 credits and 4 courses is required for completion. The same course may not be used to satisfy two different course requirements.
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.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
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<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Course</strong></td>
</tr>
<tr>
<td>CJUS 101</td>
<td>CJUS 305</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>CJUS 306</td>
</tr>
<tr>
<td>SOCI 104</td>
<td>CJUS 316</td>
</tr>
<tr>
<td>SPCH 105</td>
<td>PSYC 101</td>
</tr>
<tr>
<td></td>
<td>SOCI 203</td>
</tr>
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</table>

Program Notes

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

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

A minimum of 27 credits and 9 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Magnetic Resonance Imaging
College-approved Certificate

The MRI Certificate Program at Massasoit Community College offers the imaging technologist the opportunity for professional and personal advancement in the medical imaging profession. Courses provided in the MRI Certificate Program are designed to prepare students to fully comprehend the basic physics of Magnetic Resonance Imaging and the basic concept and various techniques associated with it, along with all necessary environment/department.

Admission Requirements
Admission to the MRI Certificate Program is limited to:

1. ARRT Registered Technologists. A copy of your ARRT card must be provided with your application for admission.
2. Board certified radiation therapists, ultrasonographers and nuclear medicine technologists (ARRT, NMTCB and ARDMS certified). A copy of your certification card must be provided with your application for admission.
3. Submit one letter of reference and one letter on your behalf stating why you would be a good candidate for the program.
4. Submit documentation of high school graduation or GED completion (transcript or diploma). All foreign high school transcripts must be evaluated.
5. Submit all official college transcripts from other institutions attended.

The following requirements must be met to complete your acceptance.
1. Physical exam by your personal physician. (Can be within the last six months)
2. Proof of immunizations:
3. CPR certification
4. CORI/SORI check

Program Goals

- Provide advanced-level study of the requisite knowledge and skills for medical imaging professionals to prepare them to assume the positions as magnetic resonance imaging technologists.
- Provide a vehicle for upward mobility for medical imaging professionals by enabling them to acquire advanced education to increase the scope of their professional responsibilities and capabilities.
- Provide the requisite knowledge and skills to better support MRI centers and patients acquiring MRI studies.
- Prepare MRI technologists, who are not registered by the ARRT, with the requisite knowledge and skills to do so.

The MRI program does not give you the opportunity to obtain competency examinations required by the ARRT to sit for the registry.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RADT 305</td>
<td>MRI Clinical Experience I</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>RADT 312</td>
<td>Introduction to MRI</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>RADT 313</td>
<td>Multi-Planar Sectional Anatomy</td>
<td>2</td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>RADT 306</td>
<td>MRI Clinical Experience II</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>RADT 308</td>
<td>Magnetic Resonance Imaging</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>RADT 309</td>
<td>Multi-Planar Sectional Pathology</td>
<td>2</td>
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</tr>
</tbody>
</table>

Program Notes

Clinical Experience I and II
Current MRI technologists may receive transfer credit for RADT 305 & 306 Clinical Experience I & II. The student must provide a letter from their department manager written on the facility letterhead stating that they are employed four hours or greater per week performing MRI examinations. The MRI certificate program coordinator will review the letter and verify the student meets the required hours, then send the letter with approval or denial of transfer credit to the Registrar’s Office.

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

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

A minimum of 10 credits and 6 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Microsoft Office Specialist
College-approved Certificate

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CTIM 100</td>
<td>Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 101</td>
<td>Beginning Windows</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 103</td>
<td>Beginning Excel</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 104</td>
<td>Intermediate Windows</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 105</td>
<td>Intermediate Word</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 106</td>
<td>Intermediate Excel</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 114</td>
<td>Beginning PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 115</td>
<td>Intermediate PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 147</td>
<td>Internet: Creating a Home Page</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 197</td>
<td>Adobe Acrobat</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 271</td>
<td>Database Concepts and Practices</td>
<td>3</td>
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<td></td>
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</table>

Program Notes

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

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

A minimum of 15 credits and 11 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Museum Studies
College-approved Certificate

The Museum Studies College-approved certificate is an 18-credit program offered on the College's Canton campus. The curriculum has been specifically designed to prepare students for internships and entry-level positions in museums, art galleries, and organizations or for advanced study. The fundamentals acquired in this program may lead to work opportunities in curatorial or educational positions in the many museums and galleries in the Greater Boston area. Students may elect to work within departments assisting with collections management, education coordination, or as an exhibition assistant.

Students in the Museum Studies program at Massasoit's Canton campus have special access to the collection of the Milton Art Museum on the Canton campus. The MAM has a significant collection of Asian art and prints by artists such as Chagall, Cezanne, Bonnard, Monet, Picasso, and Renoir. The resources of the on-site Akillian Gallery are used in providing an opportunity for students to be actively involved in exhibition design and management.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Course</strong></td>
</tr>
<tr>
<td>ARTG 153</td>
<td>ARTG 152</td>
</tr>
<tr>
<td>Gallery Exhibition Skills I</td>
<td>Museum Methods/Collection Care and Management</td>
</tr>
<tr>
<td>ARTG 156</td>
<td>ARTG 154</td>
</tr>
<tr>
<td>Introduction to Museums</td>
<td>Gallery Exhibition Skills II</td>
</tr>
<tr>
<td>Art History elective</td>
<td>Museum/Gallery Field Experience or Art History elective</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Notes**

**Art History Elective**
ARTG 100 Art History of the Western World, ARTG 101 History of Art I, or ARTG 102 History of Art II

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

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

A minimum of 18 credits and 6 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Networking Specialist
College-approved Certificate

The Networking Specialist Certificate is designed for students who are interested in acquiring the skills and knowledge necessary to work in the fields of IT and networking specialists and to pass the Cisco CCNA certification exam. Students will receive hands-on competency-based instruction geared toward entry-level employment in the IT and networking industries. On completion of the program, students will have the skills required for IT and networking careers in industries including healthcare, financial services, fashion, and entertainment and for continued credentialing in Cisco Networking Systems and/or degree programs such as IT, engineering, math, and science.

The Cisco CCNA Certification exam is the responsibility of the student.

### Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>TCOM 129</td>
<td>IT Essentials</td>
<td>3</td>
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<tr>
<td>TCOM 130</td>
<td>Introduction to Networking</td>
<td>4</td>
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### Semester 2

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<tr>
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<tbody>
<tr>
<td>TCOM 131</td>
<td>Routing and Switching</td>
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### Semester 3

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<tr>
<th>Course</th>
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<tr>
<td>TCOM 132</td>
<td>Scaling Networks</td>
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### Semester 4

<table>
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</thead>
<tbody>
<tr>
<td>TCOM 133</td>
<td>Connecting Networks</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
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</table>

### Program Notes

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

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

A minimum of 16 credits and 5 courses is required for completion. The same course may not be used to satisfy two different course requirements.
**Paramedic**  
**College-approved Certificate**

The Paramedic Certificate Program is an eighteen month program that includes classroom work, in-hospital clinical rotations, and field internships. The program prepares the student to practice in the field and to be eligible for the National Registry of EMTs Paramedic certification exam.

**Special Requirements of the Program:**
Applicants must:

1. Have achieved their EMT certification prior to application, maintain certification throughout the program, and submit a copy of their certification card.
2. Submit documentation of high school graduation, GED/HiSET completion, or other state approved equivalency (transcript or diploma). All foreign high school transcripts must be evaluated.
3. Submit all official college transcripts from other institutions attended.
4. Submit all required health records/immunizations prior to the start of the program.
5. Attend an information session.
6. Grant permission for a CORI/SORI check.
7. Submit three letters of reference.
8. Submit a letter of personal interest.
9. Have completed English Comp I and Contemporary Math or their equivalent having earned a transferable grade prior to making application to the Paramedic program.

- All items must be submitted together to the Admissions Office. Incomplete applications received in the mail or in person will not be reviewed and will be returned.
- Priority consideration will be given to students who have successfully completed Anatomy and Physiology I, Anatomy and Physiology II, Survey of Human Form and Function, English Composition I, and Contemporary Math or higher. All applicants will be scored using a rubric.

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

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BIOL 115 or BIOL 201 &amp; 202</td>
<td>Survey of Human Form and Function or Anatomy and Physiology I and II</td>
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<td></td>
<td>EMSP 112</td>
<td>Paramedic Pharmacology</td>
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<tr>
<td>Semester 2</td>
<td>EMSP 201</td>
<td>Paramedic I: Advanced Pre-Hospital Care</td>
<td>9</td>
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<td></td>
<td>EMSP 209</td>
<td>Paramedic Clinical Rotation I</td>
<td>2</td>
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<tr>
<td>Semester 3</td>
<td>EMSP 202</td>
<td>Paramedic II: Advanced Pre-Hospital Care</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>EMSP 210</td>
<td>Paramedic Clinical Rotation II</td>
<td>2</td>
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<td></td>
<td>11</td>
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<tr>
<td>Semester 4</td>
<td>EMSP 211</td>
<td>Paramedic Field Internship</td>
<td>2</td>
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</table>

**Program Notes**

**EMSP Minimum Grades**
A grade of 80 (B-) or higher must be earned in EMSP 201 and higher.

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

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

A minimum of 29 credits and 7 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Pastry
College-approved Certificate

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

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

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

Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CULA 140</td>
<td>Culinary Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CULA 143</td>
<td>Introduction to Baking</td>
<td>3</td>
</tr>
<tr>
<td>CULA 159</td>
<td>Cake Decorating and Finishing</td>
<td>3</td>
</tr>
<tr>
<td>Math elective</td>
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12

Semester 2

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<tr>
<th>Course</th>
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<tr>
<td>CULA 128</td>
<td>Yeast Doughs</td>
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<tr>
<td>CULA 160</td>
<td>Chocolate and Sugar Artistry</td>
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<tr>
<td>CULA 161</td>
<td>Advanced Pastries</td>
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<tr>
<td>CULA 162</td>
<td>Classical Desserts</td>
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14

Program Notes

Math Elective
MATH 010 Fundamentals of Math or higher

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

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

A minimum of 26 credits and 8 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Phlebotomy
College-approved Certificate

Phlebotomists are professional members of the health care delivery team whose responsibilities include collection of blood specimens for laboratory testing as well as basic patient care skills required to meet the multi-skilling needs of various health care settings. Areas of study include: laboratory departments, safety, venipuncture, microcollection, specimen processing, low-complexity laboratory testing and EKG.

Special Requirements of the Program

1. Submit documentation of high school graduation or GED completion (transcript or diploma). All foreign high school transcripts must be evaluated.
2. Submit all official transcripts from other institutions attended.
4. Take College Placement Exams in Reading, Writing and Mathematics and test out of or complete any developmental courses prior to the start of the program.
5. Attend the required information session.
6. Accepted applicants must have a physical examination, have required immunizations (Hepatitis, MMR, Mantoux) cleared by Canton Health Services before the eighth week of classes, and show proof of health insurance.
7. Students must carry malpractice liability insurance (arranged by the College at no cost to the student).
8. Clinical placement for accepted students requires a Criminal Offender Record Information (CORI) check be completed.
9. 160 hour clinical training begins the 12th week of class. Students are assigned an internship in Phlebotomy at a moderate/high complexity clinical laboratory 40 hours a week for 4 consecutive weeks

Associated Costs

In addition to tuition and books, students are responsible for purchase of a lab coat and medical liability insurance. Students must also possess reliable transportation to and from their clinical assignment.

Upon completion of the program, students are eligible to sit for the Phlebotomy Technician Examination offered by the American Society of Clinical Pathology (ASCP).

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>MEDA 104</td>
<td>Basic Laboratory Procedures I</td>
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<tr>
<td>MEDA 301</td>
<td>Principles and Methods of Phlebotomy</td>
<td>3</td>
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<td>MEDA 401</td>
<td>Phlebotomy Clinical Practicum</td>
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Program Notes

Clinical Practicum
MEDA 401 Phlebotomy Clinical Practicum placement provided by Massasoit Community College and begins the 11th week of class.

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

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

A minimum of 8 credits and 3 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Polysomnographic Technology (Sleep Technology)  
College-approved Certificate

The Polysomnographic Technology program at Massasoit Community College is a competency-based program that prepares the students for careers as polysomnographers. Students who successfully complete the program are eligible to take the Registered Polysomnography Technologist (RPSGT) examination. The Associate Degree program in Polysomnography is a selective program. All applicants are reviewed by an admissions committee. This is an evening program. Liberal arts and science courses in the curriculum may be taken day or evening. Clinicals will take place in the evening and may require overnight sessions.

The polysomnographer will provide noninvasive monitoring techniques to record clinical events that occur in sleep. They will consult with physicians to recommend and provide guidance for patients on the uses of devices to treat breathing problems during sleep. Polysomnographers provide supportive services for sleep-related problems.

Polysomnographers are an integral member of the health care team in diagnoses of sleep problems and the treatment of sleep disorders.

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<tr>
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<th>Course Title</th>
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<td>RESP 301</td>
<td>Polysomnographic Tech I</td>
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<td>RESP 305</td>
<td>Polysomnographic Tech Clinical I</td>
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<td>BIOL 201</td>
<td>Anatomy and Physiology I</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
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<tr>
<td>SPCH 105 or 107</td>
<td>Speech Communication or Oral Interpretation</td>
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<td>Physics Elective</td>
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**Year 1: Semester 2**

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<td>Polysomnographic Tech II</td>
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<td>RESP 306</td>
<td>Polysomnographic Tech Clinical II</td>
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<td>RESP 311</td>
<td>Polysomnographic Tech Seminar I</td>
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<td>RESP 312</td>
<td>Polysomnographic Instrumentation</td>
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<td>RESP 313</td>
<td>Polysomnographic Pharmacology</td>
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<tr>
<td>BIOL 202</td>
<td>Anatomy and Physiology II</td>
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**Year 2: Semester 1**

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<td>RESP 307</td>
<td>Polysomnographic Tech Clinical III</td>
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<td>ENGL 102</td>
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**Year 2: Semester 2**

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<td>Polysomnographic Tech Clinical IV</td>
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<td>RESP 314</td>
<td>Polysomnographic Therapeutic Intervention</td>
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<td>RESP 315</td>
<td>Pathophysiology of Sleep Disorder</td>
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<tr>
<td>RESP 316</td>
<td>Polysomnographic Tech Scoring</td>
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<td>PSYC 101</td>
<td>General Psychology</td>
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**Program Notes**

**Math Elective**
MATH 131 Intro to Statistics or higher, excluding MATH 141 and 142

**Physics Elective**
Any physics course

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

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

A minimum of 69 credits and 22 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Private Security – Basic
College-approved Certificate

Private security companies provide armed and unarmed security services and expertise to private and public clients. Employees may provide patrol and guard services, traffic regulation, and fire and theft prevention and detection.

The Private Security – Basic Certificate will provide an entry-level certificate in the area of Private Security to help enhance the employability of individuals wishing to enter the field. The program will also provide continuing education for those individuals currently working in the field.

The certificate consists of four courses (12 credits) and could be completed in a single semester or in conjunction with other degree programs at the college.

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<th>Course</th>
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<tr>
<td>CJUS 211</td>
<td>Introduction to Private Security</td>
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<tr>
<td>CJUS 223</td>
<td>Intro to Investigative and Forensic Services</td>
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<td>CTIM 180</td>
<td>Computer Information and Security</td>
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</table>

**Program Notes**

**Elective**
CJUS 101 Intro to Criminal Justice, CJUS 215 Terrorism and the CI System, PSYC 101 General Psychology, SOCI 104 Principles of Sociology, BUSN 110 Intro to Business, or BUSN 112 Principles of Management

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

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

A minimum of 12 credits and 4 courses is required for completion. The same course may not be used to satisfy two different course requirements.
Private Security – Intermediate
College-approved Certificate

Private security companies provide armed and unarmed security services and expertise to private and public clients. Employees may provide patrol and guard services, traffic regulation, and fire and theft prevention and detection.

The Private Security – Intermediate Certificate will provide an entry-level certificate in the area of Private Security to help enhance the employability of individuals wishing to enter the field. The program will also provide continuing education for those individuals currently working in the field.

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<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>SECU 205</td>
<td>Private Security Law &amp; Procedure</td>
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<tr>
<td>SECU 234</td>
<td>Private Security Organization &amp; Management</td>
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<tr>
<td>CJUS 215 or FIRE 215</td>
<td>Terrorism &amp; the Criminal Justice System or Terrorism and the Domestic Response</td>
<td>3</td>
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<tr>
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**Program Notes**

**Elective**
- CJUS 101 Intro to Criminal Justice
- PSYC 201 or higher
- SOCI 132 or higher
- BUSN 112 Principles of Management
- BUSN 201 Business Law I
- BUSN 202 Business Law II
- FIRE 103 Fund of Fire Prevention
- FIRE 111 Fire Cause Detection
- FIRE 112 Arson Investigation
- FIRE 206 Fire Protection Systems & Equipment
- FIRE 213 Bldg Construct/Blueprint/Plan Review

**Prerequisites**

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

**Developmental Courses**

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

A minimum of 12 credits and 4 courses is required for completion. The same course may not be used to satisfy two different course requirements.
PROGRAM ADVISORY COMMITTEES

Architectural Technology
Irving M. Weiner, MSM, NCARB, AIA, CSI
Architectural Department Chair, Massasoit Community College

Robyn Parker NCARB, AIA
Professor, Massasoit Community College

Andrew J. Cannata NCARB, AIA
Architect, Andrew J. Cannata AIA

Russ Forsberg
Building Inspector, Town of Braintree

Ken Cimino
Building Commissioner, Dedham Building Department

Nick Cochis
Vice President, Walsh Cochis Architects

Panos Panagopoulos
CAD operator, Walsh Cochis Architects

Rob Currie
Architectural Designer, Currie Designs

Leo McCormack, NCARB, AIA
Architect, Leo McCormack AIA

Arthur Rigor da Eva
Architect (retired)

Al Kearney NCARB, AIA
Architect

Sheila Gifford LEED
Security Systems Engineer, Good Harbor Techmark

Barry Turner NCARB, AIA
Architect, Barry Turner Architect

B. D. Nayak NCARB, AIA
Architect, B. D. Nayak, Architect

Richardo Haynes
Facility Manager, RHM Management

Adam Justzczak
Job Captain, BKA Architects

Dana R. Clow, P.E.
Professional Engineer, Advanced Concepts Engineering Corp.

Business Administration
Nancy Taylor
Director of Human Resources, Concord Foods

Caitlin Finning-Golden, CPA
Assistant Professor, Accounting & Finance Department
Bridgewater State University

Michael Lapsley
President, Rentometer.com

Zahra Alavi
Former Massasoit student

Carole Martyn
Vice President, Training and Development, Harbor One

Angela O’Donovan
Student

Child Care Education
Lorne Ranstrom
Eastern Nazarene College

Ann Marie Rush
College Early Childhood Consultant

Patti Plummer-Wilson
Brockton Day Nursery

Bernadette Ippolito
Brockton Day Nursery
Family Child Care Provider

Judith Ward
El Fakahany
Child Care Ed. Alumni

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Jamison Abbott
Cloud vLab, Inc.

Sheri Camuso
Data Specialist, Lexalytics, Inc.
Massasoit Alumnus, CIS-Programming, 2010

Todd d’Entremont
IBM
Massasoit Alumnus, Computer Science, 1983

Paul Drummond
IT Specialist, Welch Health and Retirement Group
Massasoit Alumnus, CIS Programming, 2010

Mike Milos
Athena Health/Results Oriented Management

Sean Muldowney
Senior IT Site Manager, Erickson Retirement

Erik Sironen
IT Director, Cardinal Cushing Centers

Criminal Justice
Sheriff Michael G. Bellotti
Norfolk County

Dr. Marcel Beausoleil
Fitchburg State University

Carl Boen
Old Colony Correctional Center

Dr. Stephen Morreale
Worcester State University

Chief Probation Officer Joel F. West
Plymouth County Juvenile Court

Julie Ellen Christian
Student, Massasoit Community College

Colin Murphy
Student, Massasoit Community College

Culinary Arts
Jamie Schell
Sysco Marketing

Nick Calais, C.E.C.
Associate Director of F & B Operations/Corporate Executive Chef
The Colonnade Hotel & Brasserie Jo

Janet Lightizer
Chef/Instructor Tri County Voc Tech High School

Christine Merlo
Massasoit Community College

Elizabeth Walkowitcz
Executive Chef

Colleen Martinez
Pastry Chef
Dental Assistant

Dr. Gerald Winkler
Dentist

Dr. Gerald Maher
Dentist

Dr. Kevin Peruzzi
Dentist

Dr. Paul Hubley
Dentist

Marie Jones-Bridges, CDA RDH
Dental Hygienist

Diane Duddy, CDA
Dental Assistant

Dorothy Beveridge CDA, RN
MCC Alumnus

Elizabeth Perry
Community Representative

Amy Jordan
MDS Representative

Dawn Antul CDA
Dental Assistant

Rebecca Horne CDA
Dental Assistant

Judith Shannon CDA, RDH
Massasoit Community College
Director - Dental Assisting Program

Ex Officio, Anne Scalzo-McNeil
Division Dean of Nursing and Allied Health

Diesel Technology

Dr. Fred Kern
Atlantic Applied Research, Inc.

Bob Briscoe
Cummins Northeast, Inc.

Bill Leary
Southworth Milton Corp

Anthony Colton
Ryder Commercial Leasing

Richard Montgomery
Blue Hill Regional Vocational High School

Michael Quirk
Worcester Regional Transit Authority

Brian Coleman
Cummins Northeast, Inc.

John Westerbeke
Westerbeke Corp.

Paul Weckbacher
Waste Management

John Carney
Paul Revere Transportation

John Scholl
Portable Hoisting Engineers Local 4

Electronic Technology

Robert Andrews
S&S Research

Charles A. Calapa
Massachusetts Water Resources Authority

John Campbell
New Hampshire Technical College

John Ferraro
ADAC

Rafael Gutierrez, Jr.
ABB, Inc.

Ken Olsen
Westinghouse

Elementary Education

Colleen Reynolds
Norwood Public Schools

Janet Hansbury
Brockton Public Schools (retired)

Susan Pratt
Notre Dame Academy

Dr. Lorne Ranstrom
Eastern Nazarene College

Dr. Judith Riordan
East Bridgewater Public Schools, Superintendent (retired)

Darrin B. Reynolds
Avon Public Schools

Susan S. Fraga-Mullen
Massasoit Alumna

Erin O’Brien
Massasoit Alumna

Amy McAlpine
Marshfield Public Schools

Fire Science Technology

Chief Timothy J. Grenno
Whitman Fire Rescue & Emergency Services

Charles Foley
Chief, Retired, Randolph Fire Department

David Ladd
Commonwealth of Massachusetts
Director of Haz-Mat Response

Thomas Leonard
Commonwealth of Massachusetts
Deputy Fire Marshall, Retired

Edward Mack
Brockton Fire Department
Deputy Chief, Retired

Charles Doody
Canton Fire Chief

David Santilli
Massasoit Alumnus

Lance Benjamin
Middleborough Fire Chief

Patrick A. Smith
Massasoit Alumnus

Heating, Ventilation and Air Conditioning Technology

Robert Persechini
RDK Engineers
Principal

John Fitzgerald
Massasoit C.C
HVAC Dept. Chair

Leo McNeil
New England Trane
Energy Specialist

Kevin Todd
Emcor
Controls Technician
<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Title</th>
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<tbody>
<tr>
<td>James Blanchard</td>
<td>E.M. Duggan Inc.</td>
<td>Senior Project Manager</td>
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<tr>
<td>Eric Edman</td>
<td>BR+A Engineers</td>
<td>Senior Associate</td>
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<tr>
<td>James Coughlin</td>
<td>Empire Engineering Co.</td>
<td>Vice President</td>
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<tr>
<td>Deborah Archer</td>
<td>Self Help/Head Start</td>
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<td>Michael Bambery</td>
<td>Old Colony YMCA</td>
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<td>Diane Dumont</td>
<td>South Shore Industries</td>
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<td>Mike McMillan</td>
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<td>Gina Millett</td>
<td>Highpoint Treatment Center</td>
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<td>Health Imperatives</td>
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<td>Nancy Bauman</td>
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<td>Medical Assistant</td>
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<td>Manuela Gani</td>
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<td>Charlene Harris</td>
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<td>Kate Heitman</td>
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<tr>
<td>Cecil Hodges</td>
<td>South-South Medical Center – Norwell</td>
<td>Medical Director - Massasoit Medical Assistant Program</td>
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<td>Eve Jankey</td>
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<td>Diane King</td>
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<td>Crystal Lambrakis</td>
<td>Signature Healthcare</td>
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<tr>
<td>Maureen McKeon</td>
<td>Dedham Medical Center – Dedham</td>
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<td>Jennifer O’Brien</td>
<td>Signature Healthcare</td>
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<td>Susan O’Halloran</td>
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<td>Barbara O’Malley</td>
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<td>Casey Savoy</td>
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<td>Dagmar Sjoquist</td>
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<td>Ex Officio</td>
<td>Anne Scalzo-McNeil</td>
<td>Division Dean of Nursing and Allied Health</td>
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<td>Human Services</td>
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<td>South Shore Medical Center – Norwell</td>
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<td>Ex Officio</td>
<td>Anne Scalzo-McNeil</td>
<td>Division Dean of Nursing and Allied Health</td>
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<td>Mary Beth Urquhart</td>
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<td>Pam Almeida</td>
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<td>Director of Professional Development</td>
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<td>Linda Cahill</td>
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<td>Marie Fahey</td>
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<td>Alice Masiello</td>
<td>Coordinator of Staff Development</td>
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<td>Doris Bertram-Morin</td>
<td>Clinical Affiliation Coordinator</td>
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<td>Julia Cowell</td>
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<td>Kathleen Davidson</td>
<td>VP Nursing, Norwood Hospital</td>
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<td>Erika Cahill</td>
<td>Massasoit Alumna</td>
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<td>Antoinette Hays</td>
<td>President, Regis College</td>
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Joanne Thomas MS, RN, NEA-BC  
Director of Nursing, Signature Healthcare Brockton Hospital

Michelle McArthur RN.  
Nurse Manager, Signature Healthcare Brockton Hospital

Kim Walsh R.N.  
Vice President for Nursing, Signature Healthcare Brockton Hospital

Mary Ann Corcoran MS, RNC  
RN Educational Coordinator  
Associate Professor of Nursing, Curry College

Elizabeth Kudzma Ph.D  
Professor Nursing, Curry College

Theresa Presley B.S., R.N.  
Assistant Nurse Manager  
Critical Care Unit  
VA Medical Center

Michelle Boulger AD, RN  
Massasoit Alumna

Cecilia Byron AD, RN  
Massasoit Alumna

Joan Kovach  
Clinical Instructor

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Chief Nurse, VA Medical Center

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Director of Nursing  
Braemoor Rehabilitation and Nursing Center

Sandra Krall M.S., R.N.  
Nurse Manager Emerson 4  
South Shore Hospital

Sue Ellen Hewitt R.N.  
St. Joseph's Manor Health Care

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Division Dean of Nursing and Allied Health

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American Medical Response  
Operations Manager

Karyn Boutin  
Dean of Public Service and Social Science

Hank Crowley DO NREMT-P  
Medical Director, Same Day Surgicenter

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Resource Specialist & Emergency Preparedness Coordinator  
Emergency & Ambulatory Services  
Sturdy Memorial Hospital  
Clinical Education Specialist

Brenden Hayden NREMT-P  
Morton Hospital Department of Emergency Medicine  
Practice Administrator

Scott Meagher  
Director of Paramedic Program

Keiko Orrall  
State Representative

Jack Pearsull NRP, REMT-B I/C  
Boston EMS  
Deputy Superintendent

Robert Schriever  
Sudden Cardiac Arrest Association  
Founder/Director of Marketing

Keith Thomas  
Mansfield Fire Department  
EMS Director

Phlebotomy

Jean D’Angelo  
Norwood Hospital

Cindy Higgins  
Jordan Hospital

Joanne Lammers  
Crown Colony Medical Center

Mary Maloney  
Milton Hospital

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Division Dean of Nursing and Allied Health

Radiologic Technology

Susan Boulanger  
Radiology Administrator  
Signature Healthcare Brockton Hospital

Ella Penny  
Clinical Instructor  
Signature Healthcare Brockton Hospital

Richard Tetraut  
Director of Diagnostic Imaging  
Good Samaritan Medical Center

Annemarie Dwyer  
Clinical Instructor  
Good Samaritan Medical Center

Michelle Grenache  
Radiology Administrator Instructor  
Beth Israel Deaconess Medical Center, Plymouth

Linda Kegel  
Clinical Instructor  
Beth Israel Deaconess Medical Center, Plymouth

Sheila Beausoleil  
Educational Coordinator  
St. Luke's Hospital  
Tobey Hospital  
Charlton Hospital

Cheryl Economos  
Clinical Instructor  
St. Luke's Hospital  
Tobey Hospital  
Charlton Hospital

Janet Santos  
Clinical Instructor  
St. Luke's Hospital

Theresa Webb  
Clinical Instructor  
St. Luke's Hospital

John Gale  
Director of Imaging Services  
Norwood Hospital

Christine O’Donnell  
Clinical Instructor  
Norwood Hospital

Daniel Cheney  
Radiology Administrator  
Morton Hospital

Katie Elderkin  
Clinical Instructor  
Morton Hospital
Roxanne Dacey  
Clinical Instructor  
Morton Hospital

Elaine Cabral  
Radiology Manager  
Tobey Hospital

Maureen Shorrock  
Clinical Director  
Diagnostic Imaging  
South Shore Hospital

Kerri Brennan  
Clinical Instructor  
South Shore Hospital

Nancy Moynihan  
Radiology Manager  
Sturdy Memorial Hospital

Erleen Duarte  
Clinical Instructor  
Sturdy Memorial Hospital

Vicki Stengel  
Director of Diagnostic Imaging  
St. Anne's Hospital

Jay DiCarlo  
Clinical Instructor  
St. Anne's Hospital

Joanne Kilmartin  
Administrator  
Falmouth Hospital

Lynne Fillion  
Clinical Instructor  
Falmouth Hospital

Lynne Cordery  
Director of Imaging Service  
Cape Cod Hospital

Elizabeth Hayden  
Clinical Instructor  
Cape Cod Hospital

Soultana Baptiste  
Interim Clinical Instructor  
Charlton Hospital

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Division Dean Nursing and Allied Health

Respiratory Care
Dr. Brian Bloom  
Medical Director  
Massasoit Community College

Martha DeSilva  
Department Chairperson  
Massasoit Community College

Cheryl Manning  
Faculty—Respiratory Care  
Massasoit Community College

Donna Sullivan  
Faculty—Respiratory Care  
Massasoit Community College

Kathleen Wood  
Faculty—Respiratory Care  
Massasoit Community College

Charles Tartaglia  
Community Member

Harold Allioth  
New Bedford Rehabilitation Hospital

Kailee Andrews  
Alumna

Charles Arenti  
South Shore Hospital

James Axford  
Tufts New England Medical Center

Linda Barros  
Brockton Coalition

Manny Berthil  
New Bedford Rehabilitation Hospital

Henry Berube  
Signature Healthcare Brockton Hospital

Faye Berzon  
Nurse Education—retired

Cheryl Bunick  
Alumna

Holly Carini  
Alumna

Harneen Chernow  
1199 SEIU Training and Upgrading Fund

Jeanne Cohenna  
Good Samaritan Hospital

Michael Corn  
New England Sinai Hospital

Joe Curro  
New England Medical Center

Susan DeStefano  
South Coast Hospitals

Kevin Doten  
New England Sinai Hospital

Lisa Doten  
New England Sinai Hospital

Pamela Evans  
South Shore Hospital

Sharon Fairweather  
South Shore Hospital

Denyelle Gariepy

Jane Gilson  
Alumna

Sandra Greenwood  
Alumna

Julie Hallett  
Student

Patricia Heron  
Massachusetts General Hospital

Michelle Hughes  
Massasoit Community College

Dr. Robert Kacmarek  
Massachusetts General Hospital

Jack Keating  
Massasoit Community College

Donna Kelly  
Floating Hospital for Children

Stephen Lauzier  
Alumnus/Home Health Therapies

Kathryn LeBlanc  
Alumna

Laura Lusky  
Alumna/South Coast Hospitals

Tammy MacDonald  
Alumna

Kristen Montemaggi  
New England Sinai Hospital

Charles Morse  
Former Clinical Instructor

Ettore Mortarelli  
Alumnus
Rob Murray
Morton Hospital

Luann Nowland
Signature Healthcare Brockton Hospital

Charles O’Donnell
Boston Medical Center

Regina Paquette
Home Health Care

Amanda Pratt
Alumna

Kristina Raposo
New England Sinai Hospital

Melissa Rollins
Alumna

Alison Simmons
1199 SEIU Training and Upgrading Fund

Melissa Talbot
Student

Dennis Trainor
Alumnus

Eileen Wilkins
South Shore Hospital

David Walker
Floating Hospital for Children

Ex Officio, Anne Scalzo-Mcneil
Division Dean of Nursing and Allied Health

Veterinary Technician

Patrick Welch, DVM, DACVO, MBA
Chief Learning Officer and Medical Director at IVG Hospitals

Andrea Looney, DVM, DACVAA, CCRP, DACVSMR
Anesthesiologist and Learning & Development team member at IVG Hospitals

Patricia Suomala, CVT, Ed.D
Clinical Instructor at Worcester Technical High School

Lori Pelletier
Animal Science Instructor at Norfolk County Agricultural High School

Annmarie Morawiak, CVT
Dermatology Tech. at Angell Animal Medical Center

Stephen Barnes
Hospital Administrator at Randolph Animal Hospital

Leila King, DVM
Chair of Vet. Tech. Program at North Shore CC.

Visual Arts - Graphic Design Option

Valerie Cook
Effie Noren Graphics

Effie Noren
Effie Noren Graphics

Michelle Debatis-Killion
Triad Advertising

Dan O’Brien
Albert Basse Associates

Tom Neville
Neville Design

Donna Tone-Pah-Hote
Massasoit Alumna

Visual Arts - Fine Arts Option

Betty Bothereau
L’Attitude Gallery/Sculpture Garden

Ellyn Moller
Milton Art Museum

Noelle Foye
Fuller Craft Museum

Amy Montague
Audubon Visual Arts Center

Susan Kelley

Helene Zuckerbrod
Massachusetts College of Art & Design
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 is required of all students who test into two or more of the following developmental courses: MATH 010 Fundamentals of Mathematics, ENGL 091 Preparing for College Reading I, ENGL 092 Preparing for College Reading II, or ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

ACCT 105 Principles of Financial Accounting I 4 Credits

This course is an introduction to accounting concepts and principles. Topics cover the accounting cycle, recording transactions, adjustments, the worksheet, financial statement preparation, and closing the accounts. Current assets, including cash, receivables, inventories, and methods of depreciation are covered. The emphasis is on the sole proprietorship form of business organization for both service and merchandising firms. Computer applications are integrated. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

ACCT 112 Payroll Applications/QuickBooks 3 Credits

This course is designed to introduce students to accounting applications that are commonly computerized in a business environment. Topics include: coverage of payroll accounting systems and general ledger applications using QuickBooks. Other business applications may include inventory management and fixed asset tracking. This course provides students with the opportunity to apply the concepts to both a manual and a computerized accounting system using the computer facilities. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

ACCT 201 Intermediate Accounting I 3 Credits

This course provides a review of accounting concepts and principles, the accounting cycle, and financial statement preparation. An in-depth study of assets including cash, temporary investments, receivables, inventories, plant and equipment, and intangibles are covered. Spreadsheet applications are used as a device to enhance the calculations and presentation of financial accounting data. Prerequisite: ACCT 106 Principles of Financial Accounting II.

ACCT 211 Taxation 3 Credits

This course provides a survey of federal tax structure as it applies to both individuals and corporations. There is a complete detailed exposure to tax responsibilities, tax calculations, tax filing, and an in-depth study of individuals at the state and federal levels. Current taxation practices are discussed. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

ACCT 212 Cost Accounting 3 Credits

This course provides an introduction to basic cost theory and practice. The following topics are covered: surveys cost systems and analytical uses of cost data by management. Job order process, operation cost systems, and standard cost approaches to such systems are completed. Cost/volume/profit relationships, cost-behavior patterns, and comprehensive and flexible budgeting are also introduced. Cost applications cover manufacturing as well as merchandising and service applications for both profit and not-for-profit entities. Prerequisite: ACCT 107 Principles of Managerial Accounting.

ACCT 302 Computerized Business Applications 3 Credits

This course introduces business applications commonly computerized in a business environment. It examines accounting information systems (AIS) within the context of the total management information system (MIS). Topics include: general ledger package, spreadsheet applications, and various managerial and financial decision models. This course provides the opportunity to experience the actual implementation of software packages using the facilities of the computer lab. Prerequisite: ACCT 105 Principles of Financial Accounting I or departmental approval.

ACCT 303 Peachtree Accounting 3 Credits

This course presents a realistic exposure to Peachtree Accounting, a commercial general ledger software package. A real business environment is simulated through the use of source documents to illustrate actual business transactions. Topics include a company ledger setup for both retail and service type organizations, general journal entries, invoicing, customer statements, and receiving payments. Purchasing and vendor payments along with the entire payroll cycle are covered. Advanced topics of inventory control, job costing, and budgeting may be included. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

ACCT 307 Review for Registered Tax Return Preparer Exam 3 Credits

This course prepares students for the new competency exam required for all tax preparers. The Internal Revenue Service passed a regulation in August 2010 to test all present unlicensed tax preparers to become a registered tax preparer by passing an exam prior to December 31, 2013. Topics include treatment of income and assets; deductions, credits, and other taxes; withholding and reporting; practices and procedures; federal law updates; and tax preparer ethics. Prerequisite: ACCT 211 Taxation.
ARCH 217 Applied Structural Design 4 Credits
Properties of wood, steel and concrete under typical construction conditions are studied. Stresses are analyzed under common loading conditions and allowable stresses compared. Building codes and manufacturer's data in tables and charts are analyzed and applied, using basic engineering formulas, to basic building designs. Demonstrations, laboratory, and team projects are used to introduce professional practice. Three lecture and two laboratory hours per week. Co/Prerequisite: PHYS 133 Concepts of Technical Physics II, PHYS 142 Technical Physics II, PHYS 152 College Physics II, or PHYS 162 General Physics II; waiver by placement testing results; or permission of instructor.

ARCH 226 Architectural Design 3 Credits
Basic design elements of buildings are analyzed. The student applies the code requirements as they apply to the design and construction of buildings in Massachusetts. Various classifications of construction types are considered for fire safety and other code requirements. Elements of design, project scheduling, and construction supervision are also studied. Three lecture and two laboratory hours per week. Prerequisite: ARCH 107 Methods & Materials of Construction or permission of instructor.

ARCH 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. An introduction to materials is used to develop design presentation skills. Internet research, computer graphics and field trips are used by students for projects and presentation. One lecture and four laboratory hours per week. Co/Prerequisite: ENGL 101 English Composition I; waiver by placement testing results; or permission of instructor.
ARTG 251 Architectural Detail Drawings 3 Credits
This course complements ARCH 122 Working Drawings II w/CAD. The student is taught the basics of detailing and drawing required for the construction of a building. Instruction is given in the use of selecting components to detail an assembly for such details as expansion joints and wall jambs. Technical information is assembled from manufacturer's catalogs, the Internet, and Sweet's Source to provide data for freehand sketches of detailed assemblies. These details are discussed and modified. The final details are done in CAD in a full drawing format. Two lecture and two laboratory hours per week. Prerequisite: ARCH 122 Working Drawings II w/CAD.

ARCH 252 Estimating 3 Credits
his course considers cost per square foot, assemblies, and unit cost methods for estimating construction projects. Sample projects representing commercial and residential construction are used in computer labs for complete estimates. Working drawings and specifications are used for estimating quantities. Reference manuals, CDs and estimating software complement the specifications and drawings. Two lecture and two laboratory hours per week. Prerequisites: ARCH 122 Working Drawings II with CAD and ARCH 251 Architectural Detail Drawings; or permission of instructor.

ARCH 401 Architectural Technology Internship 3 Credits
This course provides the student with practical 'hands on' experience in an architectural or related engineering environment. The tasks required by students will vary depending on the office environment into which they are placed; however, students will be required to document their duties and responsibilities. Typical duties include generating CAD drawings, revising existing drawings, estimating and processing change orders, researching and specifying products, and performing related functions pertinent to the construction or architectural industry. Shadowing project managers, architects, and engineers, and taking notes at office meetings are also considered part of the internship experience. Students require prior approval in order to register for the Architectural Technology Internship. Interested students should contact the department chair prior to enrolling for a complete outline and requirements for this course.

ARTG 100 Art History of the Western World 3 Credits
This course surveys the visual arts proceeding chronologically from the ancient era to modern times. Emphasis is placed on the philosophical and social attitudes that inspired the artist's work. Analysis of each art object focuses on the methods and materials (i.e., composition, line, value, and color) and how the technology of the time influenced the creation of the work. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or permission of instructor.

ARTG 101 History of Art I 3 Credits
This course surveys the visual arts comprehensively from the Paleolithic through the Late Renaissance periods. Emphasis is placed on the philosophical attitudes that inspired the artist's work. Analysis of each art object focuses on the methods and materials (i.e., composition, line, value, and color) and how the technology of the time influenced the creation of the work. Prerequisite: ENGL 092 Preparation for College Reading II; waiver by placement testing results; or permission of instructor.

ARTG 102 History of Art II-High Renaissance to Present 3 Credits
This course surveys the history of art from the High Renaissance period to modern times. Emphasis is placed on the philosophical and social attitudes that inspired the artists' work. Analysis of each artwork focuses on the methods and materials used and how the technology of the time influenced the creation of the work. Prerequisite: ENGL 092 Preparation for College Reading II; waiver by placement testing results; or permission of instructor.

ARTG 103 Graphic Design I 3 Credits
The course emphasizes the development of graphic design concepts from preliminary phases through comprehensive stages utilizing traditional studio techniques interactively with basic computer applications. Two lecture and two laboratory hours per week. Prerequisites: ARTG 115 Introduction to Graphic Design and Production, ARTG 281 Computer-Aided Graphic Design, and ARTG 112 Typography; or permission of instructor.

ARTG 104 Graphic Design II 3 Credits
This course is a continuation of ARTG 103 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 103 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 105 Drawing I 3 Credits
Through the act of drawing and direct observation, students learn to process visual information. Emphasis is placed on geometric form and the space in which objects exist. The study of perspective systems, cross-contour drawing, value, line, and other elements and principles as they relate to drawing are also examined. Various drawing media and supports are also introduced. Individual and group critiques form an integral part of this course. Two lecture and two laboratory hours per week.

ARTG 106 Drawing II 3 Credits
This course focuses on the human form as the primary source for direct observation. It examines basic human anatomy as a basis for understanding the human form. Students develop their perception through a variety of representational drawing techniques. Assignments include anatomical studies of the entire figure, drawing from the Masters, as well intensive study of the figure from life. Individual and group critiques form an integral part of the course. Two lecture and two laboratory hours per week. Prerequisite: ARTG 107 Drawing I or permission of instructor.

ARTG 107 Typography 3 Credits
This course is a study of the design history and use of letterforms. Topics include characteristics of the major typeface families, typographic contrasts, legibility, through design, and the nomenclature of type. Computer-assisted assignments are an integral part of this course. Two lecture and two laboratory hours per week. Prerequisite: ARTG 281 Computer-Aided Graphic Design or permission of instructor.

ARTG 108 Color and Design I 3 Credits
This course is an introductory course to two-dimensional design theory. Design is the foundation discipline of all forms of visual expression. This course introduces the student to the formal elements of form, shape, line, value, and texture. Exercises in these areas also include the basics of color theory as they relate to these elements. Through a variety of assignments, students use these elements to solve problems of visual organization. Two lecture and two laboratory hours per week.

ARTG 109 Color and Design II 3 Credits
This course is a continuation of ARTG 113 Color and Design I, beginning with an in-depth investigation of color. Color studies and lectures demonstrate specific cultural, spatial, physical, and psychological applications of color. Space, including types of space, linear perspective, and the spatial properties of the elements are examined as well. This course concludes with an investigation of time and motion. Assignments include the depiction of motion on the two-dimensional surface in singular composition and as sequential art. Two lecture and two laboratory hours per week. Prerequisite: ARTG 113 Color and Design I or permission of instructor.

ARTG 111 Introduction to Graphic Design and Production 3 Credits
This course introduces the student to graphic design elements and principles and their application to page layout. Assignments emphasize the development of advertising graphics from concept to design in various media 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 112 Introduction to Photography 3 Credits
Students learn how to operate a 35mm camera while exploring the fundamentals of photography. Shutter and aperture controls, light meter calculations, adjustable focus and depth of field are covered. This course stresses photographic composition as a vehicle for artistic expression. Lectures and demonstrations will be combined with developing and printing black and white film using an enlarger in a traditional darkroom. Students are required to have a fully manual camera and tripod. Students supply film, photo paper, developing tanks, and reels. Two lecture and two laboratory hours per week.
ARTG 122 Intermediate Photography 3 Credits
Students refine traditional camera and darkroom techniques by mastering low light and difficult-to-meter situations, controlled lighting, and advanced processing and printing controls. Assignments include photo illustration of art director concepts, applied graphic techniques, and the photo essay. Photographic seeing and the use of aperture and shutter as creative controls to heighten the communicative power of photographs are covered in depth. Photography as fine art and practical applications of photography in modern society are included as important adjuncts to the development of individual technique through extended individual projects. Two lecture and two laboratory hours per week. Prerequisite: ARTG 121 Introduction to Photography or permission of instructor.

ARTG 134 Topics in Art History 3 Credits
In this course students use writing and visual skills to understand better the art, culture, and history of times and places other than their own. Topics vary each semester and may include, but are not limited to: introduction to Asian art, art and archaeology of the ancient world, African art, art of Renaissance Italy, art of the 19th century, history of photography, and art since 1945.

ARTG 143 Adobe Photoshop for Web Design 3 Credits
This course uses Mac-based Adobe Photoshop, a standard image-editing tool, to process and manipulate images for print, multimedia, and the web. Students learn basic skills using the Photoshop toolbox to create layers, retouch images, reformat images, create composite images, manipulate and change color, and choose appropriate file formats. Instruction includes using Fireworks to create rollover and slice images. Students will be able to design and create web-ready pages at the completion of the course. Two lecture and two laboratory hours per week.

ARTG 152 Museum Methods/Collections Care & Management 3 Credits
This course focuses on current museum practices through lectures, readings, guest presentations, and demonstrations. In addition, this course examines the basic principles and techniques involved in acquiring and caring for collections, including access, records management, conservation and storage.

ARTG 153 Gallery Exhibition Skills I 3 Credits
This course provides an introduction to the theory and practice of exhibition design. Students receive instruction in the basics of organization, layout, and installation of art exhibitions from concept to completion. Under the guidance of the instructor, students participate in the mounting of one major exhibition at the College. Field trips to area museums afford students the opportunity to view behind-the-scenes preparation for a variety of exhibition types. Two lecture and two laboratory hours per week.

ARTG 154 Gallery Exhibition Skills II 3 Credits
This is a continuation of ARTG 153 Gallery Exhibition Skills I. This course provides advanced theory, instruction, and practical experience in all aspects of design and installation of art exhibitions. Under the guidance of the instructor, students participate in the installation of three to four exhibitions per semester. Prerequisite: ARTG 153 Gallery Exhibition Skills I and ARTG 156 Introduction to Museums; or permission of instructor.

ARTG 155 Museum/Gallery Field Experience 3 Credits
A field experience provides students with the opportunity for hands-on experience in a professional museum. Placement is designed to meet each student’s interest in the museum field. Museum projects are documented with a journal, written report, or photographic report. Because experience is highly valued in museum work, students are strongly encouraged to pursue additional opportunities, such as a second field experience or volunteer work in a museum. Prerequisites: ARTG 153 Gallery Exhibition Skills I and ARTG 156 Introduction to Museums; or permission of instructor.

ARTG 156 Introduction to Museums 3 Credits
This survey course provides an overview of the history, philosophy, and structures of a broad spectrum of museums through lectures, readings, guest presentations, demonstrations, and field trips. The following cultural organizations are included: art museums, children’s museums, science museums, natural history museums, historic properties, anthropology museums, and topical museums.

ARTG 205 Three-Dimensional Design 3 Credits
Design elements and principles are explored through student fabrication of a variety of three-dimensional design projects. Assignments include plan drawing, proportional enlargement and reduction of designs, space sketch, and model building. A variety of media are introduced, including construction board, plasticine, aluminum, and plaster. Two lecture and two laboratory hours per week.

ARTG 210 Flash Animation on the Mac 3 Credits
This is an introductory course in using Adobe Flash to produce multimedia animations for the web. This course includes lessons from animation history, storyboarding, character animation, interactivity, and soundtrack synchronization. Basic drawing skills and Macintosh literacy are required for this course.

ARTG 211 Illustration I 3 Credits
This course provides an opportunity to explore a variety of methods and materials used in illustration. Students practice a range of techniques, which can be used to enhance the expressive potential of illustration. The course examines different genres in illustration including children’s books, editorial, and textbook illustration. Through lectures, students view the contemporary illustration styles and niches and discuss other relevant processes used by illustrators. Two lecture and two laboratory hours per week. Prerequisite: ARTG 108 Drawing II or permission of instructor.

ARTG 212 Illustration II 3 Credits
This course is a continuation of the conceptual and technical skills of pictorial communication introduced in ARTG 211 Illustration I. Students articulate ideas visually with particular attention paid to content and visual storytelling. Communicating the essential meaning of stories, articles, and editorial material in a creative and original manner is an emphasis. Students conceptualize, edit, and produce illustrations for children and adults while having the opportunity to develop a personal style and approach. Two lecture and two laboratory hours per week. Prerequisite: ARTG 211 Illustration I or permission of instructor.

ARTG 213 Relief Printing: Woodcut and Linocut 3 Credits
Woodcut, the oldest method of creating prints, is a direct and simple process. From strong textural illustrations of the fourteenth century in the Western World to the subtle transparent colors of the traditional Japanese print, woodcut has demonstrated its malleability to the images of artists over the centuries. A variety of relief printmaking techniques using traditional wood blocks, linoleum, and vinyl plates are explored using reduction, key block, and line methods of registration. Two lecture and two laboratory hours per week.

ARTG 214 3D Animation I 3 Credits
This course is an introduction to 3D animation and modeling using Maya on the Macintosh platform. Students learn the history and theory behind computer animation through lectures and discussion of classic animation examples viewed in class. Rendering, modeling, sequential editing, and integration of image sequences are explored in a series of short projects. Weekly critiques are an integral part of this course. Two lecture and two laboratory hours per week.

ARTG 215 Pastel 3 Credits
This course introduces the student to the art of pastel. Students become familiar with various chalk pastels and color systems distinct to this medium. Students are taught a range of mark-making techniques: hatching, feathering, stippling, overlying, and some innovative experimental methods. Individual and group critiques form an integral part of the course. Two lecture and two laboratory hours per week.

ARTG 219 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 218 3D Animation II 3 Credits
This course is a continuation of ARTG 214 3D Animation I. Students learn to incorporate advanced 3D features and effects, such as NURBS and Inverse Kinematics (bones) into their work. Modern computer animation theory and production practices are introduced. A final project involves teamwork to produce a short piece suitable for inclusion in a demo reel. Two lecture and two laboratory hours per week. Prerequisite: ARTG 214 3D Animation I or permission of instructor.

ARTG 221 Painting I 3 Credits
This course presents an introduction to painting media, basic techniques, picture composition, and color systems. Project assignments emphasize the development of technical skills and familiarity with the medium necessary for students to record their visual observations in paint. Individual and group critiques form an integral part of the course. Two lecture and two laboratory hours per week.

ARTG 222 Painting II 3 Credits
This course presents an intermediate-level easel-painting experience. Projects are assigned with an emphasis on continued development of technical skills through a variety of perceptual approaches (i.e., working from life) as well as conceptual experimentation (i.e., working from imagination). Individual and group critiques form an integral part of this course. Two lecture and two laboratory hours per week. Prerequisite: ARTG 221 Painting I or permission of instructor.

ARTG 223 Watercolor 3 Credits
This course presents an introduction to transparent water-based media. Painting from observation is emphasized. Students are exposed to indirect color mixing methods specific to the media. Students are taught a variety of watercolor techniques including wet-into-wet, wet-into-dry, flat and graduated washes, as well as experimental approaches. Individual and group critiques form an integral part of the course. Two lecture and two laboratory hours per week.

ARTG 224 Advanced Painting 3 Credits
In this course, students explore technical and conceptual boundaries that concentrate on each individual student’s personal vision and goals. The properties of paint and grounds are examined. The production of specific supports and ground surfaces are explored. Traditional and contemporary methods are studied and used. There is an emphasis on an independent pursuit of individual approaches to the discipline. Two lecture and two laboratory hours per week. Prerequisite: ARTG 222 Painting II or permission of instructor.

ARTG 225 Drawing into Print 3 Credits
This beginning-to-intermediate course focuses on translating a variety of drawing techniques into prints using traditional relief, intaglio, and other printmaking mediums. Students learn how to transfer their imagery to a print matrix, use the appropriate tools for each medium, and print limited editions. Drawing excursions to area museums and sites provide an exciting source for students to develop a personal repertoire of images to translate into print. Two lecture and two laboratory hours per week.

ARTG 235 Clay Work 3 Credits
This course teaches basic and advanced wheel-throwing skills for the beginning to advanced student. Handbuilding techniques such as slab and coil construction and surface-decorating techniques such as scraffito, incising, paper resist, carving, and glaze formulation are investigated. Advanced students explore more complicated pieces involving altering and combining clay-forming methods.

ARTG 242 Digital Photography I with Photoshop 3 Credits
Students explore the fundamentals of “the digital darkroom” using industry-standard image-editing computer applications. Image capture, scanning, storage, image editing, adjustments for color and contrast, photo retouching, monitor calibration, and output options are introduced. Students scan conventional film or prints, use digital cameras, and import images from CDs. Students are not required to own a digital camera. Two lecture and two laboratory hours per week.

ARTG 243 Photo Restoration 3 Credits
Students learn to remove wrinkles, unwanted backgrounds or color casts, image flaws, or 10 extra pounds so images look better than reality. This course takes students through numerous step-by-step examples that highlight the tools and techniques used by professional digital artists to restore valuable antique images, retouch portraits, and enhance glamour photography. This course features dozens of tutorials that will show users of all skill levels how to transform faded, damaged photographs into beautiful images that are as clear and crisp as the day they were taken. Two lecture and two laboratory hours per week.

ARTG 254 Intaglio Printing: The Art of Etching 3 Credits
Students learn the basics of preparing the plate surface with hard and soft grounds as well as manipulating the image with resists and varnishes during the etching process. Sugar lift, white ground, and aquatint methods are also explored along with the more direct methods of dry point and engraving techniques. Copper plates are used with the Edinburgh etch, a safer ferric chloride-based mordant. Non-toxic soy-based intaglio inks are used. Emphasis is on discovering the unique transformation of line, value, and form through the art of etching. Two lecture and two laboratory hours per week.

ARTG 255 Monoprint and Monotype Printmaking 3 Credits
This course investigates the art of the unique print. With monoprint, the most immediate form of printmaking, drawings can be quickly translated in a painterly manner using additive and subtractive methods. Using a plate matrix, students create any number of print variations with monotype. Chine colle, multiple plate, and offset techniques are explored with oil- and water-based inks. Two lecture and two laboratory hours per week.

ARTG 256 Screen Printing 3 Credits
This course in silkscreen introduces a variety of stencil-making procedures. Beginning with direct drawing, cut paper, and film methods, students learn the basics of multiple color registration. Photo processes are explored using hand-drawn acetate positives and the computer. A range of projects on a variety of supports explore the versatility of this popular commercial and fine art medium. Two lecture and two laboratory hours per week.

ARTG 257 Printmaking Seminar 3 Credits
This intensive course allows printmaking students to explore in depth a particular theme within a chosen print medium. Series editions, artists’ books, and narrative illustrations are explored and discussed as directives for individual projects. Two lecture and two laboratory hours per week. Prerequisite: ARTG 213 Relief Printing: Woodcut and Linocut, ARTG 225 Drawing into Print, ARTG 245 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 291  Digital Photography II with Photoshop  3 Credits
In this second-level class, students expand their knowledge of digital imaging by using a range of image acquisition, editing, and presentation procedures with applications. Advanced image adjustments with curves and channel mixing for color correction and contrast control, advanced compositing, grayscale, black and white conversions, line art, color management, work flow and real world production techniques are covered. Students learn more about the various methods of output and the aesthetics of digital printing. Two lecture and two laboratory hours per week. Prerequisite: ARTG 242 Digital Photography I with Photoshop or permission of instructor.

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 114  The Evolution of Evolution  3 Credits
Central and fundamental to the science of biology is the theory of evolution. Central and fundamental to the development of this evolutionary perspective are the interactions (supporting and opposing) between this developing discipline and philosophy, politics, religion, sociology, theology, and even other sciences. This course examines the remarkable history of this scientific idea from the Greeks to the 21st century evolution wars. While this course presents the scientific foundations of evolution, it does so within a context that is sensitive to scientific, religious, and social factors that sometimes challenge this still-controversial idea. 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 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 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval. "Prerequisite of MATH 010 will change to MATH 112 as of Fall 2015."

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 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BIOL 136  Human Genetics  3 Credits
This course addresses biological aspects of human reproduction and genetics. It includes such topics as cellular division, anatomy and physiology of the human reproductive systems, prenatal development, reproductive technologies, human sexuality, transmission genetics, DNA and chromosomes and genetic technology. This course is designed for the non-science major. Fulfills a four-credit lab science requirement when taken with the corresponding lab, BIOL 137 Human Genetics Laboratory. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BIOL 137  Human Genetics Laboratory  1 Credit
This course includes activities related to human reproductive anatomy, transmission genetics, and molecular genetics. Emphasis is placed on understanding the scientific process. Fulfills a four-credit lab science requirement when taken with the corresponding three-credit course, BIOL 136 Human Genetics. Two laboratory hours per week. Co/Prerequisite: BIOL 136 Human Genetics.

BIOL 138  Introduction to Human Nutrition  3 Credits
This course is an introduction to the science of human nutrition and its role in health. It includes such topics as types of nutrients, nutrient digestion, absorption and metabolism, food sources, recommended nutrient intakes, food safety, and food technology. The course may also address other topics related to health and nutrition. Emphasis is placed on application of these concepts to promote health and fitness. The course is designed for the non-science major. Fulfills a four-credit lab science requirement when taken with the corresponding lab, BIOL 139 Introduction to Human Nutrition Laboratory. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; or waiver by placement testing results; or departmental approval.
BIOL 139 Introduction to Human Nutrition Laboratory 1 Credit

This course includes activities related to human nutrition, such as food sources, digestion, absorption and metabolism, and the role of nutrition in health. Emphasis is placed on understanding and using the scientific process. Fulfills a four-credit lab science requirement when taken with the corresponding three-credit course, BIOL 138 Human Nutrition. Two laboratory hours per week. Co/Prerequisite: BIOL 138 Introduction to Human Nutrition.

BIOL 140 Introductory Biology 3 Credits

This course is not intended for students planning to major in science or allied health. It is an issues-based course including topics of current interest in today's society. It includes aspects of human biology, biotechnology, ecology, and other topics. This course is intended to further develop student abilities in the core competencies: critical thinking, oral communications, quantitative skills, reading, technology skills, and writing. Fulfills a four-credit lab science requirement when taken with the corresponding lab, BIOL 142 Laboratory for Introductory Biology. Three lecture hours per week. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BIOL 141 Introduction to Marine Biology 4 Credits

The course is an introduction to biological aspects of major marine environments. Local habitats are used as examples for a survey of common marine organisms and to study interactions between organisms and their surroundings. Emphasis is placed on human relationships to the ocean environment. Communities investigated are primarily rocky coast, marsh-estuary, and sandy beach. This course also includes a discussion of marine mammals. Three lecture and two laboratory hours per week. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BIOL 142 Laboratory for Introductory Biology 1 Credit

This is an introductory laboratory course intended to supplement BIOL 140 Introductory Biology. This course is recommended for students who need a four-credit laboratory science for transfer purposes but do not intend to continue in the biological sciences. Laboratory topics will be closely integrated with lecture topics, including human biology, biotechnology, ecology, and other topics. Fulfills a four-credit lab science requirement when taken with the corresponding three-credit course, BIOL 140 Introductory Biology. Two laboratory hours per week. Co/Prerequisite: BIOL 140 Introductory Biology.

BIOL 143 Introduction to Environmental Science 4 Credits

Students apply the process of science to investigate the relationship between humans and the environment. An interdisciplinary approach is applied to study current and emerging environmental problems and evaluate potential solutions. Students develop an awareness of their individual impact on environmental systems. The non-science-major's course introduces students to the scientific method and fosters scientifically-literate citizens. The concept of sustainability is a core component throughout the course. In the laboratory, students learn to measure, record, interpret, and apply environmental data to solve problems. Some field trips may be required. Three lecture and two laboratory hours per week. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BIOL 201 Anatomy and Physiology I 4 Credits

This is the first part of a two-semester course that presents in a comprehensive manner the structure and function of the human body. Topics include tissues and the integumentary, skeletal, muscular, and nervous systems. A dissection component of the laboratory work is required for successful completion of the course. This course is designed for students in the health programs. BIOL 201 Anatomy and Physiology I must be taken before BIOL 202 Anatomy and Physiology II. Three lecture and two laboratory hours per week. Prerequisites: C- or higher in BIOL 121 Biological Principles I or successful performance on departmental challenge exam, ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BIOL 202 Anatomy and Physiology II 4 Credits

This is the second part of a two-semester course that presents in a comprehensive manner the structure and function of the human body. Topics include the cardiovascular, respiratory, digestive, urinary, endocrine, and reproductive systems. A dissection component of the laboratory work is required for successful completion of the course. This course is designed for students in the health programs. Three lecture and two laboratory hours per week. Prerequisites: C- or higher in Biological Principles I (BIOL 121) or successful performance on departmental challenge exam, or departmental approval. BIOL 201 Anatomy and Physiology I (BIOL 201), Preparing for College Reading II (ENGL 092), Introductory Writing (ENGL 099), and Fundamentals of Mathematics (MATH 010); 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 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval. BIOL 205 Vertebrate Anatomy and Physiology I must be taken before BIOL 206 Vertebrate Anatomy and Physiology II.

BIOL 206 Vertebrate Anatomy and Physiology II 4 Credits

This is 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. Prerequisite: C- or higher in BIOL 205 Vertebrate Anatomy & Physiology I, ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or 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 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.
BUSN 103  Introduction to Hospitality Management  3 Credits

This course introduces students to the complex field of hospitality management. Fundamentals of hotel and restaurant management are discussed: techniques of personnel management, methods of operation, and problems encountered in the industry. Uses case studies and problem-solving exercises to illustrate problems encountered in the field of hospitality. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

BUSN 106  Conference and Event Planning  3 Credits

This course introduces students to a comprehensive overview of the conference and event planning profession with a focus on marketing and promotional strategies for conventions and special events. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; or waiver by placement testing results.

BUSN 107  Hospitality Law  3 Credits

A study of the legal principles governing hospitality operations including common law; contracts; laws of tort and negligence; hotel-guest relationship; laws regarding food, food service, and alcoholic beverages; and employment laws. This course also covers legal issues in travel and tourism, including those associated with transportation, travel agents, tour operators, and gaming. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

BUSN 110  Introduction to Business  3 Credits

This course surveys business organizations as they operate within our free-enterprise system. Explores the functional areas of accounting, finance, production, and marketing from a management perspective with an emphasis on problem solving. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

BUSN 111  Personal Finance  3 Credits

This course provides for the planning and management of personal assets by individuals over both short-term and long-term periods. Topics include household budgeting, savings and financial institutions, consumer credit and other borrowings, insurance investments, pensions and annuities, and the implications of taxes in decisions. An overview of relevant topics for planning, maintenance, and protection of personal estates is also discussed. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BUSN 112  Principles of Management  3 Credits

This is an initial course in management with emphasis upon the principles and techniques of the managerial process in business. The basic concepts of management planning, organizing, directing, staffing, and controlling are related to the operations of businesses. Recent implications of social theory, communications theory, and group functions are considered. Utilizes case studies as a vehicle to enable students to apply theory to practice. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BUSN 113  Managerial Communications  3 Credits

This course focuses on the skills needed to communicate effectively as managers: gathering, analyzing, and evaluating information; constructing arguments; and presenting ideas clearly and concisely. Class time is devoted to group discussions and exercises, individual writing exercises, and peer editing. Class participation is central to student learning in this course. Prerequisite: ENGL 102 English Composition II.
BUSN 120 Principles of Marketing 3 Credits
This course introduces the role of marketing in the organization. There is major emphasis on the concept of marketing strategy as a comprehensive, integrated plan designed to meet the needs of the consumer and thus facilitate exchange. Presents techniques and practices commonly utilized by marketers in the areas of research, product planning, pricing, distribution, and promotion. Uses a problem-solving approach utilizing the case study method and lecture. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BUSN 122 Sales 3 Credits
This course studies the functional aspects of personal selling and career opportunities in the field of sales with focus on the development of the skills necessary for effective selling. There is an emphasis on effective communication, motivation theory and practice, gaining interviews, handling objections, and closing the sale. Topics include the sales framework (retail, wholesale, industrial), sales management, and legal and ethical considerations of sales. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

BUSN 123 Advertising 3 Credits
This course surveys the social and economic role of advertising in our society. Students have an opportunity to study the components which constitute effective advertising and to observe the use of advertising by the various forms of mass media. Topics include the role of advertising, planning, media creation, and management of the advertising campaign. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BUSN 124 Principles of Retailing 3 Credits
This course acquaints students with the role and responsibilities of the retail manager. There is an emphasis on planning, controlling, and organizing the retail environment from the perspective of the entrepreneur and the corporate manager. Topics include institutions, strategy, consumer behavior, marketing research, location, organization, merchandising, planning, image, promotional strategy, and pricing. Utilizes lecture and case study methods. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BUSN 125 Small Business Management 3 Credits
This course introduces students to the opportunities and challenges of successfully managing a small business. Using an online simulation, students launch a virtual small business and compete against classmates to make their business a success, confronting along the way the real-world challenges of managing personnel, marketing their product, making operational decisions, and managing finances. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BUSN 126 Financial Management 3 Credits
This course provides a survey of the scope and nature of the field of corporate finance dealing with a firm's acquisition of funds to carry on its activities and with the determination of optimum methods of employing the funds. It examines the functions, goals, and tools needed in the financial decision-making framework. Topics include capital policies and the management of current assets, major sources of short- and long-term financing, interest factors, capital budget techniques, investment decisions, financial structures, leverage valuation, rates of return, cost of capital, dividend policies, and timing of financial decisions. Prerequisite: ACCT 106 Principles of Financial Accounting II.

BUSN 127 Human Resources Management 3 Credits
This course examines the fundamental principles and practices of personnel and human resource management. It provides an in-depth review of areas including job design and analysis, job evaluation procedures, wage and salary administration programs, and progressive discipline procedures. Protection and representation studied through EEO/Affirmative Action and other current legislation affecting employment are also discussed. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BUSN 129 Sports and Entertainment Marketing 3 Credits
This course offers an introduction to the role of marketing in the sports and entertainment industry. There is an emphasis on employing basic marketing concepts and strategies to these two specific areas of study. Focuses particular attention on the marketing of products and services through sports. Other topics include careers in sports marketing, marketing music and theater, marketing recreational sports, and legal issues for sports and entertainment. Utilizes a problem-solving approach through the use of case study and lecture. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BUSN 131 Hotel Operations 3 Credits
This course covers the two basic phases of hotel management. The “Back of the House” phase covers such problems as licensing, real estate considerations, engineering, sanitation, and housekeeping. The “Front of the House” phase covers such problems as dealing with the needs of the guest, managing the front desk, and understanding the reservations procedures. Exposes students to both phases and may utilize field trips and guest lecturers to enhance knowledge. Prerequisite: BUSN 103 Introduction to Hospitality Management.

BUSN 133 Introduction to Tourism 3 Credits
This is an introductory course surveying the major components of travel and tourism, providing an overview of the tourism industry--its origins, background, organizations, and career opportunities. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; or waiver by placement testing results.

BUSN 134 Hospitality Marketing 3 Credits
This course introduces the student to the role of marketing within a hospitality organization. There is major emphasis on the concept of restaurant marketing strategy as a comprehensive, integrated plan designed to meet the needs of the consumer and thus facilitate exchange. Covers techniques and practices commonly utilized by hospitality marketers in the areas of product, menu layout and design, pricing, place, promotion, strategy, and tactics. Utilizes a problem-solving approach utilizing the case study method and lecture.

BUSN 135 Hospitality Human Resources 3 Credits
This course examines fundamental principles and practices within the hospitality industry of personnel and human resource management. It provides an in-depth examination of areas including work environment, job description, recruitment, screening, hiring, supervision, training, terminations, employee benefits, and a lawful workplace.

BUSN 136 ServSafe Certification 1 Credit
Reviews regulations governing sanitation and methods for eliminating food and health hazards within the food service industry. Testing for the NRAEF Sanitation Certificate is required.

BUSN 180 Disney College Program Internship 3 Credits
This course offers students a structured, supervised paid work experience at Walt Disney World in Orlando, FL. Through employment, classes, and self-directed studies, students enhance their understanding of leadership, teamwork, communication, and diversity as they experience the day-to-day operations of a Fortune 100 company. Participants are selected by Disney. For more information about the program and application process, see: http://cp.disneycareers.com. Prerequisites: minimum of 12 college credits, minimum GPA of 2.0, ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval. See http://cp.disneycareers.com/en/about-disney-college-program/overview/ for additional application requirements.
BUSN 181 Disney College Advantage Program Internship 3 Credits
This course offers students a structured, supervised paid work experience at Walt Disney World in Orlando, FL. Through employment, classes, and self-directed studies, students enhance their understanding of leadership, teamwork, communication, and diversity as they experience the day-to-day operations of a Fortune 100 company. Participants are selected by Disney. For more information about the program and application process, see http://cp.disneyicareers.com. This course applies only to those students accepted into the Spring Advantage or Fall Advantage Program. Prerequisites: Minimum of 12 college credits; minimum GPA of 2.0; ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval. Corequisite: BUSN 180 Disney College I. See http://cp.disneyicareers.com/en/about-disney-college-program/overview for addition application requirements.

BUSN 201 Business Law I 3 Credits
This course introduces the origins of the law, its nature and classification. It covers the federal and state court systems with emphasis on Massachusetts civil procedures. The student will study contract law in detail with comprehensive emphasis on problems dealing with consumer laws in relation to deceptive and false advertising and the legal effects of warranties as they relate to the commercial world of business. Examines legal remedies (including the new method of arbitration in the settlement of disputes). Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

BUSN 202 Business Law II 3 Credits
This course introduces current legal problems in specific areas of the law. The law of torts and personal liability is discussed in depth. Comprehensively examines sales contract law through the use of the Uniform Commercial Code and the Massachusetts Consumer Protection Act. Covers other areas of the law including bailments and personal property, agency and real estate law, and wills and the administration of estates. Presents an overview of various kinds of business organizations, which includes corporations, sole ownership, partnership, and the growing field of franchising. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

BUSN 203 Principles of Real Estate 3 Credits
This course is an introduction to the basic principles and terminology of real estate. It is designed to benefit those students preparing for a business career and those students seeking a clear understanding of commercial and financial transactions involved in the ownership and transfer of real estate. Although invaluable to those studying for the real estate licensing exam, it is not intended as a preparatory course for such examinations. Topics include property description and characteristics, ownership interests, liens, easements, encumbrances, contracts, title closing, investor/broker relationship, brokerage, mortgage financing, real estate markets, appraisal, management, leases, zoning, and real estate trends. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

BUSN 251 Entrepreneurship 3 Credits
This practical, hands-on course is designed for students interested in starting or running their own business. The course focuses on the steps necessary to launch a new business. Topics include evaluating students' entrepreneurial capabilities, creativity, and innovation; opportunity assessment and feasibility analysis; business plan creation and implementation; sources of financing; and marketing techniques. Upon completion of the course, students will have developed a business plan. This course is open to all students regardless of their program of study. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

BUSN 301 Organizational Behavior 3 Credits
This course studies human behavior in organizations at the individual and group level. Lectures and discussions include the effect of organization structure on behavior. Specific attention given to using concepts for developing and improving interpersonal skills. Concentrates on motivation, communication, influence, power, group decision processes, leadership, conflict, change, cultural systems, and perception. Explores management techniques such as team development in order to improve the management of people. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

BUSN 401 Co-op Work Experience in Business Administration I 3 Credits
This course offers students an opportunity for a structured, supervised paid work experience in the business world. The co-op experience allows the student to apply the theory of the classroom to a business setting. In addition, a weekly seminar gives the students the opportunity to discuss their jobs, employers' evaluation of their work performance, and their weekly academic assignments. Open to qualified sophomore students in business administration programs. Prerequisite: departmental approval.

BUSN 402 Co-op Work Experience in Business Administration II 3 Credits
This course offers students an opportunity for a structured, supervised paid work experience in the business world. The co-op experience allows the student to apply the theory of the classroom to a business setting. In addition, a weekly seminar gives the students the opportunity to discuss their jobs, employers' evaluation of their work performance, and their weekly academic assignments. Open to qualified sophomore students in business administration programs. Prerequisite: departmental approval.

CHEM 131 Survey of Chemistry 3 Credits
This is a survey course for non-science transfer students and involves lectures, demonstrations and laboratory experiments relating to the basic facts and principles of chemistry. Discussions of atomic theory, bonding, states of matter, chemical equilibrium, and applied chemistry are included. Lecture: 2 hours Laboratory: 2 hours

CHEM 151 General Chemistry I 4 Credits
This course is designed for students who plan to continue in a science or related area. The major topics covered include atomic structure, stoichiometry, modern chemical bonding and the gaseous state of matter. The laboratory is both preparative and analytical using classical and spectroscopic techniques. Lecture: 3 hours, Laboratory: 2 hours. Prerequisite: Intermediate Algebra (MATH 112) or higher, Preparing for College Reading II (ENGL 092), and Introductory Writing (ENGL 099), or waiver by placement testing results or Departmental Approval.

CHEM 152 General Chemistry II 4 Credits
This course is a continuation of General Chemistry I (CHEM 151). Major topics covered include thermochemistry, thermodynamics, the states of matter, solutions, chemical kinetics, chemical equilibrium, electrochemistry, and an introduction to organic chemistry. The laboratory includes classical and spectroscopic techniques. Lecture: 3 hours, Laboratory: 2 hours. Prerequisite: C- or higher in General Chemistry I (CHEM 151) or Departmental Approval. Pre/Corequisite: College Algebra (MATH 203) or higher.

CHEM 153 Criminal Justice Forensic Chemistry 4 Credits
This course will introduce students to the principles and techniques in the field of forensic chemistry. Topics will include organic analysis, inorganic analysis, DNA, glass and soil samples, drugs, fire, and blood. Students will learn the techniques for the analysis of compounds, including microscopy, electrophoresis, chromatography, and spectroscopy. Students should gain a basic understanding of the capabilities and limitations of the forensic sciences as they are presently practiced. Lecture: 3 hours Laboratory: 2 hours Prerequisites: Introduction to Criminal Justice (CJUS101) and Introductory Algebra (MATH 101)
**CHEM 201 Organic Chemistry I** 5 Credits
This is a study of the main classes of organic compounds including an introduction to natural products. The nomenclature, reaction mechanisms, synthesis, and general properties of alkanes, alkenes, alkynes, alcohols, and haloalkanes are discussed. The topics of stereochemistry, nucleophilic substitution, elimination, and radical chain reactions are discussed. The laboratory is both preparatory and analytical using classical and instrumental experimental techniques. Lecture: 3 hours Laboratory: 4 hours Prerequisite: General Chemistry II (CHEM152) or Permission of Instructor

**CHEM 202 Organic Chemistry II** 5 Credits
This is a continuation of the study of the main classes of organic compounds, including aldehydes, ketones, carboxylic acids, amines, and aromatics. The nomenclature, reaction mechanisms, synthesis, and general properties of these compounds will be discussed. The techniques of MS, NMR, and IR spectroscopy will be introduced. IR and NMR spectra will be run and interpreted where appropriate in the laboratory. The laboratory is both preparatory and analytical using classical and instrumental experimental techniques. Lecture: 3 hours Laboratory: 4 hours Prerequisite: Organic Chemistry I (CHEM201) or Permission of Instructor

**CHEM 400 Special Study in Chemistry** 4 Credits
This course involves independent work on a selected topic under the direction of members of the Chemistry faculty. Limited to 2 courses per student Prerequisite: Approval of the Department Chair and Division Dean

**CHILD CARE EDUCATION**

**CCED 101 Behavior Management in Child Care** 3 Credits
This course provides the student with an introduction to principles involved in child care behavior management. Behavior management topics are approached as they relate to child care settings. Positive interactions between adults and children are emphasized as effective learning environments for young children. The influence of family, peers, community, and culture on children's behavior is explored. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

**CCED 102 Development in Early Childhood** 3 Credits
This course introduces the student to a child's developmental growth from pre-natal stages to seven years of age. Developmental landmarks are studied as they relate to a preschool 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.

**CCED 105 Introduction to Early Childhood Education** 3 Credits
This course is designed to give the beginning student in child care an overview of early childhood education from a philosophical, historical, multicultural, and economic point of view. The student gains an understanding of how early childhood education has influenced the child care profession. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

**CCED 111 Early Childhood Curriculum: A Multi-Cultural Perspective** 3 Credits
The course explores the development and implementation of curriculum in an early childhood setting. It facilitates ways of integrating differing languages, customs, and traditions into the curriculum so children develop greater self-esteem and a broader understanding and appreciation of their own ethnic heritage and the ethnic heritage of others. The instructor and students design activities to reflect this multi-cultural perspective. Prerequisite: A grade of C or higher in CCED 102 Development in Early Childhood or departmental approval.

**CCED 112 Health, Nutrition, and Safety Needs of the Young Child** 3 Credits
The dynamics of health, safety, and nutrition as they relate to the child's development and environment is explored. The student identifies problems that may occur in a day care setting: poor nutrition, safety dangers, or child abuse. Advocacy for young children is encouraged. As advocates, students develop methods of assessment, reporting, and referral. The student is introduced to first-aid techniques by the completion of the course. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

**CCED 201 Administration, Supervision, and Management of Child Care Programs** 3 Credits
This course emphasizes the importance of thoughtful planning and administration for the success of child care programs. Special attention is given to understanding organizational structure; budgeting; and personnel recruitment, selection, and supervision. Ways to develop and implement philosophical goals and their relationship to the children, families, staff, and the community are discussed. All Massachusetts state standards, guidelines, and licensing regulations are thoroughly covered. Prerequisite: CCED 102 Development in Early Childhood completed with a grade of C or higher, CCED 105 Introduction to Early Childhood Education, or PSYC 102 or 202 Child Psychology; or departmental approval.

**CCED 211 Child Care Policies and Issues** 3 Credits
This course is designed to give the participant an overview of the growing field of child care. Topics focus on a variety of issues such as administration, child abuse, laws and regulations, and historical and social issues as they relate to child care today. Prerequisite: CCED 102 Development in Early Childhood completed with a grade of C or higher, CCED 105 Introduction to Early Childhood Education, or PSYC 102 or 202 Child Psychology; or departmental approval.

**CCED 217 The Young Child with Special Needs** 3 Credits
This course acquaints teachers with ways of integrating the young child with special needs into the regular preschool program. It examines ways of assessing and identifying characteristics of the young child with special needs or the child at risk. Topics include planning and program development, modifying classroom environment, and working with parents and community resources. Prerequisite: CCED 102 Development in Early Childhood completed with a grade of C or higher, CCED 105 Introduction to Early Childhood Education, or PSYC 102 or 202 Child Psychology; or departmental approval.

**CCED 221 Educational Designs of Child Care Classroom** 3 Credits
The child care environment needs not only to be visually pleasing but also to be designed to enhance a child's inner discipline and to be a warm, creative environment in which to grow. This course investigates the relationship between curriculum and design by addressing issues related to how, what, why, and where children learn.

**CCED 231 Infant/Toddler Care** 3 Credits
This course explores how the development stages relating to the first three years should impact the care of infants and toddlers. The student examines physical, psychological, linguistic, and cognitive development from birth to age three. Emphasis is placed on designing developmentally-appropriate activities; understanding the importance of health, nutrition, and feeding practices; equipping space; and nurturing self-esteem in the child care setting. Prerequisite: CCED 102 Development in Early Childhood completed with a grade of C or higher or PSYC 102 or 202 Child Psychology; or departmental approval.

**CCED 400 Special Study in Child Care** 1-4 Credits
This course involves independent work on a selected topic under the direction of members of the Child Care Education Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.
CCED 401 Practicum I in Child Care Education 3 Credits
The student will be 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 will be one of the following: 8-3, 3-5, or 5-8. The student will work under the supervision of a lead teacher for 150 hours per semester. The student will keep a journal and do written observations. Student interns will participate in a variety of experiences reflective of the community. Field experiences begin with observation and increase to planning activities for individuals or small groups as well as management of the whole group for a portion of the placement. Prerequisite: CCED 102 Development of Early Childhood passed with a C or higher. Co/prerequisite: CCED 111 Early Childhood Curriculum: A Multicultural Perspective. Co-requisite: CCED 407 Seminar I in Child Care. Note: Grades of B- or higher in CCED 401 Practicum I and CCED 407 Seminar I in Child Care are prerequisites for CCED 405 Practicum II and CCED 408 Seminar II in Child Care Management.

CCED 405 Practicum II in Child Care Management 3 Credits
The student will be 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 will be one of the following: 8-3, 3-5, or 5-8. Both the type of program and the age group will differ from the CCED 401 Practicum I experience. A minimum of 12 hours per week, for a total of 150 hours, is required. Management skills such as personnel hiring, supervision and evaluation, as well as understanding the regulations that govern group care will be developed. The student will also understand the importance of addressing multicultural issues, parents and community support and interaction, and assume the responsibilities for the full range of teaching and care giving. Prerequisite: CCED 401 Practicum I in Child Care and CCED 408 Seminar I in Child Care passed with a B- or higher, or departmental approval. Co/prerequisite: CCED 201 Administration, Supervision, and Management. Co-requisite: CCED 408 Seminar II in Child Care Management.

CCED 407 Seminar I in Child Care Education 2 Credits
The students meet twice a week to discuss the practicum experience, exchange ideas, and share concerns. Conference sessions will be included during the seminar. Members of our diverse cultural community are invited to share their knowledge with students. A grade of C or higher is required for graduation. A grade of B- or higher is required to proceed to Practicum II. Co-requisite: CCED 401 Practicum I in Child Care or departmental approval.

CCED 408 Seminar II in Child Care Management 2 Credits
The students meet twice a week to discuss the practicum experience, exchange ideas, and share concerns. Conference sessions will be included during the seminar. Members of our diverse cultural community are invited to share their knowledge with students. The focus includes administration and management topics. A grade of C or higher is required for graduation. Prerequisite: CCED 407 Seminar I in Child Care or CCED 410 Seminar I School Age Care completed with a grade of B- or higher. Co-requisite: CCED 405 Practicum II in Child Care Management or departmental approval.

COMPUTER TECHNOLOGY INFORMATION MANAGEMENT

CTIM 100 Computer Keyboarding 3 Credits
In this introductory computer keyboarding course, the student obtains a thorough knowledge of the computer keyboard and the basic principles of touch keyboarding. The course will include the basic features of word processing software and an introduction to letter styles, tables, and manuscripts. The student should progress to a speed of 25-45 words per minute with no more than three errors on three-minute timed writings. The course is adaptable for business and personal use.

CTIM 101 Beginning Windows 1 Credit
This course is designed as a practical, step-by-step introduction to beginning concepts of the Microsoft Windows operating system. Students learn how to use the Windows desktop, manage documents, work with the document library, and create shortcuts. In addition, students will be thoroughly versed in file and folder management and Windows accessories programs. Students will also learn how to customize their work environment and to use the control panel.

CTIM 102 Beginning Word 1 Credit
This course presents the basic features of Microsoft Word. Students will learn how to prepare documents of various types by formatting characters, paragraphs, and pages. In addition, students will also learn how to insert objects/graphics and create tables. Knowledge of keyboarding is strongly recommended.

CTIM 103 Beginning Excel 1 Credit
This course presents the basic features of Microsoft Excel. Students will learn the essentials of spreadsheet creation, including data entry and editing, formatting, printing, saving, enhancing, and retrieving worksheets. The creation of formulas and functions will receive major emphasis. Other topics include preparing charts and maintaining workbooks.

CTIM 104 Intermediate Windows 1 Credit
This course is a continuation of Beginning Windows. Students learn advanced file management capabilities of Windows, systems maintenance procedures, and how to add hardware and software. In addition, students will use Windows in conjunction with multimedia and the Internet as they work with digital photographs and music. Security considerations including organizing and protecting information are also covered.

CTIM 105 Intermediate Word 1 Credit
This course is a continuation of Beginning Word. Students will learn how to customize paragraphs and pages and to use the advanced proofing capabilities of the software. Other features students will learn include merging documents, styles, templates, specialized tables and indexes, advanced graphic features, and sharing documents. Students increase their efficiency as they develop problem-solving word-processing skills for various business applications.

CTIM 106 Intermediate Excel 1 Credit
This course is a continuation of Beginning Excel. Advanced work with formulas and functions will receive major emphasis. Other topics include tables and data features, pivot tables, data analysis features, and integration. Students increase their efficiency as they develop problem-solving spreadsheet skills for various business applications.

CTIM 108 Advanced Word 1 Credit
This course is a continuation of Intermediate Word for Windows. Topics covered include mail merge; advanced features of tables; recording and running macros; working with wizards, styles and templates; integrating applications; and object linking and embedding.

CTIM 109 Advanced Excel 1 Credit
This course is a continuation of Intermediate Excel for Windows. Topics covered include advanced functions, creating and running macros, using templates, linking worksheets, embedding objects, charts and graphs, Pivot tables, Goal Seek and forecasting and modeling scenarios.

CTIM 114 Beginning PowerPoint 1 Credit
This course provides basic training in Microsoft PowerPoint for Windows presentation graphics software. Students learn to plan, create, modify, and enhance presentations and to produce slides for an on-screen slide show. Effective presentations are created using graphics, tables, transitions, WordArt, sound, animation, and object linking and embedding.

CTIM 115 Intermediate PowerPoint 1 Credit
This course is designed to familiarize the student with more advanced features of Microsoft PowerPoint for Windows presentation graphics software. Basic skills are reinforced and the following software features are utilized in creating sophisticated electronic slide shows: customizing slide masters, inserting text boxes and shapes, SmartArt, integrated Web content and applications, and information graphics and media.

CTIM 117 Beginning Access 1 Credit
This course provides basic training in Microsoft Access for Windows database software. Students will learn to create and modify files, add and edit records, and produce reports and labels for a variety of business applications.

CTIM 121 Business English 3 Credits
This course presents a comprehensive study of punctuation, grammar, spelling, and related language arts skills for effective production of various types of communications for business. Editing and proofreading skills are developed.
CTIM 122 Business Communication 3 Credits
The purpose of this course is to develop effective writing skills for business and professional use. After a study of sentence and paragraph construction, specialized writing skills are developed including the production of memoranda, business letters, reports, and resumes. Prerequisite: ENGL 101 English Composition I, waiver by placement testing results, or departmental approval.

CTIM 139 Introduction to Mobile App Development 3 Credits
This course provides students with an overview of the process of mobile app development from concept to construction to launch. Building on an examination of the creative process and software development/programming, students explore the development paradigm of strategy/development/launch and the place/process of iteration within that paradigm. Two lecture and two laboratory hours per week.

CTIM 141 Introduction to a Web Editor: Dreamweaver 1 Credit
Students will learn how to construct, edit, and publish Web pages using Dreamweaver. In addition, they will learn how to import and format text and paragraphs; add images to Web pages; and learn hyperlinks, lists, an a basic table structure.

CTIM 142 Introduction to the Internet and the World Wide Web 1 Credit
Students will acquire the necessary information and online skills to become internet literate. The basic internet services of email, listserv, newsgroups, chat, blogs, FTP, and the World Wide Web will be explored. Students will learn to use the WWW and its resources for educational, professional, and personal use.

CTIM 147 Internet: Creating a Home Page 1 Credit
This course introduces students to Web page development. Students will evaluate a variety of Web sites and then produce one of their own. Students will use HTML and JavaScript to create a Web site. Students will learn the basic HTML tags as well as how to use tables and add links, graphics, animated gifs, and sound to a Web page. After creating a Web site, students will consider how to obtain a domain name and presence on the Web.

CTIM 148 Computer Keyboarding Workshop 1 Credit
This course provides a thorough knowledge of the computer keyboard and the opportunity for students to acquire the basic techniques of touch typing. Students who can demonstrate basic keyboard proficiency improve their speed and accuracy through the use of specialized keyboarding software and prepare various documents through word processing software. A minimum typing speed of 20 words per minute is required to pass this course.

CTIM 155 Introduction to JavaScript 3 Credits
This course will introduce students to the uses of JavaScript to make their Web pages active and functional by adding multimedia elements, creating pages dramatically, and interacting with a user. JavaScript can be embedded in HTML documents thus providing interactivity to what would be “static” documents. Some of the topics included are: displaying messages on the status bar, adding sound to a Web Page, rollovers, working with arrays, writing scripts for frames, and implementing cookies.

CTIM 156 Creating Web Pages with HTML 4 Credits
This course combines theory and practice in introducing the student to the fundamental elements that make up a Web page. The student will understand how a Web page is structured, organized, and presented in a browser. The student will learn how to use HTML (the language of the Web) to create a range of Web pages. Using sample pages, the student will learn how HTML is used for text formatting, page layout, creating hyperlinks and lists, displaying images, and how FTP is used to upload Web pages to a Web server. The student will also learn how to create more advanced layouts using tables, cascading style sheets, frames, and forms.

CTIM 157 Introduction to Java Programming 3 Credits
Java is a platform-independent object-oriented programming language used to create stand-alone applications and applets for the World Wide Web. This course gives the student a basic understanding of the Java language and its role in the object-oriented world. The student creates simple applications and applets. Two lecture hours and two laboratory hours per week. Co/prerequisite: CTIM 281 Introduction to Software Design & Development or departmental approval.

CTIM 168 Advanced Java Programming 3 Credits
This course is a continuation of CTIM 157 Introduction to Java Programming. It develops advanced Java programming skills that are required to fully utilize the capabilities of this object-oriented, general-purpose programming language. Topics covered include exception handling, streams and file input/output, dynamic data structures, recursion, inheritance, and graphics. The student will create sophisticated applications and applets. Two lecture and two laboratory hours per week. Prerequisite: CTIM 157 Introduction to Java Programming or departmental approval.

CTIM 171 Computer Configuration and Hardware 3 Credits
This course will cover personal computer components and configuration. This hands-on hardware approach is intended to provide the student with real-world exposure to computer repair and maintenance. The student will use system diagnostics to analyze and repair personal computer system faults. The emphasis will be on troubleshooting and replacing individual system components such as memory, hard drives, floppy drives, video cards, modems, and other components. Lecture: 2 hours, Laboratory: 2 hours.

CTIM 178 Help Desk Concepts 3 Credits
This course introduces the students to the help desk field and to the concepts needed to run a successful help desk. The major components of a help desk (people, process, technology, and information) are examined in detail. The advantages and disadvantages of different types of help desks, career trends and certification, performance measures, and issues related to minimizing stress and avoiding burnout are also considered. Students develop customer service skills including listening skills, written and verbal communications, handling difficult customers, and solving and preventing problems.

CTIM 180 Computer and Information Security 3 Credits
This course is designed to give those in the computer and security professions an understanding of the challenges of protecting information assets and the resources available to meet those challenges. An introduction to information/computer security is followed by an examination of the need for security and the legal, ethical, and professional issues faced by professionals in this field. Students will then examine the methodologies within the five stages (Security Analysis, Logical Design, Physical Design, Implementation, and Maintenance and Change) of the development, implementation, and maintenance of a new security system within an organization or the improvement of an existing security system.

CTIM 197 Adobe Acrobat 1 Credit
Students will learn to use the various features of Adobe Acrobat to publish documents on the World Wide Web that can be viewed, printed, and accessed in their original format. These documents can be electronically shared with anyone regardless of hardware and software platforms.

CTIM 213 Administrative Management 3 Credits
This course will provide students with the tools for supervising people and technology in the rapidly changing information systems environment through a study of management theories, supervisory styles, and personnel procedures. Problem-solving and critical-thinking skills will be developed and applied to business situations. Topics covered include facilities layout and design, work standards and job analyses, work measurement and simplification, budgetary considerations, and the effective utilization of human resources.

CTIM 221 Operating Systems Concepts 3 Credits
This course is designed for second-year Computer Information Systems students. It examines operating systems from an application programmer's viewpoint. It shows why operating systems are needed and how they are used to increase operating efficiency while minimizing the need for technical programming. Standard functions of commonly used operating systems are examined.
CTIM 250  Current Issues in Computing  3 Credits
This course educates existing and future information technology professionals on the impact ethical, legal, and social issues have on the use of computers in the business world. Topics include privacy, freedom of expression, intellectual property, software development, human resources, cybercrime, social networking, certifications, and the impact of computers on the quality of life. Through a study of a variety of contemporary, technology-related trends, students should have the foundation they need to make appropriate decisions when faced with difficult situations and help them to make a positive impact on the field. Case studies and individual and group projects are utilized.

CTIM 271  Database Concepts and Practices  3 Credits
Database software is used to plan, organize, and manage a relational database management system. Students are introduced to structured query language (SQL) as they create, store, sort, and retrieve data. Through a series of hands-on exercises, the students 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 274  Information Management  1 Credit
This course examines paper and non-paper records from creation to destruction. The growth of computer-assisted retrieval of records and information and the use of media and imaging technology for both active records systems and information technologies for records processing and control are also included.

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-oriented concepts. Two lecture and two laboratory hours per week.

CTIM 285  Python  3 Credits
This course gives the student a basic understanding of the Python, an object-oriented scripting language including the role of Python in the object-oriented and scripting worlds. The student will create simple programs using sequence, selection, repetition, and functions, and develop advanced Python programming skills that are required to fully utilize the language’s capabilities including objects, classes, strings, lists, inheritance, polymorphism, files, tuples/sets/dictionaries, exceptions, recursion, and GUI programming. Two lecture and two laboratory hours per week. Co/Prerequisite: CTIM 157 Introduction to Software Design & Development; or departmental approval.

CTIM 287  HTML5 for Websites and Applications  3 Credits
This course combines theory and practice in introducing the student to the fundamental elements that make up a web page and for developing web applications. The student will understand how a web page is structured, organized, and presented in a browser. The student will learn how to use HTML5 (the language of the web) to create a range of web pages and for developing web applications. Students should be familiar with a personal computer, Windows, and the Internet.

CTIM 290  Game Design  3 Credits
This course examines the ideas fundamental to the design of electronic and nonelectronic games; gameplay, storytelling, challenges, and basic interactive design (interface design, information design, and world interaction). It provides a detailed study of how games function to construct experiences; including rules design; play mechanics; game balancing; social game interaction; and the integration of visual, audio, tactile, and textual elements into a total game experience. Practical aspects of game design, such as game design documentation and playtesting, are also examined.

CTIM 292  Software Management and Maintenance  3 Credits
This course will cover personal computer software and maintenance. The course will examine the subject area through classroom and laboratory work, presenting the student with real-world exposure to software management and maintenance. The emphasis will be on installing, maintaining, and troubleshooting software such as operating systems and applications. Lecture: 2 hours; Laboratory: 2 hours. Prerequisite: Computer Configuration and Hardware (CTIM 171) or Departmental Approval.

CTIM 321  Creating Web Sites in Dreamweaver  3 Credits
Students will learn how to construct, produce, edit, and manage Web sites for business using Dreamweaver. Students will learn how to import and format text using character styles, paragraph formats, add images to web pages, create image maps, create hyperlinks and lists; create layouts using tables and frames, create interactive forms and PDF files, and upload pages to a Web server.

CTIM 322  Photoshop for the Web and Print Media  3 Credits
Students will learn the basic concepts and skills required to develop effective graphics for the Web and various business publications. Students will learn the basic tools used in Adobe Photoshop to create and edit images. Students will learn how to optimize images and save images in proper file formats. Students will learn color selection and conversion as it relates to both Web and business publications. Techniques of digital image capture and photo retouching will also be explored.

CTIM 331  Introduction to Networking  3 Credits
This course is designed to establish a working knowledge of concepts for users who are new to the networking environment. It will introduce students to terminology used in the field and expand students’ technical expertise. The course will define a network, the different types of networks, and the reasons they are used. Explanations of the OSI Reference Model, protocols, transmission media, topologies, and access methods will be discussed.

CTIM 361  Visual Basic  3 Credits
This course provides the skills and knowledge required to use essential features and capabilities of Visual Basic.Net, a programming system used to produce graphical user interfaces and applications in the Windows environment. The course includes basic programming concepts, problem solving, programming logic, and the design of event-driven programming. VisualBasic.Net is a powerful professional programming system that is object oriented, allowing programmers to develop software applications and web applications on the Microsoft.Net platform. Two lecture and two laboratory hours per week. Co/Prerequisite: CTIM 157 Introduction to Java Programming or CTIM 371 Programming in C++; or departmental approval.

CTIM 371  Programming in C++  3 Credits
This is the first course in the C++ programming language. The course will cover general program structures, functions, variable naming rules, iteration statements (for, while, do/while), arithmetic and relational operators, arrays, an introduction to pointers, and an introduction to objects. Hands-on programming exercises will be completed using the College's IBM compatible computers and the Turbo C++ compiler. Lecture: 2 hours Laboratory: 2 hours. Co/Prerequisite: Introduction to Software Design & Development (CTIM 281) or Departmental Approval.

CTIM 372  Advanced Programming in C++  3 Credits
This course is a continuation of Programming in C++. The course covers Object Oriented Programming concepts: classes, member functions, stream I/O, inheritance, pointers, arrays, linked lists. Hands-on programming assignments will be completed using the College's IBM compatible computers and the Turbo C++ compiler. Lecture: 2 hours; Laboratory: 2 hours. Prerequisite: Programming in C++ (CTIM 371) or Departmental Approval.
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 (MATH101), or waiver by placement testing results or Departmental Approval.

CJUS 111 Drugs and Behavior in Criminal Justice
This course will examine the use of psychoactive drugs emphasizing the social, psychological, and legal context of drug abuse and how drug use and abuse relate to and impact the Criminal Justice system and society. Federal and state drug laws, drug definitions, drug effects, and drug-related behavior will be discussed. The drug experience throughout history will be examined. Prevention and treatment of drug abuse as well as social control of drug use will also be a focus. Prerequisite: Introduction to Criminal Justice (CJUS101) or Department 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 202 Police-Community Relations
This course describes the role of the individual officer in achieving and maintaining public support. It also covers the principles of human relations, public information, relationships with violators, and complaints. 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. Prerequisites: Introduction to Criminal Justice (CJUS101) or Introduction to Private Security (CJUS 211)

CJUS 221 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 222 Negotiating
Negotiating is a key process in dispute and conflict resolution as well as a necessary skill for our personal and professional lives. This course is designed to improve students' abilities to analyze, prepare for and practice negotiating. Techniques will include role-playing and the case study method. Prerequisite: Preparing for College Reading II (ENGL092) or waiver by placement testing results or Departmental Approval.

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: Introduction to Criminal Justice (CJUS101) or CJUS 211 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 Governmental (GOVT105) or State and Local Government (GOVT301), General Psychology (PSY101), 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 309 Probation and Parole
This course will provide an overview of the history and philosophical foundations of probation and parole. It will examine the structure and operations of probation and parole agencies as particular segments of the criminal justice system. Prerequisite: Introduction to Criminal Justice (CJUS101) or Departmental Approval

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
CJUS 321 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.

CJUS 340 Community Corrections 3 Credits
This course focuses on correctional procedures, practices, strategies, and personnel regarding probation, parole, juveniles, diversion, and other innovative correctional approaches applied in a community setting.

CJUS 345 Corrections Law and Procedure 3 Credits
This is a one-semester course addressing correctional law and procedure in American prisons and jails. Covered in this course is the application of the US Constitution in corrections. Specifically the course looks at each constitutional amendment that governs correctional policy and inmate grievances. There are related studies of the death penalty, juvenile prisons and correctional practices, equal employment, disabilities, and tort claims.

CJUS 400 Special Study in Criminal Justice 1-4 Credits
Involves independent work on a selected topic under the direction of members of the Criminal Justice Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

CJUS 403 Criminal Justice Capstone 1 Credit
Culmination of the Criminal Justice student's academic experience. Synthesizes the knowledge gained from each course taken within the Criminal Justice curriculum and better prepares the student for transfer in the discipline or for entry-level career positions in the criminal justice system. Among other requirements, students develop and prepare a research project that will result in an end-of-semester presentation to the class. Prerequisite: matriculation in the Criminal Justice Transfer program and departmental approval.

CULA 128 Yeast Doughs 3 Credits
In this course students will be taught the skills to prepare a variety of breads and rolls. Emphasis will be placed on accuracy in scaling and measurement of formulas and the proper mixing of dough. The fermentation and baking process will be discussed in detail. Skill development will be introduced via the rolling and shaping of many different styles of breads and rolls. Lecture: 2 hours, Laboratory: 2 hours. Note: It is strongly recommended that students should have successfully tested out of or completed Preparing for College Reading II (ENGL 092) and Fundamentals of Mathematics (MATH 010) before enrolling in this course. Prerequisite: Introduction to Baking (CULA 143).

CULA 135 Garde Manger and Menu Design 3 Credits
Garde manger is the production of food that is not only flavorful but pleasing to the eye. This course familiarizes the students with several aspects of banquet and catering production, including the various design components related to banquets, special occasions, and buffet menus. Students also cover the planning and application of food garnishes, decorations, centerpiece displays, and other culinary art forms. Canapes, hors d'oeuvres, salads, and galantines are produced and served by the students. This course requires 15 hours of college-function participation in addition to lecture and lab components. Two lecture and two laboratory hours per week. Prerequisite: CULA 140 Culinary Concepts.

CULA 140 Culinary Concepts 3 Credits
In the first half of this course, students acquire an understanding of basic sanitation and safety skills, leading up to taking the Serv-Safe exam for national certification in sanitation. In the second part of this course, students acquire an understanding of the preparation of various types of foods and how foods interact with each other. Students learn the fundamental concepts and skills involved in correct measurements, procedures, and knife skills. Two lecture and two laboratory hours per week.

CULA 142 Storeroom and Inventory Procedures 3 Credits
In this course, students learn how to staff and operate a storeroom. Emphasis focuses on proper control and reporting procedures. Preparation of daily, weekly, and monthly reports is required. Lectures include discussion of grading specifications, food-purchasing regulations, federal and trade grades, yields, and quality controls.

CULA 143 Introduction to Baking 3 Credits
Students are introduced to the fundamental concepts, skills, and techniques of basic baking. Special emphasis is placed on the study of baking equipment, trade terminology, ingredient identification, and analysis. Lectures and demonstrations cover yeast-raised dough mixing methods, pie crust varieties, pate choux and pastry cream, buttercream, and cake decorating techniques. Lecture: 2 hours, Laboratory: 2 hours. Note: It is recommended that students should have successfully tested out of or completed Preparing for College Reading II (ENGL 092) and Fundamentals of Mathematics (MATH 010) before enrolling in this course.

CULA 144 Soups, Sauces, and Thickening Agents 3 Credits
In this course, special attention is paid to the five grand or mother sauces and the small or compound derivatives. Students prepare basic stocks and learn the various binding or thickening agents. The three categories of soups are also explained. Lecture: 2 hours, Laboratory: 2 hours. Prerequisite: Culinary Concepts (CULA 140).

CULA 146 American Regional Cuisine 3 Credits
This course is designed to give students an overview of the regional cuisine of America. Each week the student will prepare different styles of food consistent with the historical and current food trends in that region of America. Lecture: 2 hours, Laboratory: 2 hours. Prerequisite: Culinary Concepts (CULA 140).

CULA 151 International Cuisine 4 Credits
This course is designed to give the student an overview of foods produced in different regions of the world. Each week the student will prepare different styles of food based on the historical and current food trends of that region. The student will explore foreign cuisines, cultures, and cooking styles in different geographical regions through lectures, handouts, and the preparation of a luncheon buffet from that region. Lecture: 2 hours, Laboratory: 4 hours. Prerequisite: American Regional Cuisine (CULA 146).
CULA 152 Classical Cuisine 4 Credits
This course concentrates on various classical foods and recipes. Students will be required to prepare classical French menus following the principles and techniques recommended by Auguste Escoffier and other French masters. Dining concepts from around the world will be emphasized and the preparation of gourmet foods and specialty dishes will also be studied. Lecture: 2 hours, Laboratory: 4 hours. Prerequisite: American Regional Cuisine (CULA 146).

CULA 155 Sanitation for Certification and Facilities Planning 3 Credits
This course studies the layout and design of food service operations, with emphasis on designs that allow for efficient production, service, and control. Students will plan a facility of their own and will be required to include a blueprint of their project. Students learn regulations governing sanitation and methods for eliminating hazards. Testing for the NRAEF Sanitation Certificate is required. HACCP and Serve-Safe procedures will be thoroughly covered.

CULA 156 Nutrition and Food Trends 3 Credits
This course is designed to acquaint students with basic nutritional concepts and their relationships to promotion of good health, consumer food choices, and appropriate means to ensure pleasurable and healthful dining experiences. The student will be involved in the preparation of foods utilizing current nutritional trends and dietary practices. Lecture: 2 hours, Laboratory: 2 hours. Prerequisite: Culinary Concepts (CULA 140).

CULA 157 Butchery and Meat Cutting 3 Credits
Students learn to identify meat structure and composition and are taught proper cutting techniques. Also, students study meat grading methods, storage procedures, and methods of preparation and cooking. Two lecture and two laboratory hours per week. Prerequisite: CULA 140 Culinary Concepts.

CULA 159 Cake Decorating and Finishing 3 Credits
The students are instructed in the fundamentals of cake, cookie, and dessert preparation. Decorating techniques that will be covered include icing preparation, masking cakes, formation of inscriptions and borders, basic floral designs, basic chocolate and candy decorations, holiday and theme designs, and the proper utilization of decorating tools. Lecture: 2 hours, Laboratory: 2 hours. Co/prerequisite: Introduction to Baking (CULA 143) or Departmental Approval.

CULA 160 Chocolate and Sugar Artistry 3 Credits
This course introduces the student to advanced chocolate and sugar techniques. Demonstrated competence with these display media is desirable in many professional establishments. The student will also have the opportunity to work with various other forms of display media. Emphasis will be on techniques, terminology, and the creative process as the student designs, creates, and presents finished display pieces. In addition to lectures, this class may feature field trips, videos, and demonstrations designed to promote skill building. Lecture: 2 hours, Laboratory: 2 hours.

CULA 161 Advanced Pastries 4 Credits
In this baking course, students will be taught the art of preparing a variety of buffet style pastries and desserts. Pate choux and puff pastry will be emphasized, centerpiece projects for buffet displays will be included, and some chocolate and marzipan projects will be introduced. Lecture: 2 hours, Laboratory: 4 hours. Prerequisite: Introduction to Baking (CULA 143).

CULA 162 Classical Desserts 4 Credits
The focus of this course will be to study the techniques of producing classical style desserts such as baked goods with hot and cold sauces, frozen desserts, bavarois, mousses, chiffons, chocolate ganache, merignues, genoise, cheesecakes, and chocolate and marzipan garnishing. Lecture: 2 hours, Laboratory: 4 hours. Prerequisite: Introduction to Baking (CULA 143).

CULA 407 Field Work Experience in Culinary Arts 4 Credits
This course enables students to participate in a supervised (paid or unpaid) learning experience of at least 240 hours for the semester. Students will be required to work in a food service establishment that will enhance the students’ skills and learning objectives established by the faculty coordinator. Students are also required to keep journals of their daily work activities and the relevance of these activities to their learning objectives. All field work experience sites must meet departmental guidelines and standards. Any student who finds it to his/her advantage to do his/her field work during the summer prior to the fall semester of his/her sophomore year may do so with Departmental Approval. This process must begin before the seventh week of the spring semester of the freshman year. Prerequisites: Introduction to Baking (CULA143) and American Regional Cuisine (CULA 146).

DANCE

DANC 105 Overview of Ballroom and Latin Dance 2 Credits
This course is designed to provide a physical and cultural dance experience. This course introduces basic dance skills and explores the similarities and differences in competition and social-style dancing.

DANC 121 Swing Dance 1 Credit
This course is designed to provide a cultural and fitness dance experience. The classes introduce the basics of swing dance and elements of movement qualities. Students learn basic ballroom dance floorcraft and problem solving through partnered and group dance exercises. Students explore movement qualities and expressions. Partner work is required, but students do not need to bring their own partner.

DANC 122 Foxtrot 1 Credit
This course is designed to provide an expressive, team-based, fitness dance experience. The classes introduce the basics of foxtrot and elements of movement qualities. Students learn basic ballroom dance floorcraft and problem solving through partnered and group dance exercises. Students explore movement qualities and expressions. Partner work is required, but students do not need to bring their own partner.

DANC 123 Dance Performance Workshop 1 Credit
This course is designed to develop students' public performance and creative skills. The classes focus on developing performance material utilizing swing dance and foxtrot. Students learn techniques for expression and focusing for public performance. Partner work is required, but students do not need to bring their own partner. Prerequisite: DANC 121 Swing Dance or DANC 122 Foxtrot.

DANC 130 Salsa Dance 1 Credit
This course is designed to provide a cultural and fitness dance experience. The classes introduce the basics of Salsa dancing.

DANC 201 Choreography 3 Credits
This course is designed to provide a creative, expressive, and critical-thinking experience. The classes will introduce basics of choreography, including use of space, time, groupings, movement quality, theme and variation, and improvisation. The course provides a learning environment for critical thinking in the process of artistic decision making.

DANC 301 Introduction to African Dance 3 Credits
This course is a dance and cultural experience on the African Diaspora. It is designed to teach the student about African dance and culture. Throughout the semester, students are introduced to African geography and history. Students also how traditional movements and rhythms have influenced dance in America.

DANC 303 Introduction to Irish Dance 3 Credits
This course is a dance and cultural experience on and about the Irish Diaspora. It is designed to teach the student about Irish dance and culture. Students learn various dance steps and Irish Ceili dances.

DANC 305 Contemporary Dance 3 Credits
This is a studio-based class including the study of classic, contemporary, and modern forms to help students develop their flexibility, rhythm, strength, and self-awareness. The class is a combination of the study of famous and founding dancers, learning routines/dance phrases, and improvisation. Weekly dance combinations are taught. Students will conclude the course with an appreciation for contemporary dance. All levels are welcome, but some dancing experience is recommended.
DANC 306 Latin Dance  3 Credits
This course is designed to provide a cultural dance experience. The classes introduce the basics of the following Latin dances: Salsa, Merengue, Cha-Cha, Rumba, and Samba. Partner work is required, but students do not need to bring their own partner.

DANC 350 Latin Dance II  1 Credit
This course is designed to provide a continuation of skills developed in DANC 306 Latin Dance. Students progress to the intermediate level of dancing Salsa, Merengue, Rumba, Cha-Cha, and Samba. Throughout the course, students work on techniques including Latin motion, lead and follow, and improvisation. Prerequisite: DANC 306 Latin Dance.

DANC 400 Special Study in Dance  1-4 Credits
This course involves independent work on a selected topic under the direction of members of the Dance faculty. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

DENT 102 Dental Materials I  3 Credits
This course includes theory and practical use of dental materials including uses, composition, properties, and proper manipulation. Gypsum products, impression materials, waxes, and cements are covered. Basic restorative materials are introduced. Two lecture and two laboratory hours per week.

DENT 103 Dental Radiography I  3 Credits
This course provides instruction in the nature of ionizing radiation; the production, properties, dosage, and hazards of radiation; and appropriate protection techniques for patient and operator. Instruction in the function and correct use of the dental x-ray machine and techniques of film exposure, processing, and mounting are presented through lectures, demonstrations, and clinical practice. Patient exposures include bite wing x-rays and full mouth x-rays. Two lecture and two laboratory hours per week. Co/Prerequisite: DENT 106 Dental Science I.

DENT 105 Dental Office Management  3 Credits
This course is designed to train the Dental Assistant in business procedures for a dental setting. Emphasis is placed on this role as part of the team concept. Included in this course is a study of communication as it relates to patient/doctor/auxiliary relations, as well as employer/employee situations. The course covers telephone techniques, appointment control, record and filing procedures, banking, billing, third-party payments, inventory control, and supplies. Resume and interviewing techniques are also covered.

DENT 106 Dental Science I  5 Credits
This course provides instruction in head and neck anatomy and emphasizes oral anatomy as it relates to the growth and development of the teeth and adjacent structures. The course includes the relationship of dental structures to body systems and to health. The course also covers oral history, oral embryology, and microbiology as they apply to oral disease and the prevention and methods of infection control. Oral pathology and identification of common oral conditions and lesions are a component of this course. Nutrition is included as it relates to oral health and dental caries. Home care instruction and plaque control are also emphasized. Four lecture and two laboratory hours per week.

DENT 107 Chairsaid Assisting  6 Credits
This course prepares the student for clinical externship utilizing the concepts of four-handed dentistry. Instruction is provided in instrumentation, tray setups, and sterilization. Also included is instruction in chairside positioning, preparation of the dental unit, and maintenance of equipment. Basic intra-oral functions such as mirror placement and retraction, use of oral evacuation, and rubber dam technique are also covered. CPR training is included as part of this course. Four lecture and four laboratory hours per week.

DENT 111 Dental Science II  3 Credits
A continuation of Dental Science I, this course includes dental pharmacology, emphasizing the nature and property of drugs and anesthetics used frequently in dentistry. Also included is an introduction to dental specialties, namely: orthodontics, periodontics, oral surgery, endodontics, pediatric dentistry and prosthodontics. Two lecture and two laboratory hours per week. Prerequisite: DENT 106 Dental Science I.

DENT 112 Clinical Externship in Dental Assisting  6 Credits
This component of the program provides the student with practical experience in four-handed dentistry, general office procedures, and basic laboratory skills. To expose students to a broad spectrum of patients and settings, the students rotate through several types of dental settings, including private practice and a hospital or dental clinic. To integrate experiences, students must maintain a daily log of dental procedures and duties performed and must attend a seminar with the Dental Assistant faculty member. This course involves 300 hours of clinical experience. Prerequisites: a grade of C+ or higher in: DENT 102 Dental Materials I, DENT 103 Dental Radiography I, and DENT 107 Chairsaid Assisting.

DENT 113 Dental Materials II  2 Credits
This course includes restorative materials in more depth than in the first semester. Students also learn to perform laboratory procedures associated with chairside assisting: pouring, trimming, and polishing study models and casts; fabricating custom impression trays from preliminary impressions; cleaning and polishing removable appliances; and fabricating temporary crowns and restorations. In addition, demonstrations of fabrication of dies, wax patterns, investment and casting procedures are provided. Sealsants are taught to clinical proficiency. Polishing agents are introduced. Four laboratory hours per week. Prerequisite: DENT 102 Dental Materials I.

DENT 114 Dental Radiography II  3 Credits
Students learn both the bisecting-angle technique and the long cone or paralleling technique. In this semester, emphasis is placed on the latter. Evaluation of dental radiographs for diagnostic value and application of readings to clinical practice is also stressed. Methods of instruction are lecture, demonstration, and clinical practice. Exposures continue with additional full mouth X-ray. Duplication of films is included. Two lecture and two laboratory hours per week. Prerequisite: DENT 103 Dental Radiography I.

DIESEL

DIES 107 Engine Principles I  3 Credits
This course is designed to familiarize the students with the fundamental physical principles and relationships which apply to reciprocating internal combustion engines. Topics include the operational theory of internal combustion engines, combustion and heat, fuel consumption and power, scavenging and supercharging. The hands-on servicing of complete engines involves disassembly, precision measuring, and reassembly of an engine in the laboratory. One lecture and four laboratory hours per week.

DIES 108 Electrical Systems  3 Credits
The student develops understanding of electrical knowledge as a foundation for future level advancement. The course gives the student the background and working knowledge of electrical theory required to test and service the electrical system of a diesel powered piece of equipment. Repair and troubleshooting procedures consisting of removal, disassembly, inspection, repair, and reassembly of electrical components are designed to prepare students for entry into the job market equipped with both the knowledge and skills needed for satisfactory performance on the job. Safety in all areas is constantly stressed as well as the development of correct work habits, attitudes, and interest for each student. Two lecture and two laboratory hours per week.

DIES 118 Engine Machining  3 Credits
This course covers the principles of basic engine machining with an emphasis on the development of basic engine machining skills. It covers cylinder block repairs including counterbore cutting, water passage inserts, thread repairs, boring and honing cylinders, and welding repairs. Cylinder head repairs include pressure testing, valve and valve guide replacement, and proper procedures for valve seat refinishing. Nondestructive metal inspection is covered including Magnafluxing and dye penetrant procedures. Special emphasis is placed on developing precision measuring skills which are necessary to complete any machining process. Two lecture and two laboratory hours per week.

DIES 122 Fuel Systems  3 Credits
This course is designed to give the student the background and working knowledge of modern diesel fuel injection systems and their components, which are a necessary part of the diesel internal combustion engine. Topics include the operation of instruments, computer diagnostic and calibration programs and special tools required to test current production fuel systems on modern diesel engines. Two lecture and two laboratory hours per week.
DIES 123  Truck Components I  3 Credits
This course introduces the student to a number of specialized areas that a diesel technician will encounter. Through classroom lecture and lab application, the student learns maintenance and repair procedures for heavy-duty truck components. Specialized areas of study include braking, steering, suspension, and basic drivelines. The lab provides practical experience in troubleshooting and maintenance of these components. Two lecture and two laboratory hours per week.

DIES 124  Truck Components II  3 Credits
This course introduces a number of specialized areas that a diesel technician will encounter. The students build on the knowledge which they received in DIES 123 Truck Components I. The more complex components discussed include ABS brakes, on-board computer systems, hydraulics, and transportation refrigeration. The lab provides practical experience in troubleshooting and maintenance of these components. Two lecture and two laboratory hours per week. Prerequisite: DIES 123 Truck Components I or permission of instructor.

DIES 130  Introduction to Engine Principles  2 Credits
This course is designed to familiarize students with the fundamental physical principles and relationships, which apply to reciprocating internal combustion engines. Topics include the operational theory of internal combustion engines, combustion and heat, fuel consumption and power, scavenging and supercharging. The hands-on servicing of engines involving disassembly, precision measuring, and reassembly of engine components are covered in this course.

DIES 133  Governing and Computer Control Systems  3 Credits
This course is a study in the theory and operating characteristics of various types of governing and computer control systems as applied to the diesel engine. The study of the governing system includes functions of the system and detailed analysis of the mechanical, pneumatic, hydraulic, and electrical governors. The second major focus of this course is on the computer control system and its role in engine governing, emission control, and diagnostics. Through lab application, this course gives students the necessary skills used in solving problems in governing and computer control systems. Two lecture and two laboratory hours per week.

DIES 134  Multi-Cylinder Overhaul  4 Credits
This course develops the student's understanding of various diesel engines by working with one manufacturer at a time, enabling the student to gain a clear understanding of a diesel engine's construction, operation, maintenance, and repair. Also covered are the troubleshooting and engineering designs that are integrated in the diesel engines of various manufacturers. The course provides a sound procedure in understanding the importance of the serial number of the engine, so the technician can obtain the information needed to correct any deficiency with a diesel engine. Two lecture and four laboratory hours per week.

DIES 140  Marine Diesel Engines  3 Credits
This course introduces the most common marine diesel engines used in the marine industry. Basic engine design, basic diesel fuel systems, basic engine electrical and electronics, basic engine mechanical troubleshooting, basic cooling systems and maintenance are covered. This course provides valuable experience for both boat owners and mechanics involved in the maintenance of diesel-powered vessels.

DIES 141  Fundamentals of Standby Power Generation  4 Credits
This course covers the fundamental operating principles of stationary and portable electric power generation equipment. Generator construction, operating principles, troubleshooting and proper installation procedures are covered in detail. Students work with current production automatic transfer switches and GENSETS from 2.8kW to 25kW developing an understanding of generator operation and proper testing procedures. Three lecture and two laboratory hours per week.

DIES 150  Crane Safety  3 Credits
This course is designed to introduce the student to the fundamentals of craning. It is divided into three units: site, load charts, and operations. Crane safety is emphasized throughout the course. Two lecture and two laboratory hours per week.

DIES 151  Grades and Plans  2 Credits
This course introduces the student to the fundamentals of grade checking and to selected methods and techniques used by grade checkers. It is designed to provide a foundation upon which to build the skill of grade checking. One lecture and two laboratory hours per week.

DIES 152  Health and Safety  3 Credits
This course consists of two units, each designed to equip the student with the knowledge and skills to recognize, prevent, and/or respond to accidents, illnesses, and deaths on the job. Two lecture and two laboratory hours per week.

DIES 153  Rigging and Reeving  3 Credits
This course provides the student with a basic knowledge of rigging equipment, materials, procedures, and safety precautions used in the construction industry. Two lecture and two laboratory hours per week.

DIES 154  Electricity I  3 Credits
This course is designed to introduce the student to electricity and electronics as they are commonly used in mobile machines. It covers theory, components, batteries, and circuitry. Two lecture and two laboratory hours per week.

DIES 155  Electricity II  3 Credits
This course is designed to build upon the knowledge and skills obtained in DIES 154 Electricity I. It focuses on switches and controls, monitors and controllers as well as diagnosis and testing of electrical systems commonly used in heavy equipment operations. Two lecture and two laboratory hours per week.

DIES 156  Heavy Equipment Pre-Operation Inspection  3 Credits
This course is designed to teach the basic and generic elements that a student should know about nearly all types of construction equipment. The student acquires a basic understanding of mechanical systems for purposes of pre-operational checking and inspection. Two lecture and two laboratory hours per week.

DIES 157  Hydraulics  3 Credits
This course is designed to provide the student with the basics required to understand and service hydraulic systems. Theory of operation, failure analysis, repair and troubleshooting procedures are covered in detail. Two lecture and two laboratory hours per week.

DIES 158  Earth Moving Equipment Operation  3 Credits
This course introduces the student operator to the basics of bulldozers, graders, rubber tire loaders and rubber tire loader backhoes in terms of their elementary, intermediate, and advanced operations. Two lecture and two laboratory hours per week.

DIES 159  Welding  3 Credits
This is a welding fundamentals course designed to introduce the student to gas and arc welding processes through classroom study and hands-on shop practice. One lecture and four laboratory hours per week.

DIES 222  Electronic Engine Diagnostics  3 Credits
This course covers the introduction and uses of computer-based diagnostic applications. Students learn basic Windows and then learn engine-specific diagnostic applications that are used in the calibration and repair of today's electronic diesel engines. Students learn to open and create new job orders using engine software applications. Students learn how to diagnose engine faults using diagnostic programs and follow appropriate troubleshooting procedures. Electronic engine control module calibrations and customer-controlled parameters are covered in depth. The primary focus in this class is on the Cummins Insite and the Caterpillar ET diagnostic programs, although others are discussed. Two lecture and two laboratory hours per week.
DIES 223 Compressed Natural Gas Engines 3 Credits
This course covers the characteristics of compressed natural gas (CNG) and propane and how they are used as alternative power sources in internal combustion engines. Students learn the characteristics of alternative fuels, evaluate the storage and handling components of the alternative fuel system, and the safety procedures involved in working with these fuels. Students learn the theory behind the operation of gaseous fuel engines and are able to identify, service, and troubleshoot components unique to these engines. Prerequisite is centered on the Cummins ISL-G and L10 G engines, although other manufacturers are discussed. Two lecture and two laboratory hours per week. Prerequisite: DIES 107 Engine Principles I or permission of instructor.

DIES 224 Electronic Mid-Range Diesel Engines 4 Credits
This course familiarizes the student with the Cummins ISB and ISC Electronic Mid-Range Automotive Diesel Engines. Emphasis is placed on understanding the Interact System (computer controls), air, lube, cooling, and fuel systems as they apply to troubleshooting. Topics include Diesel Engine Theory, maintenance practices, manual utilization, proper troubleshooting, and tune-up procedures. Emphasis is also placed on understanding both the Bosch VP-44 Electronic Distributor Fuel System and the Cummins Accumulator Fuel Systems. Two lecture and four laboratory hours per week.

DIES 225 Mid-Range Diesel Engines 4 Credits
This course is designed to familiarize the student with the Cummins B & C Mid-Range Automotive Diesel Engines. Emphasis is placed on understanding the air, lube, cooling, and fuel systems as they apply to troubleshooting. Topics include Diesel Engine Theory, maintenance practices, manual utilization, proper troubleshooting, and tune-up procedures. Emphasis is also placed on understanding both distributor and inline fuel systems. Two lecture and four laboratory hours per week.

DIES 241 Environmental Health and Safety (Hazard) 3 Credits
This course trains the student to become Hazwoper certified to work in a variety of hazardous waste construction and demolition settings. Two lecture and two laboratory hours per week.

DIES 401 Diesel Internship 3 Credits
This course offers students an opportunity for structured, paid, or unpaid work experience, which allows students to apply the theory of classroom experience to practical applications in their technical fields of concentration. In addition, a biweekly seminar gives students the opportunity to discuss their job and their employers' evaluations of their work performance in their weekly academic assignments. Prerequisite: open to students enrolled in the Diesel Technology program or departmental approval.

EARTH SCIENCE

ESCI 121 Geology I 4 Credits
This course is intended to acquaint students with the physical structure of the earth, the nature of the materials constituting it, and the major processes responsible for continual change. Students learn how geologists go about interpreting the earth and deciphering its history. In the laboratory portion of the course, emphasis is placed on becoming familiar with crystal rocks and minerals and the effects of geological processes as interpreted from topographic maps and aerial photographs. Lecture: 3 hours Laboratory: 2 hours Prerequisite: C- or better in Introductory Algebra (MATH101) or waiver by placement testing results, or Departmental Approval.

ESCI 123 Meteorology 4 Credits
This course is designed to provide students with an understanding of the dynamic processes at play within the earth's fluid atmosphere and with an appreciation of the role of these processes in producing weather. Topics covered in the course include the origin and evolution of the earth's atmosphere, structure and characteristics of the atmosphere, earth/sun relationships and their influence on seasons, solar and terrestrial radiation, hydrospheric cycle, gas laws, global circulation, weather systems and fronts, storms, and analysis of weather maps. Weekly laboratory exercises complement the topics covered in lecture. Lecture: 3 hours Laboratory: 2 hours Prerequisite: C- or better in Introductory Algebra (MATH 101), or waiver by placement testing results, or Departmental Approval.

ESCI 124 Physical Ocean Environment 4 Credits
This course is an introduction to the physical aspects of the marine environment. Topics include the origin of the earth and oceans, physical properties of water, properties of the ocean basins, economic wealth of the oceans, atmospheric/oceanic circulation, waves, tides, shoreline processes, etc. Lecture: 3 hours Laboratory: 2 hours Prerequisite: C- or better in Introductory Algebra (MATH101), or waiver by placement testing results, or Departmental Approval.

ESCI 131 Hydrogeology 4 Credits
This one semester laboratory science course is primarily intended for students in the environmental engineering program but may be taken, with Instructor's approval, as a science elective by others, providing space is available. Students in this course will be introduced to both theoretical and practical aspects of the geology of the earth as it relates to groundwater, the hydrologic cycle, the porous nature of bedrock and regolith to the Earth's surface, hydrogeology, groundwater hydraulics and Darcy's law, and groundwater chemistry, etc. Laboratory sessions will deal with such topics as soil classification and porosity; the relationship of Darcy's law and hydraulic head to groundwater flow; and interpretation of topographic, soil and other related maps. In addition students will become familiar with groundwater wells and their installation. Lecture: 3 hours Laboratory: 2 hours Prerequisite: Intermediate Algebra and Trigonometry (MATH112) or higher or waiver by placement testing results.

ECONOMICS

ECON 201 Principles of Economics I (Macroeconomics) 3 Credits
This course is an introduction to the study of the capitalist economy and demand. The major emphasis is devoted to an analysis of the components of the national product. Consideration is also given 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 competitive economic systems are also studied. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

ECON 210 Introduction to Health Economics 3 Credits
This course is an introduction to the application of economic principles used to analyze health care issues. Topics include: an overview of the US health care sector; the determinants of demand for health care services and private insurance; the supply of health care services and private insurance; the role of government programs such as Medicare and Medicaid; and the overall performance of the health care sector of the economy. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

ECON 400 Special Study in Economics 1-4 Credits
This course involves independent work on a selected topic under the direction of members of the Economics faculty. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

EDUCATION

EDUC 104 Classroom Technology in Education 3 Credits
This course offers students and practicing education professionals an opportunity to develop skills that will enable them to facilitate current federal, state, and local requirements and standards. Topics include assessment of traditional and contemporary media, learning technologies, and integration of computers into classrooms and curriculum. Learners also develop skills in identifying equipment uses, set up, and maintenance. Prerequisites: ENGL 092 Preparing for College Reading II, waiver by placement testing results, or departmental approval.
EMSP 202C Paramedic II: Advanced Pre-Hospital Care (Continued)
Continuation of EMSP 202. This course continues the knowledge and skills learned in Paramedic I. Topics: management of cardiac emergencies, medical emergencies, trauma, pediatrics, adolescent medicine, geriatrics, patients with special challenges, and acute interventions for chronic care patients. Students will demonstrate knowledge and perform manipulative skills under the supervision of the course instructor, program director, medical director, and/or skilled preceptor. Adherence to the attendance policy, and a minimum final course grade of 80, which is equal to a B-, must be earned in order to advance in the program. Prerequisites: BIOL 115 Survey of Human Form and Function, RESP 112 Introduction to 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 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, RESP 112 Introduction to 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)
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, RESP 112 Introduction to 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 202 Paramedic II: Advanced Pre-Hospital Care 9 Credits
This course continues the knowledge and skills learned in Paramedic I. Topics: management of cardiac emergencies, medical emergencies, trauma, pediatrics, adolescent medicine, geriatrics, patients with special challenges, and acute interventions for chronic care patients. Students will demonstrate knowledge and perform manipulative skills under the supervision of the course instructor, program director, medical director, and/or skilled preceptor. Adherence to the attendance policy, and a minimum final course grade of 80, which is equal to a B-, must be earned in order to advance in the program. Prerequisites: BIOL 115 Survey of Human Form and Function, RESP 112 Introduction to 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.
EMGT 104 Electrical Circuits 4 Credits

This course involves a comprehensive study of energy, energy sources, and energy systems in our technological society. Specifically, the topics include the underlying theory of each system, the trade-offs of high school physics with references to more advanced science for those managers. The underlying theory of each system is discussed at the level of high school physics and the students learn the concepts and skills required for the use of electricity in everyday life. The course involves a comprehensive study of energy, energy sources, and energy systems in our technological society. Specifically, the topics include:

1. The energy balance: the balance between energy input and output.
2. The efficiency of energy conversion: the conversion of one form of energy into another.
3. The environmental impact of energy conversion: the impact of energy conversion on the environment.

EMGT 112 Electrical Circuits II 4 Credits

This course is a continuation of ENGT 111 Electrical Circuits I. The second semester topics include magnetic theory, inductance, and RL time constants; the theory of alternating current and voltage; inductive and capacitive reactance; phasors; impedance characteristics of series, parallel, and series-parallel circuits; power in AC circuits; power factor and its correction; series and parallel resonance; filter circuits; transformer characteristics; and the application of DC circuit theorems to the AC circuit. Three lecture and two laboratory hours per week. Prerequisites: ENGT 111 Electrical Circuits I and MATH 112 Intermediate Algebra or higher; waiver by placement testing results or permission of instructor.

EMGT 126 Green Energy Design and Building 4 Credits

This 12-module online course is designed to update construction industry professionals, high school/vocational educators, and consumers about the status of emerging energy systems and the recent evolution of building and infrastructure design. Both the practical applications and underlying theories are addressed. Applications are covered at a level appropriate for discussions among contractor, architect, and consumer. Typical targeted consumers might be municipal officials, homeowners, or physical plant managers. The underlying theory of each system is discussed at the level of high school physics with references to more advanced science for those requiring it.

EMGT 127 Energy Systems Module I 3 Credits

This course involves a comprehensive study of energy, energy sources, and energy systems in our technological society. Specifically, the topics include:

1. Energy, energy sources, comparative analyses of energy systems, energy efficiency, cost analysis, energy by-products, waste, pollutants, pollution and its environmental impact, corrective action to environmental pollution, solar energy technology, analysis of solar energy systems and improvements, and alternatives for energy systems. Prerequisite: PHYS 133 Concepts of Technical Physics II or higher.

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 110 Technical Mathematics II 4 Credits

This is the first of two courses that investigate the operation of electrical circuits. Topics include electron theory; conductors and insulators; current and voltage; the properties of resistance; work and power; the principles of series, parallel, and series-parallel circuits; the concepts of capacitance; and RC time constants. Kirchhoff’s Laws, Thévenin’s Theorem, Supposition Theorem, loop equations, and network theorems are also covered. Three lecture and two laboratory hours per week. Prerequisite: MATH 101 Introductory Algebra or higher; waiver by placement testing results or permission of instructor.

ENGT 111 Electrical Circuits I 4 Credits

This course covers the fundamentals of digital logic circuits focusing on combinational logic circuits and their applications. The course examines the use of logic circuits and gates in computer systems, the design of computer systems, and the design of computer programs. The course involves the study of logic circuits using computer simulation software and telecommunication applications are stressed throughout. Three lecture and two laboratory hours per week. Prerequisite: MATH 144 Telecommunications Technical Mathematics II and CTIM 267 Computer Applications for Telecommunications.
ENGT 140 Introduction to Engineering  4 Credits
This course introduces the student to the engineering profession and provides an opportunity for students to understand the content within the chemical, civil, computer, electrical, environmental, and mechanical engineering. This course prepares students for success in an engineering program and working environment through technical problem solving and design analysis, understanding engineering ethics and responsible decision making, teamwork, and communication. Significant emphasis is placed on engineering problem-solving techniques using MATLAB for mathematical analysis and graphical presentation. Three lecture and two laboratory hours per week. Co/Prerequisite: MATH 217 Pre-calculus; waiver by placement testing results; or permission of instructor.

ENGT 204 Microprocessors and Digital Systems  4 Credits
This course covers sequential logic circuits, advanced logic design techniques, and computer architecture. The fundamentals of storage elements are explored with their use in counters, state machines and shift registers in computer and non-computer applications. Digital signal processing components and requirements are also studied. The course also covers memory structures and types which lead into microprocessor architecture, computer hardware components, and the different processor programming levels. Programmable logic devices, VHDL coding, and synthesis for large-scale design are also explored. Three lecture and two laboratory hours per week. Prerequisite: ENGT 114 Digital Circuits.

ENGT 209 Electronic Devices  4 Credits
This course studies semiconductor physics as an aid to understanding the operation of electronic devices. Emphasis is placed on the understanding of device parameters and characteristic curves. Devices studied include the diode, transistor, the SCR, and power supplies. Three lecture and two laboratory hours per week. Prerequisite: ENGT 112 Electrical Circuits II or permission of instructor.

ENGT 221 Electronic Circuit Applications  4 Credits
This course is a continuation of ENGT 209 Electronic Devices. New active devices covered include field effect transistors, differential amplifiers, operational amplifiers, triacs, and unijunction devices. These devices will be used in amplifier circuits, oscillators, power control circuits, digital and analog circuits, and various industrial applications. Three lecture and two laboratory hours per week. Prerequisite: ENGT 209 Electronic Devices or permission of instructor.

ENGT 227 Instrumentation and Measurements  3 Credits
This course covers the principles of basic electronic test equipment and their applications. The equipment is first analyzed and then utilized in active circuits. The equipment covered includes power supplies, VOM and digital voltmeters, function generators, oscilloscopes, frequency counters, and specialized equipment. Two lecture and two laboratory hours per week.

ENGT 228 Electronic Communications Technology  4 Credits
This course covers analog and digital communications systems with an emphasis on fiber optic cable as a transmission media. Topics include modulation, demodulation, multiplexing, de-multiplexing, and the advantages and disadvantages of various transmission media. Topics related to the telephone network are emphasized. This includes an introduction to networking and protocols using the Cisco database. Approximately half of the laboratory sessions use computer software to simulate circuits and systems. Three lecture and two laboratory hours per week. Prerequisite: ENGT 209 Electronic Devices or permission of instructor. Co-requisite: ENGT 221 Electronic Circuit Applications or permission of instructor.

ENGT 241 Code I  1 Credit
In this course, the National Electrical Code is examined in detail. Students develop a working knowledge of the NEC and the ability to apply its requirements to electrical processes. Two laboratory hours per week.

ENGT 242 Code II  1 Credit
This course focuses on the use and application of the National Electrical Code in the design and installation of lighting protection systems. Two laboratory hours per week.

ENGT 270 Engineering Circuit Theory I  4 Credits
This is the first electrical engineering course covering basic electrical theory and circuit analysis. The goals of this course include developing the ability to solve engineering problems and to design, implement, and test circuits to meet design specifications. Topics include network theorems, nodal and mesh circuit analysis, dependent sources, Thévenin's and Norton's equivalent circuits, and solution of first- and second-order networks to switched DC inputs. The course also covers AC circuit steady-state response analysis, review of complex numbers, phasors, coupled inductors and ideal transformers, RMS voltage and current, the maximum power transfer theorem, balanced three-phase systems, and power and energy computations. Group classroom and project activities require design, simulation, implementation, and measurement of practical circuits. Written report of project results are required. Three lecture and two laboratory hours per week. Prerequisite: MATH 221 Calculus I or waiver by placement testing results.

ENGT 271 Engineering Circuit Theory II  4 Credits
This is the second engineering course in basic circuit theory and design. Analysis techniques in this course include application of Laplace transforms and differential equations with initial conditions to provide solutions to switched and steady state multi-ordered circuits. Circuit stability, the understanding of poles/zeros, and the use of Fourier transforms are also covered to introduce the student to circuit frequency response and Bode plot analysis and specification. Students are also introduced to graphical convolution and Fourier series as it applies to circuit analysis. Assignments and lab project activities require the design, implementation, and measurement of filters and other circuits to meet design specifications. Three lecture and two laboratory hours per week. Prerequisites: ENGT 270 Engineering Circuit Theory I and MATH 222 Calculus II; or waiver by placement testing results.

ENGT 272 Engineering Materials  4 Credits
This course covers the basic principles that govern the properties and behavior of engineering materials: atomic structures, interatomic forces, amorphous and crystalline structures, and phase transformations. The course also covers the study of the capabilities and limitations of different materials such as metals, polymers, ceramics, and corrosion. Three lecture and two laboratory hours per week. Prerequisites: PHYS 161 General Physics I and MATH 221 Calculus I; or waiver by placement testing results.

ENGT 273 Statics  4 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. Three lecture and two laboratory hours per week. Prerequisite: PHYS 161 General Physics I. Co/Prerequisite: MATH 223 Calculus II or waiver by placement testing results.

ENGT 274 Engineering Dynamics  4 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. Three lecture and two laboratory hours per week. Prerequisites: ENGT 273 Statics and MATH 222 Calculus II; or waiver by placement testing results.

ENGT 275 Strength of Materials  4 Credits
This course provides engineering students with an understanding of various responses exhibited by solid engineering materials when subjected to mechanical and thermal loadings. It provides an introduction to the physical mechanisms associated with the design-limiting behavior of engineering materials, especially stiffness, strength, 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 305 Engineering Graphics 3 Credits
This course provides training in the fundamentals of communicating technical information graphically. Concepts include geometrical constructions, sketching, orthographic projection, auxiliary views, sectional views, developments, assembly drawing, and isometric drawing. Portions of the course are done using a computer-aided drafting program. Two lecture and two laboratory hours per week.

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 Emerging Technologies Division. Prerequisite: approval of department chair.

ENGLISH

ENGL 091 Preparing for College Reading I 3 Credits
This course provides students with an opportunity to improve their reading comprehension, to increase their vocabulary, and to expand their general knowledge. An additional one-hour laboratory in the Academic Resource Center may be a required part of the course. Credit earned in this course cannot be applied toward graduation. Prerequisite: ENSL 111 Reading for ESL Students, waiver by placement testing results, or departmental approval.

ENGL 092 Preparing for College Reading II 3 Credits
This course affords students an opportunity to increase the accuracy of their comprehension and to further develop their general knowledge, vocabulary, study skills, and critical reading skills. An additional one-hour laboratory in the Academic Resource Center may be a required part of the course. Credit earned in this course cannot be applied toward graduation. Prerequisite: ENGL 091 Preparing for College Reading I, waiver by placement testing results, or departmental approval.

ENGL 095 Reading and Writing Seminar 6 Credits
This course strengthens students' reading, writing, and critical thinking skills in preparation for college-level courses. Students develop strong critical reading skills, as well as background knowledge, vocabulary, and study skills. The course involves intensive practice reading complex texts and writing essays that indicate readiness to succeed in ENGL 101 English Composition I and other college-level courses. It also includes the study of usage, mechanics, and sentence development. Credit earned in this course cannot be applied toward graduation. (This course serves as the equivalent of two courses: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing.) Prerequisites: ENGL 091 Preparing for College Reading I and ENSL 102 College ESL II; waiver by placement testing results, or departmental approval.

ENGL 099 Introductory Writing 3 Credits
This course strengthens basic student writing. Includes the study of usage, mechanics, and sentence development. Involves intensive practice in writing clear, unified paragraphs and includes practice in writing essays that indicate readiness to succeed in ENGL 101 English Composition I. Credit earned in this course cannot be applied toward graduation. Prerequisite: ENSL 102 College ESL II, waiver by placement testing results, or departmental approval.

ENGL 101 English Composition I 3 Credits
This course helps students develop and organize extended pieces of writing. Students focus on the correct and appropriate use of language and the organization and development of paragraphs and essays. Research techniques, documentation of sources, and a short research paper are included. Constant reading and frequent writing is required. Prerequisites: ENGL 091 Preparing for College Reading I and ENGL 099 Introductory Writing, waiver by placement testing results, or departmental approval.

ENGL 102 English Composition II 3 Credits
This course strengthens students’ skills as writers and focuses on analysis and argument. Assignments include critical examination of literature and an essay using research and documentation utilizing the MLA style sheet. Emphasis is on writing as part of the processes of thinking and learning. Prerequisites: ENGL 101 English Composition I and ENGL 092 Preparing for College Reading II, or waiver by placement testing results, or departmental approval.

ENGL 106 Introduction to Critical Thinking 3 Credits
This course provides an introduction to critical thinking and effective problem-solving techniques. Develops critical thinking, reading, and writing skills as they apply to the analysis of a variety of media from diverse cultural sources and perspectives. Students learn to evaluate and to construct arguments by applying principles of sound informal logic. A project is required.

ENGL 119 Creative Writing 3 Credits
This is a course designed for those students who have mastered grammatical skills and who have a desire to express themselves creatively in fiction (short story or novel), drama (plays or screenplays), and/or poetry. This course is conducted as a workshop, with readings of the students' works followed by creative criticism. The objective of the course is to write for publication, so the course includes a realistic appraisal of the possibilities in the publishing market. Prerequisite: ENGL 102 English Composition II or permission of instructor.

ENGL 121 Children's Literature 3 Credits
This course examines the reading interests of children from pre-school years through the elementary grades with emphasis on the contribution that reading can make toward the process of growth. Topics include the history of literature for children, illustrators, folk tales, myths, modern fanciful tales, fiction, poetry, and books in special fields. This course requires extensive reading and writing.

ENGL 123 Children's Literature with a Modern Language Component 4 Credits
This course examines the reading interests of children from pre-school years through 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, fiction, poetry and books in special fields. Requires extensive reading and writing and will be taught with a language component. Students will do approximately one third of the assignments in a modern language and will meet with a language instructor for an additional class hour. The languages may change each semester and reflect the languages taught at the college: Spanish, French, Portuguese, or Chinese. Prerequisites: Beginning I and Beginning II of the featured language or its equivalent.

ENGL 125 Introduction to Fantasy and Science Fiction 3 Credits
This course introduces students to fantasy and science fiction through the examination of the major themes found in the genre. Traces the origins and evolution of science fiction and examines the relationship between the story and the era in which it was written. Students read a wide selection of science fiction and related fantasy fiction, discuss stories and themes, write several analytical papers, and complete a research project. Prerequisite: ENGL 102 English Composition II.

ENGL 131 Myth in Literature 3 Credits
This course examines the way that literary works embody themes and motifs found also in myth and folklore: the cycle of human life from conception and birth through initiation, journey, and quest to death; and the appearance of recurrent figures like the hero, the wise fool, and the outcast. This course requires extensive reading and writing.
ENGL 141 Women in Literature 3 Credits
This course involves a thematic approach to literature, dealing primarily with various aspects of the feminine psyche. Women as writers as well as women as the subjects of literature are studied, and the changing role of women is examined in poetry, story, and drama. Requires extensive reading and writing.

ENGL 152 Cross-Cultural Communication 3 Credits
This course examines the verbal and nonverbal means of communication among members of defined cultural groups. The focus is on developing understanding and awareness of the reasons for ineffective cross-cultural communication and on developing vehicles to promote effective cross-cultural communication. Literary selections from diverse cultures will serve to give voice to varied expressions. Prerequisite: ENGL 101 English Composition I or waiver by placement testing results.

ENGL 171 Introduction to Fiction 3 Credits
This course examines the short story and the novel; the emphasis falls on contemporary works, but always in reference to the traditions of prose fiction and the forms and styles that have served as models for contemporary writers. Requires extensive reading and writing.

ENGL 172 The Poet in the Modern World 3 Credits
This course provides an introductory study of the various forms, styles, and techniques of poetry as exemplified by the work of established modern and postmodern poets as well as the work of some of the popular poets and songwriters of our own time. Requires extensive reading and writing.

ENGL 201 English Literature I 3 Credits
This course explores the English literary tradition through selected readings in major writers from the Anglo-Saxon period to the 18th century. Prerequisite: ENGL 102 English Composition II.

ENGL 202 English Literature II 3 Credits
This course explores the English literary tradition through selected readings in major writers from the beginnings of Romanticism to the present. Prerequisite: ENGL 102 English Composition II.

ENGL 205 Irish-American Literature I 3 Credits
This course introduces the student to the rich and abundant store of literature written during the 19th century by Americans of Irish descent. The course, which consists of readings of fiction, poetry, and drama, involves a study of Irish-American writers as they respond enthusiastically to the challenging adventure of the United States. Prerequisite: ENGL 102 English Composition II.

ENGL 206 Irish-American Literature II 3 Credits
This course introduces the student to the rich store of literature written by Americans of Irish descent in the 20th century. This course, which consists of readings of fiction, drama, and poetry, involves a study of the works of Irish-American writers as they respond to the challenging adventure of the United States. Prerequisite: ENGL 102 English Composition II.

ENGL 211 Masterpieces of World Literature I 3 Credits
This course begins with a study of selected masterpieces from Hebrew, Greek, and Roman writers. Continues with a study of selected continental and British writers up to and including the Middle Ages. Emphasis is on comprehension and appreciation of human values in literature. Prerequisite: ENGL 102 English Composition II.

ENGL 212 Masterpieces of World Literature II 3 Credits
This course provides study of selected masterpieces from the Renaissance to the 20th century. Traces literary and philosophical influences in selected European writers as they are revealed in varied forms. Emphasis is on comprehension and appreciation of human values in literature. Prerequisite: ENGL 102 English Composition II.

ENGL 213 American Literature to 1860 3 Credits
This course examines the major contributors to the development of American literature, culture, and ideals from the colonial period to the era of American Romanticism. Prerequisite: ENGL 102 English Composition II.

ENGL 214 American Literature since 1860 3 Credits
This course examines the major contributors to American literature, culture, and ideals from the Civil War to the present. Prerequisite: ENGL 102 English Composition II.

ENGL 215 African-American Literature I 3 Credits
This course examines the works of African-American writers and performers from the periods of colonization and slavery through the Harlem Renaissance. Works will be studied in political, historical, and cultural contexts with particular focus on contributions and challenges to Euro-American culture and to simultaneous developments internationally among peoples of African descent. Prerequisite: ENGL 102 English Composition II.

ENGL 216 African-American Literature II 3 Credits
This course examines the works of African-American writers and performers after the Harlem Renaissance to the present including the periods of Realism, Naturalism and the development of the Black Arts movement of the 1960s. Works will be studied in political, historical, and cultural contexts, with a particular focus on contributions and challenges to Anglo-American culture and to simultaneous developments internationally among peoples of African descent. Prerequisite: ENGL 102 English Composition II.

ENGL 217 Dramatic Literature I 3 Credits
This course begins with an overview of theatrical literature and an understanding of the play as a form. Following this, selected plays from the Greek, Roman, Medieval, and Renaissance periods will be read and explicated. Prerequisite: ENGL 102 English Composition II.

ENGL 218 Dramatic Literature II 3 Credits
This course begins with an overview of theatrical literature and an understanding of the play as a form. Following this, selected plays from late 17th and 18th century, 19th century, early and mid-20th century and contemporary periods will be read and explicated. Prerequisite: ENGL 102 English Composition II.

ENGL 251 Honors Seminar: Ethics 3 Credits
This course develops the skills of critical thinking in ethical issues of contemporary life. Using a multi-disciplinary base, students will learn to think clearly, logically, critically, and effectively. Methods will include cross-disciplinary lectures, class discussion, readings, written assignments, and problem-solving activities, such as reaching reasoned judgment through seminar-style learning. Prerequisite: Honors level ENGL 102 English Composition II or permission of Honors Program Director.

ENGL 400 Special Study in English 1-4 Credits
This course involves independent work on a selected topic under the direction of members of the English Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

ENGLISH AS A SECOND LANGUAGE

ENSL 101 College ESL I 3 Credits
This course is designed for non-native English speakers to develop a command of correct English in the four areas of listening, speaking, reading, and writing, with special attention to reading and writing. Emphasis is placed on grammar, sentence structure, idiomatic expression, reading comprehension, and recognizing and developing correct English patterns in sentences and paragraphs.

ENSL 102 College ESL II 3 Credits
This course is a continuation of ENSL 101 College ESL I with emphasis placed on developing a facility to read and discuss standard college English work, ability to recognize and produce correct patterns in sentences and paragraphs, and the ability to combine paragraphs into correct and coherent compositions. Prerequisite: ENSL 101 College ESL I or departmental approval.

ENSL 111 Reading for ESL Students 3 Credits
This course is designed for ESL students to gain a facility in reading college texts and various printed materials with which they come in contact. Emphasis is placed on developing reading comprehension, vocabulary (including idiomatic expressions and figurative language), and study skills (including following directions, listening skills, and note taking skills).
ENSL 112 Conversation and Pronunciation in ESL 3 Credits
This course is designed to help the ESL students develop an oral facility in English. Oral presentations are required. The ability to participate in discussion and debate on a variety of subjects is emphasized. The unique sounds and intonation patterns of English are analyzed and practiced. Students may be required to work on pronunciation exercises in a laboratory setting.

FILM
FILM 122 Film and Society 3 Credits
This course will examine the human condition through the medium of film. Films from various genres, such as comedy and drama, will be viewed and the general vocabulary and syntax of film will be studied. Through critical analysis and discussion, this course will consider how these films both reflect and impact our culture. Prerequisites: Preparing for College Reading II (ENGL092) and Introductory Writing (ENGL099) and Fundamentals of Mathematics (MATH010), or waiver by placement testing results, or Departmental Approval.

FILM 201 Black Images in Film 3 Credits
This course examines films from history to our present and the changing images of Blacks in film. This course focuses on the evolution and development of African-American characters as they have been represented in theatrical, screen, and television presentations. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing.

FILM 311 Film Analysis 3 Credits
Students examine an introduction to the basic issues involved in the serious enjoyment (appreciation) of film. The nature of the medium, its early history and development, the elements of film criticism, and basic issues in film theory are explored. Using concepts developed in the course, students view, study, and analyze selected film masterpieces. Field trips to area movie houses are arranged when possible. Prerequisite: ENGL 092 Preparing for College Reading II or waiver by placement testing results.

FIRE SCIENCE
FIRE 101 Principles of Emergency Services 3 Credits
This course is an introduction to fire science technology’s role in the protection of life and property. Study includes the history and philosophy of fire protection, fire loss analysis, public and private fire protection services, introduction to the chemistry of fire, scientific methods and technology applied to fire protection, equipment usage, and discussion of future fire protection problems.

FIRE 103 Fundamentals of Fire Prevention 3 Credits
This course discusses fire department inspections and the recognition of fire hazards. The development of a systematic and deliberate inspection program stressing public cooperation and image is promoted. Local, state, and national codes pertaining to fire prevention and related technology are surveyed.

FIRE 105 Fire Department Organization and Administration 3 Credits
This course explores the organizational principles and structural components of a fire department. History, types, methods, and principles of fire department organization, both formal and informal, line and staff are studied. Emphasis is placed on supervisory responsibilities and functions.

FIRE 107 Legal Aspects of Emergency Services 3 Credits
This course covers an in-depth study of Chapter 148 of the Massachusetts Laws concerning fire prevention and protection. In addition, the Life Safety Code NFPA 101 (National Fire Protection Association) and Chapter 266 of the Arson Code will be examined. Also covered is the Commonwealth of Massachusetts Regulations (CMRs) on fire works, oil burner equipment, gasoline service station, LPG appliances, transportation of flammable liquids, use of explosives and flammable decorations in addition to other relevant materials. Prerequisites: FIRE 101 Principles of Emergency Services and FIRE 103 Fundamentals of Fire Prevention; or departmental approval.

FIRE 111 Fire Investigation I 3 Credits
This course is designed to assist firefighters and fire officers in learning to properly determine the cause and origin of fires. The instructor also discusses and reviews various areas of inquiry associated with the preliminary investigation of a fire incident.

FIRE 112 Fire Investigation II 3 Credits
This course attempts to help the student to understand the motivation of arsonists and the methods they use to set fires. The proper approach to arson investigation, correct procedure for fire scene examination, proper methods to secure and preserve evidence, and proper methods for court presentation are also studied. The laws and regulations dealing with arson are also discussed. Prerequisite: FIRE 111 Fire Investigation I or departmental approval.

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 is an analysis of water supply and extinguishing agent requirements, various automatic signaling and detection systems, and special extinguishing systems. Demonstrations and field trips are used to supplement the classroom discussion. Prerequisite: FIRE 101 Principles of Emergency Services or departmental approval.

FIRE 208 Fire Hydraulics and Water Distribution Systems 3 Credits
This course addresses the mechanics of the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices. Design, testing, and use of nozzles and appliances, pumps, and water distribution systems are introduced. Measurements of fluid flow and methods of determining quantities of water available from a distribution system are also studied. Prerequisite: MATH 131 Statistics or higher (excluding MATH 141 and 142 Technical Math I & II) or waiver by placement testing.

FIRE 211 Hazardous Material Incident Response 3 Credits
This course concerns itself with hazardous materials and hazardous waste incident response. Emphasis is placed on first responder awareness and operational level response as covered in National Fire Protection Association Standard 472, Competence of Responders to Hazardous Materials Incidents, and OSHA 1910.120, Hazardous Waste Operations and Emergency Response. Initial procedures to be taken during fires and spills of hazardous chemicals encountered during their transportation and in fixed facilities are discussed. Prerequisites: any Chemistry course, FIRE 101 Principles of Emergency Services, and FIRE 103 Fundamentals of Fire Prevention; or departmental approval.

FIRE 213 Building Construction, Blueprint, and Plan Review 3 Credits
This course is an overview of construction designs and methods and materials utilized in building construction and emphasizes fire protection concerns. Included in this course of study is an introduction to structural blueprint reading for the purpose of recognizing conditions that may affect the prevention of fire within the building and/or firefighting efforts should a fire occur. Prerequisite: FIRE 101 Principles of Emergency Services or departmental approval.

FIRE 215 Terrorism and Domestic Response 3 Credits
This course concerns itself with terrorism and domestic response. Emphasis is placed on understanding terrorism, the associated risks, and potential outcomes of a terrorist incident. Discussion centers on recognizing and identifying the presence of terrorist criminal activity. Actions to initiate an emergency response sequence by notifying the proper authorities are covered.
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.

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.

HVAC 116 Heating and Cooling Load Calculations 3 Credits
This course utilizes the most current theories and principles in thermodynamic heat transfer in buildings as required to calculate their heat loss and gain. This analysis and the calculations are the first vital steps to the design of all heating, ventilating, and air conditioning systems. This course includes the selection of design conditions, heat transfer coefficients, and ventilation requirements used to calculate the design loads for residential, commercial, and industrial HVAC systems. Co/Prerequisite: MATH 101 Introductory Algebra or higher; waiver by placement testing results; or permission of instructor.

HVAC 121 Drafting for HVAC Technicians 3 Credits
This course includes components by which the student generates several types of drawings used in the HVAC industry by employing multiple drawing techniques. The types of drawings generated include pipe and duct layouts, mechanical room plans, equipment layouts, schematics, flow diagrams, schedules, and electrical diagrams. Drawing techniques used include sketching and instrument drafting. Two lecture and two laboratory hours per week.

HVAC 201 Refrigeration Principles and Application 4 Credits
This course is a concentrated study of the fundamentals of mechanical refrigeration systems, its components, and cycles used in cooling and heat pump applications. Utilizing thermodynamic principles, the students explore methods of heat transfer, nature and effect of heat energy in refrigeration, the physical characteristics of the common refrigerants, and refrigerant piping design. In the laboratory, through demonstration and experimentation, students validate these principles. Students are exposed to instrumentation and procedures utilized for testing and evaluating purposes. Three lecture and two laboratory hours per week. Co/Prerequisite: any physics course or permission of instructor.

HVAC 204 HVAC Principles 4 Credits
This course examines the properties of air and water as applied to heat transfer in HVAC systems. The concepts of fluid flow as applied to water and air systems are covered. This includes the interpretation of air conditioning processes on the psychometric chart, pumps, blowers, piping, duct systems, volume control, and system performance. Laboratory experience includes piping and duct systems layout. Trainers are utilized by the student in measurements of system performance. Three lecture and two laboratory hours per week. Co/Prerequisite: MATH 101 Introductory Algebra and any physics course; waiver by placement testing results; or permission of instructor.
HVAC 206 Hydronics and Piping Design 4 Credits
This course covers the study of concepts for hot water, steam heating, and chilled water systems, including pumps, fluid flow, piping, valves, boilers, air venting, and condensate handling. Weekly labs provide related practical experiences including the layout of basic one- and two-pipe systems, calculation of pressure drops through the system, and proper pipe-sizing methods. Trainers are used by the student in measurement of fluid flow, supply, and return temperatures and the performance of hot water systems. Projects include the design of residential and commercial piping systems, developing specifications, and equipment selection. Prerequisites: MATH 101 Introductory Algebra or higher, HVAC 114 Heat Principles, HVAC 116 Heating and Cooling Load Calculations, and ENGT 107 Computer-Aided Drafting. Co/Prerequisite: PHYS 132 Concepts of Technical Physics I or higher.

HVAC 207 Psychrometrics and Duct System Design 4 Credits
This course examines the properties of air and the interpretation of the properties of air and air conditioning processes on the psychrometric chart. Requirements for good air distribution, outlet performance, volume control, noise limitations, selection, and location of air outlets are studied. Discussions of centrifugal fans and fan laws as well as air balancing and system commissioning are part of this course. Design of ducted systems, ventilation and exhaust requirements, and equipment selection are also covered. Prerequisites: MATH 101 Introductory Algebra or higher, PHYS 132 Concepts of Technical Physics I or higher, HVAC 116 Heating and Cooling Load Calculations, and ENGT 107 Computer-Aided Drafting.

HVAC 211 Cost Estimating 3 Credits
This course is designed to acquaint students with the installation practices, pricing, and sales concepts used within the heating, ventilating, and air conditioning industry. Discussed are codes and standards and their effect upon the cost of construction. Students take a basic installation and price the job, breaking down all of the component parts. Students are exposed to cost- and volume-profit relationships and the use of cost data in decision making. Customer needs and work habits are discussed to develop the understanding and the skills needed in professional sales. Skills necessary to interpret blueprints are developed. Students are required to complete many assignments utilizing computer applications. Prerequisites: HVAC 114 Heat Principles and Application, HVAC 201 Refrigeration Principles and Application, HVAC 206 Hydronics and Piping Design, and CTIM 101 Beginning Windows or CTIM 104 Intermediate Windows; or permission of instructor.

HVAC 213 HVAC Equipment Controls 4 Credits
This course is a detailed study of circuitry found in HVAC equipment. Topics include controlling factors, system control components, and heating and cooling equipment control circuitry. Utilizing theories learned, students develop equipment control circuitry. In the laboratory, students investigate the application and troubleshooting techniques of these circuits. Three lecture and two laboratory hours per week. Prerequisite: HVAC 111 Basic Electricity and Control Theory or permission of instructor.

HVAC 223 HVAC Service Procedures 3 Credits
This course introduces students to the basic service, troubleshooting, repair, and start-up procedures found within the HVAC industry. Areas covered include refrigeration, electrical, and heating and cooling systems components. Emphasis is placed on the diagnosis of operational failure and the appropriate corrective action required. Refrigerant leak detection, recovery, and recycling procedures are covered in detail. Six laboratory hours per week. Prerequisites: HVAC 114 Heat Principles and Application, HVAC 201 Refrigeration Principles and Application, and HVAC 213 HVAC Equipment Controls; or permission of instructor.

HVAC 224 HVAC Systems Control 4 Credits
This course explores the principles of electric, electronic, and pneumatic systems control. An examination of current practices regarding application and design of commercial systems is studied. Discussions include energy savings through computer application in building automation systems. In the laboratory, students investigate the principles, application, and troubleshooting techniques of these circuits. Students also develop computer-generated control drawings. Three lecture and two laboratory hours per week. Prerequisites: HVAC 111 Basic Electricity and Control Theory, HVAC 206 Hydronics and Piping Design, and ENGT 107 Computer-Aided Drafting; or permission of instructor.

HISTORY

HIST 101 History of Western Civilization I 3 Credits
This course is a study of the foundations and development of the history, ideas, and institutions of the Western world from ancient to early modern times. The Greco-Roman and Judeo-Christian heritages and the Renaissance and Reformation receive special attention. This course emphasizes reading, writing, and critical thinking. Please note: HIST 101 and 102 may be taken in either order. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

HIST 102 History of Western Civilization II 3 Credits
This course deals with the development and problems of the Western world from early modern times. Emphasis is given to the development of nation states; the impact of wars, revolutions, and ideas; industrialization and modern science; and the development of political systems such as democracy and totalitarianism. This course emphasizes reading, writing, and critical thinking. Please note: HIST 101 and 102 may be taken in either order. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

HIST 103 United States History I 3 Credits
This course traces the political, economic, social and cultural development of what became the United States from its beginnings to the end of the Civil War. Particular attention is paid to the nature of Puritanism, the complex background to the American Revolution, the creation of the Federal and State Constitutions and their implementation, the growth of sectionalism, westward expansion, the nature of slavery, and the breakdown of the American political system resulting in Civil War. This course emphasizes reading, writing, and critical thinking. Please note: HIST 103 and 104 may be taken in either order. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

HIST 104 United States History II 3 Credits
This course traces the political, economic, social and cultural development of the United States since the Civil War. Emphasis is placed on the discord of the Reconstruction Era, the rise of industrialization, urbanization, and immigration, the development of American foreign policy, American reform movements as seen in Populism, Progressivism, and the New Deal, the course of the Cold War, the Civil Rights Movement, the contemporary women's movement, the influence of technology on American life, and recent developments. This course emphasizes reading, writing, and critical thinking. Please note: HIST 103 and 104 may be taken in either order. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

HIST 107 The Origins of Civilization 3 Credits
This course focuses on the study of the origins and development of early civilizations in the Near East, Egypt, Europe, and the Americas. The period from the domestication of plants and animals to the establishment of large states and empires is covered. Prerequisite: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

HIST 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 133  The Civil War  3 Credits
This course explores the state of affairs existing in the United States leading to the American Civil War. It focuses on the political, cultural, social, economic, military, leadership, and other issues that played a part in starting and conducting the Civil War, and address the causes of the war, how our nation addressed the struggle and the conflict’s aftermath. This course also emphasizes the operational contributions and the leadership styles of the key military leaders, along with the evolution of command and control, the experiences of the soldiers, and the civilian reaction to the war. Analysis of selected battles of the war will be addressed as examples of the strategies and tactics involved. This course emphasizes reading, writing, and critical thinking. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

HIST 211  History of Modern Ireland  3 Credits
This course is designed to acquaint the student with the main currents of Irish history since 1800. It covers such topics as Ireland as part of England, the impact of the Famine, and the movement of Irish Independence. Continuing political development in both Northern and Southern Ireland since 1923 is highlighted. The current conflict in Northern Ireland receives special attention. 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. The course reviews all types of American work and labor but concentrates on labor organizations. Extensive coverage is given to the following topics: work in pre-industrial society, conditions of labor in early industries, growth of labor associations and organizations in the 19th and 20th centuries, labor-management relations, and recent changes in the post-industrial economy. This course emphasizes reading, writing, and critical thinking. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

HIST 400  Special Study in History  1-4 Credits
This course involves independent work on a selected topic under the direction of members of the history and government department. Limited to two courses per student. Prerequisite: departmental approval.

HUMAN SERVICES

HSRV 101  Introduction to Social Welfare  3 Credits
This course provides an overview of the US Social Welfare system by examining its history, systems, laws, programs, policies, services, worker roles, and client populations and their problems. Student learning focuses on two key areas: professional development and career planning and the acquisition of knowledge of the US Social Welfare system. Students will work in groups to develop a case plan and presentation. This course emphasizes reading, writing, communication, and critical thinking skills. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

HSRV 102  Interviewing Techniques  3 Credits
This course provides an introduction to the principles and techniques of the helping interview. Topics include self as professional, appropriate attitudes, values and ethics, client needs, intake interviewing, observation, listening and responding skills, verbal and non-verbal communication, and recording/reporting skills. Classroom simulations, demonstrations, and practice sessions are extensively used. Emphasis is placed on the core competencies of reading, writing, speaking, and critical thinking. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

HSRV 103  Group Dynamics  3 Credits
This course provides a structured environment within which students can increase awareness of own and others’ attitudes, emotions, and behaviors and how these support or detract from meeting individual and group needs. Students begin to build knowledge and skills which facilitate effective group process. Topics include group formation, types of groups, effective communication, problem solving and decision making, guiding discussions, managing conflict, leadership, and teamwork. Student learning focuses on four key areas: self-assessment, personal development, professional development and career planning, and skill development for effective group process. Prerequisite: ENGL 091 Preparing for College Reading I, waiver by placement testing results, or departmental approval.

HSRV 104  Advanced Group Dynamics  3 Credits
This experientially-based course is designed to further build knowledge of the dynamics of group process, with major focus on leadership skills. Emphasis is placed on continued self-exploration, leadership styles and the group structure process, development of group leadership, and application of theory to practice. Extensive reading is required. Prerequisites: HSRV 103 Introduction to Group Dynamics, 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 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 and services, benefits, and programs 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 symptomatology); and an in-depth examination of worker roles, types of service delivery systems, and their programs, methods, and philosophies. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or permission of instructor.

HSRV 124  Introduction to Mental Health
3 Credits
This course offers a historical perspective on the treatment of the mentally ill, an overview of current clinical diagnoses and treatment methodologies, and an introduction to crisis intervention and behavior management in residential and rehabilitative settings. Students develop knowledge of the behavioral model and of the use of drugs as a behavioral management tool and acquire skill in writing behavioral objectives and developing task analysis. Avoidance of labeling is emphasized. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or permission of instructor.

HSRV 133  Child Welfare
3 Credits
This course provides an overview of the primary laws, policies, programs, benefits, and services within child welfare. Topics include historical overview, current trends, worker roles and interventions, foster care and adoption, child abuse and neglect, and the impact of domestic violence and addictions on children and families. Students assess their own values and reactions to at-risk children and families and to the child welfare system and explore possibilities for working within child welfare. Reading, writing, speaking, computer skills, and critical thinking are emphasized in this course.

HSRV 141  Community-Based Services
3 Credits
This course is designed to provide students with a basic understanding of the fundamental knowledge and skills needed for working effectively with people with developmental disabilities. The course has two components: students work with developmentally-challenged individuals in Department of Developmental Services sites and attend a weekly on-campus seminar. The Community Support Skill Standards (national standards for Human Service workers) are extensively reviewed, and students are expected to develop a beginning level of skill in four of them. Students keep journals and time logs to report on and enhance their performance and learning at their work sites. Regular reading and writing assignments are included as part of the seminar. Learning methods include guest lectures, videos, group discussions, and small-group simulations. This course is limited to Urban Youth Program students selected for participation by Road to Responsibility. Work-site placements are determined by representatives from Road to Responsibility in conjunction with the Massasoit coordinator.

HSRV 201  Addiction and Society
3 Credits
This course uses a psychosocial approach to examine addiction and explore its causes and impact on individuals and groups in American society. Emphasis is placed on understanding prevailing attitudes about addiction, exploring varied definitions and types of addiction, and examining the impact of addiction on family, business, 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 211  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 232  Introduction to Gerontology
3 Credits
This course introduces the student to the basic physiological, psychological, and sociological (primary focus) factors in human aging. Major emphasis is placed on normal successful aging patterns and the myths that have contributed to prejudice against the elderly. Sociological dimensions include adult socialization, relations to others, social policy, and social programs. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or permission of instructor.

HSRV 400  Special Study in Human Services
1-4 Credits
This course involves independent work on a selected topic under the direction of members of the Human Services Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

HSRV 405  Seminar and Field Experience in Human Services
4 Credits
This course provides students with an in-depth, supervised learning experience (of at least 135 hours per semester) in area social service agencies. Students also attend a weekly one-hour, on-campus seminar in which they share knowledge concerning the practices, policies, procedures, and client populations of their field experience settings, consider key social service practice issues, and relate classroom learning to the field experience. Prerequisites: A grade of C- or higher in HSRV 101 Introduction to Social Welfare, HSRV 102 Interviewing Techniques, and HSRV 103 Introduction to Group Dynamics; or departmental approval.
HSRV 406  Seminar and Field Experience in Human Services II  
4 Credits
This course provides students with an in-depth, supervised learning experience (of at least 135 hours per semester) in area social service agencies. Students also attend a weekly one-hour, on-campus seminar in which they share knowledge concerning the practices, policies, procedures, and client populations of their field experience settings, consider key social service practice issues, and relate classroom learning to the field experience. Prerequisites: a grade of C- or higher in HSRV 101 Introduction to Social Welfare, HSRV 102 Interviewing Techniques, and HSRV 103 Introduction to Group Dynamics; or departmental approval.

INTERDISCIPLINARY

INTR 102  Liberal Arts Seminar  
3 Credits
Liberal Arts Seminar is an interdisciplinary seminar taught by a team of two professors from different disciplines, assisted by several guest lecturers. Students will explore developments in science, technology, art, and society that impact modern culture. Students will be required to participate in research and classroom presentations. Prerequisite: ENGL 102 English Composition II

INTR 103  Internship and Seminar  
3 Credits
This course teaches work skills that cross all fields, disciplines, and professions; combines workplace skills building and classroom learning; and is not specific to any discipline or program. The course consists of a required 135 hours of work at an approved internship site and a required 15 hours of classroom seminar time. Students are required to participate in seminar discussions, submit weekly workplace reflections, and deliver a final presentation. Topics include five stages of internship development: professionalism; communication; organizational culture; ethics and social responsibility; organizational structure; career strengths, weaknesses, opportunities, and threats (SWOT); problem solving and decision making; and networking. This course does not replace any required or program-specific internship, practicum, field placement, clinical experience, or externship. Prerequisites: students must be matriculated in a program, have completed 24 credits, and have a GPA of 2.0 or higher. Internship sites must be approved by the Coordinator of Cooperative Education/Internships and the department/division related to the area of the intended internship where applicable by the last day of Add/Drop.

INTR 210  Brockton as Text Honors  
3 Credits
The course examines issues contributing to the history and development of the City of Brockton from many disciplines using a variety of perspectives. Coursework incorporates many perspectives, including historical background, economic development and decline, political influences, and the immigrant contributions and cultural experiences. The field work emphasizes inquiry, discovery, critical thinking, and discussion methods to encourage experiential participation in local agencies committed to positive future growth. The course provides a stimulating and challenging field experience, requiring a significant investment of time in civic engagement activities. Please note: students must earn a B+ or higher in this course to count toward the Honors Program requirements. Prerequisites: ENGL 102 English Composition II with a grade of A or A-, completion of at least 20 college-level credits, and permission of the Honors Program coordinator.

JOURNALISM

JOUR 120  Journalism Basics for the Digital Age  
3 Credits
This course is designed to give students instruction and practice in conceiving, gathering, writing, editing, and evaluating the news. Students will learn the conventions of hard-news and news-feature writing, focus on writing and editing factual news stories, and study the basis for news judgments and editorial decisions in the Digital Age of multi-media publishing. Note: some typing required. Prerequisite: C- or higher in ENGL 101 English Composition I or permission of instructor.

JOUR 121  Practical Journalism in the Digital Age  
3 Credits
Students will put principles and skills learned in JOUR 120 Journalism Basics for the Digital Age to practical use as writers and editors for the Massasoit Student Voice online newspaper. Their duties will include establishing policy and best practices as well as generating material for the digital newspaper, and reflecting upon the effects and consequences to the community of what they choose to publish. Note: some typing required. Prerequisite: C- or higher in JOUR 120 Journalism Basics for the Digital Age, or permission of instructor.

JOUR 400  Special Study in Journalism  
1-4 Credits
This course involves independent work on a selected topic under the direction of members of the Journalism faculty. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

MATHEMATICS

MATH 001  Preparation for College Math I  
3 Credits
This is the first semester in a series of computer-based learning courses designed to provide the fundamental concepts of arithmetic and algebra and examine some applications of these concepts, i.e., word problems. Students are required to complete a minimum of five modules but are encouraged to complete as many of the 15 modules as possible. Students who begin at module 12 or higher are required to finish through module 15. The modules cover whole numbers, signed numbers, fractions, decimals, ratios and proportions, percentages, descriptive statistics, algebraic expressions, linear equations and inequalities, graphing lines and inequalities, systems of equations, exponents, polynomials, factoring, rational expressions, quadratic equations, and related applications. Credits earned in this course cannot be applied toward graduation. Prerequisite: placement testing is required.

MATH 002  Preparation for College Math II  
3 Credits
This is a continuation of MATH 001 Preparation for College Math I for students who need to complete additional modules. This is a computer-based learning course designed to provide the fundamental concepts of arithmetic and algebra and examine some applications of these concepts, i.e., word problems. Students are required to complete a minimum of five modules but are encouraged to complete as many of the 15 modules as possible. Students who begin at module 12 or higher are required to finish through module 15. The modules cover whole numbers, signed numbers, fractions, decimals, ratios and proportions, percentages, descriptive statistics, algebraic expressions, linear equations and inequalities, graphing lines and inequalities, systems of equations, exponents, polynomials, factoring, rational expressions, radical expressions, quadratic equations, and related applications. Credits earned in this course cannot be applied 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 of the 15 modules as possible. Students who begin at module 12 or higher are required to finish through module 15. The modules cover whole numbers, signed numbers, fractions, decimals, ratios and proportions, percentages, descriptive statistics, algebraic expressions, linear equations and inequalities, graphing lines and inequalities, systems of equations, exponents, polynomials, factoring, rational expressions, quadratic equations, and related applications. Credits earned in this course cannot be applied toward graduation. Prerequisite: C- or higher in MATH 002 Preparation for College Math II or MATH 101 Introductory Algebra; waiver by placement testing results; or departmental approval.
MATH 010 Fundamentals of Mathematics 3 Credits  
The aim of this course is to provide for the person with slight mathematical background an opportunity to acquire an understanding and appreciation of the basic structure of elementary operations on whole numbers, fractions, and decimals. In addition, percent, measurement, ratio and proportion, signed numbers, simple linear equations, and exponential notation are covered. Problem solving is integrated throughout the course. Note: Credits earned in this course cannot be applied toward graduation. Prerequisite: Placement testing results; or departmental approval.

MATH 101 Introductory Algebra 3 Credits  
This course is designed to provide the fundamental concepts of algebra and examine some simple applications of these concepts, i.e., word problems. Topics include signed numbers, algebraic expressions, linear equations and inequalities in one variable, the Cartesian coordinate system, linear equations and inequalities in two variables, systems of equations, and descriptive statistics (e.g., mean, median, mode, and reading graphs). Note: Credits earned in this course cannot be applied toward graduation. Prerequisite: C- or higher in MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

MATH 112 Intermediate Algebra 3 Credits  
This course is a continuation of MATH 101 Introductory Algebra. Topics include properties of exponents, polynomials, factoring, rational expressions, radicals and rational exponents, and quadratic equations. Note: Credits earned in this course cannot be applied toward graduation. Prerequisite: C- or higher in MATH 101 Introductory Algebra; waiver by placement testing results; or departmental approval.

MATH 115 Contemporary Mathematics 3 Credits  
In this course, students develop problem-solving skills while covering topics which include number sense and estimation, proportions, unit conversions, metric system, statistics and probability, percents, the mathematics of finance, and mathematical modeling of contemporary problems. Additional topics are tailored to meet the needs of students in specific programs. Prerequisite: MATH 101 Introductory Algebra; waiver by placement testing results; or departmental approval.

MATH 116 Math Experiences for Early Childhood Education 3 Credits  
This course presents methods and materials of instruction for the caregivers and teachers of preschool children so they can provide mathematical experiences confidently and knowledgeably. The content focuses on the influences of Piaget, Bruner, Gagne, and the psycho-educational aspects of how children learn (especially mathematics) and progress through the stages of development put forth by Piaget. Students receive instruction in the areas of cognitive development most closely associated with mathematics, i.e., classification, one-to-one correspondence, seriation, and counting, and have the opportunity to observe and participate in model lessons and experiences. Prerequisite: MATH 101 Introductory Algebra; waiver by placement testing results; or departmental approval.

MATH 121 Topics in Mathematics I 3 Credits  
This course is provided for students who wish to know what mathematics is about but who do not wish to be mathematicians. Topics are elementary logic, set theory, probability, and statistics. Prerequisite: D- or higher in MATH 112 Intermediate Algebra or a score of 72 or higher on mathematics placement testing results; or departmental approval.

MATH 122 Topics in Mathematics II 3 Credits  
This course is provided for students who wish to know what mathematics is all about but who do not wish to be mathematicians. Possible topics are: number systems, mathematical systems, number theory, voting coalitions, geometry, mathematics of finance, topology, linear programming, game theory, and cryptography. A selection of three or more such topics are offered each semester. Prerequisite: D- or higher in MATH 112 Intermediate Algebra or a score of 72 or higher on mathematics placement testing results; or departmental approval.

MATH 127 Mathematics for Elementary Teachers I 3 Credits  
This course provides a conceptually based, comprehensive study of the mathematical content of numbers and their operations at the deep level required for successful elementary school teaching. Topics are examined in ways that are meaningful to pre-service elementary teachers. Topics include: place value and arithmetic models, mental math, algorithms, pre-algebra factors and prime numbers, fractions and decimals, ratio, percentage and rates, integers, and elementary number theory. Prerequisite: D- or higher in MATH 112 Intermediate Algebra; waiver by placement testing results; or departmental approval.

MATH 132 Quantitative Reasoning 3 Credits  
This course covers the algebra and statistics needed to analyze various real world applications of mathematics. Emphasis is on the study of problems relating to environmental issues. Topics include descriptive statistics and linear and exponential models. The use of technology (graphing calculator or computer) is required. Prerequisite: D- or higher in MATH 112 Intermediate Algebra or a score of 72 or higher on mathematics placement testing results and ENGL 092 Preparing for College Reading II; or departmental approval.

MATH 133 Technical Mathematics I 3 Credits  
This course provides the mathematics skills necessary for success in the technology programs. A review of introductory and intermediate algebra concepts and the geometry of area and volume are included. Other topics include algebraic operations with units, the arithmetic of approximate numbers, interpolation, systems of three or more linear equations, determinants and Cramer’s Rule, variation, and trigonometry of the right triangle. Applications drawn from various technical areas are stressed. The hand-held calculator is used throughout. Prerequisite: C- or higher in MATH 101 Introductory Algebra; waiver by placement testing results; or departmental approval.

MATH 141 Technical Mathematics 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: D- or higher in MATH 112 Intermediate Algebra; waiver by placement testing results; or departmental approval.

MATH 142 Technical Mathematics II 3 Credits  
This course is a continuation of MATH 141 Technical Mathematics I. Topics include extensive use of trigonometric relationships, radian measure, vectors, Laws of Sines and Cosines, complex numbers and exponential and logarithmic relationships. Prerequisite: C- or higher in MATH 141 Technical Mathematics I; waiver by placement testing results; or departmental approval.

MATH 143 Telecommunications Technical Mathematics I 4 Credits  
This is the first course in a two-semester sequence of intermediate algebra and trigonometry with technical applications. Topics include operations in the real number system, functions and graphs, first-degree equations, lines and linear functions, systems of linear equations, right triangle trigonometry, geometry (perimeters, areas, volumes of common figures), rules of exponents, polynomial operations, factoring, operations on rational expressions, quadratic equations, and binary and hexadecimal notation. A calculator and a laptop computer are used throughout. Umbrella competencies are an integral part of the course. Prerequisite: Placement examination.
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 112 Intermediate Algebra; 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 MATH 203 in College Algebra; waiver by placement testing results; or departmental approval.

MATH 220 Elements of Calculus 4 Credits
This course provides an introduction to calculus for undergraduate business, economics, and social and life science majors. Topics include limits and continuity, differentiation, applications of the derivative, and integration. This course does not satisfy the prerequisite for MATH 222 Calculus II. 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 230 Differential Equations 4 Credits
This course is an introductory study of ordinary differential equations of the first and higher orders. Topics include linear differential equations with constant coefficients, power series solutions, Fourier Series solutions, Laplace transforms, higher-order forced linear equations with constant coefficients, and applications with numerical methods. Prerequisite: C- or higher in MATH 222 Calculus II; waiver by placement testing results; or departmental approval.

MATH 400 Special Study in Mathematics 1-4 Credits
This course involves independent work on a selected topic under the direction of members of the Department of Mathematics. Limited to two courses per student. Prerequisite: Approval of the Department Chair and Division Dean.

MEDIA

MDIA 101 Foundations in Media Production 3 Credits
This course surveys the fundamental concepts of video, audio, digital media, and writing for media as they pertain to the current media industry. It also explores the creative process and theory of media production and post-production. In the communicative arts, this course also has a performance aspect as it relates to broadcast media. Students participate in media projects that will establish a basic understanding of media production, which will lead to more advanced production work.

MDIA 111 Introduction to Mass Communication 3 Credits
This course surveys the history and growth of newspapers, radio, television, film, and the telecommunications industries. The course offers the student an awareness of how mass media influence social and personal environment. Contemporary media issues, policies, and ethics are discussed. Prerequisite: ENGL 092 Preparing for College Reading II or waiver by placement testing results.

MDIA 112 Television Studio Production 3 Credits
This course provides an introduction to television production theory and practice. The course combines hands-on experience with background lectures. The student's experiences include television terminology, camera operation, switching, audio, floor plans, shot planning, picture composition, studio broadcasting procedures, floor direction, graphics, scenery, videotape, and master control. Prerequisite: ENGL 092 Preparing for College Reading II or waiver by placement testing results.

MDIA 113 Radio Production: Theory and Practice 3 Credits
This course covers the planning, writing, producing, directing, and performance of radio programs. The theory of sound production is also explored. The student produces commercials, newscasts, and drama presentations as well as participates in the business side of broadcasting by developing promotions and programming schedules.

MDIA 116 Digital Video Editing 3 Credits
Students taking this course learn about digital technology, use the skills and techniques of video production, and practice them in a wholly-digital environment. Using programs like Avid Liquid and Apple Final Cut Pro, students complete projects by building and editing timelines that will then be rendered and output to digital videotape (DV), digital video disk (DVD), and digital web files.

MDIA 122 Introduction to Multimedia Production 3 Credits
This course introduces students to the various tools and systems necessary to produce electronic media, with an emphasis on integration of multimedia formats on the internet, including website development, media production, multimedia integration, electronic hardware, and multimedia delivery systems. It is a hands-on course which has the students primarily involved in developing actual multimedia production skills.

MDIA 123 Digital Music Production 3 Credits
This is a course for musicians who wish to learn how to digitally produce their music. The course covers music theory, orchestration, arranging, digital audio production techniques, including MIDI, sequencing, multi-track recording, and wave form synthesis.

MDIA 213 Advanced Radio Production 3 Credits
This course is designed to build upon the skills learned in MDIA 113 Radio Production. This course is an advanced examination of creating, writing, and producing audio materials for radio programming, podcast, and Webcast. It includes an in-depth analysis of the medium, including commercials, news, features, documentaries, and special programming. It also considers audio production as it relates to other media fields. The overall purpose of this course is to improve the student's communication skills and develop their understanding of professional techniques of announcing, delivery, and audio production. Two lecture and two laboratory hours per week. Prerequisite: MDIA 113 Radio Production or permission of instructor.
MDIA 400  Special Study in Media  1-4 Credits
This course involves independent work on a selected topic under the direction of members of the Media Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

MDIA 401  Practicum in Television or Radio  3 Credits
Offers a work/learning experience in television or radio. The student performs tasks commensurate with actual production entities. The student is closely supervised by a college instructor, will attend one group meeting per week, and will work closely with television or radio professionals.
One lecture and four laboratory hours per week. Prerequisite: MDIA 112 Television Studio Production or MDIA 113 Radio Production: Theory and Practice, and departmental approval.

MEDICAL ASSISTANT
MEDA 104  Basic Laboratory Procedures I  3 Credits
This course is designed to provide medical assistant students with the basic clinical laboratory principles and skills used in a physician's office. Topics include specimen identification and collection, laboratory safety, microscopy, routine urinalysis, fecal analysis, clinical bacteriology, and blood grouping procedures. Lecture: 2 hours, Laboratory: 2 hours.

MEDA 107  Medical Assisting Techniques I  2 Credits
This course is designed to teach students the fundamental clinical procedures medical assistants are allowed to perform with a minimum of supervision. Lecture and laboratory topics include taking vital signs, blood pressure, assistance at minor surgical procedures and maintenance of sterile conditions. Laboratory: Four 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 the student to comprehend terminology used in health care facilities. Anatomy and physiology begins with the cell and progresses to the body cavities, planes, and systems through the digestive system. This is designed to strengthen the students' understanding of the clinical sciences and to increase the technical skills they need in administering patient care.

MEDA 109  Pharmacology  3 Credits
This course is an introduction to medical office pharmacology. Types and forms of drugs, their effects on body systems, and legal aspects of medication are emphasized. Abbreviations, systems of measurement, and dosage preparations are also included.

MEDA 116  Clinical Externship in Medical Assisting  6 Credits
Students participate in a clinical affiliation at a selected health care facility for the final eight weeks of the spring semester. Students gain more practice in both clinical and administrative aspects of medical assisting and learn new techniques which are performed at their individual facilities. Clinical facilities include physicians' offices, hospitals, and health maintenance organizations. Each student is evaluated by the supervisor at the facility and the program instructor. Prerequisite: C or higher in all Medical Assistant courses.

MEDA 119  Anatomy, Physiology, and Terminology II  2 Credits
This is a continuation of MEDA 108 Anatomy, Physiology & Terminology I. Additional body systems and their functions are covered. New medical terms are added at appropriate intervals throughout the course. Prerequisite: MEDA 108 Anatomy, Physiology and Terminology I.

MEDA 120  Medical Assisting Techniques II  2 Credits
Students perform more complicated clinical procedures and utilize skills learned in MEDA 107 Medical Assisting Techniques I. Topics include electrocardiography, cardiopulmonary resuscitation, and administration of medications. Clinical skills are increased, and students gain comprehension of the disease process and its relationship to clinical situations. Prerequisite: MEDA 107 Medical Assisting Techniques I.

MEDA 121  Basic Laboratory Procedures II  2 Credits
The basic principles and skills of hematology are covered. Lecture and laboratory topics include blood collection, hematocrit, hemoglobin, white blood cell counts, and differential evaluations. A brief introduction to blood chemistry may also be included. Lecture: 1 hour, Laboratory: 2 hours. Prerequisite: Basic Laboratory Procedures I (MEDA 104).

MEDA 229  Medical Office Management I  5 Credits
This 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 course offers a work/learning experience in medical office management (patient accounts/receivables, banking activities, posting charges, encounter forms, posting payments and/or adjustments, recording patient visits on a daily sheet, balancing the daily sheet, online payments, and patient aging accounts) utilizing medical software. It 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 is discussed. Students learn to complete insurance claim forms both manually and electronically through the use of medical coding software in order to receive prompt and accurate reimbursement. Follow-up to claim submission and rejections from insurance carriers is discussed. Two lecture and two laboratory hours per week.

MEDA 232  Anatomy and Terminology for Medical Coding  2 Credits
This one-semester course is designed to enable medical coding students to learn the physical structures of the human body and the function and pathology of the major body systems. The students learn medical terminology emphasizing the meaning of medical terms and their parts: word roots, prefixes and suffixes. Medical terminology abbreviations as utilized for medical coding are taught.

MEDA 233  Introduction to Medical Records and Health Information Management  2 Credits
This one-semester course is designed to educate students in health information and medical records management. The purpose and management of medical records is discussed. Regulations, ethics and standards of documentation is taught. Students learn the basic guidelines of the Health Insurance Portability & Accountability Act and the importance of compliance as it applies to Medical Coding.

MEDA 234  Advanced Medical Coding  3 Credits
This one-semester course provides medical coding students advanced education in Medical ICD and CPT coding through lecture and computer laboratory. The course includes interpretation of medical and surgical procedures retrieved from medical records. Students learn to appropriately code information for medical and surgical procedures, diseases of the various body systems, pregnancy, childbirth, injuries and burns. Students learn to accurately code using coding manuals, textbook, and medical coding software. Two lecture and two laboratory hours per week. Prerequisite: MEDA 231 Introduction to Health Insurance Billing and Coding or permission of instructor.
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.

This course provides students with basic instruction in venipuncture and microcollection procedures. Special collection techniques such as blood cultures, bleeding times, and winged infusion procedures are included. Laboratory sessions include demonstration and practice in all venipuncture and skin puncture techniques. Two laboratory hours per week.

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.

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 Arabic 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.

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 Arabic 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: MLCV 101 Beginning Cape Verdean Creole I or departmental approval.

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.

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.

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.

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. 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.

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 three to four years of previous study of French at the high school level or three semesters at the college level. Prerequisite: MLFR 202 Intermediate French II or departmental approval.

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.

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.

This course involves independent work on a selected topic under the direction of members of the Modern Languages Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.
MODERN LANGUAGE - PORTUGUESE

MLPO 101 Beginning Portuguese I 3 Credits
This course initiates the development of the ability to speak, understand, read, and write Portuguese. Students learn the fundamentals of grammar, basic vocabulary, and correct pronunciation. Various aspects of Portuguese cultures are discussed. This is a beginning-level course designed for students with no previous experience or with no more than one year of study of Portuguese at the high school level.

MLPO 102 Beginning Portuguese II 3 Credits
This course is a continuation of MLPO 101 Beginning Portuguese I. Emphasis is on communication through continued development of reading, writing, speaking, and listening skills in the language. Students continue to acquire grammar, syntax, vocabulary, and correct pronunciation, which will enhance their ability to initiate and sustain conversations, read basic Portuguese passages, and write basic Portuguese sentences and dialogues. Various aspects of Portuguese cultures are explored. The Modern Language Department recommends this course to students with one to two years of previous study in Portuguese at the high school level or one semester at the college level. Prerequisite: MLPO 101 Beginning Portuguese I or departmental approval.

MLPO 201 Intermediate Portuguese I 3 Credits
Grammar and syntax are reviewed and expanded upon with greater emphasis on oral work. Students engage in class discussion and conversation as well as reading assignments and compositions. The Modern Language Department recommends this course to students with three to four years of previous study of Portuguese at the high school level or two semesters at the college level. Prerequisite: MLPO 102 Beginning Portuguese II or departmental approval.

MLPO 202 Intermediate Portuguese II 3 Credits
This course is a continuation of MLPO 201 Intermediate Portuguese I. The Modern Language Department recommends this course to students with three to four years of previous study of Portuguese at the high school level or three semesters at the college level. Prerequisite: MLPO 201 Intermediate Portuguese I or departmental approval.

MLPO 400 Special Study in Portuguese 1-4 Credits
This course involves independent work on a selected topic under the direction of members of the Modern Language Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

MODERN LANGUAGE - SIGN LANGUAGE

MLSL 101 Beginning American Sign Language 3 Credits
This course initiates the development of the ability to sign and understand American Sign Language. Students learn the fundamentals of grammar, basic vocabulary, and correct signing. Cultural aspects of the Deaf community are discussed. This is a beginning-level course designed for students with no previous experience or with no more than one year of study in Sign Language at the high school level.

MLSL 102 Beginning American Sign Language II 3 Credits
This course is a continuation of MLSL 101 Beginning American Sign Language I. Emphasis is on the continued development of communication skills and face and body expressions. Students continue to acquire grammar, syntax, and vocabulary, which enhances their ability to initiate and sustain conversations using American Sign Language. Cultural aspects of the Deaf community are explored. The Modern Language Department recommends this course to students with one to two years of previous study of American Sign Language at the high school level or one semester at the college level. Prerequisite: MLSL 101 Beginning Sign Language I or departmental approval.

MLSL 400 Special Study in Sign Language 1-4 Credits
This course involves independent work on a selected topic under the direction of members of the Modern Languages Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

MODERN LANGUAGE - SPANISH

MLSP 101 Beginning Spanish I 3 Credits
This course initiates the development of the ability to speak, understand, read, and write Spanish. Students learn the fundamentals of grammar, basic vocabulary, and correct pronunciation. Various aspects of Spanish cultures are discussed. This is a beginning-level course designed for students with no previous experience or with no more than one year of study of Spanish at the high school level.

MLSP 102 Beginning Spanish II 3 Credits
This course is a continuation of MLSP 101 Beginning Spanish I. Emphasis is on communication through continued development of reading, writing, speaking, and listening skills in the language. Students continue to acquire grammar, syntax, vocabulary, and correct pronunciation, which enhances their ability to initiate and sustain conversations, read basic Spanish passages, and write basic Spanish sentences and dialogues. Various aspects of Spanish cultures are explored. The Modern Language Department recommends this course to students with one to two years of previous study in Spanish at the high school level or one semester at the college level. Prerequisite: MLSP 101 Beginning Spanish I or departmental approval.

MLSP 201 Intermediate Spanish I 3 Credits
Grammar and syntax are reviewed and expanded upon with greater emphasis on oral work. Students engage in class discussion and conversation as well as reading assignments and compositions. The Modern Language Department recommends this course to students with three to four years of previous study of Spanish at the high school level or two semesters at the college level. Prerequisite: MLSP 102 Beginning Spanish II or departmental approval.

MLSP 202 Intermediate Spanish II 3 Credits
This course is a continuation of MLSP 201 Intermediate Spanish I. Grammar and syntax are reviewed, with a greater emphasis on oral work. Students engage in class discussions and conversation as well as reading and writing assignments. The Modern Language Department recommends this course to students with three to four years of previous study of Spanish at the high school level or three semesters at the college level. Prerequisite: MLSP 201 Intermediate Spanish I or departmental approval.

MLSP 400 Special Study in Spanish 1-4 Credits
This course involves independent work on a selected topic under the direction of members of the Modern Language Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

MUSIC

MUSC 101 History and Development of Music 3 Credits
This course offers greater understanding and enjoyment of music. A wide range of music is presented with emphasis on musical style and historical background evident in the works of the great composers. Study includes compositions from the Renaissance to the present. Prerequisite: ENGL 092 Preparing for College Reading II or waiver by placement testing results.

MUSC 131 Music Theory I 3 Credits
This course presents fundamental music theory through an introduction to reading music, scales, intervals, chords, and basic harmonic progressions. Harmonic analysis is integrated with written exercises.

MUSC 151 Vocal Performance 3 Credits
This course concentrates on the theatrical singer and singers of choral music who wish to develop solo technique. Through intense preparation of solo repertoire as well as scene study, the student approaches singing with the depth and intensity essential to success in the music and theater field. Areas of study include breathing, vocal technique, and audition technique. An accompanist is provided.
NURS 101 Nursing I 8 Credits
This course is designed to provide the foundation for nursing practice. The focus is on the nursing process, patients, and their families as community members, and the adaptations in their patterns of daily living necessary during illness. Emphasis is placed on health and hygienic practices for the nurse and patient. Content includes interpersonal relations, observations, communications, nutrition, basic pharmacology, and therapeutic measures with an introduction to critical thinking, evidence-based practice, and patient teaching. This course has a lecture, lab, and clinical component. A minimum grade of C+ (78%) is required. Pre/Corequisites: Anatomy and Physiology I (Biol 201) and General Psychology (PsyC101).

NURS 203 Nursing II 4 Credits
This course is designed to introduce the student to the role of the nurse in the comprehensive health care of mothers and newborn infants during the childbearing phase of the lifecycle. A family centered approach applying the nursing process is the framework for health care delivery to families from diverse populations. The student is guided to integrate previously learned knowledge and skills. Content includes social and biological sciences, nutrition, pharmacology, growth and development, patient/family teaching, critical thinking and evidence-based practice. Emphasis is placed on the study of relationships and responsibilities as the family expands. This course has a lecture, lab, and clinical component. A minimum grade of C+ (78%) is required. Pre/Corequisites: Anatomy and Physiology I (Biol 201) and General Psychology (PsyC101). Pre/Corequisite: Anatomy and Physiology II (Biol 202).

NURS 204 Nursing III 4 Credits
This course is designed to build upon the content of Nursing 101 and focuses on basic human needs when altered by common health problems. The content includes pathophysiology, pharmacology, nutrition, social sciences, nursing theory, patient teaching and evidence-based practice. The student continues to apply the nursing process in the care of patients with medical and surgical problems. The student is guided to integrate previous learning. This course has a lecture, lab, and clinical component. A minimum grade of C+ (78%) is required. Preerequisites: Nursing I (Nurs101), Anatomy and Physiology I (Biol201) and General Psychology (PsyC101). Pre/Corequisite: Anatomy and Physiology II (Biol202).

NURS 212 Nursing I-E 6 Credits
This course is designed as the foundation for nursing practice, stressing critical thinking and the nursing process. Emphasis is on health, hygienic practices, and the necessary adaptations during illness. The content includes the study of interpersonal relations, safety, basic pharmacology, asepsis, and psychomotor skills and concepts necessary for therapeutic interventions. Evidence-based practice is introduced. This course has a lecture, lab, and clinical component. A minimum passing grade of C+ (78%) is required. Pre/Co-requisite: Anatomy & Physiology I (Biol201); General Psychology (PsyC101).

NURS 213 Nursing II-E 5 Credits
This course is designed to introduce the role of the nurse in meeting health needs of the growing family. The focus is the maternity cycle, care of the neonate, and the 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+ (78%) is required. Pre/Co-requisites: Anatomy & Physiology I (Biol201); Nursing I-E (Nurs212); General Psychology (PsyC101). Pre/Corequisite: Anatomy & Physiology II (Biol202).

NURS 214 Nursing III-E 5 Credits
This course is designed to focus on the application of critical thinking to the nursing process when caring for patients whose basic needs are threatened by common health problems. Integration of previous learning is expected. Nursing constructs as they apply to acutely ill patients are introduced. The content includes nursing theory, pathophysiology, pharmacology, evidence-based practice, and the social sciences. This course has a lecture, lab, and clinical component. A minimum passing grade of C+ (78%) is required. Pre/Co-requisites: Anatomy & Physiology I (Biol201); General Psychology (PsyC101); Nursing I-E (Nurs212). Pre/Corequisite: Anatomy & Physiology II (Biol202).

NURS 301 Nursing IV 9 Credits
This course is designed to present the principles of comprehensive nursing care related to the major mental and physical health problems across the life span. The content includes pathophysiology, pharmacology, nutrition, social sciences, and nursing theory. Emphasis on patient teaching, evidence-based practice, and critical thinking continues. The nursing process is further implemented as the student learns to recognize and meet more complex nursing problems. Clinical experiences are planned in medical surgical, psychiatric, and/or pediatric community settings. The student is expected to integrate previous learned knowledge and skills. This course has a lecture, lab, and clinical component. A minimum grade of C+ (78%) is required. Pre/Co-requisites: Anatomy & Physiology II (Biol202); Nursing II (Nurs203), Nursing III (Nurs204). Pre/Corequisites: Human Growth & Development (PsyC205) and Microbiology (Biol231).

NURS 302 Nursing V 9 Credits
This course is designed to continue to present the principles of comprehensive nursing care related to major complex mental and physical health problems across the life span. The content includes pathophysiology, pharmacology, nutrition, social sciences, and nursing theory. The nursing process is further implemented as the student learns to recognize and meet more complicated health problems. Emphasis on patient teaching, evidence-based practice, and critical thinking continues. Community resources are included as a focus for continuity of care. Clinical experiences are planned in medical surgical, psychiatric, and/or pediatric community settings. The student is expected to integrate previous learned knowledge and skills. This course has a lecture, lab, and clinical component. A minimum grade of C+ (78%) is required. Pre/Co-requisites: Anatomy & Physiology II (Biol202); Nursing IV (Nurs301).

NURS 303 Nursing Seminar 1 Credit
This course is designed to present the evolution of nursing practice as it interfaces with contemporary nursing issues and problems that influence health care delivery. Contemporary issues relating to leadership and management, health care costs, nursing theory, legal and ethical concerns, cultural disparity of disease, emergency preparedness, world health problems, and health care policy are discussed. Lectures and discussion integrating previous knowledge and skills are utilized. A minimum grade of C+ (78%) is required. Preerequisite: Nursing IV (Nurs301). Co-requisite: Nursing V (Nurs302).
NURS 304 Nursing 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+ (78%) is required. Prerequisite: Anatomy & Physiology II (BIOL202); Nursing II-E (NURS213) and Nursing III-E (NURS214) are required for part-time generic students. Advanced placement students must have a current license to practice. Practical Nursing in the Commonwealth of Massachusetts. Pre/co-requisite: Human Growth and Development (PSYC205).

NURS 305 Nursing B 6 Credits
This course is designed to present the principles of comprehensive nursing care related to major mental and physical health problems across the life span. Students are expected to integrate previously learned knowledge and skills. The nursing process is further implemented as the student intervenes therapeutically. The course content includes nursing theory, pathophysiology, pharmacology, nutrition, and the social sciences. Emphasis on critical thinking, evidence-based practice, and teaching/learning continues. Clinical experiences are planned in medical surgical, psychiatric, and/or pediatric settings. This course has a lecture, lab and clinical component. A minimum passing grade of C+ (78%) is required. Prerequisite: Nursing A (NURS304).

NURS 306 Nursing C 6 Credits
This course is designed to build on the knowledge and skills of the previous nursing curriculum. The nursing process is further implemented to provide a framework for comprehensive nursing care for diverse populations across their life span. The content includes nursing theory, pathophysiology, pharmacology, nutrition, and the social sciences. Critical thinking, evidence-based practice, and teaching/learning continue to be stressed. Clinical experiences are planned in medical surgical, psychiatric, and/or pediatric settings. This course has a lecture, lab and clinical component. A minimum passing grade of C+ (78%) is required. Prerequisite: Nursing B (NURS305). Pre/co-requisite: Microbiology (BIOL231).

NURS 307 Nursing Trends 1 Credit
This course is designed to provide a survey of the challenges, issues, and problems influencing contemporary health care delivery. Nursing history and the growth of leadership and management in nursing practice are reviewed. Legal and ethical responsibilities, cultural disparity of disease, emergency preparedness, and global health problems are discussed. Lectures and discussion enhance the integration and application of previous nursing knowledge. A minimum passing grade of C+ (78%) is required. Co-requisite: Nursing C (NURS306).

PHILOSOPHY

PHIL 101 Introduction to Philosophy 3 Credits
An introductory examination of the problems and scope of philosophical inquiry, this course introduces the student to major issues in philosophy, including theories of being, theories of knowledge, and theories of value, with attention to the historical development of philosophical thought. Prerequisites: ENGL 101 English Composition I and ENGL 092 Preparing for College Reading II; waiver by placement testing results; or permission of instructor.

PHIL 102 Introduction to Logic 3 Credits
This course is designed to introduce students to the principles of clear thinking. Its objectives are to develop students’ abilities to reason from available evidence to a correct conclusion, to promote an awareness of the precise use of language, and to enable students to analyze fallacious as well as sound arguments.

PHIL 111 Medical Law and Ethics 2 Credits
This course provides an analysis and understanding of laws as they relate to the medical profession and the responsibilities and ethical considerations that must be considered and applied while executing these laws. Topics covered include codes of medical ethics, techniques and methods used in making ethical decisions, structure of the law as it relates to medical health, and the various laws as they pertain to specific situations. Case studies are utilized as much as possible.

PHIL 400 Special Study in Philosophy 1-4 Credits
This course involves independent work on a selected topic under the direction of members of the Philosophy faculty. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

PHYSICAL EDUCATION

PHED 112 Personal Fitness 1 Credit
This is an exercise and activity course that emphasizes personal fitness. Techniques and theories on how to maintain physical fitness are covered. Active participation by the student is expected throughout the course.

PHED 118 Volleyball 1 Credit
This course covers the game’s fundamental skills, techniques, rules, and strategies. Rules, interpretation, and match play strategies are also discussed.

PHED 122 Weight Lifting 1 Credit
Weight-lifting techniques and programs are stressed. Also, the theories on weight lifting are covered, and actual programs are worked on during the course.

PHED 127 Aerobics 1 Credit
This course is designed to teach students the principles and benefits of cardiovascular fitness through participation in aerobic exercise. Students gain endurance and strength by participating in a regular exercise program.

PHED 140 Yoga 1 Credit
This course is designed to help students find their mind-body-spirit connection and reduce their stress levels. Through the practice of traditional yoga postures, breathing exercises, and guided meditation, students will gain strength, flexibility, peace of mind, and a basic understanding of yoga philosophies.

PHED 203 Principles of Coaching 3 Credits
This course concentrates on the principles and techniques of coaching children and young adults in competitive athletics. The course focuses on the philosophy and psychology of coaching, as well as coaching, organizational, and evaluative techniques.

PHED 204 History and Philosophy of Sports and Physical Education 3 Credits
This course introduces students to the historical and philosophical study of sport and physical education. It traces the evolution of physical education and sport in ancient society, Europe, and the United States. Special emphasis is placed on understanding the philosophies of past and present leaders in sport and physical education.

PHED 205 Lifeguard Training 3 Credits
This course includes the skills and knowledge needed to prevent and respond to aquatic emergencies. Requirements and responsibilities of lifeguarding, rescue techniques, facilities operation, CPR, and First Aid, as well as the comprehension of the physiology of drowning are emphasized. Upon successful completion of the course, students are eligible to take the American Red Cross exams in Lifeguard, Community First Aid, and CPR for the Professional Rescuer to become certified as lifeguards. Students must be competent swimmers and able to pass a water pre-test given at the beginning of the course consisting of a continuous swim, treading water, and retrieving a submerged object.

PHED 400 Special Study in Physical Education 1-4 Credits
This course involves independent work on a selected topic under the direction of members of the Physical Education and Athletics Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.
PHYSICS

PHYS 107 Telecommunications Technical Physics 4 Credits
This course is designed to introduce students to the physical laws and principles inherent in the study of the core topics of mechanics, vibrations and waves, light and optics, and electricity and magnetism. The topics of thermodynamics, heat, and modern physics should be treated as time permits. Fiber optics, wave mechanics, and wave propagation will be emphasized. Prerequisite: Telecommunications Technical Mathematics II (MATH144).

PHYS 112 Science of Music Laboratory 1 Credit
This course will include activities related to vibrations, sound waves and other waves, musical instruments, and room acoustics. This course fulfills a four-credit lab science requirement when taken with the corresponding three-credit course, PHYS113. The Science of Music. Laboratory: 2 hours. Prerequisites: Science of Music (PHYS 113).

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, PHYS112. The Science of Music Laboratory. Prerequisites: Preparing for College Reading II (ENGL092) and Introductory Algebra (MATH101) or higher or Permission of Instructor.

PHYS 114 Survey of Astronomy 3 Credits
This is a one semester, introductory astronomy course which is designed to acquaint students with a basic understanding and appreciation of our universe, but with emphasis on the Solar System and the nature of the celestial bodies inhabiting it and the mechanics of their orbits. Emphasis is placed upon understanding scientific concepts as opposed to rote memorization. Topics included in the course are the nature and scale of the universe, observing the night sky from Earth, seasonal changes in the night sky and the Sun’s place on the celestial sphere, the celestial coordinate system, highlights from the historical development of astronomy, the force of gravity and the motion of planets and other celestial bodies, origin of the Solar System, the Earth, and the Moon, the planets of the Solar System, and the Sun. Students are expected to do some observing on their own and to become familiar with the night sky with the help of star charts which the instructor will provide to them. Prerequisite: Intermediate Algebra (MATH112), or waiver by placement testing results, or Permission of Instructor.

PHYS 120 Science of Fire Behavior and Combustion 3 Credits
Designed for fire-science students, this course explores the theories and fundamentals of how and why fires start, spread, and are controlled using the basic principles of physics and chemistry. Prerequisites: CHEM 131 Survey of Chemistry or higher and MATH 101 Introductory Algebra or higher; or waiver by placement testing results.

PHYS 131 Survey of Physics 3 Credits
This course is designed for non-science transfer students. It is a survey of the central ideas of physics and their applications to everyday situations. Emphasis is on qualitative understanding of concepts and theories. Weekly laboratory experiments demonstrate and reinforce the class topics. Lecture: 2 hours, Laboratory: 2 hours. Prerequisite: Introductory Algebra (MATH 101) or higher or waiver by placement testing results. (Survey of Chemistry [CHEM 131] is not a prerequisite.)

PHYS 132 Concepts of Technical Physics I 3 Credits
This is the first semester of a one-year introduction to the principles and applications of technical physics. This course is specifically designed to satisfy the minimum physics requirement for the Architectural Technology, Diesel Technology, and HVAC programs. Emphasis is placed on understanding through problem solving and applications. Topics include vectors, force systems, kinematics, dynamics and Newton’s laws, work, conservation of energy and momentum, and rotational motion. Note: This course can be substituted for Survey of Physics (PHYS 131) in the Architectural Technology, Diesel Technology, and HVAC programs and options. Lecture: 2 hours, Laboratory: 2 hours. Prerequisite: Introductory Algebra (MATH 101) or higher or Departmental Approval.

PHYS 133 Concepts of Technical Physics II 3 Credits
This course is a continuation of Concepts of Technical Physics I (PHYS 132). Topics include properties of solids and fluids, heat and thermodynamics, wave motion, sound, electrostatics, electric current, electromagnetism, light, and optics. Note: This course can be substituted for Concepts of Technical Physics in the Architectural Technology, Diesel Technology, and HVAC programs and options. Lecture: 2 Hours, Laboratory: 2 Hours. Prerequisite: Concepts of Technical Physics I (PHYS 132) or Departmental Approval.

PHYS 151 College Physics I 4 Credits
This is the first semester of a one-year introduction to the principles and applications of physics. Emphasis is placed on understanding through problem solving. Topics are vectors, force systems, kinematics, dynamics and Newton’s Laws, work, conservation of energy and momentum, and rotational kinematics and dynamics. Lecture: 3 hours Laboratory: 2 hours. Prerequisite: Intermediate Algebra (MATH112) or higher or waiver by placement testing results or departmental approval.

PHYS 152 College Physics II 4 Credits
This is a continuation of College Physics I (PHYS151). Problem solving ability is further developed. Topics include properties of solids and fluids, heat and thermodynamics, wave motion, sound, electrostatics, electric current, electromagnetism, light, and optics. Lecture: 3 hours Laboratory: 2 hours. Prerequisite: College Physics I (PHYS151) or departmental approval.

PHYS 161 General Physics I 4 Credits
This course is an introduction to classical physics using calculus. Topics are vectors and scalars, kinematics and dynamics, work, energy, momentum, the conservation laws, and rotational kinematics and dynamics. The basic concepts of calculus are introduced within the context of the course material. This course is usually offered in the fall. Lecture: 3 hours Laboratory: 2 hours Pre/Corequisite: Calculus I (MATH221) or waiver by placement testing results or departmental approval.

PHYS 162 General Physics II 4 Credits
A continuation of General Physics I (PHYS161), topics in this course include heat and thermodynamics, oscillatory and wave motion electrostatics, electric current, electromagnetism, Maxwell’s Equations, light, and optics. This course is usually offered in the spring. Lecture: 3 hours Laboratory: 2 hours. Prerequisite: General Physics I (PHYS161) or departmental approval.

PHYS 401 Special Study in Physics 1-4 Credits
This course involves independent work on a selected topic under the direction of the faculty of the Physics Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

PSYCHOLOGY

PSYC 101 General Psychology 3 Credits
This course is an introduction to psychology as the science of human behavior. Major topics include scientific method, history of psychology, learning, motivation, emotion, social psychology, and perception. Prerequisites: Preparing for College Reading II (ENGL092) and Introductory Writing (ENGL099) and Fundamentals of Mathematics (MATH010), or waiver by placement testing results, or Departmental Approval.
PSYC 201 Abnormal Psychology 3 Credits
This course will provide a systematic study of the causes, symptoms, prognosis, and treatment of various psychological disorders. Attention is given to the methods used to diagnose disorders and the standard classification system that is used. Emphasis is on how disorders deviate from what characterizes normal behavioral development. A multipath perspective that considers biological/genetic, psychological, social, and multicultural factors is used to analyze the causes, course, and treatment of psychological disorders. Prerequisite: PSYC 101 General Psychology or departmental approval.

PSYC 202 Child Psychology 3 Credits
An introduction to the field of child psychology with emphasis on the influence of society and culture in normal development will be given. This course stresses the role of family, heredity, environment, and development of cognitive functioning. Salient research will be summarized and presented. Prerequisites: PSYC 101 (General Psychology) or Departmental Approval.

PSYC 203 Adolescent Psychology 3 Credits
A critical and educational review of research and theories pertaining to the emotional, intellectual, physical, and social development of adolescents is given in this course. Emphasis is placed on the role of peers, family, and experiences in the formation of personalities and the intelligence and emotional behavior of the adolescent. The course is recommended for Secondary Education majors. Prerequisite: PSYC 101 General Psychology or departmental approval.

PSYC 205 Human Growth and Development 3 Credits
This course includes an exploration of the physiological and psychological development of the human organism throughout the life span, including childhood, adolescence, adulthood, old age, and death. Emphasis is placed on identifying factors that are most influential in changes that occur during each of our life stages as well as some of the problems associated with such changes. Prerequisites: PSYC 101 General Psychology or departmental approval.

PSYC 301 Social Psychology 3 Credits
This course studies the analysis of the individual's behavior in social contexts. Topics include the historical background of social psychology, methods of social psychology, acquiring motives and attitudes, social factors in perception, human personality, groups, leadership, and social movements. Prerequisite: PSYC 101 General Psychology or departmental approval.

PSYC 400 Special Study in Psychology 1-4 Credits
This course involves independent work on a selected topic under the direction of members of the Social Science Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

RADILOGIC TECHNOLOGY

RADT 101 Introduction to Clinical Practice 3 Credits
This course is designed to introduce students to the field of Radiologic Technology. Topics covered include basic radiation protection, orientation to allied health professions, medical ethics and legalities, patient care, medical terminology, and image production. Co-requisite: RADT 111 Radiographic Anatomy and Positioning Laboratory I.

RADT 102 Image Production and Evaluation 3 Credits
This course will develop an understanding of the production and processing of medical images. This introductory course examines these essentials: film, video, laser, manual, and automatic processing; intensifying screens; primary exposure factors; and mathematical principles that apply to image quality. These topics include grids, beam-restricting devices, density contrast, detail, geometric and other types of distortion, and ways to reduce dose to the patient. Prerequisite: RADT 101 Introduction to Clinical Practice. Co-requisite: RADT 120 Principles of Digital Imaging.

RADT 105 Medical Imaging 2 Credits
This course will continue to explore the methods of medical image production, including the study of radiographic equipment and techniques. Prerequisite: RADT 102 Image Production & Evaluation. Co-requisite: RADT 131 Radiation Science I.

RADT 106 Seminar/Quality Control 2 Credits
This course is a continuation of RADT 105 Medical Imaging. It will focus on the procedures followed in a quality control program and will examine the benefits of such a program to the radiology department. Also, a review of the entire curriculum of the program, including film critique, will be provided. Prerequisite: RADT 105 Medical Imaging. Co-requisite: RADT 132 Radiation Science II & Protection.

RADT 111 RADT Anatomy and Positioning Lab I 1 Credit
This is the first in a series of related courses that provide students with the skills necessary to begin positioning patients for radiographic examinations. Positioning and related anatomy and pathology of the chest, abdomen, upper and lower extremities are stressed. This course is coordinated with RADT 121 Radiographic Clinical Experience I. Two laboratory hours per week. Prerequisite: acceptance into the Radiologic Technology program. Co-requisite: RADT 133 Radiographic Anatomy and Positioning Lecture I.

RADT 112 RADT Anatomy and Positioning Lab II 1 Credit
This course continues the ongoing study of radiographic positioning, procedures, and related anatomy. Content includes the pelvic and shoulder girdles, axial skeleton, and abdominal organ systems. Two laboratory hours per week. Prerequisite: RADT 111 RADT Anatomy/Positioning Lab I. Co-requisite: RADT 134 RADT Anatomy and Positioning Lecture II.

RADT 113 RADT Anatomy and Positioning Lab III 1 Credit
This course includes advanced positioning and procedures of areas previously studied as well as specialized procedures used to demonstrate specific anatomical and physiological conditions. Two laboratory hours per week. Prerequisite: RADT 112 RADT Anatomy and Positioning Laboratory II. Co-requisite: RADT 137 RADT Anatomy and Positioning Lecture III.

RADT 120 RADT Principles of Digital Imaging 2 Credits
This course is an introduction to the development of computer-assisted diagnosis methods for radiology and includes the principles of computers and their uses, as well as a description of important functional components. Radiologic applications of digital imaging in radiology are reviewed and include digital imaging operating systems, archiving, management networks (PACS, IMACS), and radiology information systems (RIS). Prerequisite: RADT 101 Radiologic Technology I. Co-requisite: RADT 112 RADT Anatomy/Positioning Lab II.

RADT 121 Clinical Experience I 4 Credits
This course provides first-year Radiologic Technology students with the opportunity to apply skills in a clinical setting. Clinical experience is gained at affiliated hospitals approximately two days per week. Students are introduced to the operation of the hospital and radiology department and begin positioning patients for radiographic examinations of the chest, abdomen, and extremities. Competency evaluations are given in these areas. Clinical: two days per week in the fall and eight days during the January intersession. Approximately 15 hours plus winter intersession--64 hours. Prerequisite: acceptance to the Radiologic Technology program. Co-requisite: RADT 101 Introduction to Clinical Practice.

RADT 126 Clinical Experience II A and B 7 Credits
This course provides a continuation of practical skills application. Emphasis is given to positioning of pelvic and shoulder girdles and axial skeleton, genitourinary and digestive systems. Competency is determined by evaluation in these areas. In addition, a 10-week summer clinical experience will provide an opportunity for the student to integrate the didactic and practical aspects of the program and to fully implement all of the skills learned in preparation for the second year of the Radiologic Technology program. Clinical: two days per week in the spring for a total of 14 hours per week. The summer clinical will be for a total of 315 hours over a 10-week interval to coincide with the academic summer calendar of the college. Rotation to a second clinical site is scheduled at the end of IIA. Prerequisite: RADT 121 RADT Clinical Experience I. Co-requisite: RADT 102 Image Production & Evaluation.
RADT 127 Clinical Experience III 5 Credits
Third in a series of clinical courses, this segment includes advanced application of skills in positioning and performance of fluoroscopic and radiographic examinations of the digestive, urinary, and biliary systems and the axial and appendicular skeleton. Second year, semester one: three days per week in the fall, eight days during the January intersession. Clinical: approximately 22 hours, plus 64 hours winter intersession. Prerequisite: RADT 126 Clinical Experience II A and B. Co-requisite: RADT 105 Medical Imaging.

RADT 128 RADT Clinical Experience IV 4 Credits
This is the last in the series of clinical courses. Students complete clinical competency evaluations and are able to function in all entry-level aspects with indirect supervision. Special rotations may be arranged with permission of the Program Director. Students are also introduced to specialized modalities. Clinical: approximately 22 hours; three days per week. Prerequisite: RADT 127 RADT Clinical Experience III. Co-requisite: RADT 106 Radiologic Technology IV.

RADT 131 Radiation Science I 3 Credits
This course addresses the physics of X-ray production, interactions with matter, and the X-ray circuit. Prerequisite: RADT 102 Radiologic Technology II. Co-requisite: RADT 113 Radiographic Anatomy andPositioning 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. Prerequisite: RADT 131 Radiation Science I. Co-requisite: RADT 140 Advanced Imaging Procedures.

RADT 133 RADT Anatomy and Positioning Lecture I 2 Credits
This is the first in a series of lecture courses that provides the Radiologic Technology student with the skills necessary to begin positioning patients for radiographic examinations. Specific topics include terminology of positioning, positioning and regional anatomy of the chest, abdomen and the upper and lower extremities. This course correlates with RADT 121 RADT Clinical Experience I and RADT 111 RADT Anatomy/Positioning Lab I. Prerequisite: acceptance into the Radiology Technology program. Co-requisite: RADT 121 RADT Clinical Experience I.

RADT 134 RADT Anatomy and Positioning Lecture II 2 Credits
This is the second in a series of lecture courses that provides the Radiologic Technology student with the skills necessary to position patients for radiographic examinations. Specific topics include anatomy and positioning of the spine, skull, thoracic cage, gastrointestinal system and genitourinary system. Prerequisite: RADT 133 RADT Anatomy/Positioning Lecture I. Co-requisite: RADT 126 RADT Clinical Experience II A & B.

RADT 137 RADT Anatomy and Positioning Lecture III 1 Credit
This is the third in a series of lecture courses that provides the Radiologic Technology student with the skills that are necessary to position patients for radiographic examinations. The student studies the anatomy and advanced positioning examinations of the appendicular and axial skeletal systems. Prerequisite: RADT 134 RADT Anatomy and Positioning Lecture II. Co-requisite: RADT 127 RADT Clinical Experience III.

RADT 138 RADT Pathology and Sectional Anatomy 3 Credits
This course uses a systems approach to introduce the radiology student to the common pathological findings on radiographic examinations and the fundamental concepts of body structure in cross-sectional imaging. Prerequisite: RADT 137 RADT Anatomy and Positioning Lecture III. Co-requisite: RADT 128 RADT Clinical Experience IV.

RADT 140 Advanced Imaging Procedures 2 Credits
This course introduces students to specialized examinations in diagnostic radiology, which include pediatric, geriatric, advance imaging studies, mobile and trauma radiography, and their modified imaging procedures. The students are introduced to the various imaging modalities: Computed Tomography, Ultrasonography, Magnetic Resonance Imaging, Nuclear Medicine, Positron Emission Tomography, Radiation Therapy, Angiography, Single Photon Emission Computed Tomography, Interventional Radiography, and Bone Densitometry. The study of venipuncture will also be demonstrated. Prerequisite: RADT 105 Radiologic Technology III. Co-requisite: RADT 138 RADT Pathology and Sectional Anatomy.

RADT 305 MRI Clinical Experience I 1 Credit
This course provides MRI Certificate students with the opportunity to apply skills in a clinical setting. Clinical experience is gained at affiliated MRI facilities approximately four hours per week. Students are introduced to the operation of the MRI department and gain experience in patient screening and safety, coil selection, patient positioning, protocol selection, and filming. Competency evaluations are given in these areas.

RADT 306 MRI Clinical Experience II 1 Credit
This course provides a continuation of practical skills application for MRI Certificate students. Clinical experience is further developed at affiliated MRI facilities, approximately four hours per week. Students refine technical proficiency in patient preparation and safety, coil selection, patient positioning, protocol selection, and filming. Competency evaluations are given in these areas.

RADT 308 Magnetic Resonance Imaging 2 Credits
This course continues to explore the methods of MRI production, including the study of MRI equipment and techniques. Image acquisition and reconstruction selection, with an emphasis on advanced imaging techniques, including MR Angiography, Cardiac Imaging and Spectroscopy, will be discussed. Also included in discussion will be imaging characteristics, artifacts, and quality assurance.

RADT 309 Multi-Planar Sectional Pathology 2 Credits
This course is designed to expose the student to the common pathological findings on MRI examinations. This program is designed to equip the student with the basic knowledge required to select proper choices for scan protocols based on patient history and physical condition. Lectures consists of slide and film presentations and explanations of pulse sequences based on an anatomical regional approach with the guidance of expert guest lecturers.

RADT 312 Introduction to Computerized Tomography 2 Credits
This course introduces students to the basics of magnetic resonance imaging and the various techniques associated with MRI, along with all necessary safety guidelines required to work in the MRI environment or department. Topics covered include the basic principles of MRI, understanding acquisition protocols and how to acquire them, and imaging components and their necessity. Emphasis is placed on patient concerns and anxiety-related issues, understanding the magnetic environment, and safety.

RADT 313 Multi-Planar Sectional Anatomy 2 Credits
This course is an introduction to the fundamental concepts of body structure in cross-sectional imaging. Using a regional approach, the student is introduced to the means to identify anatomical structures in cross-section, utilizing standard (axial, coronal, and sagittal) and customized imaging planes with models, photographs, drawings, and computer-generated medical images.

RADT 321 Introduction to Computerized Tomography 1 Credit
This course introduces students to the basic principles and the various techniques associated with computerized tomography. Topics covered include the historical development of computerized tomography, preparation of the examination room, patient assessment, and education concerning the procedures, patient positioning, protocol selection, image display, filming and archiving, and contrast media.

RADT 323 CT Cross-Sectional Anatomy 3 Credits
This course introduces the fundamental concepts of body structure in cross-sectional imaging. Using a regional approach, the student is provided with the means to identify anatomical structures in cross-section, utilizing standard (axial, coronal, and sagittal) and customized imaging planes with models, photographs, drawings, and computer-generated medical images.

RADT 325 CT Clinical Experience I 1 Credit
This course provides students in the Computerized Tomography Certificate program with the opportunity to apply skills in a clinical setting. Clinical experience is gained at affiliated hospitals. Students are introduced to the operation of the computerized tomography department and are instructed in patient screening and safety, contrast administration, patient positioning, protocol selection, and filming for anatomical examinations. First semester: four hours per week.
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 respirators, 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 101 Fundamentals of Respiratory Care I 3 Credits
This is the first course in the Respiratory Care program, designed for students planning to enter the Respiratory Care profession. The course introduces basic respiratory care concepts, equipment, and practice. Topics include respiratory physiology, normal pulmonary function tests, respiratory patient assessment and care. Prerequisite: RESP 100 Respiratory Care Orientation.

RESP 102 Fundamentals of Respiratory Care II 4 Credits
This course introduces students to the basic principles of oxygen therapy and its use in respiratory care. Topics include the use of oxygen equipment, oximeters, capnometers, airflow monitors, CPAP, BiPAP, PAP theory and therapy, and correct oxygen titration techniques. This course provides the student with the ability to select, review, obtain, and interpret data relevant to respiratory care. Topics of discussion include medical terminology, legal issues, ethical issues, diversity, and communication with physicians. Prerequisite: RESP 101 Fundamentals of Respiratory Care I.

RESP 103 Fundamentals of Respiratory Care III 4 Credits
This course introduces students to the basic principles 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 102 Fundamentals of Respiratory Care II.

RESP 116 Respiratory Care Seminar II 1 Credit
This course is designed to introduce the students to the basics of polysomnographic technology. The students will understand the field of sleep medicine and technology. The scope of practice of sleep medicine and technology are covered. Other topics of discussion are the history of sleep medicine and technology, the nosology of sleep medicine, major categories of sleep disorder, and therapeutic modalities utilized in polysomnographic technology. Prerequisite: RESP 102 Fundamentals of Respiratory Care II.

RESP 301 Polysomnographic Technology I 4 Credits
This course is designed to introduce the students to the basics of polysomnographic technology. The students will understand the field of sleep medicine and technology. The scope of practice of sleep medicine and technology are covered. Other topics of discussion are the history of sleep medicine and technology, the nosology of sleep medicine, major categories of sleep disorder, and therapeutic modalities utilized in polysomnographic technology. Prerequisite: RESP 102 Fundamentals of Respiratory Care II.

RESP 302 Polysomnographic Technology II 4 Credits
This course is a continuation of RESP 301 Polysomnographic Technology I, with special emphasis on the knowledge of sleep stages. Topics include recognizing sleep states and EEG wave forms; identifying artifact, arousals, alpha intrusions, hypersynchronous theta, beta spindling, asymmetrical activity, seizure activity, sleep disorder breathing, chyne-stokes respiration, OSA, central sleep apnea, mixed apnea, obstructive hypopnea, non-event hypoxemia, cardiac arrhythmias, and bruxism; and identifying and denoting periodic limb movement of sleep. Prerequisite: RESP 301 Polysomnographic Technology I.

RESP 303 Polysomnographic Technology III 4 Credits
This course is a continuation of RESP 302 Polysomnographic Technology II, with special emphasis on the knowledge of sleep stages. Topics include recognizing sleep states and EEG wave forms; identifying artifact, arousals, alpha intrusions, hypersynchronous theta, beta spindling, asymmetrical activity, seizure activity, sleep disorder breathing, chyne-stokes respiration, OSA, central sleep apnea, mixed apnea, obstructive hypopnea, non-event hypoxemia, cardiac arrhythmias, and bruxism; and identifying and denoting periodic limb movement of sleep. Prerequisite: RESP 301 Polysomnographic Technology I.

RESP 304 Polysomnographic Technology IV 4 Credits
This course is a continuation of RESP 303 Polysomnographic Technology III. Students are introduced to periodic limb movement of sleep (PLMS), restless leg syndrome, insomnia, hypersomnia, gastro-esophageal reflux disease (GERD), narcolepsy, parasomnias, MSLT, and MWT. Prerequisite: RESP 303 Polysomnographic Technology III.

RESP 305 Polysomnographic Clinical Experience I 3 Credits
This course provides the students with practical skills in reviewing patients’ charts. This includes verifying medication requirements, determining appropriateness of protocol, determining special precautions related to infection control, performing patient assessment, performing patient orientation techniques, preparing and organizing necessary electrodes and monitors, and applying electrodes correctly. Prerequisite: RESP 301 Polysomnographic Technology I.

RESP 306 Polysomnographic Clinical Experience II 6 Credits
This course provides a continuation of practical skills application. Emphasis is given to calibrating all necessary equipment; calibrating and interpreting data; and analysis of the polysomnographic procedure; determining heart rate, respiratory rate and respiratory patterns, oxygen saturation levels, and esophageal pH and carbon dioxide levels. Prerequisite: RESP 303 Polysomnographic Clinical Experience I.
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. Prerequisites: Preparing for College Reading II (ENGL 092) and Introductory Writing (ENGL 099) and Fundamentals of Mathematics (MATH 010), waiver by placement testing results, of Departmental Approval.

SOCI 232 Sociology of Race and Ethnicity 3 Credits

This course utilizes a sociological perspective to explore the experiences of racial and ethnic groups in the United States. Drawing on sociological concepts and theoretical perspectives regarding minority-majority relations among racial ethnic groups, this course focuses on the role of power, privilege and access to resources in the social construction of race and ethnicity. The course will explore the dynamics of institutionalized racism and address a variety of contemporary policy debates in order to better understand the roles that race and ethnicity play in shaping American society and culture. Prerequisite: SOCI 104 Principles of Sociology or departmental approval.

SOCI 331 Victimology 3 Credits

This course is designed to enhance students' understanding of crime theory through specific examination of crime victims. Special attention will be given to the rediscovery of the crime victim, the role of the victim, victim precipitation, and the concept of a victim-centered justice system. Discussion will include historical and current responses by the criminal justice system in light of victimization theories and the key sociological forces associated with victimization. Prerequisite: SOCI 203 Criminology.

SOCI 400 Special Study in Sociology 1-4 Credits

This course involves independent work on a selected topic under the direction of members of the Social Science Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

SPEECH

SPCH 105 Speech Communication 3 Credits

This course covers small-group and interpersonal communication, using a variety of exercises. Formal consideration is given to the planning, organization, and delivery of speeches. Students also analyze persuasive and informative techniques as they experience subject, speaker, and audience.

SPCH 107 Oral Interpretation 3 Credits

This course provides an introduction to the art of oral interpretation of literature, including the techniques of literary and communicative analysis for public performance. Goals of the course include development of methods in handling speech fright, building confidence, and audience adaptation. The course is especially recommended for future teachers. Co/Prerequisite: ENGL 092 Preparing for College Reading II.

SPCH 110 Public Speaking 3 Credits

This course is designed as a speaking-intensive course. Students study, evaluate, and perform all aspects of public communication. Emphasis is placed on the development, preparation, and performance of public presentations in a variety of settings.
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 1-4 Credits
This course involves independent work on a selected topic under the direction of members of the Communicative Arts Department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

TELECOMMUNICATIONS

TCOM 101 Data I 3 Credits
This course examines the evolution of data communications and the technical aspects of data communications equipment and facilities. Topics in programming, databases, networking, and web servers are introduced. Students will understand the components of modern systems and the scope of knowledge needed to become an IT professional. Two lecture and two laboratory hours per week. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Math; waiver by placement testing results; or departmental approval.

TCOM 102 Data II 3 Credits
This course introduces the processes and skills necessary to effectively solve problems in relation to writing programs. Students are able to use and combine control flow constructs to design useful programs and become familiar with Local Area Network systems management, connectivity of wires, and cables. Two lecture and two laboratory hours per week. Prerequisite: TCOM 101 Data I or departmental approval.

TCOM 110 Telecommunications I 4 Credits
This course examines the network analysis tool, Wireshark. In addition, students focus on reviewing both the normal and abnormal communication patterns of the TCP/IP suite and most common applications, including DHCP, DNS, FTP, Telnet, HTTP, POP, and SMTP. A hands-on approach is taken with team projects 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 networked video delivery systems. Topics include an overview of TCP/IP networks with a focus on VoIP; Quality of Service (QoS); VoIP system components; VoIP protocols, architecture, and codecs. Students are introduced to video delivery systems with topics in video transport, compression, packet transport, multicasting, content ownership, and security, transport security, IPTV-IP video to the home, video file transfer, VPNs, and home-office video links. A hands-on approach is taken, with team projects. Three lecture and two laboratory hours per week. Prerequisite: TCOM 110 Telecommunications I or departmental approval.

TCOM 129 IT Essentials 3 Credits
This course covers the fundamentals of computer hardware and software as well as advanced concepts. Topics include internal components of a computer, assembling a computer system, installing an operating system, troubleshooting using system tools and diagnostic software, connecting to the Internet, and sharing resources in a network environment. Additional topics include laptops and portable devices, wireless connectivity and basic implementation skills, Voice over Internet Protocol (VoIP), security, safety and environmental issues, applied network configuration and troubleshooting, and communication skills. This course prepares students to take the CompTIA A+ certification exams. Prerequisites: ENGL 092 Preparing for College Reading II, ENGL 099 Introductory Writing, and MATH 010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

TCOM 130 Introduction to Networking 4 Credits
This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Three lecture and two laboratory hours per week and additional online course time of seven hours each week to total 35 online hours.

TCOM 131 Routing and Switching 3 Credits
This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPng, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Two lecture and two laboratory hours per week and additional required online course time of five hours each week to total 25 online hours. Prerequisite: TCOM 130 Introduction to Networking.

TCOM 132 Scaling Networks 3 Credits
This course describes the architecture, components, and operations of routers and switches in large and complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of the course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Students also develop the knowledge and skills needed to implement a WLAN in a small-to-medium network. Prerequisite: TCOM 131 Routing and Switching.

TCOM 133 Connecting Networks 3 Credits
This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students also develop the knowledge and skills needed to implement virtual private network (VPN) operations in a complex network. Two lecture and two laboratory hours per week and additional required online course time of five hours each week to total 25 online hours. Prerequisite: TCOM 132 Scaling Networks.

TCOM 201 Data III 3 Credits
This course is an introduction to Local Area Networks (LANs). Topics covered are Linux and UNIX. Students set up and operate standard tools and learn how they operate together by installing a fully functional Internet server while understanding its structure. Security issues of operation systems are taught throughout the course. Two lecture and two laboratory hours per week. Prerequisite: TCOM 130 Introduction to Networking.

TCOM 210 Data IV 3 Credits
Students learn basic LAN tenets and media, network and local exchange carrier, TCP/IP, NT networking, and telecommunication standards. Topics include IT security awareness, data confidentiality, and securing data. This course introduces risk management, security policies, along with common threats and countermeasures. The course also presents best practices in access control and password policies. Two lecture and two laboratory hours per week. Prerequisite: TCOM 201 Data III or departmental approval.

TCOM 220 Telecommunications III 4 Credits
This is an introduction to the process of choosing, installing, configuring, and maintaining Microsoft Windows client and server systems. Topics include user management, file systems, network domains and domain management, mailers, and printing. Students get practice in writing scripts for performing maintenance tasks. Also, students learn how to these tasks fit into the more general system administration process. A hands-on approach is taken, with team projects. Three lecture and two laboratory hours per week. Prerequisite: TCOM 120 Telecommunications II or departmental approval.
TCOM 240 Telecommunications IV 4 Credits
This course presents a survey of current and emerging technologies in telecommunications. Lectures, interactive learning, demonstrations, and hands-on work are employed. Three lecture and two laboratory hours per week. Prerequisite: TCOM 220 Telecommunications III or departmental approval.

THEATRE
THET 101 Introduction to the Theatre 3 Credits
This course covers an introduction to the history, art, craft, and socio-psychological dimensions of the theatre. The course combines assigned play readings with the study of the elements and techniques used in theatre, as well as viewing live theatre performances. The elements of acting, directing, stage settings, and costuming are incorporated. The relationship between theatre and society is explored. Prerequisite: ENGL 092 Preparing for College Reading II or waiver by placement testing results.

THET 102 Voice Improvement 3 Credits
This course concentrates on developing and improving the student's voice and speech to meet stage, television, and broadcasting needs and the needs of business and personal communication. Exercises improve the student's relaxation, breathing, resonance, articulation, diction, pronunciation, and connection of voice to thoughts and emotions.

THET 200 Introduction to Acting 3 Credits
This course offers hands-on experience in the fundamentals of the craft of acting. Students have the opportunity to explore text and develop confidence in their performance skills through voice and movement exercises, improvisation, and group exercises designed to free emotional spontaneity and creativity. This course is useful to those with an interest in the profession and those looking to improve verbal and communication skills.

THET 201 Acting Techniques I 3 Credits
Students learn and practice the separate parts of the composite art of acting, which entails the effective communication of the ideas and emotions of a dramatic character to an audience. Students are required to rehearse, memorize, and perform several short scenes and monologues in order to develop skills. Prerequisite: THET 204 Movement for Acting or permission of instructor.

THET 204 Movement for Acting 3 Credits
This course is structured to give students an overall understanding of how the actor's body works and to develop their bodies to meet the needs of acting for the stage and screen. Students participate in group and individual physical exercises that will enable them to develop expressive bodies that are connected to their thoughts and emotions. Students are also required to attend live theatrical productions so that they can evaluate how actors use their bodies to express themselves.

THET 221 Creative Drama 3 Credits
This course is recommended to anyone interested in education and designed especially for those who want to work with students pre-K through 12. The course reviews the theory and practice of using the medium of drama in education. Various aspects of dramatic expression are examined, including spontaneous dramatic play and such teacher-guided activities for children and adolescents as creative dramatics, sociodramatic play, improvisation, and story dramatization. Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; or waiver by placement testing results.

THET 400 Special Study in Theatre 1-4 Credits
This course involves independent work on a selected topic under the direction of members of the Theatre department. Limited to two courses per student. Prerequisite: approval of the department chair and division dean.

THET 402 Performance and Production 3 Credits
Introduces the basic techniques involved in play production for the stage, stressing the function of technical, artistic, and administrative work. The student studies all areas of play production and participates in at least two of these areas. Students research and discuss their areas with the instructor, classmates, and professionals in the field. The class also requires that the student acquire hands-on experience working closely with theatre technicians, artists, or administrators. Two lecture and two laboratory hours per week. Co/prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing, or waiver by placement testing results.

THET 431 Stagecraft I 3 Credits
This course emphasizes the creative process used in developing the physical elements of a theatrical production. Students explore the technical elements of stagecraft in an experiential setting. Emphasis is placed on hands-on experience in the study of the processes of scenery, lighting, sound design, costuming, properties, and stage management. Students aid in the construction and technical work required for Massasoit theatre productions.

TRAVEL GEOGRAPHY
TRGE 101 Destination Geography I 3 Credits
This course examines the major characteristics of geographical locations in North, Central, and South America, and the Caribbean. Topics include weather, topography, culture, political structures, and economic situations. This course is usually offered in the fall.

TRGE 102 Destination Geography II 3 Credits
This course examines the major characteristics of geographical locations in Western and Eastern Europe, Asia, Africa, and Australia. Topics include weather, topography, culture, political structures, and economic situations. This course is usually offered in the spring.

VETERINARY TECHNOLOGY
VTSC 101 Introduction to Veterinary Technology 3 Credits
This course is an introduction to the field and occupation of veterinary technology. Topics include the role of the veterinary technician and legal and ethical issues relevant to the profession. In addition, there will be an overview of physical exams, animal husbandry and nutrition, and species and breed identification. This course also includes a discussion on shelter, wildlife and specialty medicine, euthanasia, veterinary medical terminology, and math. Co/Prerequisite: MATH 203 College Algebra or higher.

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: VTSC 101 Introduction to Veterinary Technology.

VTSC 211 Veterinary Clinical Methods I 4 Credits
This course is an introduction to veterinary clinical skills. Hospital safety including kennel management and sanitation are discussed. Students practice safe handling and restraint of various species of animals with an overview of basic physical examination techniques. Preventative health care and immunity, small animal nutrition, grooming, reproductive cycles, sex determination, and behavior and training are also discussed. Two lecture and two laboratory hours per week. Prerequisite: 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 relative to these diseases. Technical skills including venipunctures, catheterizations, routine laboratory procedures, wound care, bandaging, and EKG therapy are also emphasized. Two lecture and two laboratory hours per week. Prerequisite: VTSC 211 Veterinary Clinical Methods I.
VTSC 221  Veterinary Internship I  2 Credits
This course is a practical veterinary experience that expands student knowledge and builds proficiency in skills. Co/Prerequisite: VTSC 101 Intro to Veterinary Technology, VTSC 201 Veterinary Management, VTSC 211 Clinical Methods I, and VTSC 212 Clinical Methods II.

VTSC 222  Veterinary Internship II  2 Credits
This course is a practical veterinary experience that expands student knowledge and builds proficiency in skills. Prerequisites: VTSC 201 Veterinary Management and VTSC 221 Internship I.

VTSC 224  Veterinary Imaging  3 Credits
This course introduces the student to principles of veterinary imaging including radiography and ultrasonography. Topics include radiation safety, patient positioning, special studies, and a review of other diagnostic imaging methods including endoscopy, CT, and MRI. Two lecture and two laboratory hours per week. Prerequisite: BIOL 205 Vertebrate Anatomy and Physiology 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 calculations; legal and ethical considerations; and client communication. Prerequisites: BIOL 121 Biological Principles I, BIOL 205 Vertebrate A&P I, BIOL 206 Vertebrate A&P II, CHEM 151 General Chemistry I, and MATH 203 College Algebra or higher.

VTSC 231  Veterinary Microbiology and Parasitology  4 Credits
This course focuses on internal and external parasites, bacteria, fungi, and viruses important in veterinary medicine. Topics include general characteristics of bacteria, fungi, viruses, protozoans, multicellular parasites, parasite life cycles, pathogenesis, and zoonoses. Three lecture and two laboratory hours per week. Prerequisites: BIOL 121 Biological Principles I, BIOL 205 Vertebrate A&P I, and BIOL 206 Vertebrate A&P II.

VTSC 235  Large Animal Medicine and Management  3 Credits
This course provides an overview of large animal anatomy and physiology, common diseases, breed identification, safe handling and restraint, nutrition, reproduction, sample collection, and medication administration. Prerequisites: BIOL 205 Vertebrate A&P I and BIOL 206 Vertebrate A&P II.

VTSC 236  Lab Animals and Exotics  3 Credits
This course focuses on animals commonly used in a laboratory setting, as well as exotics kept as pets, with emphasis on biology and diseases of rodents, avians, reptiles, and amphibians. Topics include biology and disease, husbandry and handling, pain and distress, environmental enrichment, and ethical use of laboratory animals. This course also covers veterinary nursing skills as it applies to pocket pets and exotics. Two lecture and two laboratory hours per week. Prerequisites: VTSC 211 Clinical Methods I, VTSC 212 Clinical Methods II, BIOL 205 Vertebrate A&P I, and BIOL 206 Vertebrate A&P II.

VTSC 238  Veterinary Pathology  3 Credits
This course examines the nature of disease as it applies to the veterinary medicine. Topics include cell injury and necrosis, inflammation and healing, diseases of body systems, and neoplasia. Prerequisite: BIOL 121 Biological Principles I. Co/Prerequisite: BIOL 205 Vertebrate A&P I and BIOL 206 Vertebrate A&P II.

VTSC 240  Veterinary Anesthesia and Surgery  4 Credits
This course focuses on aseptic preparation of both patient and surgical suite, management of surgical and anesthesia equipment and instruments, injectable and inhalant anesthetics, analgesia, anesthesia induction, maintenance and recovery, common surgical procedures, and anesthetic and surgical complications. Three lecture and two laboratory hours per week. Prerequisites: VTSC 211 Clinical Methods I, VTSC 212 Clinical Methods II, and VTSC 226 Veterinary Pharmacology.
<table>
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<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
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<tr>
<td>Anania, Kenneth</td>
<td>Professor</td>
<td>Humanities &amp; Fine Arts</td>
<td>A.A., Massasoit Community College, B.A., Stonehill College, M.A.T., Fairleigh Dickinson University</td>
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<td>AuCoin, William</td>
<td>Professor</td>
<td>Humanities &amp; Fine Arts</td>
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<td>Ball, Patricia</td>
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<td>Business &amp; Technology</td>
<td>B.S., University of Connecticut, M.A., University of Phoenix, M.A., Nova Southeastern University</td>
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<td>Public Service &amp; Social Science</td>
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<td>Math &amp; Science</td>
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<td>D’Alotto, Brenda</td>
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<td>Humanities &amp; Fine Arts</td>
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<td>Professor</td>
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<td>Desikan, Vasmuthi</td>
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<td>B.S., University of Madras, M.S., Indian Institute of Technology – Madras, Ph.D., Iowa State University</td>
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<td>DeSilva, Martha</td>
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<td>DeVoe, Jane</td>
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<td>M.A., University of Massachusetts – Boston</td>
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<td>DiCarlo, Henry</td>
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<td>B.S., Northeastern University, M.M., Cambridge College, M.A., University of Massachusetts – Lowell</td>
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<td>DiGiovanni, Christopher</td>
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<td>DiMarca, Katherine</td>
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<td>Dunn, Linda</td>
<td>Professor</td>
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<td>B.F.A., Massachusetts College of Fine Art, M.S.A.E., Massachusetts College of Fine Art</td>
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</table>
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M.A., West Virginia University
C.A.G.S., University of Massachusetts
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<td>Simmons, Marc</td>
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<td>Winchell, Melissa</td>
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<td>Zahara, Sawsan</td>
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<td>Aiello, Pauline</td>
<td>Coordinator, Library Services</td>
<td>Library</td>
<td>B.A., Lesley University M.S., Simmons College</td>
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<td>Alves, Christina</td>
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<td>Andreu, Clovis</td>
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<td>Information Technology</td>
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<td>Arsenault, Allison</td>
<td>Manager</td>
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<td>Aspinwall, Linda</td>
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<tr>
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</tbody>
</table>

**Massasoit Community College** • 2015-2016 College Catalog  | Faculty & Staff Directory 199
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Dean  
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Ph.D., Tufts University

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President's Office  
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Canton Operations  
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Disabilities Counselor  
Academic Resource Center  
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B.S., University of Massachusetts – Amherst
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B.S., Fitchburg State University
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B.S., Eastern Nazarene College
M.S., Eastern Nazarene College

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Academic Advising & Assessment
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M.S., University of Pennsylvania

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Corporate & Community Education
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M.S., Eastern Nazarene College

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M.Ed., Boston College

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Facilities

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Facilities

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Communication Dispatcher  
Campus Police

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Information Technology

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Campus Police

Baker, Melbourne  
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Facilities

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Instructional Media  
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Facilities

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Corporate & Community Education

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Facilities

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Campus Police

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Campus Police

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Facilities

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Financial Aid

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A.S., Massasoit Community College

Derienzo, Rocco  
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Facilities

DiPerna, Kenneth  
Maintainer II  
Facilities

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Maintainer II  
Facilities

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Copy Center

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Audiovisual Equipment Technician II, Instructional Media  
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Administration & Finance

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Administrative Assistant II  
Information Technology

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Administrative Assistant II  
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Information Technology

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Head of Grounds  
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Grants

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Public Service & Social Science

Eugene, Wood  
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Facilities

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Administrative Assistant II  
Mailroom/Switchboard

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Clerk III  
Advisement & Counseling

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Maintainer II  
Facilities

Fernandes, Rubens  
Maintainer II  
Facilities

Fernandes, Sadrak  
Maintainer II  
Facilities

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Building Maintenance Supervisor I  
Facilities

Figueiredo, Nathan  
Storekeeper III  
Facilities

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TRIO Student Support Services

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EDP Systems Analyst I  
Information Technology

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Maintainer II  
Facilities

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EDP Technician II  
Information Technology

Francillon, Mimose  
Cook III  
Cafeteria Services

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Facilities

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Math & Science

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Mail Clerk III  
Mailroom/Switchboard

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Information Technology

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Facilities

Getchell, Nicholas  
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Information Technology

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Facilities

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Supervisor, Garage & Motor Pool  
Facilities

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Facilities

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Maintainer II  
Facilities

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Academic Affairs

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Admissions

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Accountant I  
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A.S., Massasoit Community College  
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Campus Police Officer I  
Campus Police

Hoey, Robert  
Campus Police Officer II  
Campus Police

Hurlburt, Ronda  
Buyer I  
Purchasing

Johnson, Lizzetta  
Clerk V  
Middleborough Site
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Campus Police Officer III
Campus Police
B.A., Curry College
M.A., Curry College

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Accountant V
Administration & Finance

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Registrar's Office

Walkins, Robert
Maintainer II
Facilities

Waterman, Michael
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Registrar's Office

Weathers, Rogene
Librarian I
Library

Willis, Brian
Technical Assistant III
Theater

Willis, Theresa
Administrative Assistant II
Nursing & Allied Health

Wright, Jane
Administrative Assistant II
Academic Affairs

Zarrella, Joseph
Painter I
Facilities

Zarrella, Michael
Maintainer II
Facilities
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2016 marks Massasoit’s 50th anniversary. The College community is currently engaged in planning for this important milestone.