

# A MESSAGE FROM THE PRESIDENT

May 2007

For six decades, Holyoke Community College has had a proud tradition of offering our students the best possible start on their education. Whether your interest is in a single course or a full degree, you will experience a university caliber education in a supportive environment. Small classes, friendly staff and a vibrant college community are just a few of the features that set us apart. Be assured that if you are committed to a college education, we are committed to helping you succeed.

We welcome you to come to Holyoke Community College and encourage you to meet with our faculty, staff, and students, and learn firsthand why more than 25,000 students have graduated from the College and 100,000 more have taken courses that enriched their careers and their lives.

Should you have any questions that this catalog does not answer, please contact our Welcome Center at (413) 552-2000. I look forward to seeing you on campus.

Sincerely,



Bill Messner  
President

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Estudiantes que su lengua natal sea Español y que su nivel de comprensión del idioma Inglés sea limitada, deben referirse a la página 14 para más información.

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All policies related and relevant to College Standards can be found in the Student Policy Guide.

The information contained in the College Catalog was checked for accuracy at the time of printing. Changes in College policy and the requirements of Areas of Study are made regularly which could make some of this information obsolete before the next catalog revision. Students should review revisions that are announced each semester in the schedule booklet and check with academic advisors to ensure the current accuracy of important information.

In the event of typographical errors, the information formally approved by the College and on file will take precedence over the Catalog.

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# **MISSION STATEMENT**

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Holyoke Community College's mission is to serve the Pioneer Valley by providing comprehensive, high-quality educational opportunities that are responsive to community needs and meet the intellectual, esthetic, and practical needs of a diverse student body. The College offers the full range of programs and services appropriate to a community college, as defined by the Massachusetts Board of Higher Education's generic system-wide community college mission statement. In addition, the College will continue to focus upon the following strengths that distinguish Holyoke Community College from other colleges.

Since its inception over half a century ago, the College has excelled at serving transfer-oriented students and is today widely recognized for the quality of its liberal arts, fine and performing arts, and career transfer programs. Building upon this strength is a major goal of the institution. The College values its leadership position in the development and implementation of collaborative transfer and joint admissions programs with public and private four-year colleges and universities in the region. The College will continue to offer one of the broadest arrays of exemplary transfer options in the system, making it an exceptional avenue of access to the Commonwealth's flagship university and other public and private colleges in the area.

Holyoke Community College is committed to career programs responsive to the economic and social needs of the region. A wide range of career-oriented programs, in areas such as Business, Health, and Technology, are designed to prepare students to enter and advance in their chosen field. Through active collaboration with industry, government, and community groups, the College constantly increases the strength, currency and variety of its programs. All areas of study provide a basis for transfer, since all Associate Degree programs include a common core of courses designed to expose students to diverse fields of knowledge.

At Holyoke Community College concern for the success of the individual student is paramount, an institutional quality that is widely recognized in the community and that permeates every program and service. Holyoke Community College's innovative approach to student success is reflected in the culture of the institution, as demonstrated by campus facilities, the wide variety of service delivery methods, and the assortment of services to address the specific needs of individual students and groups of students.

As a learning-centered institution, the College encourages and supports a contemporary assortment of instructional strategies. These include interdisciplinary courses, Learning Communities, experience-based education, community service learning, self-paced learning, web-based instruction, distance learning, and the use of instructional technology in a full range of subjects and at instructional levels ranging from pre-college to honors level offerings.

Serving an economically, educationally and linguistically diverse population, the College has a special commitment to public school partnerships and adult literacy. Holyoke Community College is the site for vital educational opportunity programs including an Upward Bound Program, a Massachusetts Educational Opportunity Program, and the regional center for a System for Adult Basic Education Support for Western Massachusetts.

# **GENERAL INFORMATION**

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## **HOW TO APPLY**

### **ADMISSION TO THE COLLEGE**

Holyoke Community College is a public institution of higher education with an open admission policy. General requirements for admission to a degree or certificate program include a high school diploma, General Equivalency Diploma (G.E.D.), the Ability-to-Benefit Test (A.T.B.) or completion of an approved home schooling program. Students must be beyond the age of compulsory school attendance in Massachusetts (16 years old). Home schooled students should refer to the Home School policy for additional information.

In addition to general requirements, some programs are both selective and competitive, and include, but are not limited to, Nursing (RN, PN), Radiologic Technology, Graphic Design, Culinary Arts, and Veterinary Technician. Your application may result in an offer to be placed on a waiting list for the first available opening. Please review individual program requirements or meet with an Admissions Counselor for additional information.

While coursework for most programs may begin in either the fall, spring or summer, the following programs start in the fall semester only: Practical Nursing (PN), Nursing (RN), Culinary Arts, Radiologic Technology, Veterinary Technician, and Graphic Design Certificate.

Interviews are not required for admission to the College, however, an appointment with an Admissions Counselor is recommended to clarify program choices and requirements. To request a campus tour, please contact the Welcome Center by email [admissions@hcc.mass.edu](mailto:admissions@hcc.mass.edu) or call (413) 552-2000.

### **Application Process**

1. Review the admission requirement for your program of choice. Some programs require special admission procedures and/or prerequisite work.
2. A \$10 nonrefundable application fee must accompany all applications. This fee may be waived if previously paid to HCC or another Massachusetts community college.
3. Applicants self-certify fulfillment of admission requirements on the application form. Current high school seniors certify after high school graduation. HCC reserves the right to request official records. Note: To matriculate into a college program and receive federal and state financial aid, applicants must fulfill general admissions requirements (high school diploma, G.E.D., A.T.B. Test or completion of an approved home schooling program).
4. For all applicants under eighteen years of age, a parent/legal guardian signature is required.
5. To transfer credit from other colleges, please forward official transcripts to the admissions office. Note: Those with prior bachelor's degree and above may be restricted from certain federal and state financial aid programs. Please check with Financial Aid.
6. Upon acceptance, please confirm your intent to enroll at HCC by submitting a non-refundable \$50 deposit.

### **Ability-to-Benefit**

The Ability-to-Benefit Test (A.T.B.) is a federally approved basic skills assessment providing access to college programs and federal financial aid, without a high school diploma or G.E.D. Applicants must meet minimum passing scores established by the U.S. Department of Education. Those requesting English as a Second Language support are eligible for an assessment appropriate to non-native speakers of English. Although not required for graduation, obtaining the G.E.D. prior to college graduation is strongly recommended.

## **Early Admissions**

Students may enroll for individual courses and simultaneously earn high school level and college credit. To be eligible, students must be recommended by their high school principal or guidance counselor. Home schooled students must be recommended by the principle instructor of their home schooling program. In all cases, courses must satisfy approved high school or home schooling curriculum requirements. Students must also meet all HCC course pre-requisites. For additional information please contact Admissions at (413) 552-2321

## **Home School**

Home schooled students, without a high school diploma or G.E.D., are eligible to apply for admission to a degree or certificate program provided they have successfully completed an approved home schooling program in accordance with Massachusetts General Laws or the laws of their home state. To determine whether a student has participated in an approved home schooling program, the student shall submit, with the application for admission, evidence that the home schooling program was approved by the student's school district's superintendent or school committee. If the home schooled student is under the age of compulsory school attendance (16 years old), a letter from the school district's superintendent or school committee is also required. The letter must state the student has completed the approved home schooling program, is not considered truant, and would not be required to attend further schooling or continue to be home schooled. In addition, students under the age of compulsory school attendance must see the Director of Admissions for additional information regarding the enrollment process and consideration factors relating to course and program participation.

## **Joint Admission**

Holyoke Community College participates in Joint Admission Programs with the four campuses of the University of Massachusetts and all of the state colleges, except the Massachusetts College of Arts and the Massachusetts Maritime Academy.

The agreement between the community colleges and the University of Massachusetts, as well as the Massachusetts state colleges, is open to any student in a designated Joint Admission Program. Those students who are identified as eligible to participate under the Joint Admission Program are conditionally accepted by the university or state college of their choice. To satisfy the conditional admission into the University or State College of choice, participating students must earn an Associate Degree in a designated Joint Admission Program with a 2.5 QPA.

Participation in Joint Admission Programs can be terminated at any time. Indication of participation in Joint Admission does not obligate the student to enroll at any institution. Transfer admission to these and other institutions is available to any student who meets the requirements (see Transfer Compact).

### ***Selected Private School Joint Admissions***

Holyoke Community College has established Joint Admissions programs with the following local private schools, American International College, Western New England College and Bay Path College. Enrollment into these programs is based upon designated programs at Holyoke Community College. Students interested in these programs must sign up for this program as early as possible.

Under these programs students are conditionally accepted into these schools provided that you have earned an associate degree or accumulated 60 credits hours at Holyoke Community College with a minimum cumulative grade point average (American International College 2.0 GPA, Western New England College 2.3 GPA, and Bay Path College 2.0 GPA). Each school has established merit-based financial aid packaging based upon the student cumulative grade point average. For further information please contact the Transfer Counselor (Frost 221

### ***Tuition Advantage Program***

Students participating in Joint Admission and graduate from Holyoke with a 3.0 GPA or higher receive 1/3 off the in-state tuition for the first year of their bachelors degree program at a participating college. The reduction is renewable for a second year for students maintaining a 3.0 or higher GPA. Currently,

students transferring into continuing education programs are NOT eligible for the Tuition Advantage Program.

Students seeking readmission to a previously attended state college or university are not eligible to participate in Joint Admission at that school, but may participate with other eligible schools.

Holyoke Community College is currently developing Joint Admission Agreements with other colleges and universities. For further information, contact the Transfer Counselor (Frost 221).

### **MCAS (Massachusetts Comprehensive Assessment System)**

For those applicants attending Massachusetts's public high schools (Class of 2003 and beyond), final acceptance to HCC is contingent upon fulfillment of MCAS graduation requirements. Those earning a Certificate of Attainment or Certificate of Achievement (indicating non-fulfillment of MCAS) will be required to pass the A.T.B. Test. Please check with Admissions.

### **RESIDENCY STATUS**

Residency status is a determining factor in calculating Tuition and Educational Service Fees. However, Residency status is not a determining factor in calculating Tuition and Fees for credit courses held in the evening, weekends, or online. Charges for these classes are consistent with instate residency statutes. See page 8 for specific information pertaining to Tuition, Fees, etc. The Board of Higher Education for Massachusetts Colleges has established the following residency classifications:

#### ***In-State Status***

U.S. citizen or permanent resident who has lived in Massachusetts for at least six continuous months prior to the first day of the semester for which they apply and who intend to continue living in Massachusetts indefinitely.

#### ***New England Regional Student Program Status (NERSP)***

U.S. citizen or permanent resident who has lived in one of the New England states for at least six continuous months prior to the first day of the semester for which they apply, and meets NERSP program requirements including those relating to the student's program of study and the distance from the student's residence to the College (determined by the Admissions Office) may qualify a student for eligibility.

#### ***Out-of-State Status***

U.S. citizen or permanent resident who does not reside in Massachusetts or who has lived in Massachusetts less than six continuous months prior to the first day of the semester for which they apply.

#### ***International Students***

If you are not a U.S. citizen or permanent resident, you are required to complete an International Student Admission Application, submit statements of financial support, and transcripts of secondary education and college, if applicable, officially translated in English. Transcripts must be evaluated by an outside credential-evaluating agency. A Test of English as a Foreign Language (TOEFL) score of 525 is required for admission to all programs, unless supplemented by an English as a Second Language Program. International Student Application deadlines are November 1st for Spring semester and July 1st for Fall semester. International student tuition is billed at the non-resident rate.

#### ***Change in Residency Status to Massachusetts Status***

A student originally registered under the Out-Of-State Status or New England Regional Student Program Status (NERSP) who qualifies to change their residency status with the College may do so through the Student Accounts Office. Proof of permanent residency in Massachusetts and effective date are required. More information may be obtained at the Student Accounts Office (Frost 201).

### **(CORI) Criminal Offender Record Information / (SORI) Sex Offender Registry Information**

Prior to being placed or accepted into certain programs in which clinical, field, or other practical experience working with vulnerable populations is a required part of the program, including, but not limited to, Nursing, Radiologic Technology or Education, students will be subject to a CORI and SORI

check. The results of this report may or may not disqualify a student from entering a program. Specific details and a complete copy of the College policy can be found in the current edition of the Student Policy Guide.

### **Students Who Wish to Reapply for Admission**

If you previously applied to the College and wish to reapply, you must submit another application for admission. No application fee is required. If you first applied more than one year ago, and never attended the College, you must again submit official college transcripts, if applicable (only kept on file for one year).

### **Placement Assessment**

Holyoke Community College assesses all newly admitted students before they schedule classes for their first semester of study. The purpose of these required tests is to assess achievement in the basic skills of reading, writing, and mathematics. Students who do not demonstrate college-level basic skills are required to take developmental courses that are designed to improve the skills needed to be successful in college. The Admissions Office notifies students of the dates and locations of placement tests after they are admitted to the College. No credit toward graduation is awarded for developmental courses.

If a student's English or Math placement test scores are more than two years old, and the student has not been enrolled in a related math or English course, a retest is required.

#### ***Physics Placement***

All engineering students and others who will be taking PHS 111 must take PHS 101–General Physics, or the Physics Placement Test before registering for Physics 111. This test should be taken prior to the beginning of the Fall semester. Arrangements may be made to take the Physics Placement Test by contacting the Assessment Center Office at 552-2055, Frost 271, or Student Services Office at 552-2390, Frost 262.

### **Advanced Placement Exams/Credit by Examination**

#### ***National Examinations***

HCC grants credit for sufficient scores on certain Advance Placement, College-Level Examination program (CLEP), DANTES, and ACT/PEP examinations. An official score report must be sent directly from the testing agency to HCC's Welcome Center. The Welcome Center can provide more information on minimum score requirements and credit awards 552-2750

### **Students Right-to-Know Policy**

The Student Right-to-Know and Campus Security Act (P.L. 101-542) mandates that all institutions participating in Title IV or HEA programs disclose graduation and transfer-out rates to current and prospective students. In compliance, HCC followed 986 first-time full-time college students who enrolled in one of HCC's degree or certificate programs in Fall 1999. As of Fall 2002, 20% of these students graduated; 17% transferred to another institution prior to graduation; and 14% are still enrolled at HCC. In sum, 52% of the first-time, full-time college students entering HCC in Fall 1999 have, as of Fall 2002, graduated or continued their studies at HCC or at another public or private university in the United States.

### **Corporate College Program**

Through this membership program, private and public organizations of any size can become members for a \$40 annual fee. Membership benefits include a \$10 per credit discount on HCC credit courses and up to a 10% discount on most non-credit offerings and contract training. Employers may receive a free brochure detailing all Corporate College Program benefits by calling (413) 552-2122 or emailing CBPD@hcc.mass.edu.

## **EXPENSES**

The estimated annual cost of attendance at Holyoke Community College is \$4,137.00 for a full-time Massachusetts resident carrying 12 semester hours per term. Included in this estimate are tuition, health

insurance, fees, books, and supplies. Transportation and personal expenses, such as meals in the College's cafeteria, will vary for each student. Also, students intending to enroll in specialized areas of study such as music, hospitality management, and health or child-related studies will incur additional expenses for applied music lessons, uniforms, special supplies, and health/physical examinations.

TUITION (\$288 per semester - 12 credits) .....	\$576.00
STUDENT SERVICES FEE (\$25 per semester) .....	\$50.00
TRANSIT FEE (Day only - \$14 per semester) .....	\$28.00
FACILITY.USE.FEE (\$10 per semester).....	\$20.00
HEALTH INSURANCE (Annual).....	\$753.00
EDUCATIONAL SERVICES FEE (\$948 per semester).....	\$1,896.00
BOOKS AND SUPPLIES (Annual).....	\$800.00
MassPIRG (\$7 per semester - optional) .....	\$14.00
<b>ESTIMATED ANNUAL COST .....</b>	<b>\$4,137.00</b>

### **Tuition, Fees and Charges\***

#### **Application Fee (non-refundable)**

Massachusetts Resident.....	\$10.00
Out-of-state Resident.....	\$10.00

#### **Advance Payment/Non-refundable Deposit (per semester)**

Massachusetts Residents and Out-of-state Residents .....	\$50.00
International Students .....	\$100.00

#### **Tuition (per semester, 12 credits)**

Massachusetts Resident.....	\$288.00
Massachusetts Resident/per credit.....	\$24.00
Out-of-state Residents and International Students .....	\$2,760.00
Out-of-state Residents and International Students/per credit .....	\$230.00

**Health Insurance (per year) .....\$753.00**

**Educational Services Fee (per credit) .....\$79.00**

#### **Music Fee**

for 50-minute private lessons .....	\$450.00
for ½-hour private lessons .....	\$250.00

**Transit Fee (per semester – day students).....\$14.00**

**Transcript Fee per Copy.....\$5.00**

**Student I.D. Card Replacement Fee .....\$7.00**

**Invalid Check Fee.....\$20.00**

**MassPIRG Fee (per semester, optional).....\$7.00**

**Late Registration Fee .....\$10.00**

**Late Payment Fee .....\$20.00**

\*All tuition, fees, and expenses are subject to state and legislative action; that and other circumstances may require adjustments in the tuition and fees stated in this catalog. The College reserves the right to make such adjustments in these charges as may from time to time be required by the Board of Higher Education or the Board of Trustees. Students acknowledge this reservation by submitting applications for admission or by registering for classes.

## **Tuition Payments**

Payments may be made by check or money order payable to Holyoke Community College, or may be charged to VISA, MasterCard or Discover in person at the College's Student Account Services. Please forward all payments to:

Holyoke Community College  
ATTN: Student Account Services, Frost 201  
303 Homestead Avenue  
Holyoke, MA 01040-1099

**Holyoke Community College reserves the right to cancel a student's class schedule, at any time and without prior notice, if payment of tuition and all fees is not received by the due date on the student's bill.**

## **Tuition and Fees\* Refunds**

*(see semester brochure for summer refund schedules)*

Tuition and fee payments are refundable only after a student has:

- 1) completed a withdrawal form available in the Welcome Center (Frost 221) **and**
- 2) participated in an exit interview with a counselor.

The percentage of refund is determined by the date that the student secures official approval of withdrawal.

**All credit course refunds are subject to a minimum withdrawal fee of \$50.**

- 1) Prior to the first day of classes as published in the academic calendar  
(less non-refundable deposit of \$50) ..... 100%
- 2) During the first week of classes ..... 75% of tuition & ESF<sup>1</sup>
- 3) During the second week of classes ..... 50% of tuition & ESF<sup>1</sup>
- 4) During the third week of classes ..... 50% of tuition only±
- 5) After the third week of classes ..... 0%

<sup>1</sup> ESF = Educational Service Fees

The following fees are not refundable after the first day of classes, as published in the academic calendar: Student Services, Transit (PVTa), Facility Use and advance payment fee.

**\*Collection Costs: Past due accounts referred to collection agencies will be charged legal fees, plus collection company fees and other costs. Collection costs can be as high as 40% of the past due balance. In addition to a collection agency, unpaid accounts will be referred to the Massachusetts Department of Revenue for tax intercept.**

## **Tuition Exemptions**

### ***Elders***

Persons 60 years old or older may attend Holyoke Community College on a space available basis for \$50 per semester (credit classes only). Non-credit classes are charged at the catalog rate. *See Senior Waiver under Special Programs and Services.*

### ***National Guard***

Massachusetts residents who are members in good standing of the National Guard are eligible for a tuition waiver for Day Division classes. Students with tuition waivers are responsible for all fees other than tuition. National Guard tuition waivers may not be applied to evening, weekend, and online classes. The Veteran Services Coordinator in the Welcome Center, (Frost 221, 552-2265) can provide further information.

### ***Veterans***

Eligible veterans, reservists, disabled veterans, and dependents of deceased veterans may qualify for monthly educational benefit payments from the Veterans Administration. Certain eligible veterans residing in Massachusetts are also entitled to a tuition waiver for Day Division or Continuing Education classes. Students with tuition waivers are responsible for all fees other than tuition. The Veteran Services

Coordinator in the Welcome Center (Frost 221, 552-2265) can provide further information about veteran waivers and benefits.

## **FINANCIAL AID**

The vast majority of financial aid funds at Holyoke Community College come from Federal and State programs for which eligibility is need-based. Students must reapply for this aid each academic year. State-funded programs require the student (and parent) to have been Massachusetts residents for at least one year before the start of the school year. All awards are subject to the availability of funds and changes in Federal, State, and College regulations, policies and procedures.

All students at Holyoke Community College benefit from the low community college tuition and fees made possible by substantial support from the Commonwealth of Massachusetts. In addition, many students or families who are taxpayers also benefit from the "Hope Scholarship" tax credit, the "Lifetime Learning Credit," the deductibility of student loan interest payments, and/or other federal tax breaks. For detailed information you can read IRS Publication 970, Tax Benefits of Higher Education, which you can download from the web site [www.irs.ustreas.gov](http://www.irs.ustreas.gov) or order free by calling 1-800-tax-form (1-800-829-3676).

### **How to Apply**

Financial aid applicants are required to submit a properly completed **Free Application for Federal Student Aid (FAFSA)** for the appropriate school year. The College supports and encourages electronic filing of this federal form through **FAFSA on the Web** ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). Applicants are welcome to use the self-service computers in the lobby of HCC's Financial Aid Office. The paper application can always be used, but the applicant would not benefit from the reductions in errors and increases in speed provided by the electronic process.

In order to meet both the HCC and the State MASSGrant deadlines, the student's Free Application for Federal Student Aid must reach the processor before May 1 for the school year starting in September. If an applicant is selected for verification by the federal processor or by the College, he/she must submit other supporting documents, such as Federal Verification Worksheets and tax returns, directly to the HCC Financial Aid Office.

If a student misses the May 1 deadline, he/she should apply as soon as possible thereafter in order to receive the best possible aid package, even if not starting school until the following spring.

Besides completing the general financial aid application requirements described above, applicants should:

- PROMPTLY** respond to all requests for additional documents, information or action.
- GET ADMITTED** to a degree program or to an eligible certificate program.
- PREREGISTER** for courses as early as possible.
- Sign and return all **AWARD LETTERS** offering aid.

Application forms, additional information, and assistance in completing the forms are available from the Financial Aid Office, Frost 201.

### **Award Packaging Policies**

To receive the aid packages described below, students needed to apply on time and also be eligible for both federal and state financial aid.

For 2005-06 Holyoke Community College used a form of "**EQUITY PACKAGING**" to award financial aid funds. Students with expected family contributions (EFCs) from 0 through 2000 were awarded **GRANT AID** totaling \$5,600, less the dollar amount of their expected family contributions (EFCs). The EFC is determined according to a federal formula based on the FAFSA application data and is reported to the family via the resulting "Student Aid Report." Thus, an eligible student with an EFC = \$0 was awarded grant aid totaling \$5,600, typically including:

- \$4,050 Federal Pell Grant
- \$200 Federal Supplemental Educational Opportunity Grant
- \$800 MASSGrant
- \$432 Financial Aid Tuition Waiver, and
- \$118 Public College Grant

Since these grants exceeded the \$3,600 budgeted amount of tuition, fees, books and supplies, the \$2,000 excess was therefore available to help with out-of-pocket expenses such as room and board, lunches, transportation, and daycare.

Students with EFCs from 2001 through 2400 received GRANT AID totaling \$3600, which was just sufficient to cover direct costs. Students with EFCs from 2401 through 5999 received GRANT AID totaling \$6,000, less the dollar amount of their EFCs.

Three-quarter-time and half-time students were packaged with grants that were three-quarters and one-half of the amounts packaged for full-time students with the same EFC's. Their direct costs were also proportional to enrollment status.

For 2006-07 we expect to use a similar packaging policy.

For students willing to accept loans, we generally try to award subsidized and/or unsubsidized **FEDERAL DIRECT STAFFORD LOANS** in the amount each applicant needs to cover the typical balance of tuition, fees, books and supplies not covered by grant aid. Unfortunately the \$2,625 freshman loan limit on Federal Stafford Loans prevents full coverage for some students.

To discourage excessive debt, however, the College has adopted a default management program. This normally involves one-on-one loan counseling for applicants requesting loans for more than \$2,000 per year for living expenses. This loan counseling also normally requires the preparation of a detailed budget for the present and consideration of future borrowing needs and employment prospects. To limit or avoid reliance on loans, students are also urged to seek private scholarships, trim unnecessary expenses from their budgets, and consider limited part-time work, any available payment plans, or delayed or reduced enrollment.

All Federal Direct Stafford Loan applicants must complete a full financial aid application file, complete an on-line entrance interview in order to ensure that they understand their obligations and sign a Master Promissory Note.

**FEDERAL WORK-STUDY (FWS)** awards are packaged for relatively high-need students indicating an interest in jobs on their Free Application for Federal Student Aid. For 2006-2007 we expect to initially limit FWS offers to applicants with EFCs in the Pell Grant range.

The following policies are also followed:

1. Federal SEOG's are normally restricted to students with EFC's = \$0.
2. Less-than-half-time students are normally restricted to Federal Pell Grants.
3. College-based grants based on need are not reduced for private scholarships unless required by regulations.
4. Students with bachelor's degrees are considered only for loans, jobs, and HCC Scholarships.

### **Satisfactory Academic Progress**

For most federal and state financial aid programs, students must meet both a qualitative and quantitative standard of academic progress.

#### ***Qualitative Standard***

Students must maintain a cumulative grade point average high enough to avoid probation.

<b>Cumulative Quality Hours</b>	<b>Required Cumulative G.P.A.</b>
Below 9	N/A
9-30	1.75
Above 30	2.0

### ***Quantitative Standard***

The quantitative standard has two aspects, incremental progress and a maximum time frame, requiring that the student make reasonable progress toward earning a degree or certificate.

### ***Incremental Progress***

Students must successfully complete at least two-thirds of cumulative attempted semester hours.

### ***Maximum Time Frame***

The maximum number of semester hours that can be attempted equals 150% of the number of hours required at HCC to complete the program of study.

Students who believe that extraordinary mitigating circumstances prevented them from attaining satisfactory academic progress, may submit a written appeal to the Office of the Vice President for Student Affairs.

A complete statement of the Holyoke Community College policy on satisfactory academic progress is available in the Financial Aid Office, Frost 201.

### **Aid Disbursements and the Return of Unearned Aid**

A student's initial financial aid eligibility for each term is generally based on enrollment status at the end of the add/drop period (usually the first 4 or 5 days of a term).

The first aid disbursement for a term is normally scheduled at least 30 days after classes start. A student with a credit balance on his/her account resulting from aid in excess of balances due will receive a check within fourteen days of disbursement.

If the student stops attending classes before completing 60% of the term, the student is generally considered to have earned only a percentage of his/her aid equal to the percentage of the term completed. In such cases the school must apply federal and state rules to determine how much unearned aid must be repaid respectively by the student and the school.

Until resolved, Federal overpayments prevent a student from receiving Federal or State aid at any school. State overpayments disqualify the student for State aid at any school. In addition, the return of aid by the College can leave an unpaid balance on the student's college account.

The regulations require schools to use the date the student begins the withdrawal process as the "date of withdrawal." Holyoke Community College defines the date the student begins the withdrawal process as the date the student obtains withdrawal forms from the Welcome Center with the intention to completely withdraw from school. If a student stops attending, and fails to officially withdraw from classes, the school uses the 50% point of the term as the "withdrawal date." Contact the Financial Aid Office for more information.

## Financial Aid Programs

Students applying for financial aid according to the procedures described above are considered for a wide variety of financial aid programs briefly described below. By submitting a brief additional application during the course of each term students can be considered for an HCC Scholarship awarded by a faculty committee for the following term. In addition, students may apply for a variety of scholarships through the HCC Foundation. The College also awards a limited number of Talent Grants without requiring an application.

### GRANTS

**FEDERAL PELL GRANT** For 2005-06 Pell Grants ranged up to \$4,050 a year for full-time, \$3,038 for three-quarter time, \$2,025 for half-time, and \$1,013 for less than half-time enrollment. *Undergrads only.* FUNDING: U.S. Govt.

**MASSGRANT** For 2005-06, awards at Massachusetts Community Colleges ranged up to \$800 per year depending on the need. *Full-time undergraduate students only.* FUNDING: State of Mass. & U.S. Govt.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT** Grants normally do not exceed \$200 at HCC. Preference to Pell-eligible students with zero EFCs. *Undergrads only.* FUNDING: U.S. Govt.

**HCC FINANCIAL AID TUITION WAIVER** Tuition Waivers reduce tuition charges and can range up to the full amount of in-state tuition. Day division only. *Undergrads only.* FUNDING: State of Mass.

**PUBLIC COLLEGE GRANT** Awards cannot exceed tuition and fees. *Undergrads only.* FUNDING: State of Mass.

**PART-TIME STUDENT GRANT** Award offers range from \$200 to \$400. Limited to eligible students enrolling for 6 to 11 semester hours per term. *Undergrads only.* FUNDING: State of Mass.

**INSTITUTIONAL GRANT** Grants are normally limited to direct educational costs. *Undergrads only.* FUNDING: HCC / State of Mass.

**HCC EDUCATIONAL ACCESS GRANT** Award offers generally ranged from \$75 to \$300 in 2005-06. *Undergrads only.* FUNDING: HCC/State of Mass.

### LOANS

**FEDERAL DIRECT STAFFORD/FORD LOAN** A low interest educational loan of up to \$2,625 per year for freshman and \$3,500 per year for sophomores. If subsidized, interest is not charged and the repayment period does not begin until six months after the borrower ceases to be at least a 1/2 time student. The interest rate is variable with a cap of 8.25% per year. *Parents of dependent undergraduate students can apply for PLUS Loans.* FUNDING: US Govt.

### JOBS

**FEDERAL WORK STUDY (FWS)** FWS provides jobs for needy applicants. FWS awards typically allow students to work an average of 10 to 12 hours per week during the school year. Sometimes additional hours are available during the summer and other vacation periods, but rarely would total hours exceed 30 per week. Hourly rates are expected to range from \$6.85 to \$8.00. Payroll is every two weeks. FUNDING: US Govt. & HCC.

For detailed information regarding Federal and State student aid programs the student should check the following web sites:

U. S. Department of Education ([www.studentaid.ed.gov](http://www.studentaid.ed.gov))

Massachusetts Office of Student Financial Assistance ([www.osfa.mass.edu](http://www.osfa.mass.edu))

# **SPECIAL PROGRAMS AND SERVICES**

## **ABE Transition to College and Mentor Program**

The ABE Transition to College Program helps students prepare for college once they have completed their GED, ESOL, or other ABE classes. Classroom instruction helps prepare the student for college level classes. Staff assist participants with admissions, financial aid, study skills and other skills necessary for college. Classes include work in math, reading, science, writing and development of critical thinking skills, including instruction in basic computer and important study skills. The Transition to College students actually sit in on real college classes. This program is offered in the spring, summer and fall, with ongoing enrollment at no cost.

Our Mentor Program provides outreach, support, and transition services to students enrolled in the Adult Basic Education programs in Holyoke who want to make the transition to college, and to other college-bound individuals. College students working as mentors serve one-on-one as classroom assistants in the Transition to College class and other Holyoke ABE classrooms.

For more information or if you are interested in becoming a mentor please contact the Transition to College and Mentor Program Coordinator, in the Office of Student Affairs.

## **Cooperative Education**

Cooperative Education (Co-op) is a program that offers students the opportunity to participate in work experiences related to their majors while they are at HCC. Students earn College credits while gaining experience in their fields. See page 221 for further information on Co-op and a list of majors in which it is available.

## **English as a Second Language (ESL)**

HCC offers English as a Second Language (ESL) courses and an array of services to help English language learners succeed in college. ESL courses prepare students for Associate Degree or Certificate programs.

### ***ESL Academic Courses***

Five levels of instruction are offered in the following areas: reading and writing, speaking and listening, grammar, and pronunciation. Students enrolled in advanced levels of ESL may also take courses in their chosen field of study when appropriate.

### ***Assistance Available***

- Bilingual serviceswIndividual and group tutoring
- Academic advisingwStudent advocacy and referrals
- Orientation seminarswAcademic and career counseling
- Language assessment/placementwSelf-directed and computerized lab instruction

### ***For More Information***

To learn more about the ESL Support Program stop by the office in the Donahue building room 203, or call 552-2553 or 552-2234. E-mail: gmontero@hcc.mass.edu.

## **Inglés Como Segundo Idioma**

La Oficina de Servicios de Apoyo de Inglés como Segundo Idioma le ofrece servicios a estudiantes cuyo idioma nativo no es el inglés. El programa ofrece cursos de Inglés como Segundo Idioma (ESL) y una variedad de servicios para ayudar a los estudiantes a tener éxito en sus estudios. Los cursos de ESL preparan al estudiante para tomar cursos a nivel universitario en programas de grado asociado o de certificados. También hay un número limitado de cursos en español que satisfacen requisitos básicos curriculares de graduación.

### ***Asistencia disponible en:***

- Servicios bilingües
- Talleres de ingreso al colegio
- Seminarios de orientación
- Evaluación de lenguaje/ubicación
- Consejería académica y de carrera
- Tutoría individual y en grupo
- Laboratorio de instrucción auto-dirigida computarizada
- Asesoría estudiantil y referidos

### ***Cursos Académicos de ESL***

Los estudiantes pueden utilizar un total de 15 créditos de los cursos de ESL, algunos de los cuales pueden ser convalidados a programas de grado asociado del Colegio. Cinco niveles de instrucción son ofrecidos en las siguientes áreas: Inglés conversacional, lectura y escritura, gramática y pronunciación. Las clases se concentran en las áreas de destrezas esenciales para los estudiantes que continúan su educación. Los estudiantes matriculados en clases avanzadas de ESL también pueden tomar cursos correspondientes a sus carreras cuando sea apropiado.

### ***Para Mayor Información:***

Para saber más sobre el Programa de Apoyo de Inglés como Segundo Idioma visite nuestra oficina en el edificio Donahue 203, o llame al 552-2553 ó 552-2234. Email: gmonger@hcc.mass.edu.

### ***ESL Support Program - Английский как второй язык***

Эта программа поддержки студентов, для которых английский язык не является родным языком. Им предлагаются курсы английского языка (ESL) и ряд услуг, помогающих им успешно учиться в колледже. Курсы ESL подготавливают студентов к дальнейшей учебе и получению Сертификатов или Associate Degree.

### ***Услуги программы ESL***

- Информация на испанском и русском языках
- Советы по поступлению в колледж
- Ориентация для вновь поступивших студентов
- Определение уровня знания английского языка
- Консультации по учебе и карьере
- Индивидуальные и групповые занятия
- Информация о правах студентов

### ***Академические курсы ESL***

Студенты могут заработать до 15 кредитов, которые засчитываются при продолжении учебы для получения диплома. Программа ESL предлагает пять уровней изучения английского языка в следующих разделах: чтение и письмо, разговорная речь и восприятие на слух, произношение, а также три уровня грамматики. Студенты получают знания, необходимые для продолжения образования. Начиная с четвертого уровня ESL, студенты могут одновременно брать курсы по выбранной ими специальности. Вы можете получить дополнительную информацию о программе ESL в здании Donahue, офис 203, или позвонив по телефонам (413) 552-2553 и 552-2234, и email vsemyrog@hcc.mass.edu.

## **HCC Adult Learning Center at CareerPoint**

The HCC Adult Learning Center offers Basic Literacy, Pre-GED and support services for individuals who wish to upgrade their reading, writing, and mathematics skills to prepare for the English GED (high school equivalency) exam. The program is free.

For more information about the HCC Adult Learning Center's services, contact the Center Coordinator at 532-4900, x130.

## **Ludlow Area Adult Learning Center**

The Ludlow Area Adult Learning Center is a community-based ABE program that offers 4 levels of English for speakers of other languages. Classes are held in the evenings, 2 times a week, from 5:30 - 9:00 p.m. The Center also offers some individual or paired tutoring for those who cannot attend evening classes. New to the center are computer skills workshops, assistance with citizenship issues, and transitioning learners to college. All learners receive career counseling, academic counseling, and referrals as needed.

The Ludlow Area Adult Learning Center is located at 221 East Street in Ludlow. For more information, contact the Program Coordinator at (413) 583-0320. All services are free.

## **Multicultural Academic Services Program**

The MAS program is designed to help students of underrepresented groups find the pathways that will help them succeed in college. Its bilingual/bicultural staff serves all students, but outreaches to students who are transitioning from other academic programs such as: ESL, ABE, high school (Avanza 2 College), GED, and Developmental Education. The program provides academic advising, promotes understanding of the college catalog and programs of study, offers workshops and orientations, referrals and connections, and cultural events. For more information call 552-2346 or 552- 2539.

## **New Directions**

New Directions (previously known as “Women in Transition”) is a special program for adult women who have been out of school for some time and now want to earn an associate’s degree or certificate. New Directions provides pre-enrollment counseling, educational advising, study skills workshops, and ongoing guidance. Transfer assistance includes information about programs for non-traditional students at Mount Holyoke College, Smith College, and UMASS. For more information about New Directions, please call 552-2346.

## **Office for Students with Disabilities**

The Office for Students with Disabilities provides assistance to students with documented disabilities through assessment of individual academic needs and implementation of accommodations for both classroom and campus access. Students are encouraged to contact the office immediately following their acceptance to the College to obtain timely services and arrange for equipment.

Typical accommodations available to students include: academic and advocacy counseling, arrangement of alternative testing services, note taking workshops and supplemental note takers, ASL interpreters and oral transliterators and introduction to the HCC assistive technology center. These individualized services are developed in conjunction with faculty and community support services as well as HCC campus services.

Additional support services such as taped texts, tutorial assistance, and transfer counseling may be arranged through other campus or community service providers. For information about services, contact the office at 552-2417, Donahue 131.

## **Pathways Program**

This special program is devoted to helping promising students to succeed at HCC and prepare for transfer to earn their bachelor’s degree from selective liberal arts colleges like Mount Holyoke, Smith, and Amherst Colleges. It provides academic support services such as, academic advising, assistance with the FAFSA and scholarship processes, assistance with the transfer process, mentoring, the Math Transition seminar, and Learning Community courses. The Pathways Program is an exciting new initiative between Holyoke Community and Mount Holyoke Colleges funded by the Jack Kent Cooke grant. For more information call 552-2346 or 552- 2857.

## **SENCER (Science Education for New Civic Engagements and Responsibilities)**

SENCER courses teach science through complex issues such as threats to biodiversity, debates on the role of science in society, conservation of energy, and the benefits and risks of biotechnology. HCC SENCER

courses include Energy and the Environment, Astrobiology, and Learning Communities such as What is Life? and On the Brink of Extinction. For more information, contact Brian Hagenbuch, SENCER Coordinator, 552-2468.

## **Senior Waiver**

Seniors 60 years and older have the opportunity to take traditional classes offered at HCC on a space-available basis through its elder tuition free policy. For all credit courses, eligible seniors pay a non-refundable educational service fee of \$50 per semester. Currently enrolled seniors majoring in a degree or certificate program may schedule classes beginning with priority registration; all others will register during the two weeks before the start of the semester. Federally mandated guidelines apply to the Senior Waiver and those electing to use the waiver must enroll through the Senior Advisor in FR 271. For more information on the Senior Waiver policy, please call 552-2722 or 552-2185.

## **STEMTEC (Science, Technology, Engineering and Mathematics Teacher Education Collaborative)**

STEMTEC is a program that stimulates interest in science and math, for the purpose of encouraging students to consider careers in teaching these subjects at the K-12 level. STEMTEC courses strive for student-active learning and encourage HCC students to become involved in a supervised science/math K-12 teaching experience by enrolling in the course SEM 210, Exploration of Science/Math Teaching. For more information, contact the STEMTEC Coordinator at 552-2407.

## **STRIVE**

STRIVE (Student Support Services) is a federally funded TRIO program designed to help students succeed by providing ongoing academic and personal support. STRIVE staff members work with new and continuing students to ensure progress towards an Associate Degree with special focus on transfer to four-year colleges. Counseling, tutorials, workshops, mentoring, support groups, and specialized STRIVE classes and learning communities are only a few of the program's services.

To be eligible for STRIVE, students must be enrolled in the College and be in need of academic support. Also students must qualify under one, or more, of three categories: low income, first generation to college (parents did not earn a Bachelor's Degree), or have a documented disability. Students interested in applying for the STRIVE Program should call 552-2332 or 552-2505.

## **Student Activities**

The Student Activities Office helps build community and foster college involvement through social and educational programming and leadership development. Opportunities for involvement include the Student Senate, the student member of the Board of Trustees, and over 25 active clubs and organizations (see the Student Handbook for a complete list). Students, faculty and staff participate in a wide variety of programs (multi-cultural events, music, dance, speakers, campus celebrations) during the weekly Wednesday Activity Period. Anyone wishing to participate in Student Activities is encouraged to call 552-2418 for more information.

## **Transition Programs**

### ***Bridge to Business***

Bridge to Business is a collaborative project between Holyoke Community College and the Isenberg School of Management at the University of Massachusetts at Amherst. The program is devoted to helping Latino, African American, Native-American and Asian-American students earn a bachelor's degree from UMass. The program provides counseling and academic support services, such as individual tutoring and guidance from teaching assistants, as well as a weekly Bridge to Business seminar, and participation in events hosted by the Isenberg School of Management.

Bridge to Business students will also receive a provisional letter of admission from the University of Massachusetts, contingent upon the successful completion of the Associate Degree in the Business Studies program at Holyoke Community College.

For additional information, contact the Welcome Center at 552-2850, or email your questions to [Admissions@hcc.mass.edu](mailto:Admissions@hcc.mass.edu).

### ***College Enrichment Opportunity (CEO)***

The College Enrichment Opportunity (CEO) is an academic support program for students wishing to pursue a business degree, and who place into developmental courses. CEO participants become part of a learning cohort in which success is fostered through individual counseling, group study sessions, and discussion groups linked to business courses that students often find challenging.

### ***School-to-Career Transition***

School-to-Career Transition (STC) provides an opportunity for a seamless path of work and learning beginning in high school and continuing through community college, with students entering the job market upon graduation or continuing on to a four-year college or university. Students choose a major in high school, complete a work experience in grades 11 and 12, and continue with a major-related work experience while at HCC. Two components of School-to-Career transition are Tech Prep (see below) and Cooperative Education (see page 221).

### ***Transition to College***

The Transition to College (TtC) program provides tuition-free summer courses for HCC students who need to complete developmental English and math before they can register for college-level fall semester courses. The intensive summer courses are enhanced with support services that include supplemental instructors, academic and ESL tutors, computer labs, guest speakers, and workshops in study skills and career development. The TtC program is supported by a grant from the Massachusetts Department of Education. For further information call 552-2721.

### ***Transition Program in Business***

The Transition Program in Business is a one-year program for African-American, Latino, Native-American and Asian-American students who are interested in obtaining an associate degree in business. The program provides support and guidance through academic advising, study and support groups, mentoring and supplemental instruction. For additional information, contact the Welcome Center at 552-2850, or e-mail your questions to [Admissions@hcc.mass.edu](mailto:Admissions@hcc.mass.edu).

### ***Tech Prep***

Tech Prep in Massachusetts is a program of study that begins in high school, parallels the College course of study, and continues at a post-secondary institution. It leads to an Associate Degree, Certificate, apprenticeship, or further post-secondary study in a specific career pathway.

HCC is part of the Tri-County Tech Prep of Western Massachusetts Consortium along with another area community college and a number of area high schools. The consortium is part of a statewide network of Tech Prep consortia composed of secondary schools and postsecondary institutions. Collaboratively, member institutions develop and implement a contextual curriculum that integrates academic and contextual learning along with articulated academic and career pathways from secondary to post-secondary education.

HCC has Articulation Agreements with approximately twenty area secondary schools in many program areas. Their purpose is to build upon students' past learning experiences, eliminate unnecessary duplication of course work, establish a clear and continuous education path, and facilitate progress at HCC. College credits are awarded to students within carefully defined guidelines for specific competencies in course work done in high school. Students should consult their high-school counselors, the Tech Prep Office, or the HCC Welcome Center to determine whether they meet the requirements of any of these programs.

To become part of the Tech Prep program, students should contact their high-school Guidance Office prior to their junior year, or call Cooperative Education and Career Services at 552-2267.

### **Upward Bound Program**

The Upward Bound Program at Holyoke Community College is a federally sponsored program serving 75 high school students from the Holyoke and Chicopee communities in Western Massachusetts. The program has a pre-college preparatory focus with an emphasis on developing the skills and motivation necessary both to gain admittance and successfully complete a postsecondary educational program (after high school). For further information, call 552-2157.

# **Areas of Study**

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HCC offers Associate in Arts (A.A.) and Associate in Science (A.S.) degrees within many areas of study. Degree programs are designed to be completed with two years of full-time study. Degrees prepare students for specific careers and/or transfer to four-year institutions. Certificate programs are designed to be completed with one year of full-time study or less. Certificates prepare students for highly specialized careers. The credits earned in a certificate program can be transferred to a degree program.

The following pages include information on the degree and certificate programs offered at HOLYOKE COMMUNITY COLLEGE. In the sections that follow, the requirements for completing each program are listed, as well as the name of a person for you to telephone or email for additional information.

## If You're Interested In...

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### Science, Engineering and Mathematics

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### Social Sciences

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**ACCOUNTING – B016****A.S. in Accounting**

Contact: Leah A. O’Goley, Ext. 2411, logoley@hcc.mass.edu

Accounting is a 64-credit associate degree program that includes foundation business courses and specialized accounting courses. Graduates of this program are prepared to pursue employment in the accounting field. Some baccalaureate institutions accept this program as a transfer option in their accounting programs. All Holyoke Community College business degree programs are accredited by the Association of Collegiate Business Schools and Programs. HCC is one of only three community colleges in Massachusetts with this certification.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 10	Language and Literature II	3	
_____	ECN 101	Principles of Economics I	3	
_____	ECN 102	Principles of Economics II	3	
_____	_____	Laboratory Science (D)_____	4	
_____	_____	Laboratory Science (D)_____	4	
		<b>PROGRAM REQUIREMENTS</b>		<b>38</b>
_____	ACC 105	Accounting Information Systems (Spring) <sup>1</sup>	3	
_____	ACC 111	Principles of Accounting I <sup>2</sup>	4	
_____	ACC 112	Principles of Accounting II	4	
_____	ACC 205	Managerial Accounting	3	
_____	ACC 207	Cost Accounting (Spring)	3	
_____	BUS 170	Business Mathematics <sup>2</sup>	3	
_____	BUS 215	Spreadsheets	3	
_____	BUS 220	Business Communications (Fall)	3	
_____	BUS 280	Cooperative Education in Business I	3	
_____	LAW 211	Business Law	3	
_____	MGT 230	Principles of Management	3	
_____	MKT 240	Principles of Marketing	3	
		<b>PROGRAM ELECTIVES</b>		<b>6</b>
_____	_____	Social Science Elective (B) <sup>3</sup> _____	3	
_____	_____	General Elective _____	3	
		<b>Total Credits</b>		<b>64</b>

**NOTES:**<sup>1</sup> Prerequisites: ACC 111 and BUS 215<sup>2</sup> Prerequisite: Eligibility for MTH 085.

Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.

<sup>3</sup> Recommended: PSY 110 or SOC 110

**ACCOUNTING**

**ACCOUNTING SYSTEMS CERTIFICATE – B017**  
 Contact: Leah A. O’Goley, Ext. 2411, logoley@hcc.mass.edu

The Accounting Systems Certificate prepares students to pursue entry-level employment in the field of accounting. The credits earned through the certificate program may be applied toward the A.S. in Accounting as well. Additionally, a majority of the certificate program requirements may be taken on-line.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>3</b>
_____	ENG 101	Language and Literature I	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>20</b>
_____	ACC 105	Accounting Information Systems (Spring) <sup>1</sup>	3	
_____	ACC 111	Principles of Accounting I <sup>2</sup>	4	
_____	ACC 112	Principles of Accounting II	4	
_____	BUS 170	Business Mathematics <sup>2</sup>	3	
_____	BUS 215	Spreadsheets	3	
_____	BUS 220	Business Communications (Fall)	3	
		<b>PROGRAM ELECTIVES</b>		<b>3</b>
_____	_____	Accounting Systems Elective <sup>3</sup>	3	
		<b>Total Credits</b>		<b>26</b>

**NOTES:**

<sup>1</sup> Prerequisites: ACC 111 and BUS 215.

<sup>2</sup> Prerequisite: Eligibility for MTH 085.

Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.

<sup>3</sup> Select from: BUS 101, BUS 115, CSI 111, LAW 211, MGT 230, MGT 231, MGT 235, or OTC 245.

**AMERICAN STUDIES OPTION – H017**

**A.A. in Arts and Science**

Contact: Dr. Mark Clinton, Ext. 2330, mclinton@hcc.mass.edu

An exploration of American society, including its history, institutions, and culture. Provides a strong foundation for transfer.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>35</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	_____	Humanities (C) _____	3	
_____	_____	Humanities (C) _____	3	
_____	_____	Humanities (C) _____	3	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Mathematics (D) _____	3	
_____	_____	Social Science (B) _____	3	
_____	_____	Social Science (B) _____	3	
_____	_____	Social Science (B) _____	3	
		<b>SUGGESTED ELECTIVES</b>		<b>25</b>
_____	ANT 120	Survey of North American Indians	3	
_____	BIO 238	Natural History of New England	4	
_____	CSD 114	Introduction to Cultural Diversity	3	
_____	ECN 101	Principles of Economics I	3	
_____	ENG 211	Major American Writers	3	
_____	ENG 212	Major American Writers	3	
_____	ENG 230	Current Themes in Literature (when appropriate)	3	
_____	_____	Foreign Language (C) _____	3	
_____	POL 110	U.S. National Government	3	
_____	POL 125	World Politics	3	
_____	HIS 111	History of the United States I	3	
_____	HIS 112	History of the United States II	3	
_____	HIS 212	The United States in the 20th Century	3	
_____	HON 203	Honors Colloquium	3	
_____	MUS 140	History of Jazz	3	
_____	PHI 101	Introduction to Philosophy	3	
_____	PSY 110	Introduction to Psychology	3	
_____	SOC 110	Introduction to Sociology	3	
		<b>Total Credits</b>		<b>60</b>

**NOTES:**

**ART**

**VISUAL ART PROGRAM – H031**

**A.S in Visual Art**

Contact: Frank Cressotti, Ext. 2489, fcressotti@hcc.mass.edu

Successful completion of the Visual Art program will result in the creation of a portfolio. The portfolio is required for transfer to upper level studies leading to a BA or BFA degree. This will include a minimum of twenty works completed in our studio sections. Works will feature the student’s ability to compose in 2D using both wet and dry standard drawing mediums, focusing on effective use of gray scale, figure/ground relationship, dynamics of foreground, middle distance, and deep space, and the expression of volumetric structure. 3D and color concerns, inventive use of various materials, and the constructive development of creative concepts will also be exhibited, especially in works done in advanced art studio sections. An understanding of basic concepts and terminology as stated in the department assessment entry/exit survey is expected.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>23</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Social Sciences (B) _____	3	
_____	_____	Social Sciences (B) _____	3	
_____	_____	100 Level Math Course (D) _____	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>21</b>
_____	ART 121	Basic Drawing	3	
_____	ART 122	Drawing Composition	3	
_____	ART 123	Basic Design I	3	
_____	ART 124	Basic Design II	3	
_____	ART 131	Introduction to Art History	3	
_____	ART 132	Introduction to Art History	3	
_____	_____	Any History or Art History <sup>1</sup> _____	3	
		<b>PROGRAM ELECTIVES</b>		<b>16</b>
_____	_____	ART Electives _____	3	
_____	_____	ART Electives _____	3	
_____	_____	ART Electives _____	3	
_____	_____	ART Electives _____	3	
_____	_____	Social Science Elective <sup>2</sup> (B) _____	3	
_____	_____	General elective sufficient to complete 60 credits _____	1	
		<b>Total Credits</b>		<b>60</b>

**NOTES:**

<sup>1</sup> Select ART 145, 147, 150, 151, 156, 235, or any HIS.

<sup>2</sup> Nine (9) Social Science (B) credits are required by the Commonwealth Transfer Compact

**BIOLOGY OPTION – X060****A.S. in Arts & Science**

Contact: James Knapp, Ext. 2398, jknapp@hcc.mass.edu

For students intending to major in a biological science at a four-year institution. Possible areas of concentration at the four-year college include: genetics, botany, zoology, microbiology, biochemistry, marine biology, and wildlife conservation.

Term/Grade	Course Number	Course Name	Course Credits	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	BIO 103	Biology Today II <b>and</b>	4	
_____	BIO 104	Biology Today II <b>or</b>	4	
_____	BIO 110	General Botany <b>and</b>	4	
_____	BIO 120	General Zoology	4	
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	_____	Social Science Elective (B) _____	3	
_____	_____	Social Science Elective (B) _____	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>8</b>
		<i>Select eight credits from the following</i>		
_____	BIO 106	Biotechnology Lab Techniques	4	
_____	BIO 112	Microbiology (D)	4	
_____	BIO 212	Trees and Shrubs (D) (Fall)	4	
_____	BIO 230	Ecology (D) (Spring)	4	
_____	BIO 243	Genetics (D)	4	
		<b>SUGGESTED ELECTIVES</b>		<b>32</b>
_____	CHM 121	Inorganic Chemistry I (Fall) <b>or</b>	4	
_____	CHM 113	Principles of Chemistry I	4	
_____	CHM 124	Inorganic Chemistry II (Spring) <b>or</b>	4	
_____	CHM 114	Principles of Chemistry II	4	
_____	MTH 111	Analytic Geometry and Calculus I <b>or</b>	4	
_____	MTH 142	Statistics	3	
_____	CHM 221	Organic Chemistry I (Fall)	4	
_____	CHM 222	Organic Chemistry II (Spring)	4	
_____	ENG 218	Advanced Writing	3	
_____	FRH 101	Elementary French <sup>1,2</sup> <b>or</b>	3	
_____	GER 101	Elementary German <b>or</b>	3	
_____	SPA 101	Elementary Spanish	3	
_____	FRH 102	Elementary French <sup>1,2</sup> <b>or</b>	3	
_____	GER 102	Elementary German <b>or</b>	3	
_____	SPA 102	Elementary Spanish	3	
_____	FRH 201	Intermediate French <b>or</b>	3	
_____	GER 201	Intermediate German <b>or</b>	3	
_____	SPA 201	Intermediate Spanish	3	
_____	FRH 202	Intermediate French <b>or</b>	3	
_____	GER 202	Intermediate German <b>or</b>	3	
_____	SPA 202	Intermediate Spanish	3	
_____	MTH 112	Analytic Geometry & Calculus II	4	
_____	_____	Humanities Electives (C) _____	3	
_____	_____	Humanities Electives (C) _____	3	
_____	_____	Humanities Electives (C) _____	3	
_____	SEM 130	Topics in Science (D)	4	
		<b>Total Credits</b>		<b>60-62</b>

**NOTES:**

<sup>1</sup> Check with transfer instructions for specific requirements.

<sup>2</sup> Students proficient in French or German may begin language at the intermediate level (they must have a minimum level of achievement on placement tests).

**BIOTECHNOLOGY**

**BIOTECHNOLOGY OPTION – X012**

**A.A. in Arts and Science**

Contact: James Knapp, Ext. 2398, jknapp@hcc.mass.edu

This program is intended for the student who is interested in pursuing a baccalaureate degree in the life sciences utilizing the basic principles of biotechnology. This technology is based on recent advances in the discipline of recombinant DNA technology. Students completing the option will have acquired the necessary laboratory skills and theoretical background for transfer to other state or private colleges. Career and research opportunities include, but are not limited to, animal sciences, agrigenetics, immunogenetics, pharmaceuticals, biomedical technologies, forensics and environmental sciences.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>35</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	BIO 103	Biology Today II	4	
_____	BIO 104	Biology Today II	4	
_____	ECN 101	Principles of Economics I	3	
_____	PHI 210	Ethics	3	
_____	COM 111	Introduction to Electronic Media	3	
_____	MTH 142	Statistics	3	
_____	_____	Humanities Elective (C) _____	3	
_____	_____	Social Science Electives (B) _____	3	
_____	_____	Social Science Electives (B) _____	3	
		<b>SUGGESTED ELECTIVES</b>		<b>25</b>
_____	BIO 100	Introduction to Cell Function <sup>1</sup>	4	
_____	BIO 106	Biotechnology Laboratory Techniques	4	
_____	BIO 112	Microbiology	4	
_____	BIO 207	Directed Literature Study in Biology	1	
_____	CHM 113	Principles of Chemistry I <b>or</b>	4	
_____	CHM 121	Inorganic Chemistry I	4	
_____	CHM 114	Principles of Chemistry II <b>or</b>	4	
_____	CHM 124	Inorganic Chemistry II	4	
_____	CHM 221	Organic Chemistry I (Fall)	4	
_____	CHM 222	Organic Chemistry II (Spring)	4	
_____	MTH 104	College Algebra	4	
_____	MTH 120	Technical Mathematics	4	
_____	SEM 130	Topics in Science	4	
_____	SEM 250	Mini Course in Biology	1	
		<b>Total Credits</b>		<b>60</b>

**NOTES:**

<sup>1</sup> Credit cannot be received for both BIO103 AND BIO100.

**ADMINISTRATIVE PROFESSIONAL STUDIES – B041****A.S. Administrative Professional Studies**

Contact: Sharon Biskup, Ext. 2345, sbiskup@hcc.mass.edu

The Administrative Professional Degree combines strong technical and computer skills and an emphasis on effective writing and communications skills. This degree allows flexibility and the liberal use of electives so that students may specialize in the executive, legal, medical fields or in other areas or prepare for transfer to a four-year institution.

Term/Grade	Course Number	Course Name	Course Credits
<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>20</b>
_____	ENG 101	Language and Literature I	3
_____	ENG 102	Language and Literature II	3
_____	_____	Laboratory Science	4
_____	_____	Laboratory Science _____	4
_____	_____	Social Science Electives _____	6
<b>PROGRAM REQUIREMENTS</b>			<b>28-30</b>
_____	ACC 111	Principles of Accounting I <sup>1</sup> <b>or</b>	4
_____	BUS 170	Business Math	3-4
_____	BUS 220	Business Communications <sup>4</sup>	3
_____	GSY 101	Career Development	1
_____	MGT 230	Principles of Management <b>or</b>	
_____	MGT 231	Human Resource Management	3
_____	OTC 217	Advanced Document Processing (Spring) <sup>5</sup>	3
_____	OTC 151	Keyboarding II (Spring) <sup>2</sup>	3
_____	OTC 245	Administrative Support Services (Fall)	3
_____	BUS 280	Cooperative Education	3
_____	SPE 120	Fundamentals of Speech	3
_____	_____	Math Elective (D) <sup>6</sup> _____	3-4
<b>PROGRAM ELECTIVES</b>			<b>12</b>
<i>select any combination from:</i> <sup>3</sup>			
_____	_____	Computer Applications/ _____	3
_____	_____	Technology/ _____	3
_____	_____	Legal/ _____	3
_____	_____	Medical Electives _____	3
<b>Total Credits</b>			<b>60- 62</b>

**NOTES:**

A keyboarding speed of 45 wpm is required for graduation.

<sup>1</sup> Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.

<sup>2</sup> Assumes prior keyboarding experience. Student may need to take OTC 111, Keyboarding I first if she/he does not pass the minimum speed requirement of 25 wpm. (Note: BUS 105, Keyboarding for Information Processing, should not be used as a prerequisite for OTC 151.) In order to earn the degree, students must attain a keyboarding speed of 45 wpm on five-minute timings.

<sup>3</sup> Upon consultation with an advisor, students may tailor the degree by choosing at least 6 credits in computer applications (BUS 115 or equivalent, BUS 215, 242, or any CSI, GIS, SEC or other technology course; and the remaining credits in BUS, MKT, MGT, HFM, SPO, LAW, HTH (Health), or HIM (Health Information Management) or other complementary areas.

<sup>4</sup> Prerequisite: ENG 101.

<sup>5</sup> Prerequisite: OTC 151.

<sup>6</sup> Choose either MTH 150 or 155.

**BUSINESS**

**ADMINISTRATIVE PROFESSIONAL STUDIES CERTIFICATE – B042**

Contact: Sharon Biskup, Ext. 2345, sbiskup@hcc.mass.edu

The Administrative Professional Certificate combines strong technical and computer skills and an emphasis on effective writing and communications skills. The certificate will be especially useful to students with prior office experience who wish to update their skills. This certificate is directly transferable into the Administrative Professional Studies Degree which allows flexibility and the liberal use of electives so that students may specialize in the executive, legal, medical fields or in other areas.

Term/Grade	Course Number	Course Name	Course Credits
<b>PROGRAM REQUIREMENTS</b>			<b>25-26</b>
_____	ENG 101	Language and Literature I	3
_____	BUS 220	Business Communications <sup>1</sup>	3
_____	BUS 170	Business Math <b>or</b>	
_____	ACC 111	Principles of Accounting I <sup>2</sup>	3-4
_____	BUS 280	Cooperative Education	3
_____	GSY 101	Career Development	1
_____	OTC 151	Keyboarding II <sup>3</sup> (Spring)	3
_____	OTC 245	Administrative Support Services (Fall)	3
_____	_____	Computer Applications Electives <sup>4</sup> _____	3
_____	_____	Computer Applications Electives <sup>4</sup> _____	3
<b>Total Credits</b>			<b>25-26</b>

**NOTES:**

A keyboarding speed of 35 wpm is required to graduate.

<sup>1</sup> Prerequisite: ENG 101

<sup>2</sup> Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.

<sup>3</sup> Assumes prior keyboarding experience. Student may need to take OTC 111, Keyboarding I first if she/he does not pass the minimum speed requirement of 25 wpm. (Note: BUS 105, Keyboarding for Information Processing, should not be used as a prerequisite for OTC 151.) In order to earn the certificate, student must attain a keyboarding speed of 35 wpm on three-minute timings.

<sup>4</sup> Select 6 credits in computer applications: BUS 115, 215, 242, OTC 217, or any CSI, GIS, HTH, HIM, SEC, or other technology course.

## BUSINESS

**BANKING OPTION – B029****A.S. in Business Administration**

Contact: Kelly A. O'Connor, ext. 2315, koconnor@hcc.mass.edu

Banking is a degree option that prepares students for entry-level careers in banking and for transferring to four-year institutions as business majors. This degree program is for students currently working in the banking field who are interested in upgrading their current knowledge of banking operation. Students will be expected to complete several courses through the Center for Financial Planning. Interested students should speak with their Human Resource office. All Holyoke Community College business degree programs are accredited by the Association of Collegiate Business Schools and Programs. HCC is one of only three community colleges in Massachusetts with this certification.

Term/Grade	Course Number	Course Name	Course Credits
<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>20</b>
_____	ENG 101	Language and Literature I	3
_____	ENG 102	Language and Literature II	3
_____	ECN 101	Principles of Economics I	3
_____	ECN 102	Principles of Economics II	3
_____	_____	Laboratory Science (D)_____	4
_____	_____	Laboratory Science (D)_____	4
<b>PROGRAM REQUIREMENTS</b>			<b>32-33</b>
_____	ACC 111	Principles of Accounting I <sup>1</sup>	4
_____	ACC 112	Principles of Accounting II	4
_____	BUS 104	Federal Income Tax for Individuals (Spring)	3
_____	BUS 115	Computer Applications <b>or</b>	
_____	CSI 111	Computer Concepts w/Applications <sup>2</sup>	3-4
_____	BUS 239	Introduction to Commercial Banking (Spring) <sup>3</sup>	3
_____	BUS 245	Introduction to International Business	3
_____	ECN 201	Money and Banking (Fall) <sup>3</sup>	3
_____	LAW 211	Business Law	3
_____	MGT 230	Principles of Management	3
_____	MKT 240	Principles of Marketing	3
<b>PROGRAM ELECTIVES</b>			<b>9-10</b>
_____	BUS 280	Cooperative Education in Business I	3
_____	_____	Mathematics Elective (D)_____	3-4
_____	_____	Social Science Elective (B) _____	3
<b>Total Credits</b>			<b>61-62</b>

**NOTES:**

<sup>1</sup> Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.

<sup>2</sup> Eligible for ENG 101

<sup>3</sup> These courses are offered only through the Center for Financial Training.

BUSINESS

**BUSINESS ADMINISTRATION-CAREER OPTION – B026**

**A.S. in Business Administration**

Contact: Kelly O’Connor, Ext. 2315, koconnor@hcc.mass.edu

Business Administration career option focuses on general business. Within this program students are prepared for entry-level managerial positions within various types of organizations. All Holyoke Community College business degree programs are accredited by the Association of Collegiate Business Schools and Programs. HCC is one of only three community colleges in Massachusetts with this certification.

Term/Grade	Course Number	Course Name	Course Credits
<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>24-27</b>
_____	ENG 101	Language and Literature I	3
_____	ENG 102	Language and Literature II	3
_____	ECN 101	Principles of Economics I	3
_____	ECN 102	Principles of Economics II	3
_____	_____	Laboratory Science (D) _____	4
_____	_____	Laboratory Science (D) _____	4
_____	_____	Social Science Elective (B) _____	3
_____	_____	Math Elective <sup>1</sup> _____	3-4
<b>PROGRAM REQUIREMENTS</b>			<b>20</b>
_____	ACC 111	Principles of Accounting I <sup>2</sup>	4
_____	ACC 112	Principles of Accounting II	4
_____	LAW 211	Business Law	3
_____	BUS 245	Introduction to International Business	3
_____	MGT 230	Principles of Management	3
_____	MKT 240	Principles of Marketing	3
<b>PROGRAM ELECTIVES</b>			<b>13-16</b>
_____	_____	Business Electives <sup>3</sup> _____	3
_____	_____	Business Electives <sup>3</sup> _____	3
_____	_____	Business Electives <sup>3</sup> _____	3
_____	_____	General Electives <sup>4</sup> _____	3
_____	_____	General Electives <sup>4</sup> _____	3
_____	_____	Introductory Computer Course <sup>5</sup> _____	4
<b>Total Credits</b>			<b>60</b>

**NOTES:**

<sup>1</sup> BUS 170 or Math (100 level) elective.

<sup>2</sup> Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.

<sup>3</sup> Select from: ACC, BUS, CSI, HFM, LAW, MGT, MKT, or SPO.

<sup>4</sup> Zero to 6 credits as needed to total 60 credits.

<sup>5</sup> Select from BUS 115, BUS 215, CSI 111, or ACC 105.

**BUSINESS ADMINISTRATION-TRANSFER OPTION – B024**

**A.S. in Business Administration**

Contact: Kelly O’Connor, Ext. 2315, koconnor@hcc.mass.edu

Business Administration transfer option focuses on general business. Within this program students are prepared for transferring as business majors to a number of four-year institutions with which HCC has articulated transfer agreements. All Holyoke Community College business degree programs are accredited by the Association of Collegiate Business Schools and Programs. HCC is one of only three community colleges in Massachusetts with this certification.

Term/Grade	Course Number	Course Name	Course Credits
<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>20</b>
_____	ENG 101	Language and Literature I	3
_____	ENG 102	Language and Literature II	3
_____	ECN 101	Principles of Economics I	3
_____	ECN 102	Principles of Economics II	3
_____	_____	Laboratory Science (D) _____	4
_____	_____	Laboratory Science (D) _____	4
<b>PROGRAM REQUIREMENTS</b>			<b>23-24</b>
_____	ACC 111	Principles of Accounting I <sup>1</sup>	4
_____	ACC 112	Principles of Accounting II	4
_____	ACC 205	Managerial Accounting <sup>2</sup>	3
_____	BUS 115	Computer Applications <b>or</b>	
_____	CSI 111	Computer Concepts w/Applications <sup>3</sup>	3-4
_____	LAW 211	Business Law	3
_____	MGT 230	Principles of Management	3
_____	MKT 240	Principles of Marketing <sup>4</sup>	3
<b>PROGRAM ELECTIVES</b>			<b>18</b>
_____	_____	Humanities Electives (C) <sup>5</sup> <b>or</b> Business Electives <sup>6</sup> _____	3
_____	_____	Humanities Electives (C) <sup>5</sup> <b>or</b> Business Electives <sup>6</sup> _____	3
_____	_____	Humanities Electives (C) <sup>5</sup> <b>or</b> Business Electives <sup>6</sup> _____	3
_____	_____	Math Electives (D) <sup>7</sup> _____	3
_____	_____	Math Electives (D) <sup>7</sup> _____	3
_____	_____	Social Science Elective (B) _____	3
_____	_____	General Elective _____	3
<b>Total Credits</b>			<b>60</b>

**NOTES:**

- <sup>1</sup> Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.
- <sup>2</sup> Students transferring to Bay Path College should take BUS 245 instead of ACC 205.
- <sup>3</sup> Eligible for ENG 101.
- <sup>4</sup> Students planning to transfer to Bryant College should take MTH 142 along with MTH 160 and MTH 162 instead of MKT 240.
- <sup>5</sup> Students transferring under the Transfer Compact to UMass Amherst or any other Massachusetts state college or university MUST take nine (9) credits of Humanities (C) courses. Students planning to transfer to other four-year institutions should check with either their academic advisor or the Transfer Affairs Coordinator in selecting these courses. Students electing to satisfy this requirement with Business Electives must select from courses with the following prefixes: ACC, BUS, CSI, HFM, MGT, MKT, or SPO.
- <sup>6</sup> Select from: ACC, BUS, CSI, HFM, LAW, MGT, MKT, SPO. Students should check with their academic advisor to be sure that their choices will transfer to their selected institutions.
- <sup>7</sup> Select from MTH 160 (D), MTH 162(D), MTH 111(D), MTH 112(D), or MTH 142(D). Students will not receive credit for both MTH 162 and MTH 111. Students transferring to UMass Amherst must take MTH 142 and MTH 162. Students transferring to Bay Path College must take MTH 142 and MTH 160.

**BUSINESS**

**e-COMMERCE OPTION – B083**

**A.S. in Marketing Management**

Contact: Anne Potter, Ext. 2347, apotter@hcc.mass.edu

The Marketing Management Program prepares students for various types of managerial positions in the field of marketing. The e-Commerce Option combines business and computer courses to prepare students for careers in the fast-growing field of Internet marketing. All Holyoke Community College business degree programs are accredited by the Association of Collegiate Business Schools and Programs. HCC is one of only three community colleges in Massachusetts with this certification.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
<b>GENERAL EDUCATION REQUIREMENTS</b>				<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	ECN 101	Principles of Economics I	3	
_____	ECN 102	Principles of Economics II	3	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Laboratory Science (D) _____	4	
<b>PROGRAM REQUIREMENTS</b>				<b>30</b>
_____	ACC 111	Principles of Accounting I <sup>1</sup>	4	
_____	ACC 112	Principles of Accounting II	4	
_____	CSI 111	Computer Concepts w/Applications <sup>2</sup>	4	
_____	LAW 211	Business Law	3	
_____	BUS 253/ CSI 253	Introduction to e-Commerce	3	
_____	CSI 252	Introduction to Website Development <sup>3</sup>	3	
_____	MGT 230	Principles of Management	3	
_____	MGT 235	Entrepreneurship (Spring)	3	
_____	MKT 240	Principles of Marketing	3	
<b>PROGRAM ELECTIVES</b>				<b>18</b>
_____	_____	Humanities Electives (C) <sup>4</sup> <b>or</b> e-Commerce Electives <sup>5</sup> _____	3	
_____	_____	Humanities Electives (C) <sup>4</sup> <b>or</b> e-Commerce Electives <sup>5</sup> _____	3	
_____	_____	Humanities Electives (C) <sup>4</sup> <b>or</b> e-Commerce Electives <sup>5</sup> _____	3	
_____	_____	Math Elective (D) <sup>6</sup> <b>or</b> General Elective _____	3	
_____	_____	Social Science Electives <sup>7</sup> <b>or</b> General Electives _____	3	
<b>Total Credits</b>				<b>65</b>

**NOTES:**

- <sup>1</sup> Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.
- <sup>2</sup> Eligible for ENG 101.
- <sup>3</sup> Prerequisites: CSI 111 and eligibility for MTH 095 or the equivalent of college-level algebra.
- <sup>4</sup> Students transferring under the Transfer Compact to UMass or any other Massachusetts state college or university **MUST** take nine (9) credits of Humanities (C) courses. Students planning to transfer to other four-year institutions should check with either their academic advisor or the Transfer Affairs Coordinator in selecting their courses.
- <sup>5</sup> Students choosing e-Commerce Electives to meet this requirement should select from BUS 280, CSI 120, CSI 254, MKT 110, MKT 226, MKT 227, TRF 101.
- <sup>6</sup> Select from MTH 160 (D), MTH 162 (D), MTH 111 (D), MTH 112 (D), or MTH 142(D). Students will not receive credit for both MTH 162 and MTH 111.
- <sup>7</sup> Students transferring under the Transfer Compact at UMass Amherst or any other state college or university must take three (3) Social Science (B) courses.

**e-COMMERCE CERTIFICATE – B012**

Contact: Anne Potter, Ext. 2347, apotter@hcc.mass.edu

The Marketing Management Program prepares students for various types of managerial positions in the field of marketing. The e-Commerce Certificate combines business and computer courses to prepare students for careers in the fast-growing field of Internet marketing. All Holyoke Community College business degree programs are accredited by the Association of Collegiate Business Schools and Programs. HCC is one of only three community colleges in Massachusetts with this certification.

Term/Grade	Course Number	Course Name	Course Credits
<b>GENERAL EDUCATION REQUIREMENTS</b>			
Eligibility for ENG 101			
<b>PROGRAM REQUIREMENTS</b>			
			<b>12-13</b>
_____	CSI 111	Computer Concepts with Applications <sup>1</sup>	4
_____	BUS 253/ CSI 253	Introduction to e-Commerce	3
_____	CSI 252	Introduction to Website Development <sup>2</sup>	3
_____	MKT 240	Principles of Marketing	3
<b>PROGRAM ELECTIVES</b>			
			<b>12</b>
_____	_____	e-Commerce Electives <sup>3</sup> _____	3
_____	_____	e-Commerce Electives <sup>3</sup> _____	3
_____	_____	e-Commerce Electives <sup>3</sup> _____	3
_____	_____	e-Commerce Electives <sup>3</sup> _____	3
<b>Total Credits</b>			<b>24-25</b>

**NOTES:**

<sup>1</sup> Eligible for ENG 101.

<sup>2</sup> Prerequisites: CSI 111 and eligibility for MTH 095 or the equivalent of college-level algebra.

<sup>3</sup> Select from: BUS 280, COM 111, COM/ART 266, CSI 120, CSI 254, MGT 235, MKT 110, MKT 226, MKT 227, TRF 101.

**BUSINESS**

**ENTREPRENEURSHIP OPTION – B033**

**A.S. in Business Administration**

Contact: Candida Johnson, Ext. 2309, cjohnson@hcc.mass.edu

This program option has the dual objective of preparing entrepreneurs to start their own business, and helping current business owners better manage their business. All Holyoke Community College business degree programs are accredited by the Association of Collegiate Business Schools and Programs. HCC is one of only three community colleges in Massachusetts with this certification.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	ECN 101	Principles of Economics I	3	
_____	ECN 102	Principles of Economics II	3	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Laboratory Science (D) _____	4	
		<b>PROGRAM REQUIREMENTS</b>		<b>35</b>
_____	ACC 105	Accounting Information Systems <sup>1</sup>	3	
_____	ACC 111	Principles of Accounting I <sup>2</sup>	4	
_____	ACC 112	Principles of Accounting II	4	
_____	LAW 211	Business Law	3	
_____	BUS 245	Introduction to International Business	3	
_____	BUS 215	Spreadsheets	3	
_____	MGT 230	Principles of Management	3	
_____	MGT 231	Human Resource Management (Spring)	3	
_____	MGT 235	Entrepreneurship (Fall)	3	
_____	MGT 236	Small Business Formation (Spring) <sup>3</sup>	3	
_____	MKT 240	Principles of Marketing	3	
		<b>PROGRAM ELECTIVES</b>		<b>6</b>
_____	_____	Social Science Elective (B) _____	3	
_____	_____	General Electives <sup>4</sup> _____	3	
_____	_____	General Electives <sup>4</sup> _____	3	
		<b>Total Credits</b>		<b>61</b>

**NOTES:**

<sup>1</sup> Prerequisites: ACC 111 and BUS 215.

<sup>2</sup> Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.

<sup>3</sup> Prerequisite: MGT 235 and MKT 240.

<sup>4</sup> Strongly recommended that you select electives which reinforce business objectives.

**ENTREPRENEURSHIP CERTIFICATE – B094**

Contact: Candida Johnson, Ext. 2309, cjohnson@hcc.mass.edu

This certificate is designed to provide students with an understanding of how to start their own business and help current business owners better manage their business. It will help potential entrepreneurs identify opportunities, generate ideas, and research the market.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>PROGRAM REQUIREMENTS</b>		<b>22</b>
_____	ACC 111	Principles of Accounting I <sup>1</sup>	4	
_____	BUS 101	Introduction to Business	3	
_____	BUS 115	Computer Applications	3	
_____	MKT 240	Principles of Marketing	3	
_____	MGT 231	Human Resource Management	3	
_____	MGT 235	Entrepreneurship	3	
_____	MGT 236	Small Business Formation	3	
		<b>PROGRAM ELECTIVES</b>		<b>3</b>
_____	_____	Business Elective <sup>2</sup> _____	3	
		<b>Total Credits</b>		<b>25</b>

**NOTES:**

<sup>1</sup> Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.

<sup>2</sup> Strongly recommended that you select electives which reinforce business objectives.

**BUSINESS**

**HUMAN RESOURCE MANAGEMENT OPTION – B011**

**A.S. in Business Administration**

Contact: Kelly O’Connor, Ext. 2315, koconnor@hcc.mass.edu

This two-year associate degree option teaches students the various aspects of human resources, such as labor needs, employment recruiting, and job analysis. Students may use the degree to transfer to American International College or Western New England College to further their studies. HCC is one of only three community colleges in Massachusetts with this certification.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	ECN 101	Principles of Economics I	3	
_____	PSY 110	Introduction to Psychology <b>or</b>		
_____	SOC 110	Introduction to Sociology	3	
_____		Laboratory Science (D) _____	4	
_____		Laboratory Science (D) _____	4	
		<b>PROGRAM REQUIREMENTS</b>		<b>27-28</b>
_____	ACC 111	Principles of Accounting I <sup>1</sup>	3	
_____	ACC 112	Principles of Accounting II	3	
_____	BUS 115	Computer Applications <b>or</b>	3	
_____	CSI 111	Computer Concepts w/ Applications <sup>2</sup>	4	
_____	LAW 211	Business Law	3	
_____	LAW 218	Employment Law (Fall)	3	
_____	MGT 230	Principles of Management	3	
_____	MGT 231	Human Resource Management (Spring)	3	
_____	MGT 240	Organizational Behavior (Spring) <sup>3</sup>	3	
_____	MKT 240	Principles of Marketing	3	
		<b>PROGRAM ELECTIVES</b>		<b>13-16</b>
_____		Humanities Elective (C) <sup>4</sup> <b>or</b>		
		Human Resource Management Elective <sup>5</sup> _____	3	
_____		Humanities Elective (C) <sup>4</sup> <b>or</b>		
		Human Resource Management Elective <sup>5</sup> _____	3	
_____		Humanities Elective (C) <sup>4</sup> <b>or</b>		
		Human Resource Management Elective <sup>5</sup> _____	3	
_____		Math Elective (D) <sup>6</sup> _____	3-4	
_____		Math Elective (D) <sup>6</sup> _____	3-4	
_____		General Elective _____	1-3	
		<b>Total Credits</b>		<b>60-61</b>

**NOTES:**

- <sup>1</sup> Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.
- <sup>2</sup> Eligible for ENG 101.
- <sup>3</sup> Prerequisite: MGT 230.
- <sup>4</sup> Students transferring under the Transfer Compact to UMass or any other Massachusetts state college or university **MUST** take nine (9) credits of Humanities (C) courses. Students planning to transfer to other four-year institutions should check with either their academic advisor or the Transfer Affairs Coordinator in selecting their courses.
- <sup>5</sup> Select from BUS 280, CSD 114, PHI 103, PSY 110, PSY 113, PSY 260, SOC 110, SOC 210, SOC 214, SOC 220, SSN 120.
- <sup>6</sup> Select from MTH 160 (D), MTH 162 (D), MTH 111 (D), MTH 112 (D), or MTH 142(D). Students will not receive credit for both MTH 162 and MTH 111. UMass wants MTH 160 and MTH 162.

**HUMAN RESOURCE MANAGEMENT CERTIFICATE – B010**

Contact: Kelly O’Connor, Ext. 2315, koconnor@hcc.mass.edu

Students who successfully complete this certificate program are prepared to begin entry-level positions in human resource management. Credits earned through the certificate program may be applied toward the A.S. in Human Resource Management well.

Term/Grade	Course Number	Course Name	Course Credits
<b>GENERAL EDUCATION REQUIREMENTS</b>			
	Eligibility for ENG 101		
<b>PROGRAM REQUIREMENTS</b>			
			<b>15</b>
_____	LAW 218	Employment Law (Fall)	3
_____	MGT 230	Principles of Management	3
_____	MGT 231	Human Resource Management	3
_____	MGT 240	Organizational Behavior (Spring) <sup>1</sup>	3
_____	SOC 110	Introduction to Sociology <u>or</u>	
_____	PSY 110	Introduction to Psychology	3
<b>PROGRAM ELECTIVES</b>			
			<b>9</b>
_____	_____	Human Resource Management Electives <sup>2</sup> _____	3
_____	_____	Human Resource Management Electives <sup>2</sup> _____	3
_____	_____	Human Resource Management Electives <sup>2</sup> _____	3
<b>Total Credits</b>			<b>24</b>

**NOTES:**

<sup>1</sup> Prerequisite: MGT 230.

<sup>2</sup> Select from BUS 115, BUS 280, CSD 114, CSI 111, PHI 103, PSY 110, PSY 113, PSY 260, SOC 110, SOC 210, SOC 214, SOC 220, SSN 120

**BUSINESS**

**INTERNATIONAL BUSINESS OPTION – B095**

**A.S. in Business Administration**

Contact: Candida Johnson, Ext. 2309, cjohnson@hcc.mass.edu

The International Business option prepares students to transfer to four-year baccalaureate business programs with an international concentration. All Holyoke Community College business degree programs are accredited by the Association of Collegiate Business Schools and Programs. HCC is one of only three community colleges in Massachusetts with this certification.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	ECN 101	Principles of Economics I	3	
_____	ECN 102	Principles of Economics II	3	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Laboratory Science (D) _____	4	
		<b>PROGRAM REQUIREMENTS</b>		<b>26-27</b>
_____	ACC 111	Principles of Accounting I <sup>1</sup>	4	
_____	ACC 112	Principles of Accounting II	4	
_____	ACC 205	Managerial Accounting	3	
_____	BUS 115	Computer Applications <b>or</b>		
_____	CSI 111	Computer Concepts with Applications <sup>2</sup>	3-4	
_____	LAW 211	Business Law	3	
_____	BUS 245	Introduction to International Business	3	
_____	MGT 230	Principles of Management	3	
_____	MKT 240	Principles of Marketing	3	
		<b>PROGRAM ELECTIVES</b>		<b>18</b>
_____	_____	Math Electives <sup>3</sup> _____	3	
_____	_____	Math Electives <sup>3</sup> _____	3	
_____	_____	International Business Electives <sup>4</sup> _____	3	
_____	_____	International Business Electives <sup>4</sup> _____	3	
_____	_____	International Business Electives <sup>4</sup> _____	3	
_____	_____	Social Science Elective _____	3	
		<b>Total Credits</b>		<b>64-65</b>

**NOTES:**

<sup>1</sup> Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.

<sup>2</sup> Eligible for ENG 101.

<sup>3</sup> Select from MTH 160 (D), MTH 162 (D), MTH 111 (D), or MTH 142 (D). Students will not receive credit for MTH 162 and MTH 111. Most transfer institutions prefer MTH 160/MTH 162 combination. However, students should check with their academic advisor to be sure that their choices will transfer to their selected institutions.

<sup>4</sup> Suggested electives: MGT 240, FRH 206, GER 206, SPA 220, CSD 114, or a foreign language. Students may, however, select from courses with the following prefixes: ACC, BUS, CSI, HFM, MGT, MKT, SPO. Students should check with their academic advisor to be sure that their choices will transfer to their selected institutions.

**MULTIMEDIA MARKETING CERTIFICATE – B093**

Contact: Anne Potter, ext. 2347, apotter@hcc.mass.edu

Marketing in business today has evolved from print to multimedia. The Multimedia Marketing Certificate will introduce students to the opportunities and tools of 21st century marketing.

Term/Grade	Course Number	Course Name	Course Credits
<b>PROGRAM REQUIREMENTS</b>			<b>24-25</b>
_____	ART 123	Basic Design I <b>or</b>	
_____	COM 105	Introduction to Visual Media	3
_____	ART 266/ COM 266	Introduction to Designing for the Web <sup>3</sup>	3
_____	BUS 253	Introduction to e-Commerce	3
_____	COM 111	Introduction to Electronic Media	3
_____	COM 201	Electronic Media Seminar I <b>or</b>	
_____	COM 112	Topics in Electronic Media	3
_____	CSI 111	Computer Concepts with Applications <sup>1</sup>	4
_____	CSI 252	Introduction to Web Site Development <sup>2</sup>	3
_____	MKT 226	Principles of Advertising	3
_____	MKT 240	Principles of Marketing	3
<b>Total Credits</b>			<b>28</b>

**NOTES:**

<sup>1</sup> Eligible for ENG 101

<sup>2</sup> CSI 111, eligibility for MTH 095 or equivalent of college-level algebra

<sup>3</sup> ART 259, COM 111, or COM 118

**BUSINESS**

**PROFESSIONAL CUSTOMER SERVICE CERTIFICATE – B085**

Contact: Anne Potter, ext. 2347, apotter@hcc.mass.edu

The Professional Customer Service Certificate provides students with the background for positions in direct sales, telemarketing and customer service in both the wholesale and retail sectors.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>
	<b>PROGRAM REQUIREMENTS</b>		<b>24-25</b>
_____	BUS 101	Introduction to Business	3
_____	BUS 115	Computer Applications <b>or</b>	
_____	CSI 111	Computer Concepts with Applications <sup>1</sup>	3-4
_____	BUS 170	Business Mathematics	3
_____	MKT 227	Customer Service and Sales (Fall)	3
_____	MKT 240	Principles of Marketing	3
_____	OTC 245	Administrative Support Services (Fall)	3
_____	SPE 120	Fundamentals of Speech	3
_____	_____	Business Elective <sup>2</sup>	3
		<b>Total Credits</b>	<b>24-25</b>

**NOTES:**

<sup>1</sup> Eligible for ENG 101.

<sup>2</sup> Select from courses with the following prefixes: ACC, BUS, CSI, HFM, MGT, MKT, OTC, SPO

**RETAIL MANAGEMENT-CAREER OPTION – B081****A.S. Marketing Management**

Contact: Anne Potter, Ext. 2347, apotter@hcc.mass.edu

The Marketing Management Program prepares students for various types of managerial positions in the field of marketing. The Retail Management Career Option provides a foundation for careers in retail-store management. The program includes a six-credit field experience that often becomes the basis for full-time employment after graduation. All Holyoke Community College business degree programs are accredited by the Association of Collegiate Business Schools and Programs. HCC is one of only three community colleges in Massachusetts with this certification.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	ECN 101	Economics I	3	
_____	_____	Social Science Elective (B) _____	3	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Laboratory Science (D) _____	4	
		<b>PROGRAM REQUIREMENTS</b>		<b>34-35</b>
_____	ACC 111	Principles of Accounting I <sup>1</sup>	4	
_____	BUS 115	Computer Applications <b>or</b>		
_____	CSI 111	Computer Concepts w/Applications <sup>2</sup>	3-4	
_____	MGT 230	Principles of Management	3	
_____	MGT 231	Human Resource Management	3	
_____	MKT 110	Principles of Retailing	3	
_____	MKT 211	Field Experience <sup>3</sup>	6	
_____	MKT 226	Principles of Advertising (Spring)	3	
_____	MKT 227	Customer Service & Sales	3	
_____	MKT 240	Principles of Marketing	3	
_____	SPE 120	Fundamentals of Speech	3	
		<b>PROGRAM ELECTIVES</b>		<b>9-10</b>
_____	_____	Business Elective _____	3	
_____	_____	General Elective _____	3	
_____	_____	Math Elective (D) <b>or</b>		
_____	BUS 170	Business Math	3-4	
		<b>Total Credits</b>		<b>63-65</b>

**NOTES:**

<sup>1</sup> Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.

<sup>2</sup> Eligible for ENG 101.

<sup>3</sup> Prerequisite: MKT 110.

**BUSINESS**

**MARKETING MANAGEMENT-TRANSFER OPTION – B082**

**A.S. in Market Management**

Contact: Anne Potter, Ext. 2347, apotter@hcc.mass.edu

The Marketing Management Transfer Option prepares students for entry-level careers in sales, customer service, retailing, and any position with extensive customer interface. Within this option, a student can fulfill the requirements of the Massachusetts Transfer Compact by opting to take humanities electives instead of business electives. Under the Compact, students fulfill their general education requirements for any baccalaureate state institution to which they might transfer. Students transferring to the Isenberg School of Management at the University of Massachusetts Amherst, or to a business program at Westfield State College should choose Business Administration Transfer as a major.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
<b>GENERAL EDUCATION REQUIREMENTS</b>				<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	ECN 101	Economics I	3	
_____	ECN 102	Economics II	3	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Laboratory Science (D) _____	4	
<b>PROGRAM REQUIREMENTS</b>				<b>29-30</b>
_____	ACC 111	Principles of Accounting I <sup>1</sup>	4	
_____	ACC 112	Principles of Accounting II	4	
_____	BUS 115	Computer Applications <b>or</b>		
_____	CSI 111	Computer Concepts w/Applications <sup>2</sup>	3-4	
_____	COM 111	Introduction to Electronic Media	3	
_____	MGT 230	Principles of Management	3	
_____	MKT 110	Principles of Retailing	3	
_____	MKT 226	Principles of Advertising (Spring)	3	
_____	MKT 227	Customer Service and Sales	3	
_____	MKT 240	Principles of Marketing	3	
<b>PROGRAM ELECTIVES</b>				<b>12-13</b>
_____	_____	Humanities Electives (C) <sup>3</sup> <b>or</b> Business Electives _____	3	
_____	_____	Humanities Electives (C) <sup>3</sup> <b>or</b> Business Electives _____	3	
_____	_____	MTH Elective (D) _____	3-4	
_____	_____	Social Science Elective (B) _____	3	
<b>Total Credits</b>				<b>61-62</b>

**NOTES:**

<sup>1</sup> Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.

<sup>2</sup> Eligible for ENG 101.

<sup>3</sup> Students transferring under the Transfer Compact to UMass or any other Massachusetts state college or university MUST take nine (9) credits of Humanities (C) courses. Students planning to transfer to other four-year institutions should check with either their academic advisor or the Transfer Affairs Coordinator in selecting their courses.

**RETAIL MANAGEMENT CERTIFICATE – B084**

Contact: Anne Potter, Ext. 2347, apotter@hcc.mass.edu

The Retail Management Certificate prepares students for careers in retail sales, customer service, and entry-level management positions within retail stores. The certificate credits are fully transferable to all of the options within the Marketing Management major. All of the courses within the Retail Management Certificate are available in distance learning format, thus the certificate can be earned totally online.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>18</b>
_____	BUS 115	Computer Applications	3	
_____	MGT 230	Principles of Management	3	
_____	MGT 231	Human Resource Management	3	
_____	MKT 110	Principles of Retailing	3	
_____	MKT 227	Customer Service and Sales	3	
_____	MKT 240	Principles of Marketing	3	
		<b>Total Credits</b>		<b>18</b>

**NOTES:**

**BUSINESS**

**SPORT ADMINISTRATION – B090**

**A.S. in Sport Administration**

Contact: Kelly O'Connor, Ext.2315, koconnor@hcc.mass.edu

Holyoke Community College business degree programs are accredited by the Association of Collegiate Business Schools and Programs. HCC is one of only three community colleges in Massachusetts with this certification.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	ECN 101	Principles of Economics I	3	
_____	ECN 102	Principles of Economics II	3	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Laboratory Science (D) _____	4	
		<b>PROGRAM REQUIREMENTS</b>		<b>35-37</b>
_____	ACC 111	Principles of Accounting I <sup>1</sup>	4	
_____	ACC 112	Principles of Accounting II	4	
_____	BUS 115	Computer Applications <b>or</b>		
_____	CSI 111	Computer Concepts with Applications <sup>2</sup>	3-4	
_____	MGT 230	Principles of Management	3	
_____	MKT 240	Principles of Marketing	3	
_____	SPO 110	Introduction to Sport Management (Fall)	3	
_____	SPO 211	Sport Law (Spring)	3	
_____	_____	Humanities Electives (C) <sup>3</sup> _____	3	
_____	_____	Humanities Electives (C) <sup>3</sup> _____	3	
_____	_____	Humanities Electives (C) <sup>3</sup> _____	3	
_____	_____	Math Elective (D) <sup>3</sup> _____	3-4	
_____	_____	Social Science Elective (B) _____	3	
		<b>PROGRAM ELECTIVES</b>		<b>9</b>
_____	_____	Sport Administration Electives <sup>4</sup> _____	3	
_____	_____	Sport Administration Electives <sup>4</sup> _____	3	
		<b>Total Credits</b>		<b>64-66</b>

**NOTES:**

<sup>1</sup> Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.

<sup>2</sup> Eligible for ENG 101.

<sup>3</sup> Students transferring under the Transfer Compact to UMass or any other Massachusetts state college or university **MUST** take nine (9) credits of Humanities (C) courses **AND** three/four (3-4) credits of a Math (D) course. Students planning to transfer to other four-year institutions should check with either their academic advisor or the Transfer Affairs Coordinator in selecting their courses.

<sup>4</sup> Select from BUS 215, BUS 222, BUS 242, BUS 244, MGT 231, PSY 250, SOC 240

## CHEMISTRY OPTION – N012

## A.S. in Arts and Science

Contact: Carl Satterfield, Ext. 2174, csatterfield@hcc.mass.edu

An A.A. degree in chemistry will allow transfer students to continue in any of the chemical sciences; work as an environmental technician, biotechnology technician, food technology technician, or a chemical technician.

Term/Grade	Course Number	Course Name	Course Credits	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>36</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	CHM 121	Inorganic Chemistry I (Fall)	4	
_____	CHM 124	Inorganic Chemistry II (Spring)	4	
_____	_____	Social Science Elective (B) _____	3	
_____	_____	Social Science Elective (B) _____	3	
_____	_____	Social Science Elective (B) _____	3	
_____	_____	Humanities Elective (C) _____	3	
_____	_____	Humanities Elective (C) _____	3	
_____	_____	Humanities Elective (C) _____	3	
_____	MTH 111	Analytic Geometry and Calculus I	4	
		<b>PROGRAM REQUIREMENTS</b>		<b>9</b>
_____	CHM 221	Organic Chemistry I (Fall)	4	
_____	CHM 224	Organic Chemistry IIA <b>or</b>	5	
_____	CHM 222	Organic Chemistry II	4	
		<b>SUGGESTED ELECTIVES</b>		<b>15</b>
		<i>Only 6 credits or two non-arts and science courses may be taken as general electives.</i>		
_____	ENG 218	Advanced Writing	3	
_____	FRH 101	Elementary French <b>or</b>	3	
_____	GER 101	Elementary German	3	
_____	FRH 102	Elementary French <b>or</b>	3	
_____	GER 102	Elementary German	3	
_____	FRH 201	Intermediate French <b>or</b>	3	
_____	GER 201	Intermediate German	3	
_____	FRH 202	Intermediate French <b>or</b>	3	
_____	GER 202	Intermediate German	3	
_____	MTH 112	Analytic Geometry & Calculus II	4	
_____	MTH 211	Analytic Geometry & Calculus III (Fall)	4	
_____	MTH 212	Analytic Geometry & Calculus IV (Spring)	4	
_____	PHS 101	General Physics I (Fall) <sup>1</sup>	4	
_____	PHS 102	General Physics II (Spring) <sup>1</sup>	4	
		<b>Total Credits</b>		<b>60</b>

**NOTES:**

<sup>1</sup> PHS 111-112 (required by some schools) can be substituted for PHS 101-102.

**COMMUNICATION**

**COMMUNICATION, MEDIA, AND THEATER ARTS OPTION – H040**

**A.A in Arts and Science**

Contact: Patricia Sandoval, Ext 2485, psandoval@hcc.mass.edu

www.hcc-cmta.org

The Department of Communication, Media and Theater Arts recognizes the importance of effective communication in today’s society. Communication can be verbal, written, or visual; performed on a stage, the screen, or delivered as a speech. The mission of the Department of Communication, Media and Theater Arts is to provide students with an opportunity to learn to communicate effectively through hands-on, student-oriented classes where they can learn critical thinking, effective communications principles, creative problem solving, and dynamic group interaction. This option is designed for students interested in communication, electronic media, or theater. Students choosing this option must meet with a departmental advisor to design a course of study.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>35</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	_____	Humanities Elective (C) _____	3	
_____	_____	Humanities Elective (C) _____	3	
_____	_____	Humanities Elective (C) _____	3	
_____	_____	Social Science Elective (B) _____	3	
_____	_____	Social Science Elective (B) _____	3	
_____	_____	Social Science Elective (B) _____	3	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Mathematics (D) _____	3	
		<b>OPTION REQUIREMENTS</b>		<b>21</b>
		<i>A minimum of 18 credits from courses with COM or THE prefixes</i>		
_____	_____	_____	3	
_____	_____	_____	3	
_____	_____	_____	3	
_____	_____	_____	3	
_____	_____	_____	3	
_____	_____	_____	3	
_____	COM 150	Public Speaking	3	
		<b>GENERAL ELECTIVES</b>		<b>4</b>
		<i>Sufficient to complete 60 credits</i>		
_____	_____	_____	1-4	
_____	_____	_____	1-4	
		<b>Total Credits</b>		<b>60</b>

**NOTES:**

**ADMINISTRATIVE INFORMATION SYSTEMS OPTION – N041****A.S in Computer Information Systems**

Contact: Sharon Biskup, Ext. 2345, sbiskup@hcc.mass.edu

The Administrative Information Systems Option prepares students for information-management careers within a wide range of organizational settings. The program combines both computer and management courses as a basis for entry-level positions as computer applications specialists, information systems managers, information resource managers, office managers, and administrative support specialists.

Term/Grade	Course Number	Course Name	Course Credits	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	_____	Laboratory Science (D)_____	4	
_____	_____	Laboratory Science (D)_____	4	
_____	_____	Social Science (B) _____	3	
_____	_____	Social Science (B) _____	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>35-36</b>
_____	ACC 111	Principles of Accounting I <sup>1</sup>	4	
_____	BUS 215	Spreadsheets	3	
_____	BUS 220	Business Communications <sup>9</sup>	3	
_____	CSI 111	Computer Concepts with Applications <sup>2</sup>	4	
_____	CSI 120	Business Data Communications <sup>3</sup>	3	
_____	CSI 242	Applied Database Management <sup>4</sup>	3	
_____	CSI 252	Introduction to Website Development <sup>5</sup>	3	
_____	MGT 230	Principles of Management	3	
_____	_____	MTH (D)Math Elective <sup>8</sup> _____	3-4	
_____	OTC 217	Advanced Document Processing (Spring) <sup>6</sup>	3	
_____	OTC 245	Administrative Support Services	3	
		<b>PROGRAM ELECTIVES</b>		<b>9</b>
_____	_____	Administrative Information Systems Elective <sup>7</sup> _____	3	
_____	_____	Administrative Information Systems Elective <sup>7</sup> _____	3	
_____	_____	General Elective _____	3	
		<b>Total Credits</b>		<b>64</b>

**NOTES:**

<sup>1</sup> Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.

<sup>2</sup> Eligible for ENG 101.

<sup>3</sup> Prerequisite: CSI 101 or CSI 111.

<sup>4</sup> Prerequisite: Introductory Computer Course (CSI 101, CSI 111, BUS 115, BUS 215, or equivalent).

<sup>5</sup> Prerequisites: CSI 111, and eligibility for MTH 095 or the equivalent of college-level algebra.

<sup>6</sup> Assumes keyboarding speed of 45 wpm; students may have to take OTC 151 before OTC 217.

<sup>7</sup> Select from: ACC 105, ACC 112, BUS 280, CSI 211, CSI 251, CSI 254, ENG 223, 225, GIS 230, MKT 240, MGT 231, MGT 235, SEC 105, 261, 262, 263, 264, 266, 267, 268, SPE 120.

<sup>8</sup> Choose from MTH 142, 150, 155, 160

<sup>9</sup> Prerequisite: ENG 101

## COMPUTER

### ADMINISTRATIVE INFORMATION SYSTEMS CERTIFICATE – N040

Contact: Sharon Biskup, Ext. 2345, sbiskup@hcc.mass.edu

The Administrative Information Systems Certificate is especially designed for people wishing to update their administrative and office skills to reflect the latest in computer technology. The credits earned in the Administrative Information Systems certificate are completely transferable to the Administrative Information Systems degree option.

Term/Grade	Course Number	Course Name	Course Credits	
		<b>PROGRAM REQUIREMENTS</b>		<b>25</b>
_____	BUS 215	Spreadsheets	3	
_____	CSI 111	Computer Concepts with Applications <sup>1</sup>	4	
_____	CSI 120	Business Data Communications <sup>2</sup>	3	
_____	CSI 242	Applied Database Management <sup>3</sup>	3	
_____	CSI 252	Introduction to Website Development <sup>4</sup>	3	
_____	MGT 230	Principles of Management	3	
_____	OTC 217	Advanced Document Processing (Spring) <sup>5</sup>	3	
_____	OTC 245	Administrative Support Services (Fall)	3	
		<b>Total Credits</b>		<b>25</b>

#### NOTES:

<sup>1</sup> Eligible for ENG 101.

<sup>2</sup> Prerequisite: CSI 111.

<sup>3</sup> Prerequisite: Introductory Computer Course (CSI 101, CSI 111, BUS 115, BUS 215, or equivalent).

<sup>4</sup> Prerequisite: CSI 111, eligibility for MTH 095 or the equivalent of college level algebra.

<sup>5</sup> Assumes a keyboarding speed of 45 wpm; student may have to take OTC 151 before OTC 217.

**COMPUTER NETWORKING CERTIFICATE – N062**

Contact: Casey Storozuk, Ext. 2429, cstorozuk@hcc.mass.edu

This certificate is designed to provide students with a hands-on working knowledge of how businesses store, maintain and share vast amounts of information and focuses upon the technical aspects of maintaining, troubleshooting and repairing computer and network systems, including analyzing and finding solutions to problems experienced by individual computer users. Upon completion of the requirements of this certificate, the student will be able to follow a number of career paths in all segments of business and industry. Students with a Certificate in Computer Networking are widely sought after to fill positions as help desk technicians, network administrators, information technology specialists, PC analysts or systems analysts. The students will also be able to transfer all course work into the Microcomputer User Support Degree.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>
	<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>27-28</b>
_____	CSI 111	Computer Concepts with Applications <sup>1</sup> <b>or</b>	
_____	CSI 101	Computer Concepts <sup>1</sup>	3-4
_____	CSI 120	Business Data Communications <sup>2</sup>	3
_____	CSI 211	System Support I – Hardware <sup>3</sup>	3
_____	CSI 214	Systems Analysis & Design <sup>4</sup>	3
_____	CSI 215	Legal and Ethical Issues in Information Systems <sup>5</sup>	3
_____	CSI 216	System Support II – Software <sup>6</sup>	3
_____	CSI 250	Current Topics in Information Systems <sup>7</sup>	3
_____	CSI 251	Network Development <sup>8</sup>	3
_____	SEC 105	Principles of Information Security and Assurance <sup>2</sup>	3
		<b>Total Credits</b>	<b>27-28</b>

**NOTES:**<sup>1</sup> Eligible for ENG 101<sup>2</sup> Prerequisite: CSI 111 or CSI 101<sup>3</sup> Prerequisite: CSI 111 or CSI 101<sup>4</sup> Prerequisite: 12 CSI credits<sup>5</sup> Prerequisite: 6 CSI credits<sup>6</sup> Prerequisite: CSI 111 or CSI 101<sup>7</sup> Prerequisite: 12 CSI credits<sup>8</sup> Prerequisite: CSI 101 or CSI 111 and Eligibility for ENG 101

**COMPUTER**

**COMPUTER INFORMATION SECURITY AND ASSURANCE OPTION – N063**

**A.S. in Computer Information Systems**

Contact: Casey Storozuk, Ext. 2429, cstorozuk@hcc.mass.edu

Information and network security is a problem that almost every company faces; one of the biggest assets a company has is its data. The field of information security and assurance is a fast-growing field; currently there are too few professionals to fill the positions available. Graduates with associate degrees can be hired as entry-level Internet, security, network, systems or support administrators or specialists and will be prepared to integrate new security skills into their responsibilities and serve on corporate security teams.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>20</b>
_____	ENG 101	Language and Literature I	3
_____	ENG 102	Language and Literature II	3
_____	SOC 110	Introduction to Sociology (B)	3
_____	PSY 110	Introduction to Psychology (B)	3
_____	_____	Laboratory Science (D) _____	4
_____	_____	Laboratory Science (D) _____	4
<b>PROGRAM REQUIREMENTS</b>			<b>36-38</b>
_____	CSI 101	Computer Concepts <sup>1</sup> <b>or</b>	
_____	CSI 111	Computer Concepts with Applications <sup>1</sup>	3-4
_____	CRJ 100	Introduction to Criminal Justice	3
_____	SEC 105	Principles of Information Security and Assurance <sup>1</sup> <b>or</b>	
_____	CRJ 105	Introduction to Security	3
_____	CSI 120	Business Data Communications <sup>2</sup>	3
_____	CSI 211	Systems Support I—Hardware <sup>2</sup>	3
_____	CSI 215	Ethical and Legal Aspects of Information Systems <sup>3</sup>	3
_____	CSI 216	System Support II—Software <sup>2</sup>	3
_____	CSI 251	Network Development <sup>2</sup>	3
_____	SEC 261	Information Security Assurance and Administration <sup>6</sup>	3
_____	SEC 263	Operating System Security and Assurance <sup>6</sup>	3
_____	MGT 230	Principles of Management <b>or</b>	
_____	MKT 240	Principles of Marketing	3
_____	_____	Math Elective (D) <sup>4</sup> _____	3-4
<b>PROGRAM ELECTIVES</b>			<b>6</b>
_____	CRJ 102	Criminal Evidence	3
_____	CRJ 205	Criminal Law and Procedure	3
_____	SEC 262	Introduction to Firewalls <sup>6</sup>	3
_____	SEC 264	Disaster Recovery <sup>6</sup>	3
_____	MGT 230	Principles of Management	3
_____	MKT 240	Principles of Marketing	3
_____	CSI 252	Introduction to Website Development <sup>7</sup>	3
_____	CSI 253	Introduction to eCommerce	3
_____	CSI 242	Applied Database Management <sup>8</sup>	3
<b>Total Credits</b>			<b>62-64</b>

**NOTES:**

<sup>1</sup> Eligible for ENG 101.

<sup>2</sup> Prerequisite: CSI 101 or CSI 111.

<sup>3</sup> Prerequisites: 12 CSI credits.

<sup>4</sup> Select from MTH 142, 150, 155, 160

<sup>5</sup> Select from CSI 106, 212, 242, 252, 253, 254, 256, 278, 280, ENG 223, 225, GIS 230, MKT 227

<sup>6</sup> Prerequisite: SEC 105 or CRJ 105

<sup>7</sup> Prerequisite: CSI 101 or 111, and eligibility for MTH 095 or the equivalent of college-level algebra.

<sup>8</sup> Introductory computer course

**MANAGEMENT INFORMATION SYSTEMS OPTION – N053****A.S. in Computer Information Systems**

Contact: Sharon Biskup, Ext. 2345, sbiskup@hcc.mass.edu

Students choosing the Management Information Systems Option will be able to offer organizations information systems skills along with a solid foundation in accounting, management, and finance. Graduates may pursue entry-level positions in business and industry in information management, maintenance and distribution or expand their career opportunities by transferring to a four-year college.

Term/Grade	Course Number	Course Name	Course Credits	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	ECN 101	Principles of Economics I	3	
_____	ECN 102	Principles of Economics II	3	
_____	_____	Laboratory Science (D)_____	4	
_____	_____	Laboratory Science (D)_____	4	
		<b>PROGRAM REQUIREMENTS</b>		<b>35-36</b>
_____	ACC 111	Principles of Accounting I <sup>1</sup>	4	
_____	ACC 112	Principles of Accounting II	4	
_____	CSI 106	Programming Fundamentals I <sup>2</sup>	4	
_____	CSI 111	Computer Concepts w/Applications <sup>3</sup>	4	
_____	CSI 120	Business Data Communications <sup>4</sup>	3	
_____	CSI 218	Programming Fundamentals II <sup>5</sup> <b>or</b>	4	
_____	CSI 254	Java Programming I <sup>6</sup>	4	
_____	CSI 214	Systems Analysis & Design <sup>7</sup>	3	
_____	CSI 242	Applied Database Management <sup>8</sup>	3	
_____	MGT 230	Principles of Management	3	
_____	_____	Math Elective (D) <sup>9</sup> _____	3-4	
		<b>PROGRAM ELECTIVES</b>		<b>9</b>
_____	_____	Management Information Systems Electives <sup>10</sup> _____	3	
_____	_____	Management Information Systems Electives <sup>10</sup> _____	3	
_____	_____	Management Information Systems Electives <sup>10</sup> _____	3	
		<b>Total Credits</b>		<b>63-64</b>

**NOTES:**

<sup>1</sup> Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.

<sup>2</sup> Eligibility for MTH 095 or MPE; CSI 111 pre- or co-requisite.

<sup>3</sup> Eligible for ENG 101.

<sup>4</sup> Prerequisite: CSI 101 or CSI 111.

<sup>5</sup> Prerequisite: CSI 106 or permission of instructor, and CSI 101 or CSI 111 and MTH 095 or Mathematics Placement Exam.

<sup>6</sup> Prerequisites: CSI 106 and CSI 101 or CSI 111.

<sup>7</sup> Prerequisite: 12 CSI credits.

<sup>8</sup> Prerequisite: Introductory computer course (CSI 101, CSI 111, BUS 115, BUS 215 or equivalent).

<sup>9</sup> Select from MTH 142, 150, 155, 160.

<sup>10</sup> Select from: CSI 278, CSI 280, CSI 252, CSI 253, CSI 254, CSI 256, CSI 215, CSI 255, CSI 212, ENG 223, ENG 225, MGT 231, MKT 240, SEC 105, 261, 262, 263, 264, 266, 267, 268.

**COMPUTER**

**MICROCOMPUTER USER SUPPORT OPTION – N057**

**A.S. in Computer Information Systems**

Contact: Sharon Biskup, Ext. 2345, sbiskup@hcc.mass.edu

This degree is designed to provide students with a hands-on working knowledge of how businesses store, maintain and share vast amounts of information and focuses upon the technical aspects of maintaining, troubleshooting and repairing computer and network systems, including analyzing and finding solutions to problems experienced by individual computer users. Upon completion of the requirements of this degree the student will be able to follow a number of career paths in all segments of business and industry such as systems analysts, network managers, “help desk” technicians, microcomputer technicians and information systems support personnel. This degree prepares students for certification exams such as the A+ certification exam or the Novell C.N.A. exam.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
<b>GENERAL EDUCATION REQUIREMENTS</b>				<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	_____	Social Science Elective (B) _____	3	
_____	_____	Social Science Elective (B) _____	3	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Laboratory Science (D) _____	4	
<b>PROGRAM REQUIREMENTS</b>				<b>34-35</b>
_____	CSI 111	Computer Concepts with Applications <sup>1</sup>	4	
_____	CSI 120	Business Data Communications <sup>2</sup>	3	
_____	CSI 211	Systems Support I—Hardware <sup>2</sup>	3	
_____	CSI 214	Systems Analysis & Design <sup>3</sup>	3	
_____	CSI 215	Ethical and Legal Aspects of Information Systems <sup>3</sup>	3	
_____	CSI 216	System Support II—Software <sup>2</sup>	3	
_____	CSI 250	Current Topics Information Systems <sup>3</sup>	3	
_____	CSI 251	Network Development <sup>2</sup>	3	
_____	SEC 105	Principles of Information Security and Assurance <sup>2</sup>	3	
_____	MGT 230	Principles of Management <b>or</b>		
_____	MKT 240	Principles of Marketing	3	
_____	_____	Math Elective (D) <sup>4</sup> _____	3-4	
<b>PROGRAM ELECTIVES</b>				<b>9</b>
_____	_____	Microcomputer User Support Elective <sup>5</sup> _____	3	
_____	_____	Microcomputer User Support Elective <sup>5</sup> _____	3	
_____	_____	General Elective _____	3	
<b>Total Credits</b>				<b>63-64</b>

**NOTES:**

<sup>1</sup> Eligible for ENG 101.

<sup>2</sup> Prerequisite: CSI 101 or CSI 111.

<sup>3</sup> Prerequisites: 12 CSI credits.

<sup>4</sup> Select from MTH 142, 150, 155, 160.

<sup>5</sup> Select from CSI 106, 212, 242, 252, 253, 254, 256, 278, 280, ENG 223, 225, GIS 230, MKT 227, SEC 105, 261, 262, 263, 264, 266, 267, 268.

**PROGRAMMING OPTION – N056**  
**A.S. in Computer Information Systems**

Contact: Sharon Biskup, Ext. 2345, sbiskup@hcc.mass.edu

Computer programmers write, test, and maintain the detailed instructions that computers used to function. Programmers also design and test logical structures for solving problems by computer. Programmers work directly with experts from various fields to create software. Students in this option generally transfer to a baccalaureate degree program in order to obtain an entry-level career position. Opportunities may also include system analysis, database management and programming, and positions within management information systems departments.

Term/Grade	Course Number	Course Name	Course Credits
<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>20</b>
_____	ENG 101	Language and Literature I	3
_____	ENG 102	Language and Literature II	3
_____	_____	Social Science Elective (B) <sup>1</sup> _____	3
_____	_____	Social Science Elective (B) <sup>1</sup> _____	3
_____	_____	Laboratory Science (D) _____	4
_____	_____	Laboratory Science (D) _____	4
<b>PROGRAM REQUIREMENTS</b>			<b>36-37</b>
_____	ACC 111	Principles of Accounting I <sup>2</sup>	4
_____	CSI 106	Programming Fundamentals I <sup>3</sup>	4
_____	CSI 111	Computer Concepts with Applications <sup>4</sup>	4
_____	CSI 218	Programming Fundamentals II <sup>5</sup>	4
_____	CSI 242	Applied Database Management <sup>6</sup>	3
_____	CSI 250	Current Topics in Microcomputing <sup>7</sup>	3
_____	CSI 252	Introduction to Website Development <sup>8</sup>	3
_____	CSI 254	Java Programming I <sup>9</sup>	4
_____	CSI 256	Java Programming II <sup>10</sup>	4
_____	_____	Math Elective (D) <sup>11</sup> _____	3-4
<b>PROGRAM ELECTIVES</b>			<b>9-11</b>
_____	_____	General Elective _____	3
_____	_____	Programming Electives <sup>12</sup> _____	3-4
_____	_____	Programming Electives <sup>12</sup> _____	3-4
<b>Total Credits</b>			<b>64-67</b>

**NOTES:**

<sup>1</sup> Recommended: ECN 101-102

<sup>2</sup> Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.

<sup>3</sup> Eligibility for MTH 095 or MPE; CSI 111 pre- or co-requisite.

<sup>4</sup> Eligibility for ENG 101.

<sup>5</sup> Prerequisites: CSI 106 or permission of instructor, and CSI 111, and MTH 095 or Mathematics Placement Exam.

<sup>6</sup> Prerequisite: Introductory computer course (CSI 111, BUS 115, BUS 215 or equivalent).

<sup>7</sup> Prerequisites: 12 CSI credits

<sup>8</sup> Prerequisites: CSI 111, and eligibility for MTH 095 or the equivalent of college level algebra.

<sup>9</sup> Prerequisite: CSI 106 and CSI 111 and eligibility for MTH 095 or equivalent of college-level algebra.

<sup>10</sup> Prerequisite: CSI 254.

<sup>11</sup> Select from MTH 104, 108, 111, 142, 150, 160, 162.

<sup>12</sup> Programming Electives include: CSI 120, 215, 225, 235, 253, 255, 278, 280, ENG 223, 225, GIS 230 SEC 105, 261, 262, 263, 264, 266, 267, 268.

**COMPUTER**

**WEBMASTER OPTION – N054**

**A.S. in Computer Information Systems**

Contact: Sharon Biskup, Ext. 2345, sbiskup@hcc.mass.edu

Web sites are important communication and marketing vehicles for all types of organizations, and according to many surveys, the demand for people with the ability to design and manage a Web site exceeds the supply. The Webmaster Option provides students with the skills necessary to design, set up, and maintain Web pages and sites for large and small companies in virtually all types of industries. Graduates may also consider entrepreneurial opportunities in the field of Web page design. Students who have already fulfilled the requirements in the Webmaster Certificate Program may apply those credits to this option.

Term/Grade	Course Number	Course Name	Course Credits	
<b>GENERAL EDUCATION REQUIREMENTS</b>				<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	_____	Social Science Electives (B) _____	3	
_____	_____	Social Science Electives (B) _____	3	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Laboratory Science (D) _____	4	
<b>PROGRAM REQUIREMENTS</b>				<b>35-36</b>
_____	COM 118	Media for the Web	3	
_____	COM 266/ ART 266	Intro to Designing for the Web <sup>1</sup>	3	
_____	CSI 111	Computer Concepts with Applications <sup>2</sup>	4	
_____	CSI 120	Business Data Communications <sup>3</sup>	3	
_____	CSI 250	Current Topics in Information Systems <sup>4</sup>	3	
_____	CSI 251	Network Development <sup>5</sup>	3	
_____	CSI 252	Introduction to Website Development <sup>6</sup>	3	
_____	CSI 253	Introduction to e-Commerce	3	
_____	CSI 255	Scripting for the Web <sup>7</sup>	4	
_____	MKT 240	Principles of Marketing	3	
_____	_____	Math Elective (D) <sup>8</sup> _____	3-4	
<b>PROGRAM ELECTIVES</b>				<b>6</b>
_____	_____	Webmaster Electives <sup>9</sup> _____	3	
_____	_____	Webmaster Electives <sup>9</sup> _____	3	
<b>Total Credits</b>				<b>65-66</b>

**NOTES:**

<sup>1</sup> Prerequisite: ART 259, COM 111, or COM 118.

<sup>2</sup> Eligible for ENG 101.

<sup>3</sup> Prerequisite: CSI 111.

<sup>4</sup> Prerequisites: 12 CSI credits.

<sup>5</sup> Prerequisites: CSI 101 or CSI 111.

<sup>6</sup> Prerequisites: CSI 111, eligibility for MTH 095 or the equivalent of college level algebra.

<sup>7</sup> Prerequisites: CSI 252.

<sup>8</sup> Select from MTH 142 or 150 preferred, or select from 104, 108, 111, 142, 150, 155, 160, 162.

<sup>9</sup> Select from Art 123, 124, CSI 212, 242 254, 256, 278, 280, GIS 230, ENG 223, ENG 225, MKT 227 SEC 105, 261, 262, 263, 264, 266, 267, 268.

**WEBMASTER CERTIFICATE – N055**

Contact: Sharon Biskup, Ext. 2345, sbiskup@hcc.mass.edu

The WebMaster Certificate prepares students for careers in Website development and management within large and small companies in virtually all types of industries. Students are dually trained in both technological and design aspects of Web site development. They learn how to set up and maintain a web site as well as the creative techniques for making it visually attractive. Credits earned in the Webmaster Certificate are completely transferable to the Webmaster Option.

Term/Grade	Course Number	Course Name	Course Credits
<b>GENERAL EDUCATION REQUIREMENTS</b>			
Eligibility for ENG 101			
CSI 111 (Computer Concepts and Applications) or its equivalent is a prerequisite to some courses in this program and should be taken prior to starting the program.			
<b>PROGRAM REQUIREMENTS</b>			
			<b>26-28</b>
_____	COM 118	Media for the Web (Fall)	3
_____	COM 266/ ART 266	Introduction to Designing for the Web <sup>1</sup>	3
_____	CSI 120	Business Data Communications <sup>2</sup>	3
_____	CSI 250	Current Topics in Information Systems <sup>3</sup>	3
_____	CSI 251	Network Development <sup>4</sup>	3
_____	CSI 252	Introduction to Website Development <sup>5</sup>	3
_____	CSI 253	Introduction to e-Commerce	3
_____	CSI 255	Scripting for the Web <sup>6</sup>	4
_____	CSI 276/ 277/278	CSI Internship <sup>7</sup> <b>or</b>	
_____	CSI 280	Computer Information Systems Cooperative Education I <sup>8</sup>	1-3
<b>Total Credits</b>			<b>26-28</b>

**NOTES:**<sup>1</sup> Prerequisite: ART 259, COM 111, or COM 118.<sup>2</sup> Prerequisite:CSI 111.<sup>3</sup> Prerequisites:12 CSI credits.<sup>4</sup> Prerequisite:CSI 101 or 111.<sup>5</sup> Prerequisites:CSI 111, eligibility for MTH 095 or the equivalent of college level algebra.<sup>6</sup> Prerequisites:CSI 252.<sup>7</sup> Prerequisites:Sophomore status, at least four previous CSI courses, and consent of a faculty supervisor from the CSI Department.<sup>8</sup> Prerequisites: 2 CSI courses, sophomore status.

**CRIMINAL JUSTICE**

**CRIMINAL JUSTICE – S080**

**A.S. in Criminal Justice**

Contact: Mónica H. Pérez, Ext. 2413, mperez@hcc.mass.edu

The mission of the Criminal Justice Program (CRJ) at Holyoke Community College is to provide students with a quality and relevant academic background in the field of criminal justice. Students who obtain an Associate degree of Science from the CRJ program will be prepared to undertake further collegiate studies at four-year institutions, or placement within a wide variety of criminal justice related fields.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
<b>GENERAL EDUCATION REQUIREMENTS</b>				<b>26</b>
_____	ENG 101	Language and Literature I (A)	3	
_____	ENG 102	Language and Literature II (A)	3	
_____	_____	Laboratory Science (D) Excluding CHM 119, BIO 126 & 212	4	
_____	_____	Laboratory Science (D) Excluding CHM 119, BIO 126 & 212	4	
_____	_____	MTH (D) College Level Math	3	
<i>Social Science (B) Select 9 credits:</i>				
_____	PSY 110	Introduction to Psychology (B)	3	
_____	SOC 110	Introduction to Sociology (B)	3	
_____	POL 110	U.S. National Government (B) <b>or</b>	3	
_____	POL 120	State and Local Government (B)	3	
<b>PROGRAM REQUIREMENTS</b>				<b>24-25</b>
_____	CRJ 100	Introduction to Criminal Justice	3	
_____	CRJ 103	Introduction to Corrections	3	
_____	CRJ 105	Introduction to Security (Spring)	3	
_____	CRJ 117	Criminology (B)	3	
_____	CRJ 112	Criminal Law and Procedure	3	
_____	CRJ 207	Police Operations	3	
_____	CRJ 210	Human Relations: Diversity and Ethical Issues (B) (Spring)	3	
_____	CSI 111	Computer Concepts with Applications <b>or</b>	4	
_____	BUS 115	Computer Applications	3	
<b>PROGRAM ELECTIVES</b>				<b>12</b>
<i>Select four courses. Three must be Humanities(C) to satisfy Transfer Compact Requirements</i>				
_____	_____	HUM (C)	3	
_____	_____	HUM (C)	3	
_____	_____	HUM (C)	3	
_____	CRJ 102	Criminal Evidence (Spring)	3	
_____	CRJ 110	Child Abuse and Neglect (B)	3	
_____	CRJ 200	Contemporary Issues in Criminal Justice	3	
_____	CRJ 205	Criminal Investigation and Crime Analysis	3	
_____	CRJ 208	Juvenile Delinquency (B)	3	
_____	CRJ 211	Probation and Parole	3	
_____	CRJ 216	Justice Administration	3	
_____	CSI 261	Information Security Administration	3	
_____	HSV 208	Substance Abuse (B)	3	
_____	PHI 120	Ethics (C)	3	
_____	SOC 213	Urban Sociology (B)	3	
_____	SOC 214	Social Problems (B)	3	
_____	SOC 220	Sociology of Race and Ethnicity (B)	3	
_____	SSN 104	Soul of a Citizen: Topics in Community Service Learning (B)	3	
_____	SSN 280/281	Cooperative Education	3	
<b>Total Credits</b>				<b>62-63</b>

**NOTE:** Police Career Incentive Pay Program (PCIPP), an Amendment to section 18L of chapter 41 of the Massachusetts General Laws delegated to the Board of Higher Education (BHE) grants the authority to establish guidelines for program pursued for police career incentive pay increases. The BHE has subsequently adopted new standards which **DO NOT** allow for: Academic Credit to be granted for

- Life experience or military, police academy, or other training or;
- Academic credit for knowledge-based testing (CLEP, DANTES, etc.) to exceed 6 credit hours or;
- Tech-prep credit.

Students being re-admitted into the CRJ Program will enroll in the current program of study.

**LAW ENFORCEMENT CERTIFICATE – S082**

Contact: Mónica H. Pérez, Ext. 2413, mperez@hcc.mass.edu

Developed in cooperation with the Massachusetts Chiefs of Police Association, the Law Enforcement Certificate Program prepares students for a career in 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 into 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. Certificate students are required to meet HCC admissions standards and any prerequisites for these courses.

Term/Grade	Course Number	Course Name	Course Credits	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>9</b>
_____	ENG 101	Language and Literature I	3	
_____	SOC 110	Introduction to Sociology	3	
_____	PSY 110	Introduction to Psychology	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>18</b>
_____	CRJ 100	Introduction to Criminal Justice	3	
_____	CRJ 102	Criminal Evidence (Spring)	3	
_____	CRJ 112	Criminal Law and Procedure	3	
_____	CRJ 117	Criminology (B)	3	
_____	CRJ 207	Police Operations	3	
_____	CRJ 210	Human Relations: Diversity and Ethical Issues (B) (Spring)	3	
		<b>Total Credits</b>		<b>27</b>

**NOTES:**

- 1) Police Career Incentive Pay Program (PCIPP), an Amendment to Section 18L of Chapter 41 of the Massachusetts General Laws delegated to the Board of Higher Education (BHE) grants the authority to establish guidelines for programs pursued for police career incentive pay increases. The BHE has subsequently adopted new standards which DO NOT allow for:
  - Academic Credit to be granted for life experience or military, police academy, or other training; or
  - Academic Credit for knowledge-based testing (CLEP, DANTES) to exceed 6 credit hours; or
  - Tech-prep credit.
- 2) Students being re-admitted into the certificate program will enroll in the current program of study.
- 3) Fifty (50) percent of the credits required for the certificate must be earned at Holyoke Community College. Any transfer credit must be earned at a PCIP-approved and BHE accredited program.

**CULINARY**

**CULINARY ARTS CERTIFICATE – B111**

Contact: Mark Antsel, Ext. 2548, mantsel@hcc.mass.edu

The Culinary Certificate Program prepares students for various types of cooking, positions in the diverse field of foodservice. The program is accredited by the American Culinary Federation, and is the only Massachusetts community college with this certification. Students in the Culinary Certificate Program are required to fulfill 250 clock-hours of work in a foodservice establishment as part of the requirements for attaining the certificate. The Certificate serves as the first year to HCC’s A.S. in Foodservice Management, as well as preparing students to go on to culinary degree-granting institutions such as Johnson & Wales University, The Culinary Institute of America, and New England Culinary Institute.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>PROGRAM REQUIREMENTS</b>		<b>29</b>
_____	CUL 100	Culinary Fundamentals I (Fall) <sup>1</sup>	3	
_____	CUL 101	Culinary Fundamentals II (Fall) <sup>2</sup>	3	
_____	CUL 104	Professional Standards for the Foodservice Industry (Fall)	1	
_____	CUL 105	Special Events Skills (Fall)	2	
_____	CUL 110	Baking Theory and Practice (Fall)	3	
_____	CUL 111	Sanitation and Safety (Fall)	1	
_____	CUL 115	Culinary Math (Fall) <sup>1</sup>	1	
_____	CUL 230	A la Carte Cooking and Service (Spring) <sup>3</sup>	6	
_____	HFM 232	Food and Beverage Operations (Spring) <sup>3</sup>	3	
_____	CUL 250	Banquet Cooking and Service (Spring) <sup>3</sup>	3	
_____	CUL 103	Nutrition for Food Service Professionals (Spring)	3	
		<b>Total Credits</b>		<b>29</b>

**NOTES:**

Students must fulfill 250 clock-hours of work in a foodservice establishment to complete the requirements for attaining the certificate.

<sup>1</sup> Students must pass the arithmetic portion of the Math Placement Exam or take MTH 075. Co-requisite: CUL 115.

<sup>2</sup> Prerequisite: CUL 100

<sup>3</sup> Prerequisite: CUL 101

**DEAF STUDIES OPTION – H080****A.S.in Arts and Science**

Contact: Claire Sanders, Ext. 2782, csanders@hcc.mass.edu

Prepares students to work with the deaf and hard-of-hearing population in a variety of entry-level positions. Students will gain knowledge of American Sign Language, the culture, history and literature of deaf people, as well as experience working with this population.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>23-24</b>
_____	ENG 101	Language and Literature I	3
_____	ENG 102	Language and Literature II	3
_____	PSY 110	Introduction to Psychology	3
_____	SOC 110	Introduction to Sociology	3
_____	_____	Laboratory Science (D)_____	4
_____	_____	Laboratory Science (D)_____	4
_____	_____	Math Elective (D) (100-level)_____	3-4
<b>PROGRAM REQUIREMENTS</b>			<b>30</b>
_____	ASL 101	American Sign Language I	3
_____	ASL 102	American Sign Language II	3
_____	ASL 201	American Sign Language III	3
_____	ASL 202	American Sign Language IV	3
_____	DFS 101	Introduction to Deaf Studies	3
_____	DFS 104	Deaf Culture	3
_____	DFS 106	Deaf History	3
_____	DFS 204	Pre-Practicum in Deaf Studies	3
_____	DFS 205	Deaf Literature	3
_____	DFS 213	Practicum in Deaf Studies	3
<b>PROGRAM ELECTIVES</b>			<b>3</b>
_____	ANT 101	Cultural Anthropology	3
_____	DFS 103	Introduction to Language and Linguistics	3
_____	POL 140	Civil Liberties & Civil Rights	3
_____	PSY 210	Social Psychology	3
_____	PSY 216	Human Development	3
_____	PSY 220	Educational Psychology	3
_____	SOC 214	Social Problems	3
_____	SSN 120	Conflict Resolution and Mediation	3
<b>GENERAL ELECTIVES</b>			<b>3-4</b>
<i>Sufficient to complete 60 credits</i>			
_____	_____	_____	1-4
_____	_____	_____	1-4
<b>Total Credits</b>			<b>60</b>

**NOTES:**

**DEAF STUDIES**

**DEAF STUDIES CERTIFICATE – H081**

Contact: Claire Sanders, Ext. 2782, csanders@hcc.mass.edu

The Deaf Studies Certificate is designed for students holding a degree in another field who already have basic American Sign Language skills. Students will become more proficient in ASL as well as becoming familiar with the culture, history and literature of deaf people, and gaining experience working with this population.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>PROGRAM REQUIREMENTS</b>		<b>24</b>
_____	ASL 201	American Sign Language III	3	
_____	ASL 202	American Sign Language IV	3	
_____	DFS 101	Introduction to Deaf Studies	3	
_____	DFS 104	Deaf Culture	3	
_____	DFS 106	Deaf History	3	
_____	DFS 204	Pre-Practicum in Deaf Studies	3	
_____	DFS 205	Deaf Literature	3	
_____	DFS 213	Practicum in Deaf Studies	3	
		<b>Total Credits</b>		<b>24</b>

**NOTES:**

**DAY CARE ADMINISTRATION CERTIFICATE – M025**

Contact: Mary Farrell, Ext. 2288, mfarrell@hcc.mass.edu

This program is designed for child care professionals who are Lead Teacher certified by the MA Department of Early Education and Care (DEEC) or hold a degree in Early Childhood Education. This program provides the educational component for Director-II eligibility in group child care settings licensed by the MA Department of Early Education and Care (DEEC). Additional requirements may need to be completed in order to apply for Director-II certification. Participants must be employed in a licensed child care setting and work directly with children for a minimum of 12 hours per week while enrolled in the program. Students must successfully complete 9 credits with a minimum grade of “C” in all three courses in order to remain in and receive the certificate in this program.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
	<b>PROGRAM REQUIREMENTS</b>			<b>9</b>
_____	EDU 220	Day Care Policy and Staff Development	3	
_____	EDU 230	Day Care Administration	3	
_____	HTH 203	Child Health Care	3	
		<b>Total Credits</b>		<b>9</b>

**NOTES:**

Students must achieve a minimum grade of “C” in all EDU and HTH prefix courses in order to graduate from these programs and options.

**EDUCATION**

**INFANT/TODDLER AND/OR PRESCHOOL LEAD TEACHER CERTIFICATE – M028**

Contact: Mary Farrell, Ext. 2288, mfarrell@hcc.mass.edu

This certificate provides the necessary course work leading to Lead Teacher certification by the Massachusetts Department of Early Education and Care (DEEC). Participants will need to comply with work experience requirements before actual DEEC certification is granted.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>PROGRAM REQUIREMENTS</b>		<b>19</b>
_____	ENG 101	Language and Literature	3	
_____	EDU 101	Early Childhood Programs	3	
_____	EDU 104	Child Behavior and Development	3	
_____	EDU 117	Infant and Toddler Development and Program Planning	3	
_____	EDU 210	Curriculum in Early Education	4	
_____	HTH 203	Child Health Care	3	
		<b>Total Credits</b>		<b>19</b>

**NOTES:**

Students must achieve a minimum grade of “C” in all EDU and HTH prefix courses in order to graduate from these programs and options.

**\*\*\*\*Criminal Offense Record Act (CORI), and Sex Offender Registry Information (SORI)\*\*\*\***

Prior to enrollment in EDU 213, Student Teaching, students will be subject to a CORI/SORI check and review pursuant to the Criminal Record Information Act, Massachusetts General Laws, Chapter y, Section172-178, and Massachusetts General Laws, Chapter 18a, Section 1, et seq., and regulations promulgated pursuant to such statutes. Applicants with a court record/past conviction may be unable to participate in student teaching. If a student is ineligible to do student teaching due to a criminal record, the student will not be able to graduate from the Early Childhood Program. The College policy can be found in the Student Policy Guide.

**EARLY CHILDHOOD CAREER OPTION – M026**

**A.S. in Early Childhood Education**

Contact: Mary Farrell, Ext. 2288, mfarrell@hcc.mass.edu

This program is designed for those students interested in teaching in a community-based, group day care setting. Graduates of this program more than satisfy the course and experience requirements for “teacher” status in programs licensed by the Massachusetts Department of Early Education and Care (DEEC).

Term/Grade	Course Number	Course Name	Course Credits	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	PSY 110	Introduction to Psychology	3	
_____	_____	Social Science (B) _____	3	
_____	_____	Laboratory Science (D)_____	4	
_____	_____	Laboratory Science (D)_____	4	
		<b>PROGRAM REQUIREMENTS</b>		<b>34</b>
_____	EDU 101	Early Childhood Programs	3	
_____	EDU 104	Child Behavior and Development	3	
_____	EDU 117	Infant and Toddler Development and Program Planning	3	
_____	EDU 120	Guiding Children’s Behavior	3	
_____	EDU 208	Children with Disabilities in the Educational Setting	3	
_____	EDU 210	Curriculum in Early Childhood Education	4	
_____	EDU 213	Practicum	6	
_____	EDU 268	Computer Technology in Education (Pre K-6)	3	
_____	HTH 203	Child Health Care	3	
_____	SPE 120	Fundamentals of Speech	3	
		<b>GENERAL ELECTIVES</b>		<b>7</b>
_____	_____	Elective <b>or</b> _____		
		MTH Course To Fulfill Math Competency Graduation Requirement	3-4	
_____	_____	_____	1-3	
_____	_____	_____	1-3	
_____	_____	_____	1-3	
		<b>Total Credits</b>		<b>61</b>

**NOTES:**

Students must achieve a minimum grade of “C” in all EDU and HTH prefix courses in order to graduate from these programs and options.

**\*\*\*\*Criminal Offense Record Act (CORI), and Sex Offender Registry Information (SORI)\*\*\*\***

Prior to enrollment in EDU 213, Student Teaching, students will be subject to a CORI/SORI check and review pursuant to the Criminal Record Information Act, Massachusetts General Laws, Chapter y, Section172-178, and Massachusetts General Laws, Chapter 18a, Section 1, et seq., and regulations promulgated pursuant to such statutes. Applicants with a court record/past conviction may be unable to participate in student teaching. If a student is ineligible to do student teaching due to a criminal record, the student will not be able to graduate from the Education Program. The College policy can be found in the Student Policy Guide.

**EDUCATION**

**EARLY CHILDHOOD TRANSFER OPTION – M027**

**A.S. in Early Childhood Education**

Contact: Mary Farrell, Ext. 2288, mfarrell@hcc.mass.edu

This program is designed for transfer to early childhood (PreK through grade 2) education programs at four-year institutions. In addition to transfer, graduates of this program more than satisfy the course and experience requirements for “teacher” status in programs licensed by the Massachusetts Department of Early Education and Care (DEEC). Requirements may change due to teacher education guidelines and newly implemented articulation agreements with the state colleges and university.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>23</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	PSY 110	Introduction to Psychology	3	
_____	_____	Social Science (B) _____	3	
_____	_____	Social Science (B) _____	3	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Laboratory Science (D) _____	4	
		<b>PROGRAM REQUIREMENTS</b>		<b>37</b>
_____	EDU 101	Early Childhood Programs	3	
_____	EDU 104	Child Behavior and Development	3	
_____	EDU 208	Children with Disabilities in the Educational Setting	3	
_____	EDU 210	Curriculum in Early Childhood Education	4	
_____	EDU 213	Practicum	6	
_____	EDU 268	Computer Technology in Education (PreK-6)	3	
_____	SPE 120	Fundamentals of Speech	3	
_____	_____	MTH 100 Level (D) _____	3	
_____	_____	Humanities Elective _____	3	
_____	_____	Humanities Elective _____	3	
_____	_____	Humanities Elective _____	3	
		<b>Total Credits</b>		<b>60</b>

**NOTES:**

Students must achieve a minimum grade of “C” in all EDU and HTH prefix courses in order to graduate from these programs and options.

**\*\*\*\*Criminal Offense Record Act (CORI), and Sex Offender Registry Information (SORI)\*\*\*\***

Prior to enrollment in EDU 213, Student Teaching, students will be subject to a CORI/SORI check and review pursuant to the Criminal Record Information Act, Massachusetts General Laws, Chapter y, Section 172-178, and Massachusetts General Laws, Chapter 18a, Section 1, et seq., and regulations promulgated pursuant to such statutes. Applicants with a court record/past conviction may be unable to participate in student teaching. If a student is ineligible to do student teaching due to a criminal record, the student will not be able to graduate from the Education Program. The College policy can be found in the Student Policy Guide.

**EARLY CHILDHOOD TRANSFER OPTION – M027**

Westfield State College

**A.S. in Early Childhood Education**

Contact: Mary Farrell, Ext. 2288, mfarrell@hcc.mass.edu

This program is designed for transfer to early childhood education programs (Pre-K through Grade 2) at Westfield State College. In addition to transfer, graduates of this program more than satisfy the course and experience requirements for “teacher” status in programs licensed by the Massachusetts Department of Early Education and Care (DEEC). Requirements may change due to teacher education guidelines and newly implemented articulation agreements with the state colleges and university.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
<b>GENERAL EDUCATION REQUIREMENTS</b>				<b>23</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	BIO 103	Biology Today I	4	
_____	PSY 110	Introduction to Psychology	3	
_____	GEO 110	World Regional Geography	3	
_____	_____	Laboratory Science <sup>1</sup> _____	4	
_____	_____	Social Science <sup>2</sup> _____	3	
<b>PROGRAM REQUIREMENTS</b>				<b>28-29</b>
_____	EDU 101	Early Childhood Programs	3	
_____	EDU 104	Child Behavior and Development	3	
_____	EDU 208	Children with Disabilities in the Educational Setting	3	
_____	EDU 210	Curriculum in Early Childhood Education	4	
_____	EDU 213	Practicum	6	
_____	EDU 268	Computer Technology in Education (PreK-6)	3	
_____	SPE 120	Fundamentals of Speech	3	
_____	_____	MTH course to fulfill Math Competency Graduation Requirement _____	3-4	
<b>PROGRAM ELECTIVES</b>				<b>9</b>
<i>Select one:</i>				
_____	ENG 211	Major American Writers <b>or</b>	3	
_____	ENG 212	Major American Writers		
<i>Select one:</i>				
_____	ART 123	Basic Design <b>or</b>	3	
_____	ART 131	Intro to Art History <b>or</b>		
_____	THE 219	Intro to Theater		
<i>Select one:</i>				
_____	MUS 100	Music Fundamentals <b>or</b>	3	
_____	MUS 110	Intro to Classical Music <b>or</b>		
_____	THE 219	Intro to Theater		
			<b>Total Credits</b>	<b>60</b>

**NOTES:**<sup>1</sup> Select one Laboratory Science from the following: AST 110, ESC 110, ESC 120.<sup>2</sup> Excluding: GRT 120, HON 203, POL 105, SSN 120, SOC 208.

Students must achieve a minimum grade of “C” in all EDU and HTH prefix courses in order to graduate from these programs and options.

**\*\*\*\*Criminal Offense Record Act (CORI), and Sex Offender Registry Information (SORI)\*\*\*\***

Prior to enrollment in EDU 213, Student Teaching, students will be subject to a CORI/SORI check and review pursuant to the Criminal Record Information Act, Massachusetts General Laws, Chapter y, Section 172-178, and Massachusetts General Laws, Chapter 18a, Section 1, et seq., and regulations promulgated pursuant to such statutes. Applicants with a court record/past conviction may be unable to participate in student teaching. If a student is ineligible to do student teaching due to a criminal record, the student will not be able to graduate from the Education Program. The College policy can be found in the Student Policy Guide.

**EDUCATION**

**EARLY EDUCATION FAMILY CARE OPTION – C006**

**Concentration in Education Option**

**A.S. in Liberal Studies**

Contact: Mary Farrell, Ext. 2288, mfarrell@hcc.mass.edu

This program is designed for part-time students whose educational interests are not met by regular areas of study. This option addresses the educational needs of family care providers, some paraprofessionals, and students who cannot participate in a semester-long student teaching course.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	SOC 110	Social Science (B)	3	
_____	PSY 110	Introduction to Psychology	3	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Laboratory Science (D) _____	4	
		<b>PROGRAM REQUIREMENTS</b>		<b>28</b>
_____	EDU 101	Early Childhood Programs	3	
_____	EDU 104	Child Behavior and Development	3	
_____	EDU 117	Infant and Toddler Development and Program Planning	3	
_____	EDU 120	Guiding Children’s Behavior	3	
_____	EDU 268	Computer Technology in Education (PreK-6)	3	
_____	EDU 208	Children with Disabilities in the Educational Setting	3	
_____	EDU 210	Curriculum in Early Childhood Education	4	
_____	HTH 203	Child Health Care	3	
_____	HTH 280	COOP Experience	3	
_____	SPE 120	Fundamentals of Speech	3	
		<b>GENERAL ELECTIVES</b> <i>Award 3 credits for CDA</i>		<b>12</b>
_____	_____	Elective <u>or</u> _____		
_____	_____	MTH Course To Fulfill Math Competency Graduation Requirement	3-4	
_____	_____	_____	3	
_____	_____	_____	3	
_____	_____	_____	3	
		<b>Total Credits</b>		<b>60</b>

**NOTES:**

Students must achieve a minimum grade of “C” in all EDU and HTH prefix courses in order to graduate from these programs and options.

**\*\*\*\*Criminal Offense Record Act (CORI), and Sex Offender Registry Information (SORI)\*\*\*\***

Prior to enrollment in HTH 280, students will be subject to a CORI/SORI check and review pursuant to the Criminal Record Information Act, Massachusetts General Laws, Chapter y, Section 172-178, and Massachusetts General Laws, Chapter 18a, Section 1, et seq., and regulations promulgated pursuant to such statutes. Applicants with a court record/past conviction may be unable to participate in the Education Program. The College policy can be found in the Student Policy Guide.

**ELEMENTARY EDUCATION OPTION – M029**

**A.S. in Liberal Studies**

Contact: Mary Farrell, Ext. 2288, mfarrell@hcc.mass.edu

For transfer students interested in receiving a teaching license for Grades 1 through 6 from the MA Department of Education. Requirements may change due to teacher education guidelines and newly implemented articulation agreements with the state colleges and university.

Term/Grade	Course Number	Course Name	Course Credits	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>35</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	PSY 110	Introduction to Psychology	3	
_____	SOC 110	Introduction to Sociology	3	
_____	_____	Laboratory Science (D)_____	4	
_____	_____	Laboratory Science (D)_____	4	
_____	_____	Social Science (B) _____	3	
_____	_____	Humanities (C) _____	3	
_____	_____	Humanities (C) _____	3	
_____	_____	Humanities (C) _____	3	
_____	_____	Math (D)_____	3	
		<b>PROGRAM ELECTIVES</b>		<b>25</b>
		<i>Only 6 credits or two non-Arts &amp; Science courses may be taken as general electives in this program.</i>		
_____	ANT 101	Cultural Anthropology	3	
_____	ANT 110	Introduction to General Anthropology	3	
_____	ANT 120	Survey of North American Indians	3	
_____	ANT 202	Religion, Ritual and Myth	3	
_____	_____	ART Elective (110, 123, or 131) _____	3	
_____	EDU 104	Child Development and Behavior	3	
_____	EDU 208	Children with Disabilities in the Educational Setting	3	
_____	EDU 268	Computer Technology in Education (PreK-6)	3	
_____	_____	English Elective (200 Level) _____	3	
_____	GEO 110	Introduction to Geography	3	
_____	POL 110	American National Government	3	
_____	POL 120	State and Local Government	3	
_____	HIS 101	History of Western Civilization I	3	
_____	HIS 102	History of Western Civilization II	3	
_____	HIS 111	History of the United States I	3	
_____	HIS 112	History of the United States II	3	
		<i>Students are advised to take two semesters of the language chosen.</i>		
_____	_____	Language Elective (200 Level)_____	3	
_____	_____	Language Elective (200 Level)_____	3	
_____	_____	MTH Elective (D) (100 Level)_____	3-4	
_____	_____	MUS Elective (100 or 110)_____	3	
_____	SPE 120	Fundamentals of Speech	3	
		<b>Total Credits</b>		<b>60</b>

**NOTES:**

Students must achieve a minimum grade of “C” in all EDU and HTH prefix courses in order to graduate from these programs and options.

**\*\*\*\*Criminal Offense Record Act (CORI), and Sex Offender Registry Information (SORI)\*\*\*\***

Prior to enrollment in HTH 280, students will be subject to a CORI/SORI check and review pursuant to the Criminal Record Information Act, Massachusetts General Laws, Chapter y, Section 172-178, and Massachusetts General Laws, Chapter 18a, Section 1, et seq., and regulations promulgated pursuant to such statutes. Applicants with a court record/past conviction may be unable to participate in the Education Program. The College policy can be found in the Student Policy Guide.

**EDUCATION**

**GENERAL INTEGRATED STUDIES  
ELEMENTARY EDUCATION OPTION – C004**

**Westfield State College**

**A.S. in Liberal Studies**

Contact: Mary Farrell, Ext. 2288, mfarrell@hcc.mass.edu

This program is designed for students interested in teaching elementary school, Grades 1 through 6. These students will transfer to Westfield State College after receiving their Associate’s Degree.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	BIO 103	Biology Today I	4	
_____	PSY 110	Introduction to Psychology	3	
_____	ECN 101	Principles of Economics I	3	
_____	_____	Laboratory Science (D) <sup>1</sup> _____	4	
		<b>PROGRAM REQUIREMENTS</b>		<b>22 - 23</b>
_____	EDU 104	Child Development and Behavior	3	
_____	EDU 208	Children with Disabilities in the Educational Setting	3	
_____	EDU 210	Curriculum in Early Childhood	4	
_____	EDU 268	Computer Technology in Education (PreK-6)	3	
_____	GEO 110	World Regional Geography	3	
_____	NTR 101	Intro to Nutrition	3	
_____	_____	MTH 100 Level (except 101 & 104) _____	3-4	
	<i>Select one:</i>	<b>HUMANITIES ELECTIVES</b>		<b>9</b>
_____	ENG 211	Major American Writers <b>or</b>		
_____	ENG 212	Major American Writers	3	
	<i>Select one:</i>			
_____	ART 123	Basic Design <b>or</b>		
_____	ART 131	Intro to Art History <b>or</b>		
_____	THE 219	Intro to Theater	3	
	<i>Select one:</i>			
_____	MUS 100	Music Fundamentals <b>or</b>		
_____	MUS 110	Intro to Classical Music <b>or</b>		
_____	THE 219	Intro to Theater	3	
		<b>PROGRAM ELECTIVES</b>		<b>9</b>
		<i>select 9 credits from <u>one area</u> listed below:</i>		
_____	_____	_____	3-4	
_____	_____	_____	3-4	
_____	_____	_____	3-4	
		Art, 231, 232, 241, 242, 261, 262		
		Biology, 100, 103, 104, 110, 112, 120, 212, 230, 243		
		Chemistry, all except CHM 111 & 119		
		Earth Science, all courses		
		English, 211, 212, 221, 224		
		Environmental Science & Technology, 120, 137, 140, 253, 290		
		French, all 200-level courses, plus 102		
		History, All 200 level courses		
		Math, 108, 111, 112, 142, 205, 211, 214, 230		
		Music, all 200-level courses, except 231 and 232		
		Philosophy, all courses except 103 and 230		
		Physics, all PHS courses except 201		
		Psychology, 205, 210, 217, 218, 220, 222, 224, 260		
		Spanish, all 200-level courses, plus 102		
		Theater, 110, 124, 125, 219		
		<b>Total Credits</b>		<b>60-61</b>

**NOTES:**

<sup>1</sup> Select one laboratory Science from the follow: AST 110, CHM 101, CHM 113, CHM 121, ESC 110, ESC 120, ENV 120, ENV 137, PSC 140, PHS 101

Secondary Education: Students planning to transfer to a 4-year institution for secondary education should take the Liberal Arts & Science Option (HO10) and consult with their academic advisor and/or appropriate department chair for recommended courses.

**EARLY CHILDHOOD/ELEMENTARY EDUCATION CERTIFICATE  
UNIVERSITY WITHOUT WALLS (UWW)-C009**

Contact: Mary Farrell, Ext. 2288, mfarrell@hcc.mass.edu

Upon completion of this certificate, students may apply to the University of Massachusetts - University Without Walls for entrance into their Bachelor's Degree Program in Early Care and Education or Bachelor's Degree/Teacher Licensure Program in Elementary Education.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>28</b>
_____	BIO 103	Biology Today	4	
_____	EDU 104	Child Development and Behavior	3	
_____	EDU 208	Children with Disabilities in the Educational Setting	3	
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	HIS 112	History of the United States II	3	
_____	PSY 110	Introduction to Psychology	3	
_____	SOC 110	Introduction to Sociology	3	
_____	SOC 214	Social Problems	3	
		<b>Total Credits</b>		<b>28</b>

**NOTES:**

**EDUCATION**

**SCHOOL SYSTEM PARAPROFESSIONAL INTEGRATED STUDIES OPTION – C003**

**A.S. in Liberal Studies**

Contact: Mary Farrell, Ext. 2288, mfarrell@hcc.mass.edu

A degree designed specifically for a variety of school system paraprofessionals to meet current and future professional development requirements. This customized degree program is ideal for school systems and teacher aids who want to meet the current federal government TITLE 1 (No Child Left Behind Legislation of 2001) and state credentialing standards and begin preparation for study at the Bachelor Degree level. The program additionally meets the specific needs of school systems by providing a course of study immediately applicable to one’s job while at the same time matriculating the professional in an Associate Degree.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
		<i>Overall minimum GPA 2.7 for both ENG courses required by WSC</i>		
_____	ENG 101	Language & Literature I	3	
_____	ENG 102	Language & Literature II	3	
_____	ESC 110	Introduction to Geology and Oceanography <b>or</b>		
_____	ESC 120	Introduction to Geology: Earth Processes	4	
_____	AST 110	Introduction to Astronomy	4	
_____	PSY 110	Introduction to Psychology	3	
_____	GEO 110	Introduction to Geography	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>33</b>
_____	ECN 101	Principles of Economics I	3	
_____	PHI 120	Ethics <sup>1</sup>	3	
_____	MTH 155	Topics in Math	3	
_____	EDU 208	Children with Disabilities in the Educational Setting	3	
_____	EDU 120	Guiding Children’s Behavior	3	
_____	MTH 142	Statistics	3	
_____	PHI 103	Clear Thinking & Sound Reasoning <sup>1</sup>	3	
_____	EDU 104	Child Development and Behavior <b>or</b>	3	
_____	PSY 218	Adolescent Psychology	3	
_____	HIS 103	History of World Civilizations I	3	
_____	ART 123	Basic Design I <b>or</b>		
_____	ART 131	Introduction to Art History I <b>or</b>		
_____	ART 132	Introduction to Art History II <b>or</b>		
_____	THE 219	Introduction to Theater	3	
_____	MUS 100	Music Fundamentals <b>or</b>		
_____	MUS 110	Introduction to Classical Music <b>or</b>		
_____	THE 219	Introduction to Theater	3	
		<b>GENERAL ELECTIVES</b>		<b>9-10</b>
_____	EDU 210	Curriculum in Early Childhood <b>or</b>	3-4	
_____	SSN 103	Children & Families in the Social Environment <sup>2</sup>		
_____	EDU 268	Computer Technology in Education <b>or</b>	3	
_____	SSN 120	Conflict Resolution & Mediation <sup>2</sup>		
_____	ENG 211	Major American Writers I <b>or</b>		
_____	ENG 212	Major American Writers II	3	
		<b>Total Credits</b>		<b>62-63</b>

**NOTES:**

<sup>1</sup> Although these courses will not fulfill the requirements for Early Childhood/Elementary Education licensure, they are transferable as elective credits for Middle School and Secondary Education.

<sup>2</sup> SSN 103 and SSN 120 are appropriate only for Middle School and Secondary Education students

**ELECTRONIC MEDIA OPTION – H035****A.A. in Arts and Science**

Contact: Justin West, Ext. 2525, jwest@hcc.mass.edu

For those interested in gaining skills in video, multimedia, digital imaging, digital sound, CD-ROM design, and computer applications for media. Relevant to any area of study. Students will leave the program with a portfolio for applying to baccalaureate programs.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>35</b>
_____	ENG 101	Language & Literature I	3	
_____	ENG 102	Language & Literature II	3	
_____	_____	Humanities Electives (C) _____	3	
_____	_____	Humanities Electives (C) _____	3	
_____	_____	Humanities Electives (C) _____	3	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Mathematics (D) _____	3	
_____	_____	Social Sciences (B) _____	3	
_____	_____	Social Sciences (B) _____	3	
_____	_____	Social Sciences (B) _____	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>25</b>
_____	COM 101	Fundamentals of Video	3	
_____	COM 111	Introduction to Electronic Media	3	
_____	ART 123	Basic Design I <b>or</b>	3	
_____	ART 140	Basic Still Photography <b>or</b>	3	
_____	COM 266	Introduction to Designing for the Web	3	
_____	COM 150	Public Speaking <b>or</b>	3	
_____	COM 121	Introduction to Communication	3	
_____	COM 112	Topics in Electronic Media <b>or</b> any other 3-credit Electronic Media course	3	
_____	COM 105	Introduction to Visual Media	3	
_____	COM 201	Electronic Media Seminar	3	
_____	COM 204	Electronic Media Portfolio	1-4	
		<b>Total Credits</b>		<b>60</b>

**NOTES:**

**ELECTRONIC MEDIA**

**ELECTRONIC MEDIA CERTIFICATE – H036**  
Contact: Justin West, Ext. 2525, jwest@hcc.mass.edu

May be completed in one year. Ideal for those not seeking a full degree but who wish to gain new career skills, are contemplating a career move, or are simply interested in this exciting new area.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>PROGRAM REQUIREMENTS</b>		<b>25</b>
_____	COM 101	Fundamentals of Video	3	
_____	COM 111	Introduction to Electronic Media	3	
_____	ART 123	Basic Design I <b>or</b>		
_____	ART 140	Basic Still Photography <b>or</b>		
_____	COM 266	Introduction to Designing for the Web	3	
_____	COM 150	Public Speaking <b>or</b>		
_____	COM 121	Introduction to Communication	3	
_____	COM 112	Topics in Electronic Media <b>or</b> any other 3-credit Electronic Media course	3	
_____	COM 105	Introduction to Visual Media	3	
_____	COM 201	Electronic Media Seminar	3	
_____	COM 204	Electronic Media Portfolio	4	
		<b>Total Credits</b>		<b>25</b>

**NOTES:**

## ENGINEERING OPTION – N079

## A.S. in Engineering Studies

Contact: Ileana Vasu, Ext. 2438; ivasu@hcc.mass.edu

Provides the first two years of a traditional engineering program, in which the student chooses a particular engineering field: Mechanical/Civil/Industrial, Electrical, or Computer Systems.

Term/Grade	Course Number	Course Name	Course Credits	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	PHS 111	Physics for Engineers and Science Majors I (D) (Spring)	4	
_____	PHS 112	Physics for Engineers and Science Majors II (D) (Fall)	4	
_____	_____	Social Science Elective (B) _____	3	
_____	_____	Social Science Elective (B) _____	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>46-48</b>
_____	MTH 111	Analytic Geometry & Calculus I	4	
_____	MTH 112	Analytic Geometry & Calculus II	4	
_____	MTH 211	Analytic Geometry & Calculus III (Fall)	4	
_____	MTH 212	Analytic Geometry & Calculus IV (Spring)	4	
_____	EGR 110	Robotics: Construction and Design (D) <b>or</b>	4	
_____	EGR 103	Introduction to Digital Logic <sup>1</sup>	4	
_____	EGR 117	Introduction to Engineering with Computer Applications	3	
_____	CHM 113	Principles of Chemistry I (D) <b>or</b>	4	
_____	CHM 121	Inorganic Chemistry I		
_____	CHM 114	Principles of Chemistry II <sup>2</sup> <b>or</b>	4	
_____	CHM 124	Inorganic Chemistry II <sup>2</sup> <b>or</b>		
_____	_____	Any 4-credit BIO course _____	4	
		<i>AND all of the courses in any one of the following three groups:</i>		
		<b><u>Mechanical, Civil or Industrial Engineering</u></b>		
_____	MTH 214	Differential Equations	3	
_____	EGR 205	Engineering Drawing and CAD <b>or</b>	3	
_____	EGR 211	Introduction to Product Design		
_____	EGR 221	Mechanics (Statics)	3	
_____	EGE 222	Mechanics II (Strength of Materials)	3	
_____	EGR 250	Thermodynamics	3	
		<b><u>Electrical Engineering</u></b>		
_____	MTH 205	Linear Algebra	3	
_____	MTH 214	Differential Equations	3	
_____	EGR 113	Introduction to Engineering with C++	3	
_____	EGR 223	System Analysis (Circuit Analysis I)	4	
_____	EGR 224	System Analysis (Circuit Analysis II)	4	
		<b><u>Computer Systems Engineering</u></b>		
_____	MTH 205	Linear Algebra	3	
_____	MTH 230	Discrete Mathematical Structures	3	
_____	EGR 113	Introduction to Engineering with C++	3	
_____	EGR 223	System Analysis (Circuit Analysis I)	4	
_____	EGR 224	System Analysis (Circuit Analysis II)	4	
		<b>Total Credits</b>		<b>66-68</b>

**NOTES:**

<sup>1</sup> Students intending to transfer to UMass. in Electrical or Computer Engineering: take Digital Logic (EGR103).

<sup>2</sup> Students intending to transfer to UMass. in Mechanical, Industrial, Electrical or Computer Engineering: take one course in chemistry and one in biology.

**ENGINEERING**

**ENGINEERING SCIENCE OPTION –N082**

**A.S. in Engineering Studies**

Contact: Ileana Vasu, Ext. 2438; ivasu@hcc.mass.edu

This option provides an alternative for the student who has an interest in science or engineering, but is not yet ready to commit to a single specialized area, or who plans to transfer to a four-year college engineering program not requiring early specialization.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	PHS 111	Physics for Engineers and Science Majors I (D) (Spring)	4	
_____	PHS 112	Physics for Engineers and Science Majors II (D) (Fall)	4	
_____	_____	Social Science Elective (B) _____	3	
_____	_____	Social Science Elective (B) _____	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>26</b>
_____	EGR 103	Introduction to Digital Logic <b>or</b>	4	
_____	EGR 110	Robotics: Explorations in Construction and Design (D)		
_____	EGR 113	Introduction to Engineering with C++	3	
_____	EGR 117	Introduction to Engineering with Computer Applications	3	
_____	MTH 111	Analytic Geometry & Calculus I	4	
_____	MTH 112	Analytic Geometry & Calculus II	4	
_____	MTH 211	Analytic Geometry & Calculus III (Fall)	4	
_____	MTH 212	Analytic Geometry & Calculus IV (Spring)	4	
		<b>PROGRAM ELECTIVES</b>		<b>15-20</b>
		<i>complete any 5 of the following courses:</i>		
_____	MTH 205	Linear Algebra	3	
_____	MTH 214	Differential Equations	3	
_____	MTH 230	Discrete Mathematical Structures	3	
_____	PHS 201	Physics for Engineering and Science Majors III (Spring)	4	
_____	CHM 113	Principles of Chemistry I (D)	4	
_____	CHM 114	Principles of Chemistry II	4	
_____	CHM 121	Inorganic Chemistry I	4	
_____	CHM 124	Inorganic Chemistry II	4	
_____	CHM 221	Organic Chemistry I	4	
_____	CHM 222	Organic Chemistry II	4	
_____	CHM 224	Organic Chemistry IIA	4	
_____	_____	Any EGR Course _____	3 / 4	
_____	BIO 100	Introduction to Cell Functions	4	
_____	BIO 103	Biology Today I	4	
_____	BIO 106	Biotechnology Laboratory Techniques	4	
_____	BIO 111	Human Biology	4	
_____	BIO 112	Microbiology	4	
_____	BIO 117	Human Anatomy and Physiology I	4	
_____	BIO 118	Human Anatomy and Physiology II	4	
_____	BIO 243	Genetics	4	
_____	ENV 120	Principles of Environmental Science	4	
_____	ENV 140	Principles of Environmental Science	4	
_____	ENV 230	Principles of Environmental Site Assessment	4	
_____	ENV 253	Aquatic Ecology and Pollution	4	
_____	ENV 290	Air Pollution	3	
		<b>Total Credits</b>		<b>61-66</b>

**NOTES:**

**ENGINEERING TECHNOLOGY OPTION –N083**

**A.S. in Engineering Studies**

Contact: Ileana Vasu, Ext. 2438; ivasu@hcc.mass.edu

This option provides the opportunity to prepare to work in various technology fields or transfer to four-year college programs in engineering technology.

Term/Grade	Course Number	Course Name	Course Credits
<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>20</b>
_____	ENG 101	Language and Literature I	3
_____	ENG 102	Language and Literature II	3
_____	PHS 101	General Physics I <b>or</b>	
_____	PHS 111	Physics for Engineers and Science Majors II (D) (Spring)	4
_____	PHS 102	General Physics II <b>or</b>	
_____	PHS 112	Physics for Engineers and Science Majors III (D) (Fall)	4
_____	_____	Social Science Elective (B) _____	3
_____	_____	Social Science Elective (B) _____	3
<b>PROGRAM REQUIREMENTS</b>			<b>23-26</b>
_____	MTH 104	College Algebra <b>or</b>	
_____	MTH 108	Precalculus <b>or</b>	
_____	MTH 111	Analytic Geometry & Calculus I	4
_____	EGR 110	Robotics: Explorations in Construction and Design (D) <b>or</b>	
_____	EGR 103	Introduction to Digital Logic	4
_____	EGR 113	Introduction to Engineering with C++	3
_____	EGR 117	Introduction to Engineering with Computer Applications	3
<i>Complete any 3 courses listed below:</i>			
_____	_____	MTH 108, MTH 111, MTH 112, MTH 211, MTH 212, MTH 205, MTH 214, MTH 230	3-4
_____	_____	PHS 201, CHM 101, CHM 102, CHM 113, CHM 114, CHM 121, CHM 124, Any EGR Course	3-4
_____	_____	_____	3-4
<b>OPTION ELECTIVES</b>			<b>14-17</b>
<i>suggested electives, grouped according to area of interest</i>			
<b>Biological or Biomedical or Biomechanical:</b>		BIO100, BIO 103, BIO 106, BIO 111, BIO 112, BIO 117, BIO 118, BIO 243	
<b>Chemical:</b>		CHM 221, CHM 222	
<b>Environmental:</b>		ENV 120, ENV 140, ENV 230, ENV 237, ENV 253, ENV 290	
<b>Business Management:</b>		BUS 101, ACC 111, ACC 112, ECN 101, ECN 102	
_____	_____	_____	3-4
_____	_____	_____	3-4
_____	_____	_____	3-4
_____	_____	_____	3-4
_____	_____	_____	3-4
_____	_____	_____	3-4
<b>Total Credits</b>			<b>60</b>

NOTES:

**ENVIRONMENTAL**

**ENVIRONMENTAL SCIENCE FIELD TECHNICIAN OPTION – M036**

**A.S. in Environmental Science**

Contact: Jamie Laurin, Ext. 2523, jlaurin@hcc.mass.edu

Emphasizes environmental field investigation and includes strong laboratory preparation. Students gain an understanding of environmental science principles as they relate to the movement of contaminants through the ecosystem. Practical experience in the use of specialized sampling and analysis equipment and the methods to assess, control, and prevent environmental contamination are included. Wetland delineation, soil analyses, landfill characterization, and ground water movement analysis are representative of field activities. Classroom work is supplemented and enriched by an environmental internship field experience. Graduates of this option are ideally suited for positions in government, industry, and consulting, which require field investigation or inspection and some laboratory analysis.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	CHM 101	General Chemistry I <b>or</b>	4	
_____	CHM 113	Principles of Chemistry I <b>or</b>		
_____	CHM 121	Inorganic Chemistry I (Fall)		
_____	CHM 102	General Chemistry II <b>or</b>	4	
_____	CHM 114	Principles of Chemistry II <b>or</b>		
_____	CHM 124	Inorganic Chemistry II (Spring)		
_____	_____	Social Science Elective (B)	3	
_____	POL 120	State and Local Government (B)	3	
		<b>PROGRAM REQUIREMENTS <sup>1</sup></b>		<b>46-47</b>
_____	BIO 212	Trees and Shrubs (Fall)	4	
_____	ENV 120	Principles of Environmental Science (Fall)	4	
_____	ENV 137	Environmental Geology (Fall)	4	
_____	ENV 138	Introduction to Soil Science	4	
_____	ENV 140	Principles of Environmental Science (Spring)	4	
_____	ENV 201	Environmental Seminar I (Fall)	1	
_____	ENV 202	Environmental Seminar II (Spring)	1	
_____	ENV 230	Principles of Environmental Site Assessment (Spring)	4	
_____	ENV 253	Aquatic Ecology and Pollution (Fall)	4	
_____	ENV 270	Environmental Internship I (Spring) <sup>2</sup>	3	
_____	ENV 290	Air Pollution (Fall)	3	
_____	HIS 225	American Environmental History (C) (Spring)	3	
_____	_____	Math Elective <sup>3</sup>	3-4	
		<b>Total Credits</b>		<b>63-63</b>

**NOTES:**

- <sup>1</sup> Students must achieve a minimum grade of “C” in all ENV prefix courses in order to graduate from these options. Students receiving less than a “C” grade in these courses are placed on probation until they retake the courses for a grade of “C” or better.
- <sup>2</sup> An integral part of this program is an internship/cooperative education field experience with an area industry, governmental agency, or environmental consulting firm. These positions, many of which are paid, allow students the opportunity to put theory into practice and to gain the knowledge and experience necessary to make informed career decisions, to set career goals, and to plan further educational experiences.
- <sup>3</sup> Students should choose one of the following courses with the advice and consent of an Environmental Science advisor based on results of the Mathematics Placement Examination and individual career goals: MTH 108 or MTH 142.

## ENVIRONMENTAL SCIENCE TRANSFER OPTION – M031

## A.S. in Environmental Science

Contact: Jamie Laurin, Ext. 2523, jlaurin@hcc.mass.edu

For transfer to a four-year program in Environmental Science or a related discipline. The option: (1) satisfies the requirements of the Commonwealth Transfer Compact, facilitating transfer to the University of Massachusetts and other state colleges and universities; (2) satisfies the requirements for transfer to the B.S. program in Environmental Health and Technology at Springfield College; (3) provides the opportunity to transfer to many colleges and universities offering the Baccalaureate Degree in Environmental Science and related areas of study.

Term/Grade	Course Number	Course Name	Course Credits
<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>20</b>
_____	ENG 101	Language and Literature I	3
_____	ENG 102	Language and Literature II	3
_____	CHM 101	General Chemistry I <b>or</b>	
_____	CHM 113	Principles of Chemistry I <b>or</b>	
_____	CHM 121	Inorganic Chemistry I (Fall)	4
_____	CHM 102	General Chemistry II <b>or</b>	
_____	CHM 114	Principles of Chemistry II <b>or</b>	
_____	CHM 124	Inorganic Chemistry II (Spring)	4
_____	_____	Social Science Elective (B) _____	3
_____	POL 120	State and Local Government	3
<b>PROGRAM REQUIREMENTS <sup>1</sup></b>			<b>47-49</b>
_____	ENV 120	Principles of Environmental Science (Fall)	4
_____	ENV 137	Environmental Geology (Fall)	4
_____	ENV 138	Introduction to Soil Science	4
_____	ENV 140	Principles of Environmental Science (Spring)	4
_____	ENV 201	Environmental Seminar I (Fall)	1
_____	ENV 202	Environmental Seminar II (Spring)	1
_____	ENV 230	Principles of Environmental Site Assessment (Spring)	4
_____	ENV 253	Aquatic Ecology and Pollution (Fall)	4
_____	ENV 290	Air Pollution (Fall)	3
_____	HIS 225	American Environmental History (Spring)	3
_____	_____	Humanities Electives (C) <sup>2</sup> _____	3
_____	_____	Humanities Electives (C) <sup>2</sup> _____	3
_____	_____	Math Electives <sup>3</sup> _____	3-4
_____	_____	Math Electives <sup>3</sup> _____	3-4
_____	_____	Social Science Elective (B) _____	3
<b>Total Credits</b>			<b>67-69</b>

**NOTES:**

<sup>1</sup> Students must achieve a minimum grade of "C" in all ENV prefix courses in order to graduate from these options. Students receiving less than a "C" grade in these courses are placed on probation until they retake the courses for a grade of "C" or better.

<sup>2</sup> Students planning to transfer to four year institutions should contact the Transfer Counselor.

<sup>3</sup> Students should choose one of the following course sequences with the advice and consent of an Environmental Science advisor based on results of the Mathematics Placement Examination and individual career goals: MTH 104 and 108; MTH 108 and 142; MTH 111 and 112.

**FORENSIC SCIENCE**

**FORENSIC SCIENCE TECHNICIAN OPTION – X072**

**A.S. in Arts and Science**

Contact: Elizabeth Butin, Ext. 2305, ebutin@hcc.mass.edu

The Forensic Science Technician Option is for those who are interested in forensic science, and plan to either find employment as a technician in the field or transfer to a 4-year school.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	BIO 100	Introduction to Cell Functions <b>or</b>		
_____	BIO 103	Biology Today I <b>or</b>		
_____	BIO 107	Fundamentals of Cell and Molecular Biology	4	
_____	CHM 101	General Chemistry I <b>or</b>		
_____	CHM 113	Principles of Chemistry I <b>or</b>		
_____	CHM 121	Inorganic Chemistry <sup>1</sup>	4	
_____	PSY 110	Introduction to Psychology	3	
_____	_____	Social Science Electives (B) _____	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>24</b>
_____	CHM 102	General Chemistry II	3	
_____	CHM 114	Principles of Chemistry II <b>or</b>		
_____	CHM 124	Inorganic Chemistry I	4	
_____	CRJ 100	Introduction to Criminal Justice	3	
_____	CRJ 112	Criminal Law and Procedure	3	
_____	CRJ 205	Criminal Investigation and Crime Analysis	3	
_____	FRS 101	Introduction to Forensic Science <sup>2</sup>	4	
_____	_____	Math Elective (D) <sup>3</sup> _____	4	
		<b>PROGRAM ELECTIVES</b>		<b>16</b>
_____	ART 140	Basic Still Photography	3	
_____	ART 141	Advanced Photography	3	
_____	ART 142	Color Photography	3	
_____	CSI 111	Computer Concepts with Applications	4	
_____	FRS 201	Forensic DNA Analysis	4	
_____	BIO 106	Biotechnology Laboratory Techniques	3	
_____	BIO 111	Human Biology	4	
_____	BIO 243	Genetics	4	
_____	ANT 101	Cultural Anthropology	3	
_____	MTH 142	Statistics	3	
_____	_____	Humanities Elective (C) <sup>4</sup> _____	3	
_____	_____	Social Science Elective (B) <sup>4</sup> _____	3	
		<b>Total Credits</b>		<b>60</b>

**NOTES:**

<sup>1</sup> CRJ 100 and CRJ 112

<sup>2</sup> Prerequisites: BIO 100 or BIO 103 or BIO 107 or one semester of chemistry

<sup>3</sup> Students should choose one of the following courses with the advice and consent of a Forensic Science advisor based on results of the Mathematics Placement Examination and individual career goals: MTH 104, MTH 107, MTH 108, MTH 111, or MTH 112.

<sup>4</sup> Students transferring under the Transfer Compact to any Massachusetts state college or university MUST take (9) credits of Humanities (C) courses and (9) credits of Social Sciences (B) courses. Students planning to transfer to other four-year institutions should check with either their academic advisor or the Transfer Affairs Coordinator in selecting their courses.

**FORENSIC SCIENCE TRANSFER OPTION – X071**

**A.S. in Arts and Science**

Contact: Elizabeth Butin, Ext. 2305, ebutin@hcc.mass.edu

The Forensic Science Technician Option is for those who are interested in forensic science, and plan to either find employment as a technician in the field or transfer to a 4-year school.

Term/Grade	Course Number	Course Name	Course Credits	
<b>GENERAL EDUCATION REQUIREMENTS</b>				
				<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	BIO 100	Introduction to Cell Functions <b>or</b>		
_____	BIO 103	Biology Today 1 <b>or</b>		
_____	BIO 107	Fundamentals of Cell and Molecular Biology	4	
_____	CHM 113	Principles of Chemistry I <b>or</b>		
_____	CHM 121	Inorganic Chemistry 1	4	
_____	PSY 110	Introduction to Psychology (B)	3	
_____	_____	Social Science Electives (B)	3	
<b>PROGRAM REQUIREMENTS</b>				
				<b>31</b>
_____	CHM 102	General Chemistry II	3	
_____	CHM 114	Principles of Chemistry II <b>or</b>		
_____	CHM 124	Inorganic Chemistry II	4	
_____	MTH 111	Analytic Geometry and Calculus I <sup>1</sup>	4	
_____	MTH 112	Analytic Geometry and Calculus II <sup>2</sup>	3	
_____	CRJ 100	Introduction to Criminal Justice	3	
_____	CRJ 112	Criminal Law and Procedure	3	
_____	CRJ 205	Criminal Investigation and Crime Analysis <sup>3</sup>	3	
_____	FRS 101	Introduction to Forensic Science <sup>4</sup>	4	
_____	FRS 201	Forensic DNA Analysis <sup>5</sup>	4	
<b>PROGRAM ELECTIVES</b>				
				<b>11</b>
<i>The following are recommended electives, grouped according to student's area of interest</i>				
<b>Pathology</b>				
_____	BIO 111	Human Biology (D)	4	
_____	BIO 112	Microbiology (D)	4	
_____	BIO 117	Human Anatomy and Physiology I (D)	4	
_____	BIO 118	Human Anatomy and Physiology II (D)	4	
<b>Toxicology</b>				
_____	CHM 221	Organic Chemistry I (D)	4	
_____	CHM 222	Organic Chemistry II (D)	4	
_____	CHM 224	Organic Chemistry IIA (D)	4	
<b>Anthropology</b>				
_____	ANT 101	Cultural Anthropology (B)	3	
_____	ANT 110	Introduction to General Anthropology (B)	3	
_____	ANT 130	Archaeology and Prehistory (B)	3	
<b>Psychology</b>				
_____	PSY 205	Introduction to the Principles of Behavior Analysis	3	
_____	PSY 210	Social Psychology (B)	3	
_____	PSY 217	Abnormal Psychology (B)	3	
_____	PSY 242	Introduction to Interviewing Theory and Practice in Counseling	3	
<b>Other Electives</b>				
_____	CSI 111	Computer Concepts with Applications	4	
_____	MTH 142	Statistics	3	
_____	_____	Humanities Electives (C) <sup>6</sup>	3	
_____	_____	Humanities Electives (C) <sup>6</sup>	3	
_____	_____	Humanities Electives (C) <sup>6</sup>	3	
			<b>Total Credits</b>	<b>60</b>

**NOTES:**

<sup>1</sup> Prerequisites: MTH 107, MTH 108 or adequate score on Mathematics Placement Examination

<sup>2</sup> Prerequisites: MTH 111

<sup>3</sup> Prerequisites: CRJ 100 and CRJ 112

<sup>4</sup> Prerequisites: BIO 100 or BIO 103 or BIO 107 or one semester of chemistry

<sup>5</sup> Prerequisites: FRS 101 or CRJ 112

<sup>6</sup> To fulfill Transfer Compact to any Massachusetts state college or university

**FORENSIC SCIENCE**

**FORENSIC SCIENCE CERTIFICATE – X073**

Contact: Elizabeth Butin, Ext. 2305, ebutin@hcc.mass.edu

The Forensic Science Certificate is designed for those already in law enforcement interested in learning new technology and skills for incoming students who are not ready to enter a degree program. The Forensic Science Certificate will be an in-house certificate that is specialized and not intended for transfer.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>PROGRAM REQUIREMENTS</b>		<b>15</b>
_____	ENG 101	Language and Literature	3	
_____	BIO 100	Introduction to Cell Functions <b>or</b>		
_____	BIO 103	Biology Today 1 <b>or</b>		
_____	BIO 107	Fundamentals of Cell and Molecular Biology	4	
_____	CHM 101	General Chemistry <b>or</b>		
_____	CHM 113	Principles of Chemistry <b>or</b>		
_____	CHM 121	Inorganic Chemistry 1	4	
_____	FRS 101	Introduction to Forensic Science1	4	
		<b>PROGRAM ELECTIVES</b>		<b>9-10</b>
_____	CSI 101	Computer Concepts	3	
_____	CRJ 100	Introduction to Criminal Justice	3	
_____	CRJ 112	Criminal Law and Procedure	3	
_____	CRJ 205	Criminal Investigation and Crime Analysis	3	
_____	FRS 201	Forensic DNA Analysis	4	
		<b>Total Credits</b>		<b>24-25</b>

**NOTES:**

<sup>1</sup> Prerequisites: BIO 100, BIO 103, or BIO 107

**FUNERAL SERVICE TRANSFER CERTIFICATE – B060**

Contact: Kelly O'Connor, Ext.2315, koconnor@hcc.mass.edu

The Funeral Service Transfer Certificate provides an opportunity to begin formal training in the area of funeral service. This certificate provides students with a foundation in business, general education and funeral service courses at Holyoke Community College. Upon successful completion of the certificate, acceptance into the associate degree program in Funeral Service at the New England Institute at Mt. Ida College, according to its admissions standards, is guaranteed. All funeral service courses in the certificate will be delivered by New England Institute faculty at HCC's tuition rate. Upon completion of the associate degree at NEI, the student will be prepared to take the National Board Examination administered by the International Conference of Funeral Service Examination Boards. All Holyoke Community College business degree programs are accredited by the Association of Collegiate Business Schools and Programs. HCC is one of only three community colleges in Massachusetts with this certification.

Term/Grade	Course Number	Course Name	Course Credits	
	<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>21</b>
_____	ACC 111	Principles of Accounting <sup>1</sup>	4	
_____	BIO 111	Human Biology <sup>2</sup>	4	
_____	ENG 101	Language and Literature I	3	
_____	LAW 211	Business Law	3	
_____	MTH 104	College Algebra <sup>3</sup>	4	
_____	PSY 110	Introduction to Psychology <u>or</u>		
_____	COM 121	Introduction to Communication	3	
	<b>PROGRAM REQUIREMENTS</b>			<b>6</b>
_____	FNS 128	Introduction to Funeral Service	3	
_____	FNS 129	Funeral Directing <sup>4</sup>	3	
		<b>Total Credits</b>		<b>27</b>

**NOTES:**

<sup>1</sup> Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.

<sup>2</sup> BIO 100, as a preparation for BIO 111, is strongly recommended for those with no academic science background.

<sup>3</sup> Prerequisite: MTH 082, MTH 095, or MTH 097 with a grade of C- or better and adequate score on Math Placement Exam.

<sup>4</sup> Prerequisite: Admission to Funeral Service Transfer Certificate.

**GRAPHICS**

**GRAPHICS OPTION – H042**

**A.S. in Visual Art**

Contact: Beverly Wodicka, Ext. 2572, bwodicka@hcc.mass.edu

Successful completion of the Graphics Option will include the creation of a portfolio. The portfolio is required for transfer to upper level studies leading to a BA or BFA degree. The portfolio, along with the experience in completing the courses, prepares the student for beginning a career in graphic design, advertising, printing, and publishing. It will include samples of work featuring such design basics as logo and layout development, packaging design, advertising design in both black and white and color. Traditional layout and design and current computer layout, design and imaging will be included in the curriculum. An understanding of basic concepts and terminology as stated in the department assessment entry/exit survey is expected.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>23-24</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Social Sciences (B) <sup>1</sup> _____	3	
_____	_____	Social Sciences (B) <sup>1</sup> _____	3	
_____	_____	Math Elective (D) (100 Level) _____	3-4	
		<b>OPTION REQUIREMENTS</b>		<b>27</b>
_____	ART 121	Basic Drawing	3	
_____	ART 123	Basic Design I	3	
_____	ART 124	Basic Design II	3	
_____	ART 131	Introduction to Art History I	3	
_____	ART 132	Introduction to Art History II	3	
		<i>Plus 12 credits from the following:</i>		
_____	ART 256	Commercial Art and Design I	3	
_____	ART 257	Commercial Art and Design II	3	
_____	ART 258	Graphic Design Production	3	
_____	ART 259	Computers for Graphics I	3	
_____	ART 260	Computers for Graphics II	3	
_____	ART 265	Computers for Graphics III	3	
		<b>SUGGESTED ELECTIVES</b>		<b>12</b>
_____	_____	Humanities Elective (C) _____	3	
_____	_____	Visual Communication Elective <sup>2</sup> _____	3	
_____	_____	_____	3	
_____	_____	_____	3	
		<b>Total Credits</b>		<b>62-63</b>

**NOTES:**

<sup>1</sup> Nine (9) Social Science (B) credits are required by the Commonwealth Transfer Compact

<sup>2</sup> Select from the following electives: COM 101, COM 105, COM 111, COM 112, ART 266/COM266

**GRAPHIC DESIGN CERTIFICATE – H034**

Contact: Beverly Wodicka, Ext. 2572, bwodicka@hcc.mass.edu

Successful completion of the Graphic Design Certificate courses will include the creation of a portfolio. The portfolio is required for transfer to upper level studies leading to a BA or BFA degree. The portfolio, along with the experience in completing the courses, prepares the student for beginning a career in graphic design, advertising, printing, and publishing. It will include samples of work featuring such design basics as logo and layout development, packaging design, advertising design in both black and white, and color. Traditional layout and design and current computer layout, design and imaging will be included in the curriculum. An understanding of basic concepts and terminology as stated in the department assessment entry/exit survey is expected. An interview is required.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
	<b>PROGRAM REQUIREMENTS <sup>1</sup></b>			<b>21</b>
_____	ART 123	Basic Design I	3	
_____	ART 256	Commercial Art and Design I	3	
_____	ART 257	Commercial Art and Design II	3	
_____	ART 258	Graphic Design Production	3	
_____	ART 259	Computers for Graphic Designers I	3	
_____	ART 260	Computers for Graphic Designers II	3	
_____	ART 265	Computers for Graphic Designers III	3	
		<b>Total Credits</b>		<b>21</b>

**NOTES:**

<sup>1</sup>These electives are not required, but are highly recommended:

- BUS 105    Keyboarding for Information Processing
- HUM 280    Cooperative Education I
- ART 266    Introduction to Designing for the Web

**HEALTH, FITNESS AND NUTRITION**

**HEALTH, FITNESS and NUTRITION – M104**

**A.S. in Health and Fitness**

Contact: Dr. Patti Mantia, Ext. 2449, pmantia@hcc.mass.edu

The Associate in Science Degree in Health, Fitness and Nutrition provides a sound academic foundation for the student who wants to pursue a career in health and fitness or transfer to a 4-year physical education/exercise science program. Program electives allow the student to focus in a particular area of interest in the field of health and fitness.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>36</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	BIO 117	Anatomy and Physiology I (D)	4	
_____	BIO 118	Anatomy and Physiology II (D)	4	
_____	PSY 110	Introduction to Psychology (B)	3	
_____	SOC 110	Introduction to Sociology (B)	3	
_____	_____	Social Science Elective (B) _____	3	
_____	COM 121	Introduction to Communication (C)	3	
_____	PHI 103	Clear Thinking/Sound Reasoning (C) <b>or</b>	3	
_____	PHI 120	Ethics (C)	3	
_____	_____	Humanities Elective (C) _____	3	
_____	_____	Math Elective (D) _____	4	
		<b>PROGRAM REQUIREMENTS</b>		<b>19</b>
_____	HFN 172	Introduction to Health and Fitness (Fall)	2	
_____	HFN 177	Biomechanics of Human Movement (Fall)	3	
_____	NTR 101	Introduction to Nutrition	3	
_____	HFN 120	Motor Learning Principles and Practices (Fall)	3	
_____	HFN 176	Physiology of Exercise (Spring)	4	
_____	HFN 103	First Aid and CPR <b>or</b>		
_____	HFN 104	Sports First Aid	1	
_____	HFN 190	Fitness Professional Seminar/Field Experience (Spring)	3	
		<b>Complete degree requirements by selecting and fulfilling 12 credits from the PROGRAM ELECTIVES options on the next two pages</b>		
		<b>Total Credits</b>		<b>67</b>

**NOTES:**

- The program electives provided on the following two pages are suggestions.
- Students may discuss additional elective options with the Department Chair.
- Students cannot receive credits for both HFN 104 and HFN 103

**Clinical Exercise Specialist / Suggested Program Electives**

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>
	<i>Select three 3-credit courses and three 1-credit courses:</i>		
_____	HFN 108	PACE	1
_____	HFN 170	Exercise in Health and Disease	3
_____	HFN 178	Prevention, Assessment and Care of Sport/Fitness Injuries	3
_____	HFN 189	Fitness Assessments	3
_____	HFN 180	Physical Conditioning I	1
_____	HFN 181	Physical Conditioning II	1
_____	HFN 133	Group Exercise	1
_____	HFN 150	Managing Stress	1
_____	NTR 201	Nutrition Throughout the Lifecycle	3

**Coaching / Suggested Program Electives**

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>
	<i>Select three 3-credit courses and three 1-credit courses:</i>		
_____	HFN 110	Fundamentals of Coaching	3
_____	HFN 171	Leadership in Recreation, Fitness and Sport	3
_____	HFN 178	Prevention, Assessment and Care of Sport/Fitness Injuries	3
_____	HFN 180	Physical Conditioning I	1
_____	HFN 181	Physical Conditioning II	1
_____	HFN 182	Physical Conditioning III	1
_____	HFN 142	Coaching Volleyball	1
_____	HFN 143	Coaching Basketball	1
_____	HFN 144	Coaching Soccer	1

**Exercise Specialist / Suggested Program Electives**

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>
	<i>Select three 3-credit courses and three 1-credit courses:</i>		
_____	HFN 108	PACE	1
_____	HFN 109	Yoga Instructor	3
_____	HFN 129	Tools for Resistance Training	1
_____	HFN 133	Group Exercise	1
_____	HFN 134	Group Exercise Leader	3
_____	HFN 145	Beginning Yoga	1
_____	HFN 150	Managing Stress	1
_____	HFN 170	Exercise in Health and Disease	3
_____	HFN 171	Leadership in Recreation, Fitness and Sport	3
_____	HFN 178	Prevention, Assessment and Care of Sport/Fitness Injuries	3
_____	HFN 179	Current Issues in Sport and Fitness	3
_____	HFN 180	Conditioning I	1
_____	HFN 181	Conditionin II	1
_____	HFN 182	Conditioning III	1
_____	HFN 183	Personal Training and Fitness Counseling	3
_____	HFN 189	Fitness Assessments	3
_____	NTR 201	Nutrition Throughout the Lifecycle	3

## HEALTH, FITNESS AND NUTRITION

### Fitness Management / Suggested Program Electives

Term/Grade	Course Number	Course Name	Course Credits
	<i>Select three 3-credit courses and three 1-credit courses:</i>		
_____	ACC 111	Principles of Accounting I	4
_____	MGT 230	Principles of Management	3
_____	MKT 226	Principles of Advertising	3
	<i>Select one of the following electives:</i>		
_____	MGT 231	Human Resource Management	3
_____	MKT 227	Customer Service and Sales	3
_____	HFN 179	Current Issues in Health and Fitness	3

### Physical Ed. Teacher Prep / Suggested Program Electives

Term/Grade	Course Number	Course Name	Course Credits
	<i>Select three 3-credit courses and three 1-credit courses:</i>		
_____	EDU 101	Early Childhood Programs	3
_____	EDU 104	Child Development and Behavior	3
_____	EDU 208	Children with Disabilities in the Educational Setting	3
_____	HFN 133	Group Exercise	1
_____	HFN 135	Topics in Dance	1
_____	HFN 142	Coaching Volleyball	1
_____	HFN 143	Coaching Basketball	1
_____	HFN 144	Coaching Soccer	1
_____	HFN 180	Physical Conditioning I	1
_____	NTR 201	Nutrition Throughout the Lifecycle	3

**COACHING CERTIFICATE – M105**

Contact: Dr. Patti Mantia, Ext. 2449, pmantia@hcc.mass.edu

The Coaching Certificate is designed for the individual who is interested in working as a coach of sport and recreation.

Term/Grade	Course Number	Course Name	Course Credits	
		<b>PROGRAM REQUIREMENTS</b>		<b>7</b>
_____	HFN 110	Fundamentals of Coaching	3	
_____	HFN 180	Physical Conditioning I	1	
_____	HFN 181	Physical Conditioning II	1	
_____	HFN 182	Physical Conditioning III	1	
_____	HFN 103	Standard First Aid and Personal Safety/CPR <b>or</b>		
_____	HFN 104	Sports First Aid	1	
		<b>PROGRAM ELECTIVES</b>		<b>4-10</b>
		<i>Select two, three, or four of the following:</i>		
_____	SOC 240	Sociology of Sport	3	
_____	PSY 250	Psychology of Sport	3	
_____	SPO 211	Sport Law (Spring)	3	
_____	HFN 142	Coaching Volleyball	1	
_____	HFN 143	Coaching Basketball	1	
_____	HFN 143	Coaching Soccer	1	
_____	HFN 146	Coaching Tennis	1	
_____	HFN 147	Coaching Baseball	1	
_____	NTR 201	Nutrition Throughout the Lifecycle	3	
		<b>Total Credits</b>		<b>11-17</b>

**NOTES:**

**HEALTH, FITNESS AND NUTRITION**

**FIREFIGHTER FITNESS TRAINER CERTIFICATE – M106**

Contact: Dr. Patti Mantia, Ext. 2449, pmantia@hcc.mass.edu

The Firefighter Fitness Trainer Certificate is designed to prepare the student to assume the role of fitness instructor within the firefighting community.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>PROGRAM REQUIREMENTS</b>		<b>11</b>
_____	HFN 184	Firefighter Fitness Trainer	3	
_____	HFN 129	Tools for Resistance Training	1	
_____	HFN 190	Fitness Professional Seminar/Internship <sup>1</sup>	3	
_____	HFN 103	Standard First Aid and Personal Safety/CPR <b>or</b>		
_____	HFN 104	Sports First Aid	1	
_____	NTR 101	Introduction to Nutrition	3	
		<b>PROGRAM ELECTIVES</b>		<b>2</b>
		<i>Select two of the following courses:</i>		
_____	HFN 180	Physical Conditioning I	1	
_____	HFN 181	Physical Conditioning II	1	
_____	HFN 182	Physical Conditioning III	1	
_____	NTR 201	Nutrition Throughout the Lifecycle	3	
		<b>Total Credits</b>		<b>13</b>

**NOTES:**

<sup>1</sup> HFN 190 must be taken after HFN 184

**GROUP EXERCISE LEADER CERTIFICATE – M102**

Contact: Dr. Patti Mantia, Ext. 2449, pmantia@hcc.mass.edu

The Group Exercise Leader Certificate program is designed for the individual who is interested in working as a group exercise instructor in a variety of health and fitness settings.

Term/Grade	Course Number	Course Name	Course Credits	
		<b>PROGRAM REQUIREMENTS</b>		<b>7</b>
_____	HFN 134	Learning to be a Group Exercise Leader	3	
_____	HFN 190	Fitness Professional Seminar/Internship <sup>1</sup>	3	
_____	HFN 103	Standard First Aid and Personal Safety/CPR <u>or</u>		
_____	HFN 104	Sports First Aid	1	
		<b>PROGRAM ELECTIVES</b>		<b>2</b>
		<i>Select two of the following courses:</i>		
_____	HFN 108	PACE	1	
_____	HFN 109	Yoga Instructor	3	
_____	HFN 180	Physical Conditioning I	1	
_____	HFN 181	Physical Conditioning II	1	
_____	HFN 182	Physical Conditioning III	1	
_____	HFN 129	Tools for Resistance Training	1	
_____	HFN 145	Beginning Yoga	1	
		<b>Total Credits</b>		<b>9</b>

**NOTES:**

<sup>1</sup> HFN 190 must be taken after HFN 134

**HEALTH, FITNESS AND NUTRITION**

**HEALTH AND FITNESS MANAGEMENT CERTIFICATE – M101**

Contact: Dr. Patti Mantia, Ext. 2449, pmantia@hcc.mass.edu

The Health and Fitness Management Certificate program will prepare the student for a management position in the field of health and fitness. Students will study health/fitness and management classes in this option.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>PROGRAM REQUIREMENTS</b>		<b>26</b>
_____	BIO 117	Anatomy & Physiology I	4	
_____	BIO 118	Anatomy & Physiology II	4	
_____	NTR 101	Introduction to Nutrition	3	
_____	HFN 172	Introduction to Health & Fitness	2	
_____	HFN 190	Fitness Seminar/Internship <sup>1</sup>	3	
_____	ACC 111	Principles of Accounting I	3	
_____	MGT 230	Principles of Management	3	
_____	MKT 226	Principles of Advertising	3	
_____	HFN 103	Standard First Aid and Personal Safety/CPR <b>or</b>		
_____	HFN 104	Sports First Aid	1	
		<b>PROGRAM ELECTIVES</b>		<b>3</b>
		<i>Select one of the following electives:</i>		
_____	MGT 231	Human Resource Management	3	
_____	MKT 227	Customer Service and Sales	3	
_____	HFN 179	Current Issues In Sport and Fitness	3	
		<b>Total Credits</b>		<b>29</b>

**NOTES:**

<sup>1</sup> HFN 190 should be taken as one of the final classes in this program.

**HEALTH AND FITNESS SPECIALIST CERTIFICATE – M100**

Contact: Dr. Patti Mantia, Ext. 2449, pmantia@hcc.mass.edu

The Health and Fitness Specialist Certificate program prepares the student for a variety of employment opportunities within the health and fitness industry. Credits from the certificate program are transferable into the two year Associate of Science Degree program at HCC.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>PROGRAM REQUIREMENTS</b>		<b>25</b>
_____	BIO 117	Anatomy & Physiology I	4	
_____	BIO 118	Anatomy & Physiology II	4	
_____	NTR 101	Introduction to Nutrition	3	
_____	HFN 171	Leadership in Recreation, Fitness and Sport	3	
_____	HFN 176	Physiology of Exercise	3	
_____	HFN 177	Biomechanics of Human Movement	3	
_____	HFN 190	Fitness Professional Seminar/Internship <sup>1</sup>	3	
_____	HFN 103	Standard First Aid and Personal Safety/CPR <u>or</u>		
_____	HFN 104	Sports First Aid	1	
		<b>PROGRAM ELECTIVES</b>		<b>5</b>
		<i>Select one of the following courses:</i>		
_____	HFN 170	Exercise in Health & Disease	3	
_____	HFN 178	Prevention, Assessment and Care of Sport/Fitness Injuries	3	
_____	HFN 179	Current Issues in Fitness	3	
		<i>Select two of the following courses:</i>		
_____	HFN 108	PACE	1	
_____	HFN 109	Yoga Instructor	3	
_____	HFN 131	Introduction to Wellness/Fitness	1	
_____	HFN 133	Group Exercise: Aerobics, Steps and More	1	
_____	HFN 145	Beginning Yoga	1	
_____	HFN 150	Managing Stress	1	
_____	HFN 160	Martial Arts	1	
_____	HFN 180	Physical Conditioning I	1	
_____	HFN 181	Physical Conditioning II	1	
_____	HFN 182	Physical Conditioning III	1	
_____	HFN 106	Sports Supplementation	1	
_____	HFN 185	Principles and Practices of Strength Training	3	
_____	HFN 170	Exercise in Health and Disease	3	
_____	HFN 179	Current Issues in Sports and Fitness	3	
_____	HFN 109	Yoga Fitness Leader	3	
_____	NTR 201	Nutrition Throughout the Lifecycle	3	
		<b>Total Credits</b>		<b>29</b>

**NOTES:**

<sup>1</sup> HFN190 should be taken as one of the final classes in this program.

**HEALTH, FITNESS AND NUTRITION**

**PERSONAL TRAINER/FITNESS COUNSELOR CERTIFICATE – M103**

Contact: Dr. Patti Mantia, Ext. 2449, pmantia@hcc.mass.edu

The Personal Trainer/Fitness Counselor Certificate program is designed for the individual with an interest in working one-on-one with clients to develop or enhance their health and fitness goals.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>PROGRAM REQUIREMENTS</b>		<b>7</b>
_____	HFN 183	Personal Training and Fitness Counseling	3	
_____	HFN 190	Fitness Professional Seminar/Internship <sup>1</sup>	3	
_____	HFN 103	Standard First Aid and Personal Safety/CPR <b>or</b>		
_____	HFN 104	Sports First Aid	1	
	<i>Select two of the following courses:</i>			<b>2</b>
_____	HFN 108	PACE	1	
_____	HFN 180	Physical Conditioning I	1	
_____	HFN 181	Physical Conditioning II	1	
_____	HFN 182	Physical Conditioning III	1	
		<b>Total Credits</b>		<b>9</b>

**NOTES:**

<sup>1</sup> HFN 190 must be taken after HFN 183

**STRENGTH AND CONDITIONING SPECIALIST CERTIFICATE – M107**

Contact: Dr. Patti Mantia, Ext. 2449, pmantia@hcc.mass.edu

The Strength and Conditioning Specialist Certificate is designed for the student who wants to specialize in the area of strength and conditioning for health, fitness, and sports and/or prepare for national certification in strength training.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>PROGRAM REQUIREMENTS</b>		<b>12</b>
_____	HFN 185	Principles and Practices of Strength Training	3	
_____	HFN 106	Sports Supplementation	1	
_____	HFN 131	Tools for Resistance Training	1	
_____	HFN 190	Fitness Professional Seminar/Internship <sup>1</sup>	3	
_____	HFN 103	Standard First Aid and Personal Safety/CPR <b>or</b>		
_____	HFN 104	Sports First Aid	1	
_____	NTR 101	Introduction to Nutrition	3	
		<b>PROGRAM ELECTIVES</b>		<b>5</b>
		<i>Select one of the following courses:</i>		
_____	HFN 108	PACE	1	
_____	HFN 110	Fundamentals of Coaching	3	
_____	HFN 134	Leading Group Exercise	3	
_____	HFN 183	Personal Trainer/Fitness Counselor	3	
_____	HFN 170	Exercise in Health and Disease	3	
_____	HFN 178	Prevention, Assessment and Care of Sports Injuries	3	
_____	HFN 179	Current Issues in Sports and Fitness	3	
_____	HFN 185	Principals and Practices of Strength Training	3	
_____	NTR 201	Nutrition Throughout the Lifecycle	3	
		<i>Select two of the following courses:</i>		
_____	HFN 180	Physical Conditioning I	1	
_____	HFN 181	Physical Conditioning II	1	
_____	HFN 182	Physical Conditioning III	1	
		<b>Total Credits</b>		<b>17</b>

**NOTES:**

<sup>1</sup> HFN 190 must be taken after HFN 110 or 134 or 183

**HONORS**

**HONORS OPTION – H075**

**A.A in Arts and Science**

Contact: Dr. Kim Hicks, Ext. 2197, khicks@hcc.mass.edu

Students must earn a minimum 3.5 GPA in order to earn the degree within the Honors Curriculum Option. Refer to the “Glossary of Academic Policies, Procedures, and Terms” contained in this catalog for more information.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>35-36</b>
_____	ENG 101	Language and Literature I <sup>1</sup>	3
_____	ENG 102	Language and Literature II <sup>1</sup>	3
_____	_____	Laboratory Science (D) _____	4
_____	_____	Laboratory Science (D) _____	4
_____	_____	Anthropology Elective _____	3
_____	_____	Social Science Elective (B) _____	3
_____	_____	Social Science Elective (B) _____	3
_____	_____	Math Elective (D) _____	3-4
_____	_____	Literature Elective (C) (200-level) _____	3
_____	HIS 103	History of World Civilizations I	3
_____	HIS 104	History of World Civilizations II	3
<b>PROGRAM REQUIREMENTS</b>			<b>25-26</b>
_____	HON 206	Honors Colloquium (B or C) <sup>2</sup>	6
_____	_____	Foreign Language 101 _____	3
_____	_____	Foreign Language 102 _____	3
_____	_____	Foreign Language 201 _____	3
_____	_____	Foreign Language 202 _____	3
_____	_____	Literature Elective (C) (200 level) _____	3
_____	_____	General Electives <sup>3</sup> _____	3-4
_____	_____	General Electives <sup>3</sup> _____	3-4
<b>Total Credits</b>			<b>60-62</b>

**NOTES:**

<sup>1</sup> The Honors Learning Communities (ENG 101 and SEM 130, ENG 102 and SEM 130) are strongly recommended.

<sup>2</sup> Transfer code designation may be determined by a student’s work, with permission of the instructor.

<sup>3</sup> A one-credit Honors Project, in addition to the six General Elective credits, is strongly recommended.

An Honors Project may be attached to any course except ENG 101 and the Colloquium.

**FOODSERVICE MANAGEMENT OPTION – B052****A. S. in Hospitality and Culinary Arts**

Contact: Kristine Ricker Choleva, Ext. 2565, kcholeva@hcc.mass.edu

The Foodservice Management Program consists of the one-year Culinary Certificate Program coupled with one year of hospitality management- and general business-focused coursework. The degree prepares students for management positions in the diverse field of foodservice including restaurants, clubs, institutions, and other managed services. Students in the Culinary Certificate portion of the program are required to fulfill 250 clock-hours of work in a foodservice establishment as part of the requirements for attaining the certificate. The Culinary Certificate portion of the degree is accredited by the American Culinary Federation, and is the only Massachusetts community college with this certification.

Term/Grade	Course Number	Course Name	Course Credits	
<b>GENERAL EDUCATION REQUIREMENTS</b>				<b>20</b>
_____	_____	Lab Science (D) _____	4	
_____	_____	Lab Science (D) _____	4	
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	GEO 110	World Regional Geography (Fall)	3	
_____	PSY 110	Introduction to Psychology <u>or</u>		
_____	SOC 110	Introduction to Sociology	3	
<b>PROGRAM REQUIREMENTS</b>				<b>45</b>
_____	ACC 111	Principles of Accounting I <sup>1</sup>	4	
_____	BUS 115	Computer Applications	3	
_____	CUL 100	Culinary Foundations I (Fall) <sup>2</sup>	3	
_____	CUL 101	Culinary Foundations II (Fall) <sup>3</sup>	3	
_____	CUL 104	Professional Standards for the Foodservice Industry (Fall)	1	
_____	CUL 105	Special Events Skills (Fall)	2	
_____	CUL 110	Baking Theory and Practice (Fall)	3	
_____	CUL 111	Safety and Sanitation (Fall)	1	
_____	CUL 115	Culinary Math	1	
_____	CUL 230	A la Carte Cooking and Service (Spring) <sup>4</sup>	6	
_____	CUL 250	Banquet Cooking and Service (Spring) <sup>4</sup>	3	
_____	HFM 101	Introduction to Hospitality Industry (Fall)	3	
_____	HFM 232	Food and Beverage Operations (Spring) <sup>5</sup>	3	
_____	HFM 280	Cooperative Education in Hospitality Management I (Summer) <sup>6</sup>	3	
_____	MGT 230	Principles of Management	3	
_____	NTR 101	Introduction to Nutrition <sup>7</sup> <u>or</u>		
_____	CUL 103	Nutrition for Foodservice Professionals (Spring)	3	
<b>Total Credits</b>				<b>65</b>

**NOTES:**

<sup>1</sup> Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.

<sup>2</sup> Students must pass the arithmetic portion of the Math Placement Exam or take MTH 075. Co-requisite: CUL 115

<sup>3</sup> Prerequisite: CUL 100

<sup>4</sup> Prerequisite: CUL 101

<sup>5</sup> Prerequisite: CUL 101 or HFM 130

<sup>6</sup> Prerequisite: Approval of Chair, 24 credits in A.S. program

<sup>7</sup> Eligibility for ENG 101

- Students wishing to earn a Culinary Certificate must complete 250-clock hours of work in a foodservice establishment.
- Students planning to transfer to UMASS should choose NTR 101; the latter's prerequisite is eligibility for ENG 101.

**HOSPITALITY**

**HOSPITALITY MANAGEMENT-CAREER OPTION – B056**

**A.S. in Hospitality and Culinary Arts**

Contact: Kristine Ricker Choleva, Ext. 2565, kcholeva@hcc.mass.edu

The Hospitality Management Career Program prepares students for various types of management positions in the hospitality industry. Career opportunities in this fast-growing industry exist in such diverse sectors as travel and tourism, lodging, the restaurant industry, recreation and leisure, gaming entertainment, and conference and meeting planning. Students are encouraged to maintain part-time/summer work or internships throughout the degree program. All HCC business degree programs are accredited by the Association of Collegiate Business Schools and Programs, and HCC is one of only three community colleges in Massachusetts with this certification.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
<b>GENERAL EDUCATION REQUIREMENTS</b>				<b>17</b>
_____	_____	Lab Science (D) _____	4	
_____	_____	Lab Science (D) _____	4	
_____	ECN 101	Principles of Economics I	3	
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
<b>PROGRAM REQUIREMENTS</b>				<b>39</b>
_____	ACC 111	Principles of Accounting I <sup>1</sup>	4	
_____	BUS 115	Computer Applications	3	
_____	BUS 220	Business Communications	3	
_____	CUL 111	Safety and Sanitation	1	
_____	CUL 250	Banquet Cooking and Service	3	
_____	HFM 101	Introduction to the Hospitality Industry	3	
_____	HFM 102	Hotel Operations	3	
_____	HFM 130	Principles of Food Production (Spring) <sup>2</sup>	4	
_____	HFM 232	Food and Beverage Operations (Spring) <sup>3</sup>	3	
_____	HFM 280	Cooperative Education in Hospitality Management I <sup>4</sup>	3	
_____	MGT 230	Principles of Management	3	
_____	MGT 231	Human Resource Management (Spring)	3	
_____	NTR 101	Introduction to Nutrition <sup>5</sup>	3	
<b>PROGRAM ELECTIVES</b>				<b>6</b>
_____	_____	Social Science Elective (B) _____	3	
_____	_____	General Elective _____	3	
<b>Total Credits</b>				<b>62</b>

**NOTES:**

<sup>1</sup> Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.

<sup>2</sup> Pre/Co-requisite: ENG 097 or satisfactory score on reading comprehension placement exam.

<sup>3</sup> Prerequisite: CUL 101 or HFM 130.

<sup>4</sup> Prerequisites: 24 credits in A.S. programs or 12 credits in certificate programs, and the completion of HFM 101 and HFM 102 or HFM 130.

<sup>5</sup> Eligible for ENG 101.

**HOSPITALITY MANAGEMENT-TRANSFER OPTION – B051**

**A.S. in Hospitality and Culinary Arts**

Contact: Kristine Ricker Choleva, Ext. 2565, kcholeva@hcc.mass.edu

Prepares students to transfer to the University of Massachusetts Amherst’s Isenburg School of Management as a third-year Hospitality and Tourism Management major. Career opportunities in this fast-growing industry exist in such diverse sectors as travel and tourism, lodging, the restaurant industry, recreation and leisure, gaming entertainment, and conference and meeting planning. Students are encouraged to maintain part-time/summer work or internships throughout the degree program. All HCC business degree programs are accredited by the Association of Collegiate Business Schools and Programs, and HCC is one of only three community colleges in Massachusetts with this certification.

Term/Grade	Course Number	Course Name	Course Credits	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	ECN 101	Principles of Economics I	3	
_____	ECN 102	Principles of Economics II	3	
_____	_____	Lab Science (D) _____	4	
_____	_____	Lab Science (D) _____	4	
		<b>PROGRAM REQUIREMENTS</b>		<b>33</b>
_____	ACC 111	Principles of Accounting I <sup>1</sup>	4	
_____	ACC 112	Principles of Accounting II	4	
_____	HFM 101	Introduction to the Hospitality Industry	3	
_____	HFM 102	Hotel/Motel Operations	3	
_____	HFM 130	Principles of Food Production (Spring) <sup>2</sup>	4	
_____	HFM 232	Food and Beverage Operations (Spring) <sup>3</sup>	3	
_____	MGT 230	Principles of Management	3	
_____	MTH 142	Statistics	3	
_____	MTH 160	Introductions to Matrices & Linear Programming	3	
_____	NTR 101	Introduction to Nutrition	3	
		<b>PROGRAM ELECTIVES</b>		<b>15</b>
_____	_____	Hospitality Management Elective <sup>4</sup> _____	3	
_____	_____	Humanities Electives <sup>5</sup> _____	3	
_____	_____	Humanities Electives <sup>5</sup> _____	3	
_____	_____	Humanities Electives <sup>5</sup> _____	3	
_____	_____	Social Science Elective (B) _____	3	
		<b>Total Credits</b>		<b>68</b>

**NOTES:**

<sup>1</sup> Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.

<sup>2</sup> Pre/Co-requisite: ENG 097 or satisfactory score on reading comprehension placement exam.

<sup>3</sup> Prerequisite: CUL 101 or HFM 130.

<sup>4</sup> Select from: CSI 111, NTR 101, HFM 250, 262, 150, MGT 231. Students planning to attend UMass are urged to elect MGT 231.

<sup>5</sup> FRH 206 or SPA 210 are recommended as one HUM elective.

**HOSPITALITY**

**HOSPITALITY MANAGEMENT CERTIFICATE – B053**

Contact: Kristine Ricker Choleva, Ext. 2565, kcholeva@hcc.mass.edu

All coursework in the certificate will be offered both on-campus and online. This area of study enables industry professionals and beginning students to undertake college-level coursework in hospitality management without the constraints of being on campus. Students wishing to earn a degree may continue on in either the A.S. in Hospitality and Culinary Arts transfer or career program.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>PROGRAM REQUIREMENTS</b>		<b>18</b>
_____	HFM 101	Introduction to the Hospitality Industry	3	
_____	HFM 102	Hotel/Motel Operations	3	
_____	HFM 232	Food and Beverage Options	3	
_____	MGT 230	Principles of Management	3	
_____	MKT 227	Customer Service and Sales	3	
_____	MKT 240	Principles of Marketing	3	
		<b>Total Credits</b>		<b>18</b>

**NOTES:**

**ADDICTION STUDIES CERTIFICATE – H024**

Contact: Dr. Jackie Griswold, Ext. 2333, jgriswold@hcc.mass.edu

The Addiction Studies Certificate has been developed in alignment with the Massachusetts Board of Substance Addiction Counselors Certification requirements for the educational portion of Certified Addiction Counselor (CAC) certificate. Courses reflect the educational portion of state certification requirements solely; additional requirements may need to be met in order to complete the certification process.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>PROGRAM REQUIREMENTS</b>		<b>26</b>
_____	HSV 113	Introduction to Human Services	3	
_____	HSV 120	Introduction to Addiction Studies	3	
_____	HSV 208/ SOC 208	Substance Abuse	3	
_____	HSV 124	The Helping Relationship: Delivering Human Services	3	
_____	HSV 213	Professional and Ethical Standards in the Helping Professions	3	
_____	HSV 214	Treatment Modalities in Chemical Dependence	3	
_____	HSV 288	Practicum I in Human Services	4	
_____	HSV 289	Practicum II in Human Services	4	
		<b>PROGRAM ELECTIVES</b>		<b>3</b>
	<i>choose one</i>			
_____	HSV 205	Domestic Violence	3	
_____	HSV 250	Special Topics in Human Services	3	
_____	CSD 114	Cultural Diversity	3	
_____	HSV 210	Group Dynamics	3	
_____	PSY 216	Human Development	3	
_____	PSY 217	Abnormal Psychology	3	
_____	PSY 205	Introduction to the Principles of Behavior Analysis	3	
		<b>Total Credits</b>		<b>29</b>

**NOTES:**

**HUMAN SERVICES**

**DEVELOPMENTAL DISABILITIES DIRECT SUPPORT CERTIFICATE – S013**

Contact: Dr. Jackie Griswold, Ext.2333, jgriswold@hcc.mass.edu

This certificate is designed for staff working in agencies funded by the Department of Mental Retardation, as well as individuals who are seeking employment with individuals with developmental disabilities. These agencies provide residential programs, employment programs, and recreational, personal, and family supports for individuals with developmental disabilities.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>6</b>
_____	ENG 101	English Language and Literature	3	
_____	PSY 110	Introduction to Psychology	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>16</b>
_____	DVD 110	Introduction to Developmental Disabilities	3	
_____	DVD 210	Current Issues in Developmental Disabilities	3	
_____	HSV 113	Introduction to Human Services	3	
_____	HSV 124	The Helping Relationship: Delivering Human Services	3	
_____	HSV 288	Practicum in Human Services I	4	
		<b>Total Credits</b>		<b>22</b>

**NOTES:**

**HUMAN SERVICES PROGRAM – H049****A.S. in Human Services**

Contact: Dr. Jackie Griswold, Ext. 2333, jgriswold@hcc.mass.edu

The human services field is rapidly expanding as our society changes. There will be an increasing job market for individuals who are generalists in the human services field and have a variety of skills. Based on the nationally recognized Community Support Skills Standards, which define the knowledge, skills and attributes necessary for individuals working in the helping professions, the A.S. degree program in Human Services will provide students with an opportunity to acquire a solid academic preparation in human services that will allow them to enter the work force upon completion, or transfer into a baccalaureate program.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>35</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	PSY 110	Introduction to Psychology (B)	3	
_____	PSY 216	Human Development (B)	3	
_____	SOC 110	Introduction to Sociology (B)	3	
_____	BIO 111	Human Biology	4	
_____	_____	Lab Science (D) _____	4	
_____	_____	Humanities Electives (C) _____	3	
_____	_____	Humanities Electives (C) _____	3	
_____	_____	Humanities Electives (C) _____	3	
_____	_____	Mathematics Elective (D) _____	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>20</b>
_____	HSV 113	Introduction to Human Services	3	
_____	HSV 124	The Helping Relationship: Delivering Human Services	3	
_____	HSV 125	Introduction to Practicum	3	
_____	HSV 213	Professional and Ethical Standards in the Helping Professions	3	
_____	HSV 288	Practicum I in Human Services	4	
_____	HSV 289	Practicum II in Human Services	4	
		<b>PROGRAM ELECTIVES</b> <i>Select three of the following courses:</i>		<b>9</b>
_____	ANT 101	Cultural Anthropology	3	
_____	CRJ 110	Child Abuse and the Criminal Justice System	3	
_____	CSD 114	Cultural Diversity	3	
_____	DVD 110	Introduction to Developmental Disabilities	3	
_____	DVD 210	Current Issues in Developmental Disabilities	3	
_____	GRT 110	Introduction to the Study of Aging	3	
_____	HSV 205	Domestic Violence	3	
_____	HSV 208/ SOC 208	Substance Abuse	3	
_____	HSV 210	Group Dynamics	3	
_____	HSV 220	HIV/AIDS in Today's Society	3	
_____	HSV 225	Human Services Administration	3	
_____	HSV 226	Supervisory Relationships in the Helping Professions	3	
_____	HSV 250	Topics in Human Services	3	
_____	PSY 215	Child Psychology	3	
_____	PSY 217	Abnormal Psychology	3	
_____	PSY 218	Adolescent Psychology	3	
_____	PSY 223	Psychology of Aging	3	
_____	PSY 224	Psychology of Women	3	
_____	PSY 230	Topics in Psychology	3	
_____	SOC 214	Social Problems	3	
_____	SOC 220	Sociology of Race and Ethnicity	3	
_____	SOC 233	Sociology of Aging	3	
_____	SSN 103	Children and Families in the Social Environment	3	

**NOTES:****Total Credits****64**

**HUMAN SERVICES**

**HUMAN SERVICES CERTIFICATE – H019**

Contact: Dr. Jackie Griswold, Ext. 2333, jgriswold@hcc.mass.edu

Human services workers help clients obtain benefits or services and monitor, keep records on, and inform supervisors about clients' progress. They work in group homes and halfway houses; correctional, mental retardation, and community mental health centers and facilities; family, child, and youth service agencies; and programs concerned with alcoholism, drug abuse, family violence, and aging. Human services workers generally perform under the direction of social workers or direct care supervisors. The amount of responsibility these workers assume and the degree of supervision they receive vary a great deal.

This 24-credit certificate is appropriate for those considering a career change into the Human Services field as well as those in the field who may want to upgrade their skills and knowledge.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>PROGRAM REQUIREMENTS</b>		<b>9</b>
_____	ENG 101	Language and Literature I	3	
_____	PSY 110	Introduction to Psychology	3	
_____	HSV 113	Introduction to Human Services	3	
		<b>PROGRAM ELECTIVES</b>		<b>15</b>
		<i>Select five of the following courses:</i>		
_____	HSV 205	Domestic Violence	3	
_____	HSV 208/ SOC 208	Substance Abuse	3	
_____	HSV 124	The Helping Relationship: Delivering Human Services	3	
_____	HSV 225	Human Service Administration	3	
_____	HSV 210	Group Dynamics	3	
_____	GRT 110	Introduction to the Study of Aging	3	
_____	HSV 213	Professional and Ethical Standards in the Helping Professions	3	
_____	PSY 203	Human Sexuality	3	
_____	PSY 215	Child Psychology	3	
_____	PSY 216	Human Development	3	
_____	PSY 217	Abnormal Psychology	3	
_____	PSY 218	Adolescent Psychology	3	
_____	SOC 110	Introduction to Sociology	3	
_____	PSY 210/ SOC 210	Social Psychology	3	
_____	SOC 214	Social Problems	3	
_____	SOC 220	Sociology of Race and Ethnicity	3	
		<b>Total Credits</b>		<b>24</b>

**NOTES:**

**SUPERVISION AND LEADERSHIP IN THE HELPING PROFESSIONS – H020**

Contact: Dr. Jackie Griswold, Ext. 2333, jgriswold@hcc.mass.edu

Direct support staff in the human service field are often promoted into supervisory and leadership positions with no direct experience or education to support their success in that role. The human service industry has recognized a need to provide appropriate education to individuals in supervisory and leadership roles in order to promote their success, and the success of the staff they supervise. Human service supervisors work in a variety of settings, such as group homes, vocational programs, after school programs, nursing homes, shelters for the homeless, and correctional facilities. The populations served may include individuals with mental retardation and developmental disabilities, individuals with mental health issues, children and youth, the elderly, individuals with substance abuse issues, individuals who are homeless, and victims of domestic violence.

This 24-credit certificate is appropriate for staff in human service programs who have been promoted into supervisory positions and want to upgrade their skills and knowledge or those individuals who aspire to move into a supervisory and leadership role.

The Certificate is designed to strengthen writing, problem-solving, and critical thinking skills by including readings, assignments, and discussion of the daily experiences, challenges, and concerns of front line supervisors. The courses in the Certificate can be transferred into the AS in Human Services Program.

Term/Grade	Course Number	Course Name	Course Credits	
		<b>PROGRAM REQUIREMENTS</b>		<b>18</b>
_____	ENG 101	Language and Literature I	3	
_____	PSY 110	Introduction to Psychology	3	
_____	HSV 113	Introduction to Human Services	3	
_____	HSV 124	The Helping Relationship	3	
_____	HSV 225	Human Service Administration	3	
_____	HSV 226	Supervisory Relationships in the Helping Professions	3	
		<b>PROGRAM ELECTIVES</b>		<b>6</b>
_____	CSD 114	Cultural Diversity	3	
_____	SSN 120	Conflict Resolution and Mediation	3	
_____	HSV 210	Group Process	3	
_____	_____	Any course with an HSV, DVD, or GRT designation _____	3	
		<b>Total Credits</b>		<b>24</b>

**NOTES:**

**LIBERAL ARTS**

**CREATIVE WRITING OPTION – H015**

**A.A. in Arts and Science**

Contact: Dave Champoux, Ext. 2364, dchampoux@hcc.mass.edu

HCC’s Creative Writing Option is one of only a few of its kind in the country for students pursuing an Associates Degree. It’s a solid academic program that allows students to explore a personal interest, while at the same time follow the guidelines of a typical Associates of Arts degree, including the Massachusetts State College Transfer Compact. With the right planning, students can go on to just about any Arts and Science discipline after earning their A.A. degree with this Option. A designated faculty advisor will guide them. In their final semester, students will assemble a portfolio of representative work, along with a personal statement about their experiences and accomplishments in Creative Writing at HCC.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>35-36</b>
_____	ENG 101	Language and Literature I (A)	3
_____	ENG 102	Language and Literature II (A)	3
_____	_____	Humanities (C) <sup>1</sup> _____	3
_____	_____	Humanities (C) <sup>2</sup> _____	3
_____	_____	Humanities (C) <sup>2</sup> _____	3
_____	_____	Laboratory Science (D) _____	4
_____	_____	Laboratory Science (D) _____	4
_____	_____	Mathematics (D) _____	3-4
_____	_____	Social Science (B) _____	3
_____	_____	Social Science (B) _____	3
_____	_____	Social Science (B) _____	3
<b>PROGRAM REQUIREMENTS</b>			<b>9</b>
_____	ENG 217	Creative Writing (C)	3
_____	ENG 227	Creative Writing for the Theater (C)	3
_____	ENG 231	Creative Non-Fiction	3
<b>PROGRAM ELECTIVES <sup>3</sup></b>			<b>18</b>
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
<b>Total Credits</b>			<b>62-63</b>

**NOTES:**

<sup>1</sup> One 200-level ENG Literature Course

<sup>2</sup> Theater or Communications Course

<sup>3</sup> Choose 12 credits from the following: ENG Literature Electives, ENG 218, THE 110, THE 124/125, THE 219, COM 112, other COM and/or THE courses, or any other Arts and Science electives. Only six non-Arts and Science credits may be taken towards an A.A. degree

## LIBERAL ARTS AND SCIENCE OPTION – H010

## A.A. in Arts and Science

Contact: Idelia Smith, Ext. 2770, ismith@hcc.mass.edu

Meets the freshman and sophomore requirements of most major colleges and universities. Suggested for students who plan to transfer to a four-year institution and who contemplate a major within the liberal arts and sciences. Can also be taken by students who do not plan to transfer. Interdisciplinary Learning Community courses are highly recommended.

Term/Grade	Course Number	Course Name	Course Credits
<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>35-36</b>
_____	ENG 101	Language and Literature I (A)	3
_____	ENG 102	Language and Literature II (A)	3
_____	_____	Social Science (B) _____	3
_____	_____	Social Science (B) _____	3
_____	_____	Social Science (B) _____	3
_____	_____	Humanities (C) _____	3
_____	_____	Humanities (C) _____	3
_____	_____	Humanities (C) _____	3
_____	_____	Laboratory Science (D) _____	4
_____	_____	Laboratory Science (D) _____	4
_____	_____	Mathematics (D) _____	3-4
<b>PROGRAM ELECTIVES <sup>1</sup></b>			<b>21</b>
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
<b>GENERAL ELECTIVES</b>			<b>6</b>
<i>Any course listed in the catalog is acceptable.*</i>			
_____	_____	_____	3
_____	_____	_____	3
<b>Total Credits</b>			<b>60-63</b>

**NOTES:**

\*Only six non-Arts and Science credits may be taken towards an A.A. degree.

<sup>1</sup> Select from any course with the following prefix:

**Humanities:** ART, ASL, COM, DFS, ESL, ENG, FRH, GER, HIS (for Transfer Compact only), HON, HUM, MUS, PHI, SPA, SPE, THE

**Social Sciences:** ANT, ECN, GEO, GRT, HSV, HIS (HCC only - counted as Humanities for Transfer Compact), POL, PSY, SOC, SSN

**Lab Sciences:** AST, BIO, CHM, PHS, PSC, ENV, ESC, SEM

**Miscellaneous:** ENV, IDP, HRT, MTH

**LIBERAL STUDIES**

**APPLIED TECHNOLOGY OPTION – C002**

**A.S. in Liberal Studies**

Contact: Idelia Smith, Ext. 2770, ismith@hcc.mass.edu

For students who wish to apply technological work experience in place of course work, and to design a course of study that will complement that experience and lead to a degree. Up to 30 credits may be granted for valid college approved technical training and/or work experience, based on a challenge examination, a CLEP examination, a formal oral presentation, written documentation, a portfolio, or other suitable evidence of accomplishment. Opportunities for applying work experience are wide-ranging, including Areas of Study in every division of the College.

Term/Grade	Course Number	Course Name	Course Credits	
<b>GENERAL EDUCATION REQUIREMENTS</b>				<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Social Sciences (B) _____	3	
_____	_____	Social Sciences (B) _____	3	
<b>OPTION REQUIREMENTS</b>				<b>33-34</b>
<i>Technology Core</i>				
_____	_____	Mathematics (100 level) _____	3-4	
<i>30 credits selected in consultation with advisor. Up to 12 technology credits granted for valid work experience or up to 30 credits of HCC approved technical training from another institution.</i>				
_____	_____	_____	3-4	
_____	_____	_____	3-4	
_____	_____	_____	3-4	
_____	_____	_____	3-4	
_____	_____	_____	3-4	
_____	_____	_____	3-4	
_____	_____	_____	3-4	
_____	_____	_____	3-4	
<b>GENERAL ELECTIVES</b>				<b>6-7</b>
_____	_____	_____	3-4	
_____	_____	_____	3-4	
<b>Total Credits</b>				<b>60</b>

**NOTES:**

**GENERAL INTEGRATED STUDIES OPTION – C001****A.S. in Liberal Studies**

Contact: Idelia Smith, Ext. 2770, ismith@hcc.mass.edu

For part-time students whose educational interests are not met by regular areas of study. Students and academic advisors plan personally-tailored courses of study that are established by individual contracts.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>
		<b>GENERAL EDUCATION REQUIREMENTS</b>	<b>23-24</b>
_____	ENG 101	Language and Literature	3
_____	ENG 102	Language and Literature II	3
_____	_____	Laboratory Science (D)_____	4
_____	_____	Laboratory Science (D)_____	4
_____	_____	Mathematics Elective (D)_____	3-4
_____	_____	Social Sciences (B)_____	3
_____	_____	Social Sciences (B)_____	3
		<b>PROGRAM REQUIREMENTS</b>	<b>36-37</b>
		1. At least 30 credits must be earned at HCC after the date of the contract.	
		2. No more than 30 credits may be transferred into the contracted program.	
		3. HCC General Requirements must be completed.	
		<b>Total Credits</b>	<b>60</b>

**NOTES:**

**LIBERAL STUDIES**

**UNIVERSITY WITHOUT WALLS OPTION – C008**

**A.S. in Liberal Studies**

Contact: Idelia Smith, Ext. 2770, ismith@hcc.mass.edu

Provides a transfer compact program aligned with the University Without Walls program at UMass.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>35</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Art/Music Elective _____	3	
_____	_____	History Elective _____	3	
_____	_____	Literature Elective _____	3	
_____	_____	Social Sciences (B) <sup>1</sup> _____	3	
_____	_____	Social Sciences (B) <sup>1</sup> _____	3	
_____	_____	Social Sciences (B) <sup>1</sup> _____	3	
_____	MTH 155	Topics in Mathematics	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>10</b>
_____	CSI 111	Computer Concepts with Applications	4	
_____	ENG 218	Advanced Writing	3	
_____	SPE 120	Fundamentals of Speech	3	
		<b>SUGGESTED ELECTIVES</b>		<b>6</b>
_____	ANT 101	Cultural Anthropology <b>or</b>	3	
_____	POL 125	World Politics		
_____	CSD 114	Cultural Diversity <b>or</b>	3	
_____	_____	History Elective <b>or</b> _____	3	
_____	_____	Literature Elective _____	3	
		<b>GENERAL ELECTIVES</b>		<b>9</b>
		Any course in the college catalog is acceptable		
_____	_____	_____	3	
_____	_____	_____	3	
_____	_____	_____	3	
		<b>Total Credits</b>		<b>60</b>

**NOTES:**

<sup>1</sup> PSY 110 and SOC 110 are recommended

**MATHEMATICS OPTION – N013**

**A.S. in Arts and Science**

Contact: John Sullivan, Ext. 2436, jsullivan@hcc.mass.edu

For students wanting to major in mathematics at most four-year colleges in this country. Math majors work for insurance companies as actuaries, for government as statisticians or analysts, or for large companies as institutional researchers and marketing analysts. Math majors also work as teachers at all educational levels.

Term/Grade	Course Number	Course Name	Course Credits	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	_____	Laboratory Science (D) <sup>1</sup> _____	4	
_____	_____	Laboratory Science (D) <sup>1</sup> _____	4	
_____	_____	Social Sciences (B) _____	3	
_____	_____	Social Sciences (B) _____	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>16</b>
_____	MTH 111	Analytic Geometry and Calculus I	4	
_____	MTH 112	Analytic Geometry and Calculus II	4	
_____	MTH 211	Analytic Geometry and Calculus III (Fall)	4	
_____	MTH 212	Analytic Geometry and Calculus IV (Spring)	4	
		<b>SUGGESTED ELECTIVES</b>		<b>21</b>
_____	MTH 205	Linear Algebra (Fall)	3	
_____	MTH 214	Differential Equations (Spring)	3	
_____	MTH 230	Discrete Mathematical Structures (Spring)	3	
_____	_____	Humanities Electives (C) _____	3	
_____	_____	Humanities Electives (C) _____	3	
_____	_____	Humanities Electives (C) _____	3	
_____	_____	Social Science Elective (B) _____	3	
		<b>GENERAL ELECTIVES</b>		<b>3</b>
_____	_____	_____	1-3	
_____	_____	_____	1-3	
_____	_____	_____	1-3	
		<b>Total Credits</b>		<b>60</b>

**NOTES:**

<sup>1</sup> PHS 111-112 recommended

**MEDICAL**

**MEDICAL ASSISTANT CERTIFICATE – M010**

Contact: Gloria DeFillipo, Ext. 2236, gdefillipo@hcc.mass.edu

This certificate program prepares students to work in clinics, hospitals, health maintenance organizations, insurance companies, or physician’s offices. This program combines clinical as well as clerical courses which will enable the student to assist in varied health care agencies. The program teaches students to perform health office phlebotomy, EKG’s, check vital signs, administer injections, assist the physician with minor surgery and routine patient exams, as well as perform administrative duties. A clinical externship is mandatory. Students will be certified by the American Association of Allied Health Professionals upon successful completion of the certification exam.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>PROGRAM REQUIREMENTS</b>		<b>27</b>
_____	BIO 105	Concepts of Anatomy and Physiology For Health Clerical Certificate	2	
_____	HTH 114	Medical Terminology	3	
_____	MEA 104	Medical Manager	2	
_____	MEA 106	Insurance, Coding, Billing & Collections	2	
_____	MEA 107	Health Office Practices & Procedures	2	
_____	MEA 108	Phlebotomy & Intravenous Techniques*	2	
_____	MEA 110	Introduction to Medical Assisting	2	
_____	MEA 125	Electrocardiogram for Medical Assistants*	2	
_____	MEA 150	Introduction to Drug Therapy	2	
_____	MEA 210	Clinical Medical Assisting Techniques*	3	
_____	MEA 220	Medical Assistant Externship* (last course to be taken)	2	
_____	PSY 110	Introduction to Psychology	3	
		<b>Total Credits</b>		<b>27</b>

**NOTES:**

Passing scores on the English placement exam or satisfactory completion of ENG 097 and 098 are program prerequisites.

A grade C or better in all course work is required.

Students are required to have updated immunizations. Contact Health Services at 552-2180 concerning Medical Assisting requirements.

Students must complete a CORI/SORI screening prior to enrollment into the Externship course.

Clinical Externships are approximately 25 hours per week in facilities with primarily daytime hours.

\*Uniforms will be required.

Recommended course schedule:

HTH 114	BIO 105	MEA 210	MEA 220
PSY 110	MEA 108	MEA 106	
MEA 104	MEA 107	MEA 125	
MEA 110	MEA 150		

**MEDICAL CODING CERTIFICATE PROGRAM – M049**

Contact: Sharon Biskup, ext. 2345, sbiskup@hcc.mass.edu

Prepares students to access health information, identify diagnoses and assign appropriate codes to narrative descriptions of health diseases and procedures required for reimbursement, medical research, quality assurance or risk management. Also provides students with the opportunity to perform medical billing procedures in order to complete health insurance claims according to the requirements of the health insurance industry. Upon completion of the certificate, students are prepared to work in a physician’s office, long-term care facilities, insurance and billing companies, health information management department or emergency room of hospitals. Within three months of completion of the program, students are eligible to sit for the Certified Coding Associate exam offered through the American Health Information Management Association.

Term/Grade	Course Number	Course Name	Course Credits
<b>PROGRAM REQUIREMENTS</b>			
			<b>25</b>
_____	BIO 105	Concepts of Anatomy & Physiology	2
_____	BIO 204	Introduction to the Study of Disease	3
_____	HIM 103	Introduction to Health Information Management	2
_____	HIM 104	Health Insurance Reimbursement and Computerized Billing	4
_____	HIM 223	Coding Procedures	2
_____	HIM 224	Coding Principles and Applications	4
_____	HIM 225	Advanced Coding	3
_____	HIM 283	Medical Coding Cooperative Education <sup>1</sup>	2
_____	HTH 114	Medical Terminology	3
<b>Total Credits</b>			<b>25</b>

**NOTES:**

Passing scores on the English placement exam or satisfactory completion of ENG 097 and 098 are program prerequisites.

<sup>1</sup> Cooperative Education hours will be performed in facilities during daytime hours.

Recommended course schedule:

Fall	Spring	Summer
BIO 105	BIO 204	HIM 225
HIM 103	HIM 223	HIM 283
HIM 104	HIM 224	
HTH 114		

Recommended part-time course schedule

Fall	Spring	Fall	Spring	Summer
BIO 105	BIO 204	HIM 103	HIM 223	HIM 225
HTH 114	HIM 104	HIM 224	HIM 283	

**MUSIC**

**MUSIC PROGRAM – H025**

**A.A. in Music**

Contact: Dr. Elissa Brill Pashkin, Ext. 2291, ebrill@hcc.mass.edu

This program, designed for transfer to 4-year music schools, provides students with a comprehensive foundation in music. Upon completion of the program, students will be prepared for further study in music education, music performance (classical or jazz), music business, music theater, music composition and arranging, music therapy, sound recording, and computer music applications. Students receive a rich perspective of music through exposure to many artistic and culturally diverse styles.

The Music Department, while emphasizing the importance of traditional music training, is committed to preparing students for the 21st century by incorporating the use of current technology into its courses. All music students use computer applications in preparing class assignments; students may also elect additional study in music technology. Students enter the Music Program through audition. Those students demonstrating significant potential, but with limited background in music reading or performance technique, will be placed in preparatory classes designed to develop the skills needed for college-level work. Holyoke Community College is an accredited institutional member of the National Association of Schools of Music.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Social Sciences (B) _____	3	
_____	_____	Social Sciences (B) _____	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>38</b>
_____	MUS 105	Music Theory 1	3	
_____	MUS 107	Music Theory 2	3	
_____	MUS 208	Music Theory 3	3	
_____	MUS 209	Music Theory 4	3	
_____	MUS 131	Aural Skills 1	1	
_____	MUS 132	Aural Skills 2	1	
_____	MUS 233	Aural Skills 3	1	
_____	MUS 234	Aural Skills 4	1	
_____	MUS 135	Class Piano 1	1	
_____	MUS 136	Class Piano 2	1	
_____	MUS 237	Class Piano 3	1	
_____	MUS 238	Class Piano 4	1	
_____	MUS 259	Music Literature 1	3	
_____	MUS 260	Music Literature 2	3	
_____	MUS 171	Applied Music for Majors 1	2	
_____	MUS 172	Applied Music for Majors 2	2	
_____	MUS 273	Applied Music for Majors 3	2	
_____	MUS 274	Applied Music for Majors 4	2	
_____	MUS 161	College Chorale 1	1	
_____	MUS 162	College Chorale 2	1	
_____	MUS 263	College Chorale 3	1	
_____	MUS 264	College Chorale 4	1	
		<b>GENERAL ELECTIVES</b>		<b>8</b>
		<i>As necessary for a total of at least 66 credits</i>		
_____	_____	_____	1-3	
_____	_____	_____	1-3	
_____	_____	_____	1-3	
		<b>Total Credits</b>		<b>66</b>

**NOTES:**

The Class Piano requirement may be waived for students who demonstrate in an audition that they already possess the necessary piano skills. Those students planning joint admission with Westfield State College must also satisfy the Commonwealth Transfer Compact by adding one social science (B) and one college level math course (D) in place of general electives.

**MUSIC PERFORMANCE CERTIFICATE – H027**

Contact: Dr. Elissa Brill Pashkin, Ext. 2291, ebrill@hcc.mass.edu

The purpose of the certificate is to acknowledge college-level work in Music for those students who are not completing the full A.A. degree in Music. It may be used by students who are planning to minor in Music at their transfer institution, by students who are planning to pursue a Bachelor of Arts degree in Music (rather than a Bachelor of Music) at a transfer institution, or by those students who would like to augment any degree program at the College with serious study in Music. Students not enrolled in an Associate's program may also earn the certificate in order to prepare for admission to another institution requiring a performance audition, or simply to improve performance skills for personal enrichment. Holyoke Community College is an accredited institutional member of the National Association of Schools of Music.

Term/Grade	Course Number	Course Name	Course Credits	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>18</b>
_____	MUS 105	Music Theory 1	3	
_____	MUS 107	Music Theory 2	3	
_____	MUS 131	Aural Skills 1	1	
_____	MUS 132	Aural Skills 2	1	
_____	MUS 135	Class Piano 1	1	
_____	MUS 136	Class Piano 2	1	
_____	MUS 171	Applied Music for Majors 1	2	
_____	MUS 172	Applied Music for Majors 2	2	
_____	MUS 161	College Chorale 1	1	
_____	MUS 162	College Chorale 2	1	
_____	MUS 121	Instrumental/Vocal Ensembles 1 <b>or</b>		
_____	MUS 141	Jazz Ensemble 1 <b>or</b>		
_____	MUS 111	Holyoke Civic Orchestra 1	1	
_____	MUS 122	Instrumental/Vocal Ensembles 2 <b>or</b>		
_____	MUS 142	Jazz Ensemble 2 <b>or</b>		
_____	MUS 112	Holyoke Civic Orchestra 2	1	
		<b>PROGRAM ELECTIVES</b>		<b>3-4</b>
		<i>Select 3-4 credits from the following:</i>		
_____	MUS 106	Introduction to World Music	3	
_____	MUS 110	Introduction to Classical Music	3	
_____	MUS 140	Introduction to Jazz	3	
_____	MUS 115	Class Voice Methods	2	
_____	MUS 116	Woodwind Instrumental Methods	2	
_____	MUS 117	String Instrumental Methods	2	
_____	MUS 118	Brass Instrumental Methods	2	
_____	MUS 125	Percussion Instrumental Methods	2	
_____	MUS 150	Topics in Music	3	
_____	MUS 151	Jazz Improvisation 1	2	
_____	MUS 152	Jazz Improvisation 2	2	
_____	MUS 180	Introduction to Music Technology	3	
_____	MUS 250	Advanced Topics in Music	3	
_____	MUS 259	Music Literature 1	3	
_____	MUS 260	Music Literature 2	3	
		<b>Total Credits</b>		<b>21-22</b>

**NOTES:**

This program may be completed in one year, but may also be spread out over the course of several years while enrolled in another program of study at Holyoke Community College. The Class Piano requirement may be waived for students who demonstrate in an audition that they already possess the necessary piano skills.

**NATURAL RESOURCES**

**NATURAL RESOURCES STUDIES TRANSFER OPTION – X021**

**(University of Massachusetts)**

**A.A. in Arts and Science**

Contact: Brian Hagenbuch, Ext. 2468, bhagenbuch@hcc.mass.edu

Applies toward a Natural Resource Studies degree in the Department of Forestry and Wildlife Management at the University of Massachusetts. This program is for students who have specific career goals not met by other natural resource or environmental majors at the University. As part of the College of Food and Natural Resources, a foreign language is not required.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>35-36</b>
_____	ENG 101	Language and Literature I	3
_____	ENG 102	Language and Literature II	3
_____	BIO 110	General Botany	4
_____	BIO 120	General Zoology	4
_____	ANT 101	Cultural Anthropology	3
_____	GVT 110	American National Government	3
_____	ECN 101	Principles of Economics I	3
_____	_____	Humanities History (C) _____	3
_____	_____	Humanities (C) _____	3
_____	_____	Humanities (C) _____	3
_____	_____	MTH Elective (D) (100 Level) <sup>1</sup> _____	3-4
<b>SUGGESTED ELECTIVES</b>			<b>25</b>
_____	BIO 230	Ecology	4
_____	ESC 110	Introduction to Geology and Oceanography	4
_____	CHM 113	Principles of Chemistry I <u>or</u>	
_____	CHM 121	Inorganic Chemistry I	4
_____	BUS 115	Computer Applications	3
_____	MTH 142	Statistics	3
_____	PHS 101	General Physics I (Fall)	4
_____	ECN 102	Principles of Economics II	3
<b>Total Credits</b>			<b>60-61</b>

**NOTES:**

<sup>1</sup> Do not select MTH 155

**NURSING – M066****A.S. In Nursing**

Contact: Deborah Orre, Ext. 2458, dorre@hcc.mass.edu

The Associate of Science Degree in Nursing prepares nurses to provide culturally sensitive nursing care to individuals, families, and the community. The students learn to identify and meet the self-care needs of the individual to sustain life and health, recover from disease or injury, find meaning in the illness, or conclude his/her lifespan as comfortably as possible. Clients are cared for in hospitals, extended care facilities and other health care agencies.

Students who successfully complete the program (M066) will be eligible to take the NCLEX-RN exam to become Registered Nurses (RNs).

**\*\*\* CRIMINAL OFFENSE RECORD INFORMATION ACT (CORI) AND  
SEX OFFENDER REGISTRY INFORMATION (SORI)  
STATES STATUTES THAT REGULATE LICENSURE AS A REGISTERED NURSE. \*\*\***

Prior to official enrollment and each semester in Nursing Programs all accepted applicants and students must give permission for CORI and a SORI check. Some clinical agencies prohibit clinical participation, if there is a finding when the CORI check is complete. Participation in planned clinical experiences throughout the curriculum is required; however, acceptance into the program does not guarantee placement in a clinical agency. All applicants and nursing students will be subject to the Criminal Record Information Act (CORI check), the Sex Offender Registry Information Act (SORI), Massachusetts General Laws, Chapter 6, Section 172-178, and Massachusetts General Laws, Chapter 18a, Section 1, et seq., and regulations promulgated pursuant to such statutes. Court record/past conviction may present a barrier to eligibility for licensure as a registered nurse (RN) or as a licensed practical nurse (LPN). Applicants with a court record/past conviction are advised to consult an attorney to determine eligibility to meet legal qualifications for nurse licensure in Massachusetts.

All applicants for licensure as RN or LPN must be of “good moral character” as required by the Massachusetts Board of Registration in Nursing statutes and regulations. The licensure applicant must have had no criminal convictions for a minimum of five (5) years before the date of submission of the license application, and must have successfully completed all court ordered stipulations a minimum of one (1) year before the applicant will be considered for licensure by the Board (Massachusetts General Laws, Chapter 112, ss.74, 74A, and 76). Refer to [http:// www.state.ma.us/boards/rn/](http://www.state.ma.us/boards/rn/) for further information.

There is a special application procedure for the Nursing Program; interested persons are advised to contact the Admissions Office for information. New students in the nursing major begin the first nursing course in September of each year. Students must achieve a minimum grade of “C+” in all nursing courses and a minimum of “C” in Biology 117 and 118 to remain in and graduate from this program. Licensed practical nurses who are accepted to the program may apply for advanced placement standing and should contact the Director of the Program. Science courses – Anatomy and Physiology I and II, and Microbiology – taken more than five (5) years ago must be repeated.

Applicants to the Nursing Program are reminded that transportation is the responsibility of the student. Since clinical experiences are scheduled at various times, students must plan for and meet the irregular time requirements as well as for their own transportation.

The HCC Nursing Program is approved by the Massachusetts Board of Registration in Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC)\*.

**\*NLNAC  
61 Broadway  
New York, NY 10006  
Telephone: 800-669-1656 x153**

**NURSING**

**NURSING – M066**

**A.S. in Nursing**

Contact: Deborah Orre, Ext. 2458, dorre@hcc.mass.edu

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>20</b>
_____	ENG 101	Language and Literature I	3
_____	ENG 102	Language and Literature II	3
_____	BIO 117	Human Anatomy and Physiology I	4
_____	BIO 118	Human Anatomy and Physiology II	4
_____	PSY 110	Introduction to Psychology	3
_____	SOC 110	Introduction to Sociology	3
<b>PROGRAM REQUIREMENTS</b>			<b>37-48</b>
<p><i>All courses are sequential and are not offered every semester. The Nursing curriculum must be completed as published. No exemptions from Nursing content is allowed. However, transfer of Nursing credits from another nursing program may be considered.<sup>3</sup></i></p>			
_____	PHM 110	Clinical Pharmacology	3
_____	NTR 101	Introduction to Nutrition	3
_____	BIO 112	Microbiology	4
_____	NUR 100	Introduction to Computer Technology to Support Nursing Informatics	1
_____	NUR 101	Introduction to Self Care and Nursing <sup>1</sup>	6
_____	NUR 102	Nursing Care as it Relates to Self-Care Across the Lifespan	8
_____	NUR 103	Nursing Care as it Relates to Self-Care of the Ill or Injured Patient <sup>1</sup>	8
_____	NUR 105	Nursing Issues and Trends I	1
_____	NUR 108	Transition to Associate Degree Nursing <sup>2</sup>	5
_____	NUR 111	Nursing College Lab I	2
_____	NUR 123	Nursing College Lab II	2
_____	NUR 204	Introduction to the Role of the Nurse in Managing Care of Individuals, Families, and Groups <sup>1</sup>	8
_____	NUR 214	Nursing College Lab III	1
_____	NUR 215	Nursing Issues and Trends II	1
<b>Total Credits</b>			<b>60-68</b>

**NOTES:**

<sup>1</sup> Community Service Learning Course

<sup>2</sup> Licensed Practical Nurses (LPNs) who are accepted to the Associate Degree program and who meet criteria for advanced placement standing may be eligible for a Bridge course and entry into the Associate degree program in second year courses.

<sup>3</sup> **TRANSFER OF NURSING CREDITS FROM ANOTHER NURSING PROGRAM**

1. Credits earned within the previous three years in an educational program preparing for RN licensure may be considered for transfer to the HCC nursing program. A person seeking transfer into the nursing program should write a letter of request directed to the Nursing Admissions Committee at least three months prior to the anticipated date of entry into the program. The letter should include:
  - a. A request for transfer and date of anticipated entry into the nursing program
  - b. A self-review of progress toward general education courses and nursing courses required in the HCC nursing curriculum.
  - c. A self-description of any difficulties encountered in meeting previous nursing course requirements and a plan for addressing difficulties in the future.
  - d. A description of activities (academic and work) that the person has been involved in since withdrawal from previous nursing course work.
2. In addition, a transcript of work completed at the previous program should be sent to the HCC Division of Nursing. A letter from the previous school describing progress in the clinical laboratory segment should be included with the transcript. The catalog description of nursing courses of the program should also be sent.
3. A careful comparison of the content of nursing courses in the previous program and the HCC program will be made to determine what credits in nursing would be accepted in transfer. Nursing courses must be completed with a minimum grade of 77 (C+) or better. (Because of differences in nursing programs, it is unusual that more than 9 semester hours of nursing is transferable to HCC).

**PRACTICAL NURSING CERTIFICATE – M064**  
 Contact: Deborah Orre, Ext. 2458, dorre@hcc.mass.edu

The Practical Nursing Certificate prepares students to provide culturally sensitive practical nursing care to individuals, families, or significant others. The students learn to identify and meet the self-care needs of the individual to sustain life and health, recover from disease or injury, find meaning in the illness, or conclude his/her lifespan as comfortably as possible.

Students who successfully complete the program described below will be eligible to take the NCLEX-PN exam to become a Licensed Practical Nurse.

**\*\*\* CRIMINAL OFFENSE RECORD INFORMATION ACT (CORI)  
 AND SEX OFFENDER REGISTRY INFORMATION (SORI)  
 STATE STATUTES THAT REGULATE LICENSURE AS A PRACTICAL NURSE. \*\*\***

Prior to official enrollment and each semester in Nursing Programs all accepted applicants and students must give permission for CORI and SORI checks. Some clinical agencies prohibit clinical participation, if there is a finding when the CORI check is complete. Participation in planned clinical experiences throughout the curriculum is required; however, acceptance into the program does not guarantee placement in a clinical agency. All applicants and nursing students will be subject to the Criminal Record Information Act (CORI check), the Sex Offender Registry Information Act (SORI), Massachusetts General Laws, Chapter 6, Section 172-178, and Massachusetts General Laws, Chapter 18a, Section 1, et seq., and regulations promulgated pursuant to such statutes. Court record/past conviction may present a barrier to eligibility for licensure as a registered nurse (RN) or as a licensed practical nurse (LPN). Applicants with a court record/past conviction are advised to consult an attorney to determine eligibility to meet legal qualifications for nurse licensure in Massachusetts.

All applicants for licensure as RN or LPN must be of “good moral character” as required by the Massachusetts Board of Registration in Nursing. The licensure applicant must have had no criminal convictions for a minimum of five (5) years before the date of submission of the license application, and must have successfully completed all court ordered stipulations a minimum of one (1) year before the applicant will be considered for licensure by the Board (Massachusetts General Laws, Chapter 112, ss.74, 74A, and 76). Refer to [http:// www.state.ma.us/boards/rn/](http://www.state.ma.us/boards/rn/) for further information.

There is a special application procedure for the Practical Nursing Program; interested persons are advised to contact the Admissions Office for information. New students in the Practical Nursing Program begin the first nursing course in September of each year. Students must achieve a minimum grade of “C+” or better in all nursing courses and a minimum of “C” in BIO 111 or BIO 117-118 to remain in and graduate from this program.

Applicants to the Practical Nursing Program are reminded that transportation is the responsibility of the student. Since clinical experiences are scheduled at various times, students must plan for and meet the irregular time requirements as well as for their own transportation. A student may be withdrawn from the practical nursing program if s/he fails to meet the attendance policy as a minimum number of program hours is required for graduation.

The Practical Nursing Program is approved by the Massachusetts Board of Registration in Nursing.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>PROGRAM REQUIREMENTS</b>		<b>42</b>
_____	BIO 111	Human Biology	4	
_____	PSY 110	Introduction to Psychology	3	
_____	PSY 216	Human Development	3	
_____	PNR 100	Success in Practical Nursing	1	
_____	PNR 130	Issues and Trends in Practical Nursing Practice	1	
_____	PNR 131	Introduction to Self Care and Nursing for Practical Nurses	7	
_____	PNR 132	Practical Nursing College Lab I	2	
_____	PNR 133	Nursing Care as it Relates to Self-Care of the Ill or Injured Child or Adult Part I	2	
_____	PNR 134	Practical Nursing College Lab II	1	
_____	PNR 135	Nursing Care as it Relates to Self-Care of the Ill or Injured Child or Adult Part III	2	
_____	PNR 136	Practical Nursing College Lab III	2	
_____	PNR 137	Nursing Care as it Relates to the Self-Care Developmental Needs of Children and Adults	4	
		<b>Total Credits</b>		<b>42</b>

**NOTES:** Transfer of Nursing Credits from another practical nursing program within the previous three years may be considered for transfer. A person seeking transfer should write a letter of request directed to the Nursing Admission Committee at least 3 months prior to the anticipated entry into the Practical Nursing Program. A careful comparison of the content of Practical Nursing courses in the previous program and the HCC program will be made to determine what credits would be accepted. Because of differences in Nursing programs, it is unusual that more than seven semester hours of nursing are transferable to HCC.

## NURSING

### **PRE-HEALTH OPTION**

#### **A.S. in Arts and Science**

Contact: Kelly Keane, Ext. 2271, kkeane@hcc.mass.edu

Pre-Health is an option for students planning to pursue a career as a Registered Nurse. Completion of this option meets the general education requirements of most AD and BSN Programs. Placement in the Nursing Program is competitive and limited due to availability of approximately 50 spaces per year from all applicants based on the following criteria:

1. The applicant must be either a graduate of an accredited high school

or

A high school senior in an accredited institution with an average grade of “B” or better for the 9th, 10th, 11th, and the first marking period of the 12th grade

or

have successfully completed the General Education Development (GED) Test.

If accepted, the high school senior would have to graduate from high school prior to starting the Nursing Program at HCC.

Applicants who are presently enrolled in high school, or have graduated from high school within the past five years, must present an average of “B” or better in mathematics and science courses.

2. Achievement of satisfactory results (50% or above on the verbal, math and composite scores) on the nursing department entrance exam.
3. An advanced placement option is available for LPNs who are accepted to the Associate Degree program and who meet the stated criteria.
4. Accepted applicants will be required to pass a physical examination before being officially enrolled into the program.
5. PLEASE NOTE: Students who have already completed Biology 117 and Biology 118 for RN Human Anatomy and Physiology, must have achieved a grade of “C” or better within the past five years to fulfill program requirements.

**PRE-HEALTH OPTION – M065**

**A.S. in Arts and Science**

Contact: Kelly Keane, Ext. 2271, kkeane@hcc.mass.edu

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>
		<b>GENERAL EDUCATION REQUIREMENTS</b>	<b>20</b>
_____	ENG 101	Language and Literature I	3
_____	ENG 102	Language and Literature II	3
_____	BIO 117	Human Anatomy and Physiology I	4
_____	BIO 118	Human Anatomy and Physiology II	4
_____	PSY 110	Introduction to Psychology	3
_____	SOC 110	Introduction to Sociology	3
		<b>PROGRAM REQUIREMENTS</b>	<b>12</b>
_____	PHM 110	Clinical Pharmacology	3
_____	NTR 101	Introduction to Nutrition	3
_____	BIO 112	Microbiology	4
_____	NUR 100	Introduction to Computer Technology to Support Nursing Informatics	1
_____	NUR 107	Introduction to Career in Nursing	1
		<b>SUGGESTED ELECTIVES</b>	<b>32-36</b>
_____	BIO 100	Introduction to Cell Functions (if needed as pre-requisite for BIO 117/118)	4
_____	CHM 101	General Chemistry	4
_____	HIS 101	History of Western Civilization I	3
_____	PSY 216	Human Development	3
_____	PSY 217	Abnormal Psychology	4
_____	MTH 104	College Algebra	3
_____	MTH 142	Statistics	3
_____	_____	Cultural Diversity Course _____	3
_____	_____	Humanities Elective _____	3
_____	_____	Humanities Elective _____	3
_____	PHM 131	Medical Calculations	3
		<b>Total Credits</b>	<b>64-68</b>

**NOTES:**

**NUTRITION**

**NUTRITION TRANSFER OPTION – M071**

**A.S. in Arts and Science**

Contact: Patti Mantia, Ext. 2449, pmantia@hcc.mass.edu

The Nutrition Program at HCC is a transfer program for articulation with the University of Massachusetts at Amherst. Upon completion of your Bachelor’s of Science in Nutrition at UMass, you may become a Massachusetts State Licensed Dietitian/Nutritionist (LDN) as well as be American Dietetic Association (ADA) Internship eligible. Upon completion of a one-year ADA internship, you may become a Registered Dietitian (RD). RD’s are licensed to work in all fields of Nutrition and in any U.S. state.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	BIO 100	Introduction to Cell Function (D)	4	
_____	BIO 111	Human Biology (D)	4	
_____	PSY 110	Introduction to Psychology	3	
_____	ANT 101	Cultural Anthropology	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>41</b>
_____	NTR 101	Introduction to Nutrition	3	
_____	CHM 113	Principles of Chemistry I (D)	4	
_____	CHM 114	Principles of Chemistry II (D)	4	
_____	CHM 221	Organic Chemistry I (D)	4	
_____	CHM 222	Organic Chemistry II (D)	4	
_____	MTH 142	Statistics (D)	3	
_____	HFM 130	Food Production Management	4	
_____	HFM 232	Food and Beverage Operations	3	
_____	MGT 230	Principles of Management	3	
_____	SOC 110	Introduction to Sociology	3	
_____	MGT 231	Human Resource Management	3	
_____	_____	Humanities Electives (C)	3	
		<b>Total Credits</b>		<b>61</b>

**NOTES:**

BIO 112(D) Microbiology (4 Credits) is a suggested transfer course.

**OPHTHALMIC ASSISTING CERTIFICATE – M056**

Contact: Mary Farrell, ext. 2288, mfarrell@hcc.mass.edu

This two-semester certificate program prepares students to enter the ophthalmic medical personnel field as ophthalmic assistants. Ophthalmic assistants perform duties as assigned by the ophthalmologist with whom they work. The program has been specifically designed as an introduction to ophthalmic assisting. All aspects of the ophthalmic assistant's role will be covered in a classroom setting as well as laboratory/hands on sessions. Upon satisfactory completion of the certificate students must complete an additional satisfactory one-year full-time work experience under ophthalmological supervision to be eligible for the Joint Commission on Allied Health Personnel in Ophthalmology certification. Students must achieve a minimum grade of "C" in all Ophthalmic Assistant (OPA) courses to remain in and graduate from this program.

Ophthalmic medical assistants play a vital role in the allied health professions working with medically trained "eye doctors" (ophthalmologists) and their patients of all ages, including young children and the elderly. Ophthalmic assistants work in clinics, hospitals, medical centers, and research and training centers, and track patient histories, administer tests and evaluations, and provide a variety of clinical skills, such as eye measurements for the purpose of diagnosis.

The Ophthalmic Assistant Certificate Program is approved by the Committee on Accreditation for Ophthalmic Medical Personnel, 2025 Woodlane Drive, St. Paul, Minnesota 55125, (651) 731-2944.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>PROGRAM REQUIREMENTS</b>		<b>8</b>
_____	OPA 110	Ophthalmic Assisting I <sup>1</sup>	4	
_____	OPA 120	Ophthalmic Assisting II	4	
		<b>Total Credits</b>		<b>8</b>

**NOTES:**

<sup>1</sup> Prerequisite: English 101 eligible

**OPTICIANRY**

**OPTICIANRY CERTIFICATE – M057**

Contact: Mary Farrell, Ext. 2288, mfarrell@hcc.mass.edu

Students in the Opticianry Certificate program learn to interpret patients’ prescriptions and design and dispense eyeglasses. Successful completion of the one-year certificate can be used towards half of the necessary apprenticeship time required by the Commonwealth of Massachusetts to become a licensed optician. Employment for opticians is expected to increase faster than the average for all occupations in response to increased eyecare and health insurance coverage. Students must achieve a minimum grade of “C” in all Opticianry (OPH) courses to remain in and graduate from this program.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>3</b>
_____	ENG 101	Language and Literature I	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>27-28</b>
_____	OPH 101	Ophthalmic Dispensing I	3	
_____	OPH 102	Ophthalmic Dispensing II	3	
_____	OPH 111	Ophthalmic Lenses I	3	
_____	OPH 112	Ophthalmic Lenses II	3	
_____	OPH 121	Ophthalmic Fabrication I	3	
_____	OPH 122	Ophthalmic Fabrication II	3	
_____	OPH 150	Directed Practicum	3	
_____	MGT 235	Entrepreneurship <u>or</u>	3	
_____	MKT 227	Customer Service and Sales (Fall)	3	
_____	_____	Math Elective (100-level)	3-4	
		<b>Total Credits</b>		<b>30-31</b>

**NOTES:**

**PARALEGAL TRANSFER OPTION – B045**

**A.S. in Business Administration**

Contact: Kelly O’Connor, Ext. 2315, koconnor@hcc.mass.edu

The Paralegal Transfer option prepares students to transfer to a four-year paralegal baccalaureate program. The college has articulation agreements with both Elms College and Bay Path College that ensure the complete transfer of all of credits earned at HCC to their respective programs. All Holyoke Community College business degree programs are accredited by the Association of Collegiate Business Schools and Programs. HCC is one of only three community colleges in Massachusetts with this certification.

Term/Grade	Course Number	Course Name	Course Credits
<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>20</b>
_____	ENG 101	Language and Literature I	3
_____	ENG 102	Language and Literature II	3
_____	HIS 111	History of the United States I	3
_____	HIS 112	History of the United States II	3
_____	_____	Laboratory Science (D)_____	4
_____	_____	Laboratory Science (D)_____	4
<b>PROGRAM REQUIREMENTS</b>			<b>33-34</b>
_____	ACC 111	Principles of Accounting I <sup>1</sup>	3
_____	ACC 112	Principles of Accounting II	3
_____	BUS 115	Computer Applications <u>or</u>	
_____	CSI 111	Computer Concepts w/Applications <sup>2</sup>	3-4
_____	LAW 211	Business Law	3
_____	BUS 220	Business Communications	3
_____	POL 110	American National Government <u>or</u>	
_____	POL 120	State and Local Government	3
_____	LAW 210	Introduction to Legal Studies (Spring)	3
_____	LAW 214	Principles of Litigation (Fall)	3
_____	MGT 231	Human Resource Management	3
_____	PSY 110	Principles of Psychology	3
_____	SPE 120	Fundamentals of Speech	3
<b>PROGRAM ELECTIVES</b>			<b>9-10</b>
_____	_____	Paralegal Electives <sup>3</sup> _____	3
_____	_____	Paralegal Electives <sup>3</sup> _____	3
_____	_____	Math Elective (D) <sup>4</sup> _____	3-4
<b>Total Credits</b>			<b>62-64</b>

**NOTES:**

<sup>1</sup> Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.

<sup>2</sup> Eligible for ENG 101.

<sup>3</sup> Select from: ACC 205, LAW 218, SPO 211, CRJ 111, MGT 230.

<sup>4</sup> Select from MTH 160 (D), MTH 162(D), MTH 111(D), MTH 112(D), or MTH 142(D).

## PHARMACY

### PHARMACY TECHNOLOGY CERTIFICATE – M082 Contact: Sharon Wetherby, Ext. 2263, swetherby@hcc.mass.edu

In the pharmacy profession today, there is an increasing need for highly trained pharmacy technicians or pharmacist assistants. The Program, which is accredited by the American Society of Health-System Pharmacists, is designed to educate students to become pharmacy technicians or pharmacist assistants, as well as to enhance the education of individuals already working as such. Employment opportunities exist with hospitals, HMO clinics, nursing homes, home health care pharmacies, governmental agencies, wholesale drug companies, correctional facilities, and pharmaceutical companies.

Students must achieve a minimum grade of “C” in all pharmacy (PHM) courses and maintain an overall G.P.A. of 2.0 to graduate from this Program.

The Certificate Program provides a thorough training in Pharmacy Technology in one intensive year. Covers pharmaceutical dispensing for diverse settings, and includes an understanding of the therapies prescribed, computer systems utilized, drug preparation involved, and legal ramifications implicated. Provides experiential field training through the cooperative education program developed with area pharmacies. Provides the knowledge and skills necessary to sit for the national Pharmacy Technician Certification Board examination and seek gainful employment.

Due to its intensive nature and limited general requirements, this program is ideally suited for those already working as technicians who wish to further their knowledge and experience. However, the program is open to any student, regardless of past experience.

Certificate Prerequisite: passing scores on the English placement examinations or satisfactory completion of ENG 097 and ENG 098.

Term/Grade	Course Number	Course Name	Course Credits
		<b>PROGRAM REQUIREMENTS</b>	<b>32-33</b>
_____	BUS 115	Computer Applications <u>or</u>	3
_____	CSI 111	Computer Concepts	4
_____	HTH 114	Medical Terminology	3
_____	PHM 103	Community-Based Pharmaceutics	4
_____	PHM 104	Institutional-Based Pharmaceutics	4
_____	PHM 111	Pharmacology I	3
_____	PHM 112	Pharmacology II	3
_____	PHM 121	Pharmacy Law & Ethics	3
_____	PHM 131	Medical Calculations	3
_____	PHM 211	Community Pharmacy Practicum & Seminar <u>or</u>	
_____	PHM 212	Institutional Pharmacy Practicum & Seminar	5
		<b>Total Credits</b>	<b>31-32</b>

#### NOTES:

All students enrolled in this program shall complete a “Notice of Controlled Substances Act Implications on Future Employment” form either distributed in a PHM class or obtained from the Department Chair.

**PRE-PHARMACY OPTION – M084**

**A.S. in Arts and Science**

Contact: Sharon Wetherby, Ext. 2263, swetherby@hcc.mass.edu

Prepares students for transfer into a Pharmacy Doctorate program at a pharmacy school or college to become a pharmacist. Includes courses commonly taken in the first two years (“the pre-pharmacy years”) of a normal six-year pharmacy curriculum. Students are advised to stylize the curriculum to best suit the pharmacy school(s) where they wish to transfer.

Term/Grade	Course Number	Course Name	Course Credits	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	CHM 113	Principles of Chemistry I <b>or</b>		
_____	CHM 121	Inorganic Chemistry I	4	
_____	CHM 114	Principles of Chemistry II <b>or</b>		
_____	CHM 124	Inorganic Chemistry II (Spring)	4	
_____	PSY 110	Introduction to Psychology <b>or</b>		
_____	SOC 110	Introduction to Sociology	3	
_____	ECN 101	Principles of Economics I	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>23</b>
_____	BIO 103	Biology Today I	4	
_____	CHM 221	Organic Chemistry I (Fall)	4	
_____	CHM 222	Organic Chemistry II (Spring)	4	
_____	HIS 101	History of Western Civilization I <b>or</b>		
_____	HIS 103	History of World Civilization I <b>or</b>		
_____	HIS 111	History of United States I	3	
_____	MTH 111	Analytic Geometry & Calculus I	4	
_____	PHS 101	General Physics I <b>or</b>	4	
_____	PHS 111	Physics for Engineering & Science Majors I	4	
		<b>PROGRAM ELECTIVES</b>		<b>17</b>
		<i>Select from any A.S. Elective</i>		
_____	_____	_____	3	
_____	_____	_____	3	
_____	_____	_____	3	
_____	_____	_____	3	
_____	_____	_____	3	
_____	_____	_____	3	
		<b>Total Credits</b>		<b>60</b>

**NOTES:**

- 1) All students enrolled in this program shall complete a “Notice of Controlled Substances Act Implications on Future Employment” form either distributed in a PHM class or obtained from the Department Chair.
- 2) Students select courses based on pre-pharmacy requirements of pharmacy schools to which they wish to apply. Most students will actually take 62 to 84 credits at HCC.

**PHOTOGRAPHY**

**PHOTOGRAPHY OPTION – H041**

**A.S. in Visual Art**

Contact: Robert Aller, Ext. 2490, raller@hcc.mass.edu

Successful completion of the photography option will result in the creation of a portfolio. The portfolio is required for transfer to upper level studies leading to a ba or bfa. This will include a minimum of twenty works completed in our studio sections. Works will feature the student’s ability to compose in 2d, with special emphasis placed on at least one of the suggested photography areas of study. Skillful use of the camera, competency in darkroom practices, and constructive development of creative visual concepts will be exhibited. An understanding of basic concepts and terminology as stated in the department assessment entry/exit survey is expected.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>
		<b>GENERAL EDUCATION REQUIREMENTS</b>	<b>23-24</b>
_____	ENG 101	Language and Literature I	3
_____	ENG 102	Language and Literature II	3
_____	_____	Laboratory Science (D) _____	4
_____	_____	Laboratory Science (D) _____	4
_____	_____	Social Sciences (B) <sup>1</sup> _____	3
_____	_____	Social Sciences (B) <sup>1</sup> _____	3
_____	_____	Math Elective (D) (100-Level) _____	3-4
		<b>OPTION REQUIREMENTS</b>	<b>27</b>
_____	ART 121	Basic Drawing	3
_____	ART 123	Basic Design I	3
_____	ART 124	Basic Design II	3
_____	ART 131	Introduction to Art History	3
_____	ART 132	Introduction to Art History	3
_____	ART 140	Basic Still Photography	3
_____	ART 141	Advanced Photography	3
		<i>Select 6 credits from the following:</i>	
_____	ART 142	Color Photography	3
_____	ART 143	Photojournalism	3
_____	ART 145	A Critical Survey of Photography	3
_____	ART 148	Introduction to Digital Fine Art Photography	3
_____	ART 149	Alternative Photographic Processes	3
_____	ART 156	Women In Photography	3
		<b>SUGGESTED ELECTIVES</b>	<b>6</b>
_____	_____	Humanities Elective (C) _____	3
_____	_____	Visual Communication Elective <sup>2</sup> _____	3
		<b>GENERAL ELECTIVES</b>	<b>6</b>
_____	_____	_____	3
_____	_____	_____	3
		<b>Total Credits</b>	<b>62-63</b>

**NOTES:**

<sup>1</sup> Nine (9) Social Science (B) credits are required by the Commonwealth Transfer Compact

<sup>2</sup> Select from the following electives: ART 148, ART 149, COM 101, COM 105, COM 111, COM 112

**PHYSICS OPTION – N014****A.S. in Arts and Science**

Contact: Dr. Robert Greeney, Ext. 2368, rgreeney@hcc.mass.edu

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	PHS 111	Physics for Engineering and Science Majors I (Spring)	4	
_____	PHS 112	Physics for Engineering and Science Majors II (Fall)	4	
_____	_____	Social Sciences (B) _____	3	
_____	_____	Social Sciences (B) _____	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>16</b>
_____	MTH 111	Analytic Geometry and Calculus I	4	
_____	MTH 112	Analytic Geometry and Calculus II	4	
_____	MTH 211	Analytic Geometry and Calculus III	4	
_____	MTH 212	Analytic Geometry and Calculus IV	4	
		<b>SUGGESTED ELECTIVES</b>		<b>24</b>
_____	CHM 113	Principles of Chemistry I <b>or</b>		
_____	CHM 121	Inorganic Chemistry I	4	
_____	CHM 114	Principles of Chemistry II <b>or</b>		
_____	CHM 124	Inorganic Chemistry II	4	
_____	_____	Humanities Elective (C) <sup>1</sup> _____	3	
_____	_____	Humanities Electives (C) <sup>1</sup> _____	3	
_____	_____	Humanities Electives (C) <sup>1</sup> _____	3	
_____	PHS 201	Physics for Engineers and Science Majors III (Spring)	4	
_____	_____	Social Science Elective (B) _____	3	
		<b>Total Credits</b>		<b>60</b>

**NOTES:**<sup>1</sup> Recommended for students who need to fulfill the Commonwealth Transfer Compact.

**PRE-CHIROPRACTIC**

**PRE-CHIROPRACTIC OPTION – X051**

**A.S. in Arts and Science**

Contact: Donna Mastroianni, Ext. 2463, dmastroianni@hcc.mass.edu

Begins the preparation for becoming a doctor of chiropractic. Effective Fall 2001, the Council on Chiropractic Education (CCE) increased the credit minimum to 90 credits for admission to all CCE accredited chiropractic colleges.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	BIO 117	Human Anatomy and Physiology I	4	
_____	BIO 118	Human Anatomy and Physiology II	4	
_____	PSY 110	Introduction to Psychology	3	
_____	PSY 215	Child Psychology <b>or</b>		
_____	PSY 217	Abnormal Psychology	3	
		<b>SUGGESTED ELECTIVES</b>		<b>40-44</b>
_____	CHI 108	Chiropractic Principles and Practice (Spring)	3	
_____	CHM 121	Inorganic Chemistry I	4	
_____	CHM 124	Inorganic Chemistry II (Spring)	4	
_____	CHM 221	Organic Chemistry I	4	
_____	CHM 222	Organic Chemistry II	4	
_____	_____	History Elective (C) _____	3	
_____	_____	Humanities Elective (C) _____	3	
_____	_____	Humanities Elective (C) _____	3	
_____	_____	Math Electives or General Electives _____	2-4	
_____	_____	Math Electives or General Electives _____	2-4	
_____	PHS 101	General Physics I	4	
_____	PHS 102	General Physics II	4	
		<b>Total Credits</b>		<b>60-64</b>

**NOTES:**

**PRE-FOOD SCIENCE TECHNOLOGY OPTION – X015****A.A. in Arts and Science**

Contact: James Knapp, Ext. 2398, jknapp@hcc.mass.edu

Food scientists work on the scientific and technological aspects of processing food and related products. They determine how safe and nutritious our food will be, and how long and well it will keep. They also explore and analyze the many questions that have to be asked before a new product can go on the market.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>36</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	BIO 120	General Zoology	4	
_____	BIO 112	Microbiology	4	
_____	MTH 111	Analytic Geometry and Calculus I	4	
_____	_____	Social Science (B) _____	3	
_____	_____	Social Science (B) _____	3	
_____	_____	Social Science (B) _____	3	
_____	_____	Humanities Elective (C) _____	3	
_____	_____	Humanities Elective (C) _____	3	
_____	_____	Humanities Elective (C) _____	3	
		<b>SUGGESTED ELECTIVES</b>		<b>24</b>
_____	CHM 121	Inorganic Chemistry I	4	
_____	CHM 124	Inorganic Chemistry II	4	
_____	CHM 221	Organic Chemistry I	4	
_____	CHM 222	Organic Chemistry II	4	
_____	MTH 112	Analytic Geometry and Calculus II	4	
_____	PHS 101	General Physics I	4	
_____	PHS 102	General Physics II	4	
		<b>Total Credits</b>		<b>60</b>

**NOTES:**

**PRE-FORESTRY**

**PRE-FORESTRY AND ENVIRONMENTAL SCIENCE (SUNY) OPTION – X040**

**A.S. in Arts and Science**

Contact: Jamie Laurin, Ext. 2523, jlaurin@hcc.mass.edu

For students who plan to transfer to the State University of New York College of Environmental Science and Forestry. An agreement covers majors in environmental biology and forestry with concentrations in such areas as botany, entomology, fish and wildlife biology, forest pathology, plant physiology and zoology, environmental chemistry, and forest engineering. Students planning to transfer should follow the program requirements after consultation with Pre-Forestry and Environmental Science campus coordinator.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	BIO 110	General Botany	4	
_____	BIO 120	General Zoology	4	
_____	_____	Social Sciences (B)_____	3	
_____	_____	Social Sciences (B)_____	3	
		<b>PROGRAM ELECTIVES</b>		<b>33</b>
_____	CHM 121	Inorganic Chemistry I	4	
_____	CHM 124	Inorganic Chemistry II	4	
_____	MTH 111	Analytic Geometry and Calculus I	4	
		<i>The Following Will Vary By Major - Check With The SUNY Catalog:</i>		
_____	CHM 221	Organic Chemistry I	4	
_____	ECN 101	Principles of Economics I	3	
_____	ECN 102	Principles of Economics II	3	
_____	GVT 110	American National Government	3	
_____	MTH 112	Analytic Geometry and Calculus II	4	
_____	PHS 101	General Physics I	4	
		<b>SUGGESTED ELECTIVES</b>		<b>9-12</b>
_____	BIO 112	Microbiology	4	
_____	BIO 212	Trees and Shrubs	4	
_____	BIO 230	Ecology	4	
_____	BIO 243	Genetics	4	
_____	CHM 222	Organic Chemistry II	4	
_____	ENG 114	Mass Media	3	
_____	GVT 120	State and Local Government	3	
_____	MTH 211	Analytic Geometry and Calculus III	4	
_____	PHS 102	General Physics II	4	
_____	SPE 120	Fundamentals of Speech	3	
		<b>Total Credits</b>		<b>62-65</b>

**NOTES:**

**PRE-MEDICAL TECHNOLOGY OPTION – X081****A.S. in Arts and Science**

Contact: James Knapp, Ext. 2398, jknapp@hcc.mass.edu

Designed for transfer into a baccalaureate program for medical technologists, after which a national examination may be taken for certification

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	CHM 121	Inorganic Chemistry I (Fall)	4	
_____	CHM 124	Inorganic Chemistry II (Spring)	4	
_____	_____	Social Sciences (B) _____	3	
_____	_____	Social Sciences (B) _____	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>28</b>
_____	BIO 112	Microbiology	4	
_____	BIO 120	General Zoology <sup>1</sup>	4	
_____	BIO 243	Genetics (Spring)	4	
_____	CHM 221	Organic Chemistry I (Fall)	4	
_____	CHM 222	Organic Chemistry II (Spring)	4	
_____	PHS 101	General Physics I (Fall)	4	
_____	PHS 102	General Physics II (Spring)	4	
		<b>SUGGESTED ELECTIVES</b>		<b>21-23</b>
_____	_____	Humanities Elective (C) _____	3	
_____	_____	Literature Elective (C) <sup>2</sup> _____	3	
_____	_____	Literature Elective (C) <sup>2</sup> _____	3	
_____	_____	MTH Elective (D) <sup>3</sup> _____	3-4	
_____	_____	MTH Elective (D) <sup>3</sup> _____	3-4	
_____	_____	Social Science Elective (B) _____	3	
_____	SPE 120	Fundamentals of Speech	3	
		<b>Total Credits</b>		<b>69-71</b>

**NOTES:**<sup>1</sup> Check with transfer institution<sup>2</sup> The following are recommended: ENG 201, ENG 202, ENG 211, ENG 212<sup>3</sup> Math Placement Exam required. Choose elective with advice of advisor. MTH 142 (Statistics) is strongly recommended.

**PRE-MEDICAL**

**PRE-MEDICAL/PRE-DENTAL OPTION – X052**

**A.A. in Arts and Science**

Contact: Donna Mastroianni, Ext. 2463, dmastroianni@hcc.mass.edu

Includes courses commonly taken in the first two years of a pre-medical or pre-dental curriculum. Students should also be aware that medical schools look for community service in the form of volunteer work at health care facilities. Consider including this along with formal coursework while attending HCC.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>35/36</b>
_____	ENG 101	Language and Literature I	3
_____	ENG 102	Language and Literature II	3
_____	CHM 121	Inorganic Chemistry I (Fall) <b>or</b>	
_____	CHM 113	Principles of Chemistry I (Spring)	4
_____	CHM 124	Inorganic Chemistry II (Spring) <b>or</b>	
_____	CHM 114	Principles of Chemistry II (Fall)	4
_____	_____	Humanities Electives (C) _____	3
_____	_____	Humanities Electives (C) _____	3
_____	_____	Humanities Electives (C) _____	3
_____	_____	Social Science Electives (B) _____	3
_____	_____	Social Science Electives (B) _____	3
_____	_____	Social Science Electives (B) _____	3
_____	MTH 111	Analytic Geometry and Calculus I <b>or</b>	4
_____	MTH 162	Applied Calculus	3
<b>SUGGESTED ELECTIVES</b>			<b>24/25</b>
_____	CHM 221	Organic Chemistry I (Fall)	4
_____	CHM 222	Organic Chemistry II (Spring)	4
_____	BIO 103	Biology Today I <b>and</b>	4
_____	BIO 104	Biology Today II <sup>1</sup> <b>or</b>	4
_____	BIO 110	General Botany <b>and</b>	4
_____	BIO 120	General Zoology	4
_____	BIO 243	Genetics	4
_____	MTH 142	Statistics	3
_____	CSI 111	Computer Concepts and Applications	4
_____	PHS 111	Physics for Engineering and Science Majors I (Spring) <b>and</b>	4
_____	PHS 112	Physics for Engineering and Science Majors II (Fall) <sup>2</sup> <b>or</b>	4
_____	PHS 101	General Physics I (Fall) <b>and</b>	4
_____	PHS 102	General Physics II (Spring) <sup>2</sup>	4
<b>Total Credits</b>			<b>60</b>

**NOTES:**

<sup>1</sup> Two years of college chemistry (including a year of organic chemistry and a year of college biology are required by all medical schools.

<sup>2</sup> A year of college physics is also required by all medical schools. Students may elect to complete this requirement while at HCC.

**PSYCHOLOGY OPTION – H060**

**A.A. in Arts and Science**

Contact: Dr. Rodney Dube, Ext. 2334, rdube@hcc.mass.edu

This sequence of courses is recommended for students who plan to transfer to a four-year college and major in psychology.

Term/Grade	Course Number	Course Name	Course Credits	
<b>GENERAL EDUCATION REQUIREMENTS</b>				<b>35</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Humanities Electives (C) _____	3	
_____	_____	Humanities Electives (C) _____	3	
_____	_____	Humanities Electives (C) _____	3	
_____	PSY 110	Introduction to Psychology	3	
_____	PSY 222	Research Methods in Psychology	3	
_____	_____	Social Science Elective (B) _____	3	
_____	PSY 142	Statistics for Psychology and the Social Sciences (B)	3	
<b>SUGGESTED ELECTIVES</b>				<b>12</b>
<i>Select at least 4 of the following courses</i>				
_____	PSY 203	Human Sexuality	3	
_____	PSY 210/ SOC 210	Social Psychology	3	
_____	PSY 215	Child Psychology	3	
_____	PSY 216	Human Development	3	
_____	PSY 217	Abnormal Psychology	3	
_____	PSY 218	Adolescent Psychology	3	
_____	PSY 220	Educational Psychology	3	
_____	PSY 225	Psychology of Men	3	
_____	PSY 224	Psychology of Women	3	
_____	PSY 230	Topics in Psychology	3	
_____	PSY 233	Psychology of Aging	3	
_____	PSY 242	Introduction to Interviewing Theory and Practice in Counseling	3	
_____	PSY 250	Psychology of Sport	3	
_____	PSY 260	Personality	3	
_____	PSY 265	Cognitive Psychology	3	
_____	PSY 270	Mind, Brain and Behavior	3	
_____	PSY 278	Internship in Psychology	1-3	
_____	PSY 288	Practicum in Psychology I	1	
_____	PSY 289	Practicum in Psychology II	1	
_____	SSN 280	Cooperative Education in the Social Sciences I	3	
_____	SSN 281	Cooperative Education in the Social Sciences II	3	
<b>GENERAL ELECTIVES <sup>1</sup></b>				<b>13</b>
_____	_____	_____	3	
_____	_____	_____	3	
_____	_____	_____	3	
_____	_____	_____	3	
_____	_____	_____	3	
<b>Total Credits</b>				<b>60</b>

**NOTES:**

<sup>1</sup> Most four-year colleges require two years of a foreign language. It is recommended that students complete or begin foreign language study at Holyoke Community College. Only six non-Arts and Science credits may be taken.

**RADIOGRAPHY**

**RADIOLOGIC TECHNOLOGY – M096**

**A.S. in Radiologic Technology**

Contact: Kathryn Root, Ext. 2460, kroot@hcc.mass.edu

Prepares for work in radiology departments in hospitals, medical clinics, and industry. Students completing this hospital-affiliated program are eligible to become registered radiologic technologists by passing the certifying examination. Transfer is also possible.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>27-28</b>
_____	ENG 101	Language and Literature I	3
_____	ENG 102	Language and Literature II	3
_____	BIO 117	Human Anatomy and Physiology I	4
_____	BIO 118	Human Anatomy and Physiology II	4
_____	CSI 111	Computer Concepts with Applications <b>or</b>	4
_____	BUS 115	Computer Applications	3
_____	_____	Social Sciences (B)_____	3
_____	_____	Social Sciences (B)_____	3
_____	MTH 085	Introductory Algebra	4
<b>PROGRAM REQUIREMENTS <sup>1</sup></b>			<b>45</b>
_____	RDL 115	Patient Care I (Fall)	3
_____	RDL 122	Radiographic Technique and Control I (Fall) <sup>2</sup>	2
_____	RDL 123	Radiographic Technique and Control II (Spring)	3
_____	RDL 132	Radiographic Positioning and Related Anatomy I (Fall)	4
_____	RDL 133	Radiographic Positioning and Related Anatomy II (Spring)	3
_____	RDL 141	Clinical Education and Lab Experience I (Fall)	2
_____	RDL 142	Clinical Education and Lab Experience II (Spring)	3
_____	RDL 158	Clinical Internship I (Winter Intersession)	1
_____	RDL 190	Radiologic Instrumentation (Spring)	3
_____	RDL 215	Patient Care II (Summer)	2
_____	RDL 221	Advanced Procedures and Techniques I (Fall)	3
_____	RDL 233	Special Radiographic Studies and Contrast Media (Fall)	3
_____	RDL 234	Advanced Imaging and Radiobiology (Spring)	3
_____	RDL 241	Clinical Education and Lab Experience III (Fall)	3
_____	RDL 242	Clinical Education and Lab Experience IV (Spring)	3
_____	RDL 251	Clinical Internship II (Summer)	4
<b>Total Credits</b>			<b>72-73</b>

**NOTES:**

<sup>1</sup> Students must achieve a minimum grade of “C” in BIO 117-118 and all Radiography courses to remain in and graduate from this program.

<sup>2</sup> Pre-requisite: MTH 085 Introductory Algebra, 0 credits

**\*\*\*Criminal Offense Record Act (CORI), Sex Offender Registry Information (SORI), and National Requirements that Regulate Registration as a Registered Radiologic Technologist\*\*\***

Prior to enrollment in Radiography clinical courses, students must give permission for a Criminal Offense Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. All Radiography students will be subject to a CORI check and to review pursuant to the Criminal Information Act, Massachusetts General Laws, Chapter 6, Section 172-178, and Massachusetts General Laws, Chapter 18a, Section 1, et seq., and regulations promulgated pursuant to such statutes. Applicant with a court record/past convictions may be unable to participate in clinical. If a student is ineligible to do clinical due to a criminal record, the student will not be able to graduate from the Radiography Program. The College policy can be found in the Student Policy Guide.

A court record/past conviction may present a barrier to eligibility for registration as a registered Radiologic Technologist. Applicants with a court record/past conviction are advised to consult the American Registry of Radiologic Technologist (ARRT) to request a pre application review of the violation in order to obtain a ruling on the impact on their eligibility for ARRT examination. The ARRT can be contacted at 1255 Northland Drive, Saint Paul, MN, 55120-1155, phone 651-687-0048 or at ARRT.org.

The program is fully accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 900, Chicago, IL, 60606-2901, phone 312-704-5300 or check JRCERT.org.

**SOCIOLOGY OPTION – H070**

**A.A. in Arts and Science**

Contact: Raymond O’Connor, Ext. 2340, roconnor@hcc.mass.edu

This sequence of courses is recommended to prepare students who plan to transfer to a four-year college and major in sociology.

Term/Grade	Course Number	Course Name	Course Credits	
<b>GENERAL EDUCATION REQUIREMENTS</b>				<b>32</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Laboratory Science (D) _____	4	
_____	_____	Humanities Electives (C) _____	3	
_____	_____	Humanities Electives (C) _____	3	
_____	_____	Humanities Electives (C) _____	3	
_____	SOC 110	Introduction to Sociology	3	
_____	PSY 110	Introduction to Psychology	3	
_____	PSY 142	Statistics for Psychology & Social Sciences (D)	3	
<b>PROGRAM REQUIREMENTS (Select any 15 credits)</b>				<b>15</b>
_____	SOC 130	Intimate Relationships, Marriage and Family	3	
_____	SOC 204	Sociology of Death and Dying	3	
_____	SOC/HSV208	Substance Abuse	3	
_____	SOC/PSY 210	Social Psychology	3	
_____	SOC 213	Urban Sociology	3	
_____	SOC 214	Social Problems	3	
_____	SOC 220	Sociology of Race and Ethnicity	3	
_____	SOC 233	Sociology of Aging	3	
_____	SOC 240	Sociology of Sport	3	
_____	SOC 250	Topics in Sociology	3	
_____	SOC 276	Internship in Sociology	1	
_____	SOC 277	Internship in Sociology	2	
_____	SOC 278	Internship in Sociology	3	
<b>PROGRAM ELECTIVES</b>				<b>7</b>
<i>(Indicate course below, taking footnote into consideration)</i>				
_____	_____	_____	1-3	
_____	_____	_____	1-3	
_____	_____	_____	1-3	
<b>GENERAL ELECTIVES Any course listed in the catalog is acceptable.*</b>				<b>6</b>
_____	_____	_____	3	
_____	_____	_____	3	
<b>Total Credits</b>				<b>60</b>

**NOTES:**

Most four-year colleges require two years of a foreign language. It is recommended that students complete or begin foreign language study at Holyoke Community College. Only six non-Arts and Science credits may be taken.

**VETERINARY**

**PRE-VETERINARY AND ANIMAL SCIENCE OPTION – X031**

**A.S. in Veterinary & Animal Science**

Contact: Dr. Walter Jaworski, Ext. 2459, wjaworski@hcc.mass.edu

Satisfies the first two years of the animal science or pre-veterinary curriculum of a four-year institution. This Option is for students planning to become Doctors of Veterinary Medicine or working toward a degree in Animal Science. All students must achieve a minimum grade of “C-” in all CHM and BIO prefix courses in order to remain in and graduate from this curriculum.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	BIO 112	Microbiology	4	
_____	BIO 120	Zoology	4	
_____	_____	Social Sciences (B) _____	3	
_____	_____	Social Sciences (B) _____	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>39</b>
_____	VET 153	Animal Diseases (Spring)	3	
_____	CHM 121	Inorganic Chemistry I (Fall)	4	
_____	CHM 124	Inorganic Chemistry II (Spring)	4	
_____	CHM 221	Organic Chemistry I (Fall)	4	
_____	CHM 222	Organic Chemistry II (Spring)	4	
_____	MTH 111	Analytic Geometry and Calculus I	4	
_____	MTH 112	Analytic Geometry and Calculus II	4	
_____	_____	Humanities Electives (C) _____	3	
_____	_____	Humanities Electives (C) _____	3	
_____	_____	Humanities Electives (C) _____	3	
_____	_____	Social Science Elective (B) _____	3	
		<b>SUGGESTED ELECTIVES</b>		<b>12</b>
_____	BIO 110	Botany	4	
_____	BIO 111	Human Biology	4	
_____	VET 224	Animal Parasitology	4	
_____	BIO 243	Genetics	4	
		<b>Total Credits</b>		<b>71</b>

**NOTES:**

**VETERINARY TECHNICIAN OPTION – X036**

**A.S. in Veterinary & Animal Science**

Contact: Dr. Walter Jaworski, Ext. 2459, wjaworski@hcc.mass.edu

Trains paraprofessional personnel who will assist veterinarians as technicians or serve in a variety of positions in animal research laboratories, state animal shelters, or other facilities where animals are kept. All students must achieve a minimum grade of “C-” in all VET, CHM and BIO prefix courses in order to remain in and graduate from this curriculum. Current rabies and tetanus vaccinations are required for all students in this curriculum. All candidates for next year’s fall class must have their completed applications in the Office of Admissions by February 28. A short essay is required. Contact Office of Admissions for essay topic.

Term/Grade	Course Number	Course Name	Course Credits	
		<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
_____	ENG 101	Language and Literature I	3	
_____	ENG 102	Language and Literature II	3	
_____	VET 133	Anatomy and Physiology of Domestic Animals I (Fall)	4	
_____	VET 134	Anatomy and Physiology of Domestic Animals II (Spring)	4	
_____	_____	Social Sciences (B) _____	3	
_____	_____	Social Sciences (B) _____	3	
		<b>PROGRAM REQUIREMENTS</b>		<b>49</b>
_____	BIO 112	Microbiology	4	
_____	MTH 130	Math That Matters: Drugs and Dosages (Fall)	3	
_____	VET 140	Principles of Animal Health Care (Fall)	1	
_____	VET 145	Veterinary Medical Terminology (Fall)	1	
_____	VET 147	Veterinary Practice Management (Fall)	3	
_____	VET 153	Animal Diseases (Spring)	3	
_____	VET 165	Veterinary Laboratory Procedures (Spring)	4	
_____	VET 201	Animal Science Seminar I (Spring)	1	
_____	VET 202	Animal Science Seminar II (Fall)	1	
_____	VET 224	Animal Parasitology (Fall)	4	
_____	VET 247	Animal Nursing (Fall)	4	
_____	VET 258	Clinical Competency for Veterinary Technician (Spring)	2	
_____	VET 261	Animal Facility Management I (Spring)	1	
_____	VET 262	Animal Facility Management II (Fall)	1	
_____	VET 263	Exotic Pets (Spring)	2	
_____	VET 264	Veterinary Pharmacology (Fall)	3	
_____	VET 265	Veterinary Radiography (Spring)	2	
_____	VET 266	Veterinary Anesthesia (Spring)	2	
_____	VET 268	Reproduction in Domestic Animals (Spring)	2	
_____	VET 282	Biology Cooperative Education I	2	
_____	VET 283	Biology Cooperative Education II	3	
		<b>Total Credits</b>		<b>69</b>

**NOTES:**

# COMMONWEALTH TRANSFER COMPACT GENERAL EDUCATION REQUIREMENTS

*Students interested in fulfilling the Commonwealth Transfer Compact must complete the following requirements, and the Associate Degree, in order to receive Compact Status. Additional information is available in this catalog under “Degree and Degree Requirements,” in the Glossary. Students may also refer to the current Schedule Book or see the Transfer Counselor.*

English 101/102 (A) .....	6
Social Sciences (B).....	9
Humanities/Fine and Performing Arts (C) .....	9
Mathematics (D).....	3
Natural/Physical Laboratory Science (D) (2 courses/4 credits each) .....	8

## A English Composition

ENG 101            ENG 102            ENG 104

## B Social Sciences

ANT 101	CRJ 117	GRT 110	POL 120	PSY 216	PSY 265	SOC 214
ANT 103	CRJ 208	GRT 120	POL 125	PSY 217	SOC 110	SOC 215
ANT 110	CRJ 210	HON 203	POL 130	PSY 218	SOC 120	SOC 220
ANT 120	ECN 100	HSV 208	POL 140	PSY 220	SOC 130	SOC 233
ANT 121	ECN 101	HSV 210	POL 230	PSY 222	SOC 150	SOC 240
ANT 130	ECN 102	POL 101	PSY 110	PSY 224	SOC 204	SOC 250
ANT 150	ECN 120	POL 105	PSY 203	PSY 230	SOC 208	SSN 120
ANT 250	ECN 201	POL 110	PSY 210	PSY 250	SOC 210	SSN 230
CRJ 110	GEO 110	POL 113	PSY 215	PSY 260	SOC213	

## C Humanities/Fine and Performing Arts

ART 101	ART 253	DFS 103	ENG 235	HIS 104	IRL 206	PHI 201
ART 110	ART 254	DFS 104	ENG 237	HIS 107	IRL 207	PHI 220
ART 121	ART 255	DFS 106	ENG 240	HIS 109	IRL 210	PHI 230
ART 122	ART 261	DFS 205	ENG 245	HIS 111	MUS 100	SPA 201
ART 123	ART 262	ENG 103	ENG 250	HIS 112	MUS 105	SPA 202
ART 124	ASL 201	ENG 201	FRH 201	HIS 120	MUS 106	SPA 203
ART 131	ASL 202	ENG 202	FRH 202	HIS 130	MUS 107	SPA 204
ART 132	ASL 291	ENG 211	FRH 205	HIS 131	MUS 110	SPA 205
ART 140	ASL 292	ENG 212	FRH 206	HIS 132	MUS 140	SPA 206
ART 141	COM 111	ENG 213	FRH 211	HIS 162	MUS 150	SPA 210
ART 145	COM 112	ENG 214	FRH 212	HIS 212	MUS 208	SPA 211
ART 148	COM 116	ENG 215	GER 201	HIS 220	MUS 209	SPA 212
ART 149	COM 121	ENG 216	GER 202	HIS 222	MUS 250	SPA 214
ART 150	COM 201	ENG 217	GER 204	HIS 225	MUS 259	THE 110
ART 222	COM 202	ENG 218	GER 206	HIS 250	MUS 260	THE 124
ART 231	COM 203	ENG 221	GER 207	HIS 260	PHI 100	THE 125
ART 232	COM 210	ENG 222	GER 211	HON 203	PHI 101	THE 219
ART 235	COM 218	ENG 223	GER 212	HON 206	PHI 103	THE 235
ART 241	COM 220	ENG 224	HIS 101	HON 207	PHI 104	
ART 242	DFS 101	ENG 227	HIS 102	HUM 206	PHI 110	
ART 250	DFS 102	ENG 230	HIS 103	IRL 201	PHI 120	

## D Mathematics, Natural/Physical Sciences

AST 110	BIO 115	CHM 101	EGR 110	FRS 101	MTH 162	PHS 118
AST 116	BIO 116	CHM 102	ESC 111	FRS 201	MTH 205	PHS 201
AST 140	BIO 117	CHM 113	ESC 120	MTH 104	MTH 211	PSY 142
BIO 100	BIO 118	CHM 114	ESC 130	MTH 108	MTH 212	SEM 110
BIO 103	BIO 120	CHM 119	ENV 120	MTH 111	MTH 214	SEM 116
BIO 104	BIO 130	CHM 121	ENV 137	MTH 112	MTH 230	SEM 118
BIO 107	BIO 203	CHM 124	ENV 138	MTH 142	PHS 101	SEM 130
BIO 110	BIO 212	CHM 221	ENV 140	MTH 150	PHS 102	VET 224
BIO 111	BIO 230	CHM 222	ENV 230	MTH 155	PHS 111	
BIO 112	BIO 243	CHM 224	ENV 253	MTH 160	PHS 112	

## COURSE DESIGNATIONS

ACC Accounting	ESL English as a Second Language	MUS Music
ANT Anthropology		
ART Art		NTR Nutrition
ASL American Sign Language	FNS Funeral Service	NUR Nursing (ADN)
AST Astronomy	FRH French	
AVS Aviation Management/ Flight Training	FRS Forensic Science	OPA Ophthalmic Assisting
		OPH Opticianry
	GEO Geography	OTC Office Technologies
BIO Biology	GER German	
BUS Business	GIS Geographic Information Systems	PHI Philosophy
	GRT Gerontology	PHM Pharmacy Science and Technology
CAD Computer-Aided Drafting	GSY General Studies	PHS Physics
CHI Chiropractic		PNR Practical Nursing (LPN)
CHM Chemistry	HFM Hospitality Management	POL Political Science
COM Communication	HFN Health, Fitness, & Nutrition	PSC Physical Science
CRJ Criminal Justice	HIM Health Information Management	PSY Psychology
CSD Contemporary Studies	HIS History	
CSI Computer Information Systems	HON Honors	RDL Radiologic Technology
CUL Culinary Arts	HSV Human Services	
	HTH Health	SEC Security
DFS Deaf Studies	HUM Humanities	SEM Science and Technology
DVD Developmental Disabilities		SOC Sociology
	LAW Legal Studies	SPA Spanish
ECN Economics		SPO Sport Administration
EDU Education	MEA Medical Assistant	SSN Social Science
EGR Engineering	MGT Management	TCH Technology
ELC Electricity	MKT Marketing	THE Theater
ELR Electronics	MTH Mathematics	TIP Training of Interpreters
ENG English		TRF Transportation and Traffic Management
ENV Environmental Science and Technology		VET Veterinary Technology
ESC Earth Science		

## ARTS AND SCIENCE ELECTIVES

*Students choose an elective from the areas of Social Science, Math/Science, and/or Humanities. The following qualify as Arts and Science Electives*

### SOCIAL SCIENCES

ANT Anthropology  
 DVD Developmental Disabilities  
 ECN Economics  
 GEO Geography  
 GRT Gerontology  
 HSV Human Services  
 HIS History (HCC only – counted as Humanities for Transfer Compact)  
 POL Political Science  
 PSY Psychology  
 SOC Sociology  
 SSN Social Sciences

### HUMANITIES

ART Art  
 ASL American Sign Language  
 COM Communications  
 DFS Deaf Studies  
 ESL English as a Second Language  
 ENG English  
 FRH French  
 GER German  
 HIS History (for Transfer Compact only)  
 HON Honors  
 HUM Humanities  
 MUS Music  
 PHI Philosophy  
 SPA Spanish  
 THE Theater

### LAB SCIENCES

AST Astronomy  
 BIO Biology  
 CHM Chemistry  
 PHS Physics  
 PSC Physical Science  
 EGR Engineering  
 ENV Environmental Science  
 ESC Earth Science  
 SEM Science and Technology

### MISCELLANEOUS

ENV Environmental Science  
 IDP Interdisciplinary  
 HRT Horticulture  
 MTH Mathematics

# ONLINE COURSES

With many students having busy home and work schedules, online courses provide an additional option for pursuing a college education. However, you must be self-motivated, enjoy learning independently, and possess basic computer skills (emailing, attaching files, word processing, etc).

Online courses are not self-paced and do have time oriented assignments. Online learning means that the student and the instructor do not have to be at the same place at the same time in order for teaching and learning to occur. Through HCC's online learning platform, WebCT, your classroom is a web site that can be accessed from anywhere in the world, and the lectures are read instead of sitting and listening to the instructor. Your discussions with your instructor and classmates are typed instead of spoken, and you will need to log onto the class several times a week to see if there is anything new that pertains to your studies. Discussions and communication with the instructor takes place in a web-based message area within the course. Most courses require student participation on a minimum of 3 to 5 days a week.

In addition to the 60+ courses available online, HCC offers several degree and certificate programs that can be completed online. These programs include Business Administration Career Option, Business Administration Transfer Option, General Integrated Studies Option, International Business Option, Liberal Arts and Sciences Option, as well as the Hospitality Management Certificate, Human Services, and Retail Management Certificates.

Helpful instructions:

- Contact [dladvising@hcc.mass.edu](mailto:dladvising@hcc.mass.edu) regarding academic advising for summer and fall online learning courses
- Answer the "Is Distance Learning For Me?" questions listed below.
- Go to the homepage of HCC's E-institute <http://webtide.hccdl.org>.
- Find the "Course Listing/Interaction Plan" link and see course specific information.
- Find "Semester Online Learning Instructions – click here" on the main page for E-institute.
- Complete the "Browser Tune-up" before attempting to login. Please follow the directions carefully.
- If WebCT is new to you, please go through the orientation course provided in your account along with your semester courses. To log on, please follow the directions in the "Semester Online Learning Instructions."

If you encounter any problems, please call or email [dlhelp](mailto:dlhelp@hcc.mass.edu) at 413-552-2124 or [dlhelp@hcc.mass.edu](mailto:dlhelp@hcc.mass.edu). Self-help files can be found on the main web page under "WebCT Help for Common Problems."

## IS DISTANCE LEARNING FOR ME?

1. Do you have good independent skills?
2. Can you write clearly and articulate what you want to say in writing?
3. Do you prefer to hear direct lectures/class discussions to understand course materials and learn?
4. Do you procrastinate and finish coursework at the last minute?
5. Do you have good basic computer skills?
  - a. Do you own a computer? Windows 2000 or XP are preferable
  - b. Do you have Internet access? Dial up; DSL; Broadband; other (dial up can be problematic)
  - c. Can you type?
  - d. Can you send an email?
  - e. Can you send an attachment to an email?
6. Can you definitely schedule 9 to 12 hours a week for online coursework and discipline yourself to stick to this schedule?
7. Are you willing to deal with technical problems and willing to try to solve them by yourself or with assistance over phone or by email?
8. Do you need to take the course in an online, distance-learning format?

**Requirements for Registering for Online Courses:**

Students must have access to a computer (minimum system requirements listed below) with an Internet connection and e-mail account to participate in online courses.

**PC**

Pentium III or greater  
Windows 2000/ME/XP  
256 MB RAM minimum  
CD ROM Drive  
Sound Card  
5.5 or higher browser (Preferably IE)  
DSL or Broadband connection  
with e-mail address

**MAC**

Power Mac or iMac  
OS 9.x or higher  
256 MB RAM minimum  
CD ROM Drive  
Sound Card  
5.0 or higher browser (Preferably IE)  
DSL or Broadband connection  
with e-mail address

**Please note:** MAC's are not supported by the DL helpdesk. The above requirements are MINIMUM. It is recommended that you have the latest technology in order to get the most out of your online experience.

Additional information can be found at:

[http://www.webct.com/exchange/viewpage?name=exchange\\_browser\\_tuneup#preparing](http://www.webct.com/exchange/viewpage?name=exchange_browser_tuneup#preparing).

## ACCOUNTING

- ACC 105 Accounting Information Systems (Spring) 3 credits**  
Designed to give students with an accounting background a familiarity with accounting information systems and business spreadsheet applications. System design theory and accounting theory will be integrated to convert a manual accounting system to a computerized system using a general ledger software package.  
Prerequisite: ACC 111  
Pre/Corequisite: BUS 215
- ACC 111 Principles of Accounting I 4 credits**  
Introduces financial accounting with emphasis on the collection, classification, summarization, and reporting of financial information about a specific business. The use of journals, ledgers, working papers, and financial statements is illustrated.  
Prerequisite: Eligibility for MTH 085.  
Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.
- ACC 112 Principles of Accounting II 4 credits**  
The development of accounting principles with application to partnerships, corporations, and manufacturing businesses. The use of accounting as a basis for managerial decisions is emphasized.  
Prerequisite: ACC 111
- ACC 205 Managerial Accounting 3 credits**  
An introduction to the preparation and use of financial information for internal management purposes. Major emphasis will be on the collection and interpretation of accounting data for planning and control purposes.  
Prerequisite: ACC 112
- ACC 207 Cost Accounting (Spring) 3 credits**  
Covers the fundamentals of manufacturing records as they relate to the needs of management in planning, controlling, and decision-making. Topics covered include: job order, process, and standard cost systems; cost behavior; cost-volume-profit relationships; budgets; and relevant costs for decision making.  
Prerequisite: ACC 205

## ANTHROPOLOGY

- ANT 101(B) Cultural Anthropology 3 credits**  
An introduction to the field, emphasizing the similarities and differences among societies with different economic, social, political, and religious traditions. Several societies with cultures quite different from our own are studied in detail. Theories about social structure and culture, the research methods used by anthropologists, and the ethics of anthropological research and applied anthropology are covered.
- ANT 103(B) Introduction to Language and Linguistics: How Language Works 3 credits**  
What is language? What is an accent? How do children learn language? These are some of the questions explored in this introductory course about language structure. This course investigates the nature of sounds, words, sentences, meanings, and conversations. The course applies learned concepts to other areas of language study: language acquisition, dialect variation, sign language, and language change. Emphasis is placed on collection and analysis of everyday language examples. (same as ENG 103 and DFS 103)  
Prerequisite: ENG 101
- ANT 110(B) Introduction to General Anthropology 3 credits**  
A survey of the concepts, models, theories, and methods of anthropology with emphasis on each of the four major sub-disciplines: physical, cultural, linguistic, and archaeological anthropology. Topics include the relationship among human biology, language, and culture; human biological variation; cultural diversity; evolution; and culture change.
- ANT 120(B) Survey of North American Indians 3 credits**  
A survey of the Indians of North America, including a study of their origins, patterns of survival, social organization, and religions; the effects of white contact; and their present condition in the United States, Canada, and Mexico.
- ANT 130(B) Archaeology and Prehistory 3 credits**  
An introduction to archaeology, including an overview of the methods and theories of the discipline, the conceptual framework within which we impose meaning on archaeological materials, and an exploration of the theories of the origins and evolution of humans and culture.
- ANT 150(B) Topics in Anthropology 3 credits**  
This course will offer students an opportunity to investigate and examine a particular area in anthropology that was covered in much less detail in the introduction to anthropology course. The specific topic to be studied may change each time the course is offered.

- ANT 250(B) Topics in Anthropology** **3 credits**  
In this course, students will study a particular sub-field within anthropology. The specific topic to be studied may change each time the course is offered. Students will be expected to complete a research project.  
Prerequisite: One previous anthropology course and ENG 101 (additional prerequisites or a specific anthropology course or permission of the instructor may be specified, depending upon the topic to be studied).

## ART

- ART 101(C) Careers in Visual Art** **1 credit**  
Explores potential careers for students in visual art, such as architecture, landscape, fashion, costume, furniture, industrial, interior, graphic, and textile design; illustration; gallery and museum work; photography; teaching; historic restoration; and fine art painting and sculpture. Includes field trips to work-sites, tours, interviews, and discussions with professionals, and may include library research.
- ART 110(C) Introduction to Art** **3 credits**  
An introduction to visual art and design, intended for non-art students. Topics may include representation, structure, function, decoration, expression, use of media, art tradition, and cultural context; class activities may include slide lectures, assigned reading, discussion, and special projects.
- ART 121(C) Basic Drawing** **3 credits**  
Introduction to primary drawing techniques, both black and white and color, using a variety of media (pencil, crayon, charcoal, wash, ink). Emphasis is on sound observation, skillful employment of materials, increased exposure to the fine art of drawing, and effective presentation of completed work.  
Two, 2½ hour studios per week
- ART 122(C) Drawing Composition** **3 credits**  
Concentrates on the methods of attaining a unified pictorial composition using the basic elements of drawing and design.  
Prerequisite: ART 121  
Two, 2½ hour studios per week
- ART 123(C) Basic Design I** **3 credits**  
Introduction to basic design concepts such as representation, composition, and unity, and the characteristics of various media, both two- and three-dimensional.  
Two, 2½ hour studios per week
- ART 124(C) Basic Design II** **3 credits**  
Continuation of Basic Design I. Specific problems in two and three dimensions emphasizing repetition, color, structure, function, and related concepts.  
Prerequisite: ART 123  
Two, 2½ hour studios per week
- ART 131(C) Introduction to Art History** **3 credits**  
A chronological, historical analysis of major works of art from prehistoric times to the present. Emphasis on technical, aesthetic, and historical relevance.  
Prerequisite: ENG 101, previously or concurrently
- ART 132(C) Continuation of ART 131(C) Introduction to Art History** **3 credits**  
*See description above*
- ART 140(C) Basic Still Photography** **3 credits**  
Introduces the technical and aesthetic craft for making a photograph through outdoor-indoor practices and hand processing and printing methods that lead to professional quality work.  
Two, 2½ hour studios per week; 35mm SLR camera required
- ART 141(C) Advanced Photography** **3 credits**  
Refines basic technical skills; discusses the aesthetics of photographic subject content and context, composition, use of symbolism and metaphor, etc.; the image in narrative sequencing; reviews the work of contemporary photographers.  
Prerequisite: ART 140  
Two, 2½ hour studios per week; 35 mm SLR camera is required
- ART 142(C) Color Photography** **3 credits**  
This class introduces students to the materials, techniques and aesthetics of making color photographs. Color prints will be made from color negatives using the Colenta Processor. Aesthetics of color photography will be examined through group critiques and discussions of work by contemporary color photographers.  
Prerequisite: ART 141  
Two, 2½ hour studios per week; 35mm SLR camera required

- ART 143 Photojournalism 3 credits**  
 Explores the connection between ideas and technique; and process and content in the photo-essay. Students are encouraged to develop their own voice and study theory and criticism with related assignments to create a portfolio of photojournalistic/documentary work.  
 Prerequisite: ART 140  
 Two, 2½ hour studios per week; 35mm SLR camera required
- ART 145(C) A Critical Survey of Photography 3 credits**  
 A survey of the history and aesthetic concerns of photography. Presents a way of looking at photographs and of interpreting and recognizing certain historical and stylistic elements in portrait photography, photojournalism, advertising, documentary photography, and the family snapshot. Emphasis is on the content and context of the works examined. No experience in photography is necessary, but experience is helpful.  
 Two, 1¼ classes per week.
- ART 148 Introduction to Digital Fine Art Photography 3 credits**  
 This course is an introduction to necessary imaging software and production procedures used in the creation of the fine art digital photograph. Students learn the basic concepts and tools of Adobe Photoshop necessary to enhance images and as a tool of manipulation, emphasizing color and tonal correction, as well as solving visual problems that could be more difficult to solve in the wet darkroom. The class will discuss using color management to ensure predictable and consistent results. A variety of printers, archival inks and media will be compared while students work first-hand in the digital darkroom. The course is designed to meet the needs of photographers who want to use the computer to do everything they have previously done in the traditional darkroom.  
 Prerequisite: ART 140, ART 141
- ART 150(C) Topics in World Art 3 credits**  
 Introduction to the visual art of several cultural areas, such as India, China and Japan; Africa and the Islamic world; and precontact America and Oceania. Specific topics from these areas to be selected each semester.  
 Prerequisite: ENG 101
- ART 151(C) Topics in American Art 3 credits**  
 This course will explore various aspects of American art and visual culture. Topics may be defined chronologically or thematically. Specific topics to be selected each semester.  
 Prerequisite: ENG 101
- ART 156 Women in Photography 3 credits**  
 Even before 1839 women have been working as image makers. Women in Photography surveys the historic and contemporary artistic contributions of women in the medium of photography. This is a critical exploration into the work of many important female photographers. Crossing cultural boundaries and demographics, we will examine women photographers from around the globe. Students in this course will analyze and discuss photographic images relating to topics covered in class.
- ART 220 Introduction to Illustration 3 credits**  
 Introduction to the basic concepts and methods of illustration, including visual interpretation of verbal information, various techniques (wet and dry), and cultivation of a professional attitude.  
 Prerequisite: ART 121  
 Two, 2½ hour studios per week
- ART 222(C) Figure I 3 credits**  
 A basic studio course that concentrates on the fundamentals of visualizing the human figure in a variety of techniques: pencil, ink, charcoal, watercolor, acrylic, etc. The relevance of such visual elements as line, value, rhythm, form, space, and color in the composition of a figure rendering will be emphasized.  
 Two, 2½ hour studios per week
- ART 231(C) Painting I 3 credits**  
 Introduction of painting techniques in acrylic polymer and related water-based media as they extend the concepts and practices of drawing and design programs. Emphasis placed upon the understanding of contemporary and traditional concepts in painting and the development of a personal aesthetic based on practical studio experience.  
 Two, 2½ hour studios per week
- ART 232(C) Painting II 3 credits**  
*See description above*  
*(ART 231 should be elected first)*
- ART 235(C) History of Modern Art 3 credits**  
 A history of European and American visual art in the Modern and Contemporary periods (c. 1850 - present). Emphasis on historical development, expression, media (drawing, painting, sculpture, architecture, and photography), style, relationship to the observer, and social and political context of the works.  
 Prerequisite: ENG 101

- ART 241(C) Sculpture I** **3 credits**  
 Introduction to three-dimensional composition; personal expression; and the wide range of materials, methods, and equipment employed in sculpture and allied fields.  
 Two, 2½ hour studios per week
- ART 242(C) Sculpture II** **3 credits**  
*See description above*  
*(ART 241 should be elected first)*
- ART 250(C) Topics in Studio Art** **3 credits**  
 A series of courses dedicated to developing a deeper understanding of specific studio issues previously introduced in foundation courses. Topics may include process and installation art, the figure in 3D, alternative processes, color studies, studio and the community, etc.  
 Prerequisite: ART 121 or ART 123; permission of instructor  
 Two, 2 ½ hour studios per week
- ART 253(C) Printmaking (Relief)** **3 credits**  
 A complete studio introduction to the working methods of the traditional woodcut, ultimately leading to various contemporary mixed media in relief. Emphasis will be on acquiring sufficient technical proficiency in these reproduction methods to realize the artist's aesthetic demands.  
 Co-requisite: ART 121 or ART 123  
 Two, 2½ hour studios per week
- ART 254(C) Printmaking (Intaglio)** **3 credits**  
 A studio introduction to the principal intaglio methods on metal: i.e., engraving, drypoint, and etching; the latter subdivided into line, aquatint, softground, stipple, and mixed-media--leading to contemporary experimental techniques.  
 Prerequisite: ART 121 or ART 123  
 Two, 2½ hour studios per week
- ART 255(C) Printmaking (Lithography)** **3 credits**  
 A studio introduction to the basic methods of the planographic printing process on stone.  
 Prerequisite: ART 121 or ART 123  
 Two, 2½ hour studios per week
- ART 256 Commercial Art and Design I** **3 credits**  
 Introduction to the basic concepts and methods used in producing visual advertising. Covers both practical and creative aspects in the fields of graphics, typography, and layout with emphasis on the production of a portfolio of work.  
 Co-requisite: ART 121 or ART 123  
 Two, 2½ hour studios per week
- ART 257 Commercial Art and Design II** **3 credits**  
 Continuation of Commercial Art and Design I with additional focus on marketable graphic-design skills applicable to the field of printing and advertising. Emphasis will be on the aesthetics of design, technical proficiency in the production of camera-ready art, and understanding of the current and future methods in print production.  
 Prerequisite: ART 256  
 Two, 2½ hour studios per week
- ART 258 Graphic Design Production** **3 credits**  
 Practical skills in the use of modern design-production equipment. Topics include type specification, printing processes, use of paper, color separation, use of screens, computer pre-press, and other methods used in print production. There will be use of a stat camera, drawing boards and computers. There are several field trips during class time  
 Prerequisites: ART 256  
 Two, 2½ hour studios per week
- ART 259 Computers for Graphic Designers I** **3 credits**  
 Develops a familiarity with the computer and the basics of desktop publishing working at a Macintosh terminal. Covers basic computer terminology, and page layout with Adobe InDesign. The basics of illustration software will also be introduced.  
 Prerequisite: ART 256  
 One 3-hour and one 2-hour studio per week
- ART 260 Computers for Graphic Designers II** **3 credits**  
 An introduction to more advanced software and terminology for layout and illustration. Freehand and Illustrator will be taught. This course will build upon the technical foundation developed in ART 259 and ART 256. It is also a good adjunct to ART 220 (Introduction to Illustration).  
 Prerequisite: ART 259  
 Two, 2½ hour studios per week

- ART 261(C)/ Ceramics I, II** **3 credits**  
**ART 262(C)** introduction to the medium of clay, including an understanding of the process by which clay is mixed, formed into pottery and sculpture, and fired into permanent ware. Aesthetic application with regard to art history and contemporary activity is emphasized. (ART 261 should be elected first)  
 Two, 2½ hour studios per week
- ART 265 Computers for Graphic Designers III: Digital Imaging** **3 credits**  
 An introduction to digital imaging software and hardware. This course will include scanning, capturing digital images and image manipulation with photographs. Photoshop will be taught.  
 Prerequisite: ART 259  
 Two, 2½ hour studios per week
- ART 266 Introduction to Designing for the Web** **3 credits**  
 Provides students with a solid understanding of the effective use of graphic design and communications theory in web design. Student will acquire skills in HTML and Web design software with an emphasis on visual design and communication principles. Builds upon the technical and creative foundations developed in ART 259 and ART 265 or COM 111. (same as COM 266)  
 Prerequisite: ART 259 or COM 111  
 Two, 2½ hour studios per week

## AMERICAN SIGN LANGUAGE

*See also DEAF STUDIES for related courses*

### Massachusetts Law Regarding American Sign Language In Schools

*(MGL Chapter 15A § 9A,*

*An Act Relative to College Credit for Courses in American Sign Language)*

“American Sign Language is hereby recognized as a full and legitimate language, as the language of a unique culture in the United States, and as the equivalent of a spoken language for the purpose of foreign language study and course credit.”

- ASL 101 American Sign Language I** **3 credits**  
 This course is an introduction to American Sign Language. Emphasis in this course is the development of receptive and expressive skills in ASL as well as the knowledge of the Deaf community. Awareness of basic cultural information for communication interaction is included. Basic conversational skills are emphasized.
- ASL 102 American Sign Language II** **3 credits**  
 This course is a continuation of ASL 101. It furthers the development of ASL receptive and expressive skills by introducing more complex lexical and grammatical structures, non-manual signals and advanced dialogues.  
 Pre-requisite: C or better in ASL 101 or appropriate score on ASL Competency Exam
- ASL 201(C) American Sign Language III** **3 credits**  
 This course builds upon ASL 102. It expands the use of ASL grammar, syntax, vocabulary and spatial references. Use of classifiers is heavily emphasized.  
 Pre-requisite: C or better in ASL 102 or appropriate score on ASL Competency Exam
- ASL 202(C) American Sign Language IV** **3 credits**  
 This course is a continuation of ASL 201. Continued refinement of receptive and expressive skills will be emphasized. Skills in conversations and storytelling are stressed and are more complex.  
 Pre-requisite: C or better in ASL 201 or appropriate score on ASL Competency Exam
- ASL 250 Topics in Advanced American Sign Language** **3 credits**  
 Provides students who are working ASL/English interpreters with in-depth work and study of a particular area of American Sign Language (e.g. classifiers, non-manual markers/signals, use of space, idioms, ASL discourse). The specific topic to be studied may change each time the course is offered.  
 Pre-requisite: Certification from the registry of interpreters for the deaf (RID), National Association of the Deaf (NAD) and/or Massachusetts State Screening Certification. (Additional prerequisites or a specific course or permission of the Deaf Studies Chair may be specified, depending upon the topic to be studied.)

**ASL 291(C) American Sign Language V** **3 credits**  
This course builds upon ASL 202. Informal narrative skills as well as daily conversational skills are further developed and refined. Appropriate use of advanced grammatical elements will be stressed during interactive activities. The ability to express and comprehend ideas or concepts is emphasized. Students are expected to develop proficiency in giving non-manual conversational strategies.  
Pre-requisite: C or better in ASL 202 or appropriate score on ASL Competency Exam

**ASL 292(C) American Sign Language VI** **3 credits**  
A continuation of American Sign Language V, this course provides students with the opportunity to further increase their ASL competence and fluency, as well as using ASL in a variety of discourse and narrative settings. Skills to be refined include: non-manual behaviors, use of space, formal and informal register and use of classifiers.  
Pre-requisite: C or better in ASL 291 or appropriate score on ASL Competency Exam

## **ASTRONOMY**

**AST 110(D) Introduction to Astronomy** **4 credits**  
A survey of the universe. The physical properties and motions of the earth, moon, sun, and other planets of the solar system are discussed in detail together with a qualitative description and historical development of the observations and physical theories upon which our understanding of the universe is based. Stellar structure and stellar evolution, galaxies, quasars, black holes, and the expanding universe are discussed in a general way, leading to a discussion of intergalactic travel and communication. The methods and tools of astronomical research are introduced. Experiments from the laboratory manual are conducted. During scheduled night observations, students will acquire experience with the college telescope and equipment. Some limited use of college academic computing facilities will be made.  
3 class hours and 3 laboratory hours

**AST 116(D) Astrobiology: Creation, Evolution, and Life** **4 credits**  
Bring your willingness to ponder some big questions as we explore the rich and awe-inspiring story of the origin and evolution of energy, matter, and life as it is unfolding. What is the fascinating connection between life and the stars? Is there other life in the universe? How is the universe changing, and what will the fate of the earth be? This course looks at new findings about the 15 billion year history of the cosmos from the diverse perspectives of astronomy and biology in classroom and laboratory settings to answer these questions and more.  
Prerequisites: None  
3 class hours and 3 laboratory hours

**AST 140(D) Modern Astronomy** **4 credits**  
A more detailed treatment of topics in modern astronomy, including Stellar structure and evolution; special and general relativity; black holes; quasars and the quasar controversy; radio galaxies; the expansion of the universe; the Big Bang and alternate model cosmologies; the 3 degree Kelvin microwave background; open, closed, or static universe and the search for the missing mass; and observational attempts to establish the curvature of space. A laboratory is included to support the theory. Knowledge of high school algebra is required.  
Prerequisite: AST 110 and MTH 097 or MTH 095  
3 class hours and 3 laboratory hours

## **AVIATION MANAGEMENT**

**AVS 105 Private Pilot Ground School** **6 credits**  
Covers basic performance and aerodynamics of an airplane, airplane structure and systems, flight control and instruments, weight and balance, airports, communications, air traffic control, meteorology and Federal Aviation Regulations, aeronautical charts, airspace, radio navigation including VOR, DME, ADF, radar and transponders. A.I.M. are considered, as well as use of the flight computer, cross-country flight planning and medical factors of flight. Students who meet Federal Aviation Administration (FAA) requirements will be qualified to take the FAA Private Pilot written examination.  
Prerequisite: None

**AVS 210 Aviation Safety** **3 credits**  
An emphasis is to instill safety consciousness. It encompasses the role of federal organizations involved with aviation safety and stresses their contributions to the aerospace industry. The course will explore flight physiology, utilization of aeronautical services and facilities, historical perspective and analyzing documented case studies.  
Prerequisites: AVS 102 (Primary Flight II), AVS 105 (Private Pilot Ground School)

**AVS 215 Introduction to General Aviation Management** **3 credits**  
An in-depth study of Fixed Base Operations (FBO), business management, and operations including financial aspects, human resources, MIS, flight line, flight operations, marketing, maintenance and facilities.  
Prerequisites: MGT 230

## BIOLOGY

- BIO 100(D) Introduction to Cell Functions** **4 credits**  
This course provides an introduction to the living processes within cells by exploring the molecular basis of life. Emphasis is placed on the important types of biochemical reactions, which occur during growth, development, maintenance, and reproduction in human cells. Particular detail is given to the study of important biomolecules including water, carbohydrates, proteins, lipids and nucleic acids. Laboratory exercises supplement the lecture emphasizing the scientific method and inquiry based learning.  
3 class hours and 3 laboratory hours  
*Note: credit cannot be received for more than one of these: BIO 100, BIO 103.*
- BIO 103(D) Biology Today I** **4 credits**  
An introduction to the science of life, emphasizing unifying concepts. Topics include methods of biological experimentation, evolution, ecology, the chemistry of life, cell structure and function, cellular metabolism, and genetics. The course focuses on current issues such as biotechnology, genetic engineering, pollution, the loss of biodiversity, and human health concerns. Laboratories supplement lecture by allowing the students to explore the processes of science, emphasizing inquiry-based, student-implemented investigations. Familiarity with biological principles and their applications is intended to provide the students with knowledge critical to evaluation of the important scientific advances in today's world.  
3 class hours and 3 laboratory hours  
*Note: credit cannot be received for more than one of these: BIO 100, BIO 103.*
- BIO 104(D) Biology Today II** **4 credits**  
Applies the biological principles explored in BIO 103 to a survey of the viruses and the three domains of biological organisms. BIO 104 focuses on contemporary biological topics, environmental issues, scientific controversies and health concerns. Laboratories supplement lecture by allowing the students to explore the process of science, emphasizing enquiry based, student implemented investigations. Familiarity with biological principles and their application is intended to provide the students with knowledge necessary to critically evaluate important biological developments in today's world.  
3 class hours and 3 lab hours. (Class and lab hours combined into two 2-1/2 hour meetings.)  
Prerequisite: BIO 103 or 100 or 107
- BIO 105 Concepts of Anatomy and Physiology for Health Clerical Certificate** **2 credits**  
Presents an introduction to the human anatomy and physiology with an emphasis on how pathology affects the human body. Physiology will be emphasized in respect to how it causes disease and how the disease is diagnosed and treated.  
Prerequisite: Eligibility for ENG 101
- BIO 106 Biotechnology Laboratory Techniques** **4 credits**  
An introduction to the different techniques used in biotechnology including recombinant DNA work, protein analysis and immunoassays. Lecture topics include the history of DNA research, the genetic material, the tools of genetic engineering, and the methods and applications of DNA technology. Laboratories emphasize the basic core technologies used to perform benchwork science in a biomedical research, industrial or educational setting.  
Prerequisite: One semester of college biology (BIO 100 strongly recommended) and MTH 120 or adequate score on the Mathematics Placement Examination.  
2 class hours and 6 laboratory hours
- BIO 109(D) User's Guide to the Human Body** **4 credits**  
Everybody has one...learn how it works, and how to ask and answer questions you may have at the doctor's office, in the supermarket, or in any room in the house. Explore the human body and see how systems work together to maintain life and health. Investigation will begin with the chemistry of living things, and students will build an understanding of how the human body organizes those smallest particles into cells, tissues, organs, systems and people. Student concerns may guide the class to explore disease, ethics, politics, or biotech application of the basic human biology we learn. Case studies, problem scenarios, and other methods will help students discover and apply knowledge to current affairs, and to practice communication and critical thinking skills. Laboratory investigations will utilize inquiry-based, hands-on methods and student generated investigations to practice the scientific process. The lab may include dissection of preserved animal specimens. Students may not receive credit for both BIO 109 and BIO 111.  
  
*This course does not satisfy the requirement of Allied Health programs requiring BIO 111 or a full year of anatomy and physiology.*
- BIO 110(D) General Botany** **4 credits**  
Introductory plant biology. Lecture topics include the importance and necessity of plants to man; plant structure, diversity, ecology, propagation, and life cycles; and the historical development of species and communities. Laboratories are designed to augment lecture materials through a "hands on" approach to the study of plants; topics include the structure, physiology, and diversity of plants. Field trips may be added to introduce students to native plants and tropical exotic plants, and will require moderate walking over woodland terrain.  
3 class hours and 3 laboratory hours

- BIO 111(D) Human Biology** **4 credits**  
 A general introduction to the human body stressing health vs. Disease. In addition to an overview of the structure and function of various cells, tissues, organs, and organ systems, many social and ethical issues will be addressed. Each organ system will be examined with an emphasis on the integration of all of the systems. Laboratory exercises supplement the lecture, offering a hands-on approach and some experimentation. The lab includes dissection of (or observation of) preserved animal specimens. This course does not satisfy the requirement of programs requiring a full year of anatomy and physiology.  
 Prerequisite: None  
 3 class hours and 3 laboratory hours
- BIO 112(D) Microbiology** **4 credits**  
 A study of microorganisms, including morphology, classification, genetics and biotechnology, virology, immunology, effects of microbial activities upon humans, animals, and the environment, and methods of control. Laboratory experience is provided in staining, pure culture techniques, identification techniques, and use of various isolation media, study of normal and pathogenic organisms, recombinant DNA techniques, and applied microbiology.  
 Prerequisite: A grade of C or better in BIO 100 or 103 or 107, or a grade of C- or better in VET 133.  
 3 class hours and 3 laboratory hours
- BIO 115(D) Plant Genetics and Evolution** **4 credits**  
 Some 300,000 plant species have been identified on earth: understanding how this astounding diversity came to be is one of the great challenges of science today. In this course we examine the ways plant traits are passed from generation to generation and how this has allowed plant species to evolve in earth's constantly changing environment. Students will perform experiments in plant genetics and molecular biology and analyze fossil pollen collected in the field. **Field trips will require moderate walking on varied terrain.**  
 Prerequisite: BIO 100, BIO 107, BIO 110, and BIO 120
- BIO 116(D) Astrobiology: Creation, Evolution, and Life** **4 credits**  
 Bring your willingness to ponder some big questions as we explore the rich and awe-inspiring story of the origin and evolution of energy, matter, and life as it is unfolding. What is the fascinating connection between life and the stars? Is there other life in the universe? How is the universe changing, and what will the fate of the earth be? This course looks at new findings about the 15 billion year history of the cosmos from the diverse perspectives of astronomy and biology in classroom and laboratory settings to answer these questions and more.  
 Prerequisites: None  
 3 class hours and 3 laboratory hours
- BIO 117(D) Human Anatomy and Physiology I** **4 credits**  
 A detailed study of the structure and function of the human body. Physical and chemical principles, as they apply to the comprehensive treatment of human physiology, form an integral part of the course. Content includes general introductory material, tissues, integumentary, skeletal, muscular and nervous systems and the special senses. Designed for nursing, pre-chiropractic, physical education, radiologic technology and other health-related majors. Some dissection of preserved animal specimen material is included.  
 Prerequisite: A "C" grade or better in BIO 100 or BIO 103 or BIO 107 or a passing grade on the challenge exam.
- BIO 118(D) Human Anatomy and Physiology II** **4 credits**  
 A continuation of Anatomy & Physiology I (BIO 117), concentrating on endocrine, circulatory, respiratory, digestive, urinary and reproductive systems, emphasis is placed on the correlation and integration of all the body systems. Some dissection of preserved animal specimen material is included.  
 Prerequisite: BIO 117  
 3 class hours and 3 laboratory hours
- BIO 120(D) General Zoology** **4 credits**  
 A basic science course that emphasizes the importance of animals and promotes their humane treatment. Covers the major animal groups, including ourselves, and provides an understanding of evolution, ecology, structures and functions of animals and humans.  
 3 class hours and 3 laboratory hours
- BIO 130(D) Conservation Biology** **4 credits**  
 An emphasis on the conservation of the world's different organisms and habitats. Students will become familiar with the issues and problems associated with protecting biodiversity. We will examine the science of conservation genetics, species diversity, community interactions, ecosystem and landscape ecology, and the global biosphere. Through case studies, we will explore the complex, interdisciplinary nature of conservation issues such as endangered species protection, habitat loss, land use management, ecological restoration, and sustainable development. In the laboratory, students will conduct field research, visit important local conservation areas, work with computer models, and become familiar with the tools scientists use to accomplish conservation objectives. Field labs require moderate walking over woodland terrain.  
 Prerequisite: None  
 3 class hours and 3 laboratory hours

- BIO 204 Introduction to the Study of Disease 3 credits**  
Presents the fundamentals of pathology, including mechanisms of the disease process, causes of disease, classification of diseases, pathology and the treatment of representative diseases, and survey of diseases by systems.  
Prerequisites: BIO 105 or BIO 117-118, or VET 133-134 **and** HTH 114 or VET 145
- BIO 222(D) Vertebrate Field Biology 4 credits**  
The evolution, physiology, ecology, behavior and identification of major vertebrate classes will be discussed. Required laboratory field trips will emphasize identification of local vertebrates through observational and quantitative sampling and collection techniques. Three one-hour lectures and one three-hour laboratory per week. **NOTE: Field trips and laboratories will require moderate amounts of walking over varied terrain and may require early-morning meetings.**  
Prerequisite: BIO 104 or BIO 120 or BIO 230
- BIO 230(D) Ecology 4 credits**  
A study of the interrelationships between plants and animals and the physical factors in their environment. Population, distribution, community structure, and ecosystems are analyzed by laboratory and field observations. Field trips require moderate walking.  
Prerequisite: A semester course in college biology or environmental science  
3 class hours and 3 laboratory/field hours
- BIO 243(D) Genetics 4 credits**  
An investigation into the nature of inheritance in plants, animals and microorganisms. This course covers the fundamentals of modern genetics including: the patterns of inheritance, molecular genetics, and population genetics. Current advances in topics such as DNA fingerprinting, the human genome project, and genetic engineering are also considered. Connections between genetics and evolution are woven into the course. Laboratories support the lecture topics and introduce students to modern techniques in biotechnology.  
Prerequisite: A grade of C or better in one of the following: BIO 100, 103, 107, 110, 112 or 120  
3 class hours and 3 laboratory hours
- BIO 271/ Practicum in Biology 1-3 credits**  
**BIO 272/273** Provides "hands-on" experience in the everyday staffing of a local museum, wildlife sanctuary, or nature center.  
Prerequisites: Permission of Division Dean and one semester of biological science.  
Hours by arrangement

## BUSINESS

- BUS 101 Introduction to Business 3 credits**  
Surveys the wide and complex range of operations that constitute the contemporary United States business scene. The latest business theories as well as brief historical backgrounds complete this overview of the way today's business community provides goods and services within the legal, ethical, and economic framework of the United States.
- BUS 104 Federal Income Tax for Individuals 3 credits**  
Introduction to the basic theory of taxation, particularly as it deals with the individual. Among the topics examined are the computation of taxable income, gains and losses, sales and exchanges of property, and various business and personal deductions.
- BUS 105 Keyboarding for Information Processing 1 credit**  
Basic keyboarding skills for such fields as accounting, business, computer information systems, data entry, or any occupation in which a keyboard is used.
- BUS 109 Keyboard Speedbuilding (Spring) 1 credit**  
Provides the beginning-keyboarding student who has just learned the keyboard with the opportunity to refine those new skills by developing the speed and accuracy necessary to apply the new skill to practical applications.  
Prerequisite: BUS 105 or OTC 111 or equivalent
- BUS 112 Developing a Professional Style 1 credit**  
A study of the interpersonal and communication skills fundamental for success in the workplace. Students will hone their professional style as they study topics including professional behavior, interpersonal interactions, and civility as they relate to the workplace.
- BUS 115 Computer Applications 3 credits**  
An introductory, hands-on course designed to provide an overview of microcomputer hardware and software currently available and to provide hands-on exposure to Internet, e-mail, operating systems, word processing, spreadsheets, database and graphics applications. Keyboarding skills preferred, but not required.  
**Note: students will not receive credit for both BUS 115 and CSI 111.**

- BUS 170 Business Mathematics 3 credits**  
 A focus on organizing, interpreting, assessing and communicating mathematical data for quantitative decision-making in the business environment. The problem solving, reasoning, and communications requirements in this course will help students make better decisions associated with common business functions such as: payroll and taxes; accounting; banking; both electronic and store-front retailing; insurance and finance. The course will stress critical and logical thinking skills, number sense and estimation, evaluating and producing statistical information, basic financial decision making, some fundamentals of probability, and an overview of the important social implications underlying any numerical data.  
 Prerequisite: Eligibility for MTH 085 and one of the following computer courses: CSI 111 or BUS 115 or BUS 215.
- BUS 215 Spreadsheets 3 credits**  
 Covers all aspects of spreadsheets using an integrated software package that combines a large, advanced electronic worksheet with state-of-the-art graphics and database management capacity. Begins with building a basic worksheet and progresses through the major commands and advanced features of the software package. Upon successful completion of this course, the student will be eligible to take to the microsoft office specialist exam in excel, which is administered by the college for a fee. Keyboarding skills preferred, but not required.
- BUS 220 Business Communications 3 credits**  
 Emphasizes the fundamental principles involved in major types of business correspondence, resume writing, and employment interview techniques. Emphasis is on practical applications in order to write original and more effective business communications. Exercises in oral communication emphasize the principles and strategies of communicating through the spoken word and modes that affect the oral situation, such as listening and body language.  
 Prerequisite: ENG 101
- BUS 222 Principles of Financial Management 3 credits**  
 Covers the financial management of the business firm; financial analysis, financial forecasting, financing instruments, the time value of money, valuation and rates of return, cost of capital, and capital budgeting decisions.  
 Prerequisite: ACC 112
- BUS 245 Introduction to International Business 3 credits**  
 An introduction to the international environment of business is provided with an emphasis on the challenges and opportunities that global economy offers all organizations – large or small, U.S. or foreign-owned companies, doing business in the United States or abroad. An emphasis on the international trade and finance, strategic planning, sociocultural issues, and political and legal forces.
- BUS 253 Introduction to e-Commerce (Fall) 3 credits**  
 This course will address issues related to developing an internet strategy for existing or new dot-com organizations/companies. It will address the advantages and disadvantages of using electronic commerce, the technologies needed and the differences in the types of communications inherent in electronic commerce. Finally, it will help to identify methods for integrating a business with the Internet.
- BUS 276 Internship in Business 1 credit**  
 A practical experience in which a student gains hands-on experience in an organizational setting while witnessing the practical application of classroom theory in the real world. Internships are collaboratively supervised by a faculty sponsor and a work-site supervisor.  
 Prerequisites: Twenty-four credits, a 2.5 grade point average, the successful completion of four business courses with a grade C- or better in each, and the approval of a Business Division faculty sponsor.
- BUS 277 Internship in Business 2 credits**  
 A practical experience in which a student gains hands-on experience in an organizational setting while witnessing the practical application of classroom theory in the real world. Internships are collaboratively supervised by a faculty sponsor and a work-site supervisor.  
 Prerequisites: Twenty-four credits, a 2.5 grade point average, the successful completion of four business courses with a grade C- or better in each, and the approval of a Business Division faculty sponsor.
- BUS 278 Internship in Business 3 credits**  
 A practical experience in which a student gains hands-on experience in an organizational setting while witnessing the practical application of classroom theory in the real world. Internships are collaboratively supervised by a faculty sponsor and a work-site supervisor.  
 Prerequisites: Twenty-four credits, a 2.5 grade point average, the successful completion of four business courses with a grade C- or better in each, and the approval of a Business Division faculty sponsor.

- BUS 280 Cooperative Education in Business I 3 credits**  
 Provides Accounting, Business Administration, and Office Technology students with the opportunity to apply classroom theory in an actual work setting in supervised positions related to their majors. Approximately 15-20 hours of work per week plus a 50-minute weekly seminar that includes discussion of topics related to success on the job and career exploration.  
 Prerequisites: Minimum of 27 credits, ACC 112 (for Accounting and Business Administration students only), and either the completion of, or current enrollment in, two other ACC, BUS, HFM, or OTC courses.
- BUS 281 Cooperative Education in Business II 3 credits**  
 Provides Accounting, Business Administration, and Office Technology students with the opportunity to acquire additional in-depth knowledge and demonstrate increased levels of expertise in supervised positions related to their majors. Approximately 15-20 hours of work per week plus a 50-minute weekly seminar are required. Seminar includes discussion of topics related to success on the job.  
 Prerequisite: BUS 280

## CHIROPRACTIC

- CHI 108 Chiropractic Principles and Practice (Spring) 3 credits**  
 Introduction to Chiropractic Science. Focus is the restoration and preservation of muscular-skeletal health and coordination of nervous system structures. Designed for students planning to become doctors of chiropractic. Basic and clinical sciences as well as related health subjects are covered.

## CHEMISTRY

- CHM 101(D) General Chemistry I 4 credits**  
 A study of the fundamental chemical laws and theories, including gaseous state, mole concept, stoichiometry, periodic law, and atomic and molecular structure. Descriptive materials supporting the discussion are from the field of inorganic chemistry. *In order to obtain graduation credit for this course, the student must successfully complete CHM 102 or CHM 114 or CHM 124.*  
 3 class hours and 3 laboratory hours
- CHM 102(D) General Chemistry II 4 credits**  
 An introduction to solutions, ionization, kinetics, energy, equilibria, acid-base theories, oxidation-reduction, and organic chemistry. Descriptive material supporting the discussion is from the fields of inorganic chemistry and organic chemistry.  
 Prerequisite: CHM 101, CHM 113, or CHM 121.  
 3 class hours and 3 laboratory hours
- CHM 113(D) Principles of Chemistry I 4 credits**  
 A study of the fundamental chemical laws and theories, including stoichiometry, the gaseous and liquid states, periodic law, atomic and molecular structures, and energy. Descriptive material supporting the discussion is from the field of inorganic and organic chemistry. Qualitative and quantitative laboratory work supports the lecture discussion. High School Algebra I or equivalent recommended. *In order to obtain graduation credit for this course, the student must successfully complete CHM 102 or CHM 114 or CHM 124.*  
 3 class hours and 3 laboratory hours
- CHM 114(D) Principles of Chemistry II 4 credits**  
 A study of solutions, ionization, acid-base theories, equilibria, oxidation-reduction, electrochemistry, and nuclear chemistry, and an introduction to organic chemistry. Descriptive material supporting the discussion is from the field of inorganic and organic chemistry. Qualitative and quantitative laboratory work supports the lecture discussion.  
 Prerequisite: CHM 113 or equivalent. High School Algebra I or equivalent recommended.  
 3 class hours and 3 laboratory hours.
- CHM 121(D) Inorganic Chemistry I 4 credits**  
 This course is recommended as a preparation for future chemistry courses. A study of scientific method; chemical laws and theories; electronic, atomic, and molecular structure and their underlying experimental basis; chemical bonding; periodic table relationships; quantitative and stoichiometric relationships; thermochemistry; gas laws; liquid state; and solutions. Qualitative and quantitative laboratory work supports lecture discussion. *In order to obtain graduation credit for this course, the student must successfully complete chm 102 or chm 114 or chm 124.*  
 Prerequisite: High School Algebra I or equivalent. High School Chemistry recommended.  
 3 class hours and 3 laboratory hours.

- CHM 124(D) Inorganic Chemistry II** **4 credits**  
 A study of properties of solutions, electrolytes, ionization, oxidation-reduction, electro-chemistry, kinetics, energy, thermodynamics, principles of chemical equilibria including ionic equilibria and solubility product, hydrolysis, acid-base theories, nuclear chemistry, and descriptive chemistry. Qualitative and quantitative laboratory work supports lecture discussion.  
 Prerequisite: CHM 113 or CHM 121.  
 3 class hours and 3 laboratory hours
- CHM 221(D) Organic Chemistry I** **4 credits**  
 A study of the chemistry of carbon compounds. Lectures cover the chemistry of the principal classes of the aliphatic hydrocarbons including nomenclature, molecular structure, stereochemistry, and reactivity. Stress is placed on the relationship among molecular structure, stereochemistry, and chemical reactions of these compounds. Laboratory includes classical techniques of separation and identification of organic compounds as well as modern techniques of instrumentation.  
 Prerequisite: CHM 124, 114, or 102 with permission of instructor  
 3 class hours and 3 laboratory hours
- CHM 222(D) Organic Chemistry II** **4 credits**  
 Continuation of Chemistry 221. Lectures cover the chemistry of the aromatic compounds, alcohols, ethers, organometallic compounds, aldehydes, ketones, and organic acids and amines. Stress is placed on the nomenclature, syntheses, molecular structure, stereochemistry, and principal chemical reactions of these compounds. Laboratory includes the characterization and synthesis of the above compounds using classical methods and modern instrumentation.  
 Prerequisite: CHM 221 or one previous semester of Organic Chemistry  
 3 class hours and 3 laboratory hours
- CHM 224(D) Organic Chemistry IIA** **5 credits**  
 Same lecture material as CHM 222 except for the addition of three laboratory hours. Laboratory includes the synthesis of compounds found in chemical literature. Modern instrumentation is used extensively to characterize and purify these compounds.  
 Prerequisite: CHM 221(D) or equivalent  
 3 class hours and 6 laboratory hours

## COMMUNICATION

- COM 101 Fundamentals of Video** **3 credits**  
 Focuses on video as a means of visual communication. Through screening and discussion of video and film, as well as group and individual projects in shooting, composition, editing, and sound, the course will cover such topics as how images create meaning, designing and planning a production, alternative styles of camerawork, use of sound, and effective editing. Emphasis is placed on understanding how video can be used to convey meaning in such areas as narrative, video art, multimedia, and documentary. No prior video experience is necessary, however access to a video camera is required.  
 Two, 2½ hour studios per week
- COM 105 Introduction to Visual Media** **3 credits**  
 An introduction to how information and ideas are communicated visually. The course integrates the study of how images convey meaning with exposure to how different images are made. Focuses on combining theory with the practice of making and analyzing images from advertising, painting, photography, video, film, television, and electronic media. Provides a conceptual foundation for students studying communication, video, photography, art, graphics, marketing, theater, journalism, and other fields dealing with visual media.
- COM 107 Professional Speaking** **3 credits**  
 Be on the cutting edge with this opportunity to develop communication skills in various professional scenarios. Employers expect their employees to perform speeches of various complexity and format. It is important for professionals to have dynamic communication skills in diverse practical scenarios. In this course students will have a variety of opportunities to gain confidence and skills with interviewing, persuasion, presentation technology, presentation development, problem solving, creativity, leadership and speaking dynamism. This class is suited to students who wish to increase their communication skills in professional fields such as marketing, education, law, politics, management, public relations or health professions (among others).  
 Prerequisite: COM 150

- COM 111(C) Introduction to Electronic Media** **3 credits**  
 Designed to introduce students in any area of study to the fundamentals of using electronic media to communicate information and ideas. Covers the use of the computer for multimedia presentation, digital image-manipulation, and digital sound. Specific skills covered are: writing to communicate, digitizing and editing sound, using the scanner, digitizing video, and interactive multimedia authoring. Through group and individual projects, students work with a specific area of interest to see how information changes as it passes through different media. A final project allows each student to apply course skills to the creation of an interactive multimedia CD-ROM. No prior computer experience is necessary.  
 Two, 2½ hour studios per week
- COM 112(C) Topics in Electronic Media** **3 credits**  
 An in-depth exploration of a single topic in electronic media. Students work either together or independently in the research, design, and production of a relevant major media project within the class or in conjunction with another course. Please see the course booklet or the instructor for details on the current topic. *May be taken more than once.*  
 Two, 2½ hour studios per week
- COM 113 Journalism I** **3 credits**  
 Theory and practice of journalism fundamentals for print and broadcast media. Brief history of media development and present trends. Basic news writing for newspapers, radio, and television. Techniques of editing. Criticism and analysis of college and area media.  
 Prerequisite: Eligibility for ENG 101
- COM 114 Mass Media** **3 credits**  
 A study of newspapers, magazines, radio, and television from the consumer's viewpoint. Covers techniques for influencing public opinion through propaganda and censorship, communication theories, film as a mold of values, evaluation of media accuracy, semantics and the media.
- COM 115 Introduction to Animation** **3 credits**  
 Using a variety of traditional and computer animation techniques, students will explore the basics of two-dimensional animation: the relationship of sound and image, storyboarding, line and cell animation, and stop-action animation. We will study examples of animation from early-animated film to state-of-the-art 3-D computer animation. Projects will include flipbooks, short animation studies, and a final individual animation. No drawing or computer experience is necessary.  
 Two, 2½ hour studios per week
- COM 116(C) Journalism II** **3 credits**  
 Concentrates on the advanced skills necessary for journalists to produce their own publications. Emphasis will be on specialized reporting skills for niche publications; the editing of material for libel and allocated space; the design of pages with art and photographs or advertisements; and the production skills necessary to create and produce a newsletter, community newspaper, or specialized magazine. Students will learn typography and the editing skills for points of entry to printed pages, basic survival skills in graphic design, and demographic marketing and distribution techniques via print and the internet.  
 Prerequisite: COM 113
- COM 118(C) Media for the Web** **3 credits**  
 Introduces students to the fundamentals of preparing images, sound, and video for use on the World Wide Web. The course focuses on how specific software packages such as Photoshop, Sound Edit 16, and Premiere are used to prepare media for delivery on the web. Emphasis will be placed on the effective use of visual design and communication principles in conveying information. Coursework will include projects in digital sound, digital imaging, and digital video.
- COM 121(C) Introduction to Communication** **3 credits**  
 Introduces perspectives from which human communication may be studied. Focuses on how we communicate with one another, looking specifically at the symbols we use and analyzing how they influence our thinking and behavior. Provides a conceptual foundation for examining language, nonverbal communication, small group behavior, and the impact of mass media on patterns of human interaction.
- COM 122 Introduction to Radio Broadcasting** **3 credits**  
 A presentation of many facets of radio. Topics to be covered include radio station management, programming, advertising, the federal communications commission, production techniques, and on-the-air practices. Com 150 recommended.
- COM 141 Practicum in Communication, Media, or Theater Arts** **1, 2, or 3 credits**  
 This course is designed to provide students with opportunities for the enhancement of their course work in communication, media or theater arts. Through experience gaining practical skills, students will work directly with an instructor on the design, implementation, and practical aspects of a project.  
 Prerequisite: None

- COM 150(C) Public Speaking** **3 credits**  
 Introduces students to the necessary elements of informative and persuasive public speaking. The course includes performance analysis of speakers and major historical speeches. Course skills learned are useful in all forms of oral presentation in professional and academic settings. Students are required to attend one outside speaking performance, to deliver several speeches in class, and to participate in group discussion. Please note that this course replaces SPE 120 Fundamentals of Speech. *Students will not receive credit for both SPE 120 and COM 150.*  
 Prerequisite: none
- COM 201(C) Electronic Media Seminar I** **3 credits**  
 This course provides students with an opportunity to pursue an area of electronic media beyond the introductory level. Over the semester, students will work independently on a major media project of their choice, meeting regularly with the instructor, and occasionally as a group to discuss topics of common interest. *May be taken more than once.*  
 Prerequisite: COM 101, 111, or 112
- COM 202(C) Electronic Media Seminar II** **3 credits**  
 A continuation of COM 201, providing additional opportunity to work independently on major media projects supervised by the instructor and supported by weekly meetings with a seminar group and individual meetings with the instructor.  
 Two, 2½ hour studios per week
- COM 204(C) Electronic Media Portfolio** **1-4 credits**  
 This course provides students with an opportunity to create a major media project that integrates various aspects of electronic media and that demonstrates the student's ability to work competently in the area. The creation of a portfolio of work accomplished while in the program is an integral part of the course as well as an oral defense before a portfolio committee.  
 Prerequisites: COM 201 and at least 21 credits of Electronic Media courses that may be taken concurrently.
- COM 215 3-D Computer Animation** **3 credits**  
 This course provides an introduction to the concepts of three-dimensional computer animation. Topics covered include: relationship of 2-D to 3-D animation, working in a three-dimensional environment, surfaces, lighting, and camera placement and animation output. Both professional and student 3-D animation will be screened and discussed. Projects will include short animation studies, and a final individual animation.  
 Two, 2½ hour studios per week
- COM 218(C) History and Criticism of Film** **3 credits**  
 A basic introduction to film studies. Covers film structure, both material and aesthetic, as well as the historical development of the film. Includes an overview of critical schools of thought in film theory and criticism.  
 Prerequisite: ENG 102  
 4 class hours
- COM 266 Introduction to Designing for the Web** **3 credits**  
 Provides students with a solid understanding of the effective use of graphic design and communication theory in web design. Students will acquire skills in HTML and software with an emphasis on visual design and communication principles. Builds upon the technical and creative foundations developed in ART 259 or COM 111. (same as ART 266.)  
 Prerequisite: ART 259 or COM 111  
 Two, 2½ hours studios per week

## CRIMINAL JUSTICE

### **The Mission of the Criminal Justice Program (CRJ)**

at Holyoke Community College is to provide students with a quality and relevant academic background in the field of Criminal Justice. Students who obtain an Associate Degree of Science from the CRJ program will be prepared to undertake further collegiate studies at four year institutions, or placement within a wide variety of criminal justice related fields.

- CRJ 100 Introduction to Criminal Justice** **3 credits**  
 Historical and philosophical background and critical evaluation of the criminal justice system. A study of the united states constitution and its impact on modern criminal justice. The relationship of crime to the police, prosecution, the courts, probation, parole, corrections, and the general functions of each. Exploration of the field of criminal justice and the professional career opportunities in it.

- CRJ 102 Criminal Evidence (Spring) 3 credits**  
 Examination of the rules of evidence, with emphasis on the best evidence rule, the hearsay rule, the exception to the rule, corpus delicti, opinion, evidence, circumstantial evidence, privileged communications, admissions and confessions, witnesses, courtroom procedure, and testifying in court.  
 Prerequisites: CRJ 100 and CRJ 112
- CRJ 103 Introduction to Corrections 3 credits**  
 Introduction to the modern correctional services of local, state, and federal institutions; the present philosophy, theory, and practice of the correctional process as it applies to convicted law violators of all age groups.
- CRJ 105 Introduction to Security (Spring) 3 credits**  
 A survey of the administrative, managerial, and functional aspects of contract and proprietary security services. The development, history, education, training, and legal aspects of security are included. Emphasis will be placed on facility and site surveys, risk analysis, internal and external protection, intrusion and access control design, alarm monitoring, computer information protection, and safety and disaster contingency planning.
- CRJ 110(B) Child Abuse and Neglect 3 credits**  
 Provides an understanding of child abuse and neglect as it involves the criminal justice system and public welfare. Develops skills needed for intervention and follow-up of complaints and in collaborating with other human service systems charged with the responsibility for dealing with child abuse and neglect cases.  
 Prerequisites: SOC 110 or PSY 110
- CRJ 112 Criminal Law and Procedure 3 credits**  
 This course studies the history and development of criminal law as a form of social control, the evolution of criminal law from civil law, and the relationship between common and statutory criminal law. The criminal process from investigation through indictment, arrest, arraignment, trial, and sentencing will be reviewed. Through analytic case studies, emphasis will be given to substantive aspects of criminal law and current constitutional restraints established by the united states supreme court on law enforcement procedures occurring during arrests, searches and seizures, interrogations, electronic surveillances and other investigative practices.  
 Prerequisites: CRJ 100
- CRJ 117(B) Criminology 3 credits**  
 Origin and development of crime, the relationship between law and crime, theories of social and psychological factors in criminal and delinquent behavior, current programs for treatment and prevention.  
 Prerequisites: SOC 110 or PSY 110
- CRJ 205 Criminal Investigation and Crime Analysis 3 credits**  
 This course provides students with an overview of the fundamentals of criminal investigation, including theories of investigation, proper conduct at crime scenes, collection and preservation of evidence, the use of informants, surveillance techniques, interviews, and interrogations. Emphasis will be given to proper police methods appropriate to specific types of crimes. Examination of the rules of evidence; courtroom procedure, testimony and demeanor. Includes hands-on evidence collection and analysis.  
 Prerequisites: CRJ 100 and CRJ 112
- CRJ 207 Police Operations 3 credits**  
 The study of line operations in law enforcement agencies with emphasis on patrol, traffic, investigation, juvenile, vice, and crime prevention, including reports, communications, and operational field procedures such as tactical units, techniques for handling civil disturbances and demonstrations, labor relations, community relations, and surveillance. The interrelationship of these operations and their role in carrying out the overall functions and responsibilities of law enforcement are emphasized.  
 Prerequisite: CRJ 100
- CRJ 208(B) Juvenile Delinquency 3 credits**  
 Theories, causation, and prevention programs. Rehabilitative theories and treatment programs of public institutions and private agencies are examined through case studies.  
 Prerequisites: SOC 110 or PSY 110
- CRJ 210(B) Human Relations: Diversity and Ethical Issues (Spring) 3 credits**  
 An examination of human relations issues including individual, group, and race and ethnic relations in the united states, especially as they affect the work of criminal justice practitioners. The resolution of individual and group conflict in various settings is emphasized.  
 Prerequisites: SOC 110 or PSY 110
- CRJ 211 Probation and Parole Practices 3 credits**  
 Covers the roles of probation and parole officers, including pre-sentence investigation; condition of probation and parole; parole boards; the administrative relationship of probation to community and criminal justice system agencies; and effectiveness, supervision, rehabilitation, recidivism, and aftercare.  
 Prerequisites: SOC 110 or PSY 110

- CRJ 216 Justice Administration 3 credits**  
This course evaluates the police, courts, and corrections management systems. The study and scope of justice administration, organizational and administrative principles, practices and issues spanning the justice systems administrative challenges and practices as well as what lies ahead.  
Prerequisite: CRJ 100, CRJ 103, and CRJ 105

## CONTEMPORARY STUDIES

- CSD 103 Living with Computers 1 credit**  
A non-technical course intended primarily to introduce basic computer concepts to students other than computer and business majors. Topics to be considered are computer hardware and software, data processing applications, and attitudes about computers.  
1 class hour
- CSD 114 Introduction to Cultural Diversity 3 credits**  
Introduction to cultural, ethnic, and racial groups with the goals of examining stereotypes and developing an appreciation of cultural diversity. The heritage and culture of several distinct groups is studied in detail, with special emphasis on the groups most common to the Connecticut River Valley. Students are encouraged to investigate their own cultural heritage.

## COMPUTER INFORMATION SYSTEMS

- CSI 101 Computer Concepts 3 credits**  
Students will learn basic through advanced computer concepts with an emphasis on both the personal computer and enterprise computing. Topics include hardware, application and system software, the internet and World Wide Web, communications, e-commerce, societal issues, database management, systems analysis and design, programming, information systems, career opportunities, certifications in the computer field, and computer trends. *Students may not receive credit for both CSI 101 and CSI 111.*  
Prerequisite: Eligibility for ENG 101
- CSI 102 Upgrading and Maintaining Your PC 1 credit**  
This course is a comprehensive, non-technical guide to upgrading your computer and fixing common problems. It provides step-by-step instructions for specific types of upgrades, fast and easy ways to troubleshoot common computer problems, and how to restore your system to working order after a bad upgrade.
- CSI 106 Programming Fundamentals I 4 credits**  
This course will introduce the students to program analysis and design using structured programming design concepts and techniques. Programming logic and concepts will be explored including algorithmic development, interface design, objects creation and use, data management, decision making, repetition and basic data structures using an object-oriented programming language. *Students will not receive credit for both CSI 105 and CSI 106.*  
Prerequisite: Eligibility for ENG 101 and MTH 095 or MPE  
Pre or Corequisite: CSI 111
- CSI 111 Computer Concepts with Applications 4 credits**  
Understand the fundamentals of computer nomenclature, particularly with respect to personal computer hardware and software and the World Wide Web; make use of the World Wide Web as a repository of the latest information and an integrated learning tool; develop an in-depth understanding of why computers are essential components in the business world and society in general; focus on the computer as a valuable productivity tool; recognize the personal computer's position as the backbone of the computer industry and emphasize its use as a stand-alone and networked device; present strategies for purchasing, installing, and maintaining a personal computer system; and, assist students in planning a career as a knowledge-worker in the information age. This course will enable students in any major to become computer literate. *Students may not receive credit for both CSI 111 and BUS 115 or for both CSI 111 and CSI 101.*  
Prerequisite: Eligibility for ENG 101
- CSI 120 Business Data Communications 3 credits**  
Investigates managerial aspects of communications systems, focusing on the relationship of communications technologies to the whole organizations. Sub-themes include the relationships of communications technology with information systems, the regulatory environment, and the effects of communications technologies on people.  
Prerequisite: CSI 101 or CSI 111

- CSI 171 Introduction to Using the Personal Computer 1 credit**  
 This course is designed for the beginning computer user and is a practical, step-by-step introduction to understanding personal computers, application software and operating systems using microsoft windows. This course is open to students of all levels of computer ability, and is recommended as a first course for students having no computer experience. Students learn how to converse with the personal computer using the mouse, keyboard, menus, toolbars, and dialog boxes; how to customize the operating system's interface; how to work with applications and documents, how to manage files and folders, how to use operating system accessories, how to access on-screen help, and an overview of troubleshooting operation systems. Alternative operating systems are also introduced. Keyboarding skills preferred, but not required.
- CSI 172 Word Processing I 1 credit**  
 This course provides basic training in typical word processing software such as microsoft word. Students will learn the essentials of the application environment (including menus, toolbars and special features), document creation, modification, printing and saving, document formatting (margins etc.), text and paragraph formatting, inserting and formatting graphics, charts and tables, spell and grammar checking, using templates, adding headers and footers, features relating to creating a research paper, and special features. Keyboarding skills preferred, but not required.
- CSI 175 Spreadsheets I 1 credit**  
 This course provides basic training in spreadsheets using software such as Microsoft Excel. Students will learn the essentials of spreadsheet creation, including data entry and editing, formatting, moving and copying data, printing, saving, and retrieving worksheets. Other topics include writing formulas and using functions, and working with charts and graphics. Keyboarding skills preferred, but not required.
- CSI 176 Spreadsheets II 1 credit**  
 This course allows the student to expand upon the topics presented in Spreadsheets I. Topics covered include working with advanced formulas and functions, managing workbooks and preparing them for the web, automating worksheet tasks, using and analyzing lists, enhancing charts and worksheets, object linking and embedding, and using what-if analysis. Students will develop critical thinking and problem-solving skills as they use spreadsheets to solve various business problems.  
 Prerequisites: CSI 175 (Spreadsheets I), or BUS 115
- CSI 178 Presentation Software 1 credit**  
 This course provides training in presentation graphics software (such as Microsoft PowerPoint). Students will learn to plan, create, modify, and enhance presentations with multimedia to produce a professional presentation. Students will be required to present a team project to the class. Keyboarding skills preferred, but not required.
- CSI 181 Web Site Design for Everyone 3 credits**  
 This course will provide the knowledge necessary to create a basic web site. Most of the basic features of web pages will be addressed: design issues, text and graphics, tables, forms and frames but they will be addressed using an HTML generator. Upon completion, students will be able to create their own basic web site.
- CSI 211 Systems Support I -- Hardware 3 credits**  
 The course will start to prepare students for credentialing such as A+ Certification. This course will teach students how to troubleshoot, install programs, use applications and Windows 9x operating systems as well as develop skills in formal problem solving. The student will also gain the benefit of hardware knowledge such as CPUs, memory, storage media, modems, and peripherals. The students will gain hands-on experience in building, upgrading and repairing computers.  
 Prerequisite: CSI 101 or CSI 111
- CSI 214 System Analysis and Design 3 credits**  
 An introduction to the systems development life cycle, with emphasis on the analysis and design phases. Structured methodologies utilizing CASE tools, as well as prototyping techniques, are covered. A substantial analysis and design project will be required. This course will provide the student an opportunity to advance well beyond the fundamental computer knowledge developed in a beginning computer class and aid the student in future classes. Upon successful completion of this course, the student will have the ability to design complex computer systems.  
 Prerequisite: 12 csi credits
- CSI 215 Ethical and Legal Aspects of Information Systems 3 credits**  
 The course will focus on the important role that information systems play in today's world. Professionalism, codes of ethics, and the legal issues surrounding copyrights and privacy will be explored. Theoretical analyses and case studies will be used as tools for getting students to think critically about the impact of information systems on society.  
 Prerequisite: 6 CIS credits
- CSI 216 System Support II--Software 3 credits**  
 A continuation of CSI 211 and will complete the process of preparing the students for credentialing such as A+ Certification Exam. This course will continue to teach the student how to install programs, network interface cards (nic), and hubs. Topics will include disk file systems such as FAT, FAT 32, HPFS and NTFS.

Unix and Linux will be discussed along with MAC OS systems. Topics that will be covered will be CD-ROM, CDRW, and external secondary storage devices.

Prerequisite: CSI 101 or CSI 111

- CSI 242 Applied Database Management 3 credits**  
Basic models and capabilities of standard database management systems for microcomputers will be emphasized. Focus is on use of a relational database management system to solve real-world problems. Also covers the theories of database selection, design, management, and security; application generators; and data distribution.  
Prerequisite: Introductory Computer Course (CSI 111, BUS 115, BUS 215, or equivalent)
- CSI 250 Current Topics in Information Systems 3 credits**  
A current topic is explored using information systems literature and resources. The focus of the course will change each semester. Student projects include current research, application details, formal presentations, and social implications.  
Prerequisite: 12 CSI credits
- CSI 251 Network Development 3 credits**  
Provides students with an opportunity to build upon the foundations learned in CSI 120, Business Data Communications. The student will develop the necessary skills to implement the basics of network building, work services, transmission media, and protocols. Through hands-on experience in setting up an actual computer network, the student will be able to demonstrate the how and why of networking technology, including the use of protocols.  
Prerequisite: CSI 101 or CSI 111
- CSI 252 Introduction to Web Site Development 3 credits**  
Provides the student with a conceptual methodology, beginning with the questions that should be asked before content is designed and implemented on the web and continuing through the stages of web site development from preparations and design implementation, maintenance, and continual improvement of the site. HTML will be utilized to learn the basics of web site development; in addition, current web page generators and animators for web page design will be employed. This course will examine a running case study that illustrates the types of decisions and issues a real company faces throughout the web site developmental process. *Student may not receive credit for more than one of these courses: CSI 231, 260, and 252*  
Prerequisite: CSI 111, eligibility for MTH 095 or equivalent of college-level algebra
- CSI 253 Introduction to e-Commerce (Fall) 3 credits**  
Addresses issues related to developing an internet strategy for existing or new dot-com organizations/companies. Also addressed are the advantages and disadvantages of using electronic commerce, the technologies needed and the differences in the types of communications inherent in electronic commerce. Finally, it will help to identify methods for integrating a business with the internet.
- CSI 254 Introduction to Java Programming I (Fall) 4 credits**  
Provides the student with a working knowledge of Java programming. Topics include using objects, defining and designing classes, controlling and verifying object behavior, iteration, and recursion. Methods, event handling and windows manipulation will also be covered. The complete development cycle, from problem specification through final code will be emphasized.  
Prerequisites: CSI 106, CSI 111, and eligibility for MTH 095 or equivalent of college-level algebra.  
3 class hours and 3 laboratory hours
- CSI 255 Scripting for the Web 4 credits**  
This course is designed to prepare the student for programming on the web utilizing the most widely used scripting languages. Fundamentals of logic will be addressed; development of algorithms and proper programming techniques will be covered. Security, browser specific code and interactivity will be addressed. Basic programming control and data structures will be taught. Server-side scripting will also be addressed.  
Prerequisites: CSI 252
- CSI 256 Java Programming II (Spring) 4 credits**  
Advances the student's knowledge of Java programming. Topics will include using graphics and user interfaces, handling exceptions, multithreading, client side Java, applets and service side and network programming; newer developments in the language will also be covered.  
Prerequisite: CSI 254  
3 class hours and 3 laboratory hours

- CSI 276/277/278 Computer Information Systems Internship I, II, III 1-3 credits**  
 Internships provide students with learning opportunities not available in the classroom, enabling them to earn credit for unpaid, supervised practical experience, applying principles learned in the classroom. On-campus internships are supervised by a faculty member of the CIS department; off-campus internships are supervised collaboratively by a faculty member of CIS and an on-site professional. Appropriate supporting assignments are determined by the supervisors and the student. The internship placement may be initiated by the student, the supervising faculty member or an on-site professional. The supervising faculty member determines in advance whether the work will be a 1-, 2-, or 3-credit internship.  
 Prerequisites: Sophomore status, at least four previous CSI courses, and consent of a faculty supervisor from the CIS department.
- CSI 280 Computer Information Systems Cooperative Education I 3 credits**  
 A cooperative field experience that enables students to apply classroom theory, expand their skills, and gain experience in an actual work setting. Students will work 15-20 hours weekly in a supervised position related to their major with an area business or industry. A required weekly 50-minute seminar includes discussion of topics related to success on the job and career exploration.  
 Prerequisites: Two (2) CSI courses and a minimum of 27 credits
- CSI 281 Computer Information Systems Cooperative Education II 3 credits**  
 An opportunity to develop in-depth knowledge and demonstrate increased levels of expertise in a supervised position. Approximately 15-20 hours per week of work plus a 50-minute weekly seminar. Seminar includes presentation of reports and discussion of topics related to success on the job.  
 Prerequisite: CSI 280

## CULINARY ARTS

- CUL 100 Culinary Foundations I (Fall) 3 credits**  
 An intensive course designed to prepare students for professional studies in the culinary arts. Focus will be on understanding characteristics of the ingredients used in food preparation as well as developing an appreciation of food as a sensory, cultural, and aesthetic experience.  
 Prerequisite: MTH 075 or adequate score on Mathematics Placement Examination.  
 Corequisite: CUL 115  
 2 class hours and 6 laboratory hours, plus special projects as assigned
- CUL 101 Culinary Foundations II (Fall) 3 credits**  
 An intensive course designed to prepare students for professional studies in the culinary arts. Focus will be on developing proficiency in a number of basic food preparation techniques, then using that proficiency to prepare and present food items in a variety of settings. Students will be introduced to the various career opportunities that exist in the culinary arts.  
 Prerequisite: CUL 100  
 One class hour and 6 laboratory hours, plus special projects as assigned
- CUL 103 Nutrition for Food Service Professionals 2 credits**  
 An introductory course in human nutrition for the culinary arts student, foodservice management student, and foodservice professional. The course content focuses on the science of human nutrition as it relates to personal health, food preparation, menu planning, recipe modification, and the marketing of nutritious menu items within a commercial or institutional foodservice setting.
- CUL 104 Professional Standards for the Foodservice Industry (Fall) 1 credit**  
 Focus on personal development and professional behaviors as they apply to the foodservice industry. Students will learn techniques for managing job-related stresses, effective personal and professional communication. This course will emphasize problem solving, critical thinking, and the ability to relate to others in a professional work environment.
- CUL 105 Special Events Skills (Fall) 2 credit**  
 An introduction to culinary and dining service skills as practiced in function settings. Students will participate in an ongoing series of special banquet and reception projects during which they will be coached through the food preparation and service required. Attendance is required at seven, one-hour coordinating sessions scheduled during the semester; students must also complete 40 clock hours of function participation as assigned.  
 Pre/co-requisite: CUL 100
- CUL 110 Baking Theory and Practice (Fall) 3 credits**  
 The fundamental principles and procedures for preparing baked goods, pastries, and desserts. Proper mixing and baking techniques, weights and measures, recipe conversion, terminology, function of ingredients, and baking science. Preparation and analysis of cookies, cakes, butter creams, icings, quick breads, yeast breads, and pastries. Appropriate for in-service professionals as well as cooks and students who desire further training in baking techniques. Lecture, demonstration, and laboratory methods insure that a firm base in both theory and practice of the baking arts is acquired.  
 1.5 class hours and one, 4-hour laboratory

- CUL 111 Sanitation and Safety (Fall) 1 credit**  
A study of sanitation and safety problems encountered in the food service industry, with an emphasis on proper food handling techniques.
- CUL 115 Culinary Math (Fall) 1 credit**  
The fundamental principles of arithmetic as applied in the foodservice industry. Topics include weight-to volume conversions, yield percentages, edible and as purchased food costs, portion costs, recipe size conversions, and kitchen ratios. Foodservice industry software will be used to demonstrate real-life applications.
- CUL 230 A la Carte Cooking and Service (Spring) 6 credits**  
Builds on fundamental cooking techniques for stocks, sauces, meats, vegetables, poultry, and seafood. Also includes knife skills, garde-manger, canapés, hors d'oeuvre, tableside service, and international cuisine.  
Prerequisites: CUL 101  
1 class hour and 9 laboratory hours
- CUL 250 Banquet Cooking and Service (Spring) 3 credits**  
An intensive study of both the technical and management skills used in a quantity food production facility, with special emphasis on the sales and service of food events. Topics covered include styles of dining room service, tableside preparation, the service and hosting function, conference and banquet marketing, the marketing service, and control of wine and alcoholic beverages.  
Prerequisite: CUL 101  
1 class hour and 56 lab hours in special events as assigned.

## DEAF STUDIES

*See also AMERICAN SIGN LANGUAGE for related courses*

- DFS 101(C) Introduction to Deaf Studies 3 credits**  
This course introduces a variety of topics relating to the deaf community. Topics include, but are not limited to, language use, educational philosophies in the schools, technology use in the deaf community, various professions in which one can work with deaf people, causes of deafness, and anatomy of the ear. Through readings, lecture, guest speakers, and class discussion, many topics will be discussed and myths will be dispelled.
- DFS 103(C) Introduction to Language and Linguistics: How Language Works 3 credits**  
What is language? What is an accent? How do children learn language? These are some of the questions explored in this introductory course about language structure. This course investigates the nature of sounds, words, sentences, meanings, and conversations. The course applies learned concepts to other areas of language study: language acquisition, dialect variation, sign language, and language change. Emphasis is placed on collection and analysis of everyday language examples. (same as ANT 103 (B) and ENG 103(C))  
Prerequisite: ENG 101
- DFS 104(C) Deaf Culture 3 credits**  
This course provides an in-depth study of American Deaf culture and the American Deaf community from a multidisciplinary perspective. Language, values, traditions, social interactions, and diversity of membership are discussed through readings, guest speakers, lectures and class discussion.  
Prerequisite: DFS 101
- DFS 106(C) Deaf History 3 credits**  
This course presents the history of deaf people starting with the ancient world and progressing to present day america. Topics include the history of oppression and accomplishments of deaf people, various historical views of deaf people, the treatment of deaf people, the influence of European philosophy on the American Deaf community, the rise of schools for the deaf, and the modern Deaf empowerment movement.  
Prerequisite: DFS 101
- DFS 204 Pre-Practicum in Deaf Studies 3 credits**  
This course will prepare students for their practicum experience and help lay the foundation for future employment in the field. Through a combination of lecture, class discussion, guest speakers, and professional readings, students will become acquainted with various professions that work with the deaf/hard-of-hearing population. This will culminate with the students' final plan for their subsequent practicum.  
Pre-requisite: ENG 101, DFS 101
- DFS 205(C) Deaf Literature 3 credits**  
This course explores the rich literary works of deaf people and their experience. Various literary genres, such as novels, films, poetry and humor, are discussed and analyzed through readings, videotapes and lectures.  
Pre-requisite: ENG 102, ASL 201

- DFS 213 Practicum in Deaf Studies 3 credits**  
 This course gives students the experience of working in the field with deaf/hard-of-hearing individuals in a supervised setting approved by the coordinator of Deaf Studies. Students will enhance their receptive and expressive skills in ASL as well as increase experience in and knowledge of Deaf culture. Students must complete 120 placement hours and attend a one-and-a-half-hour weekly seminar to discuss issues raised in the field. Placements include educational settings, independent living agencies and agencies that serve the deaf/hard-of-hearing population. CORI/SORI check may be required.  
 Pre-requisite: DFS 204, ASL 201 and permission from the Deaf Studies Coordinator

## DEVELOPMENTAL DISABILITIES

- DVD 110 Introduction to Developmental Disabilities 3 credits**  
 Introduction to developmental disabilities such as mental retardation, autism, syndromes (e.g., Down syndrome, Fetal Alcohol syndrome), neurological, sensory, physical and health impairments, learning disabilities, and emotional and behavioral disorders. Incorporates a socio-political perspective (laws, legislation, court cases, and attitudes on the treatment of people with developmental disabilities.) Effective teaching and intervention strategies will be explored. Special attention will be devoted to addressing barriers to integration and the impact on the individual and his/her family. Students will explore their own beliefs and biases regarding people with disabilities and their possible role as change agents in society.  
 Prerequisite: ENG 101 eligible
- DVD 210 Current Issues in Developmental Disabilities 3 credits**  
 This course will address issues specific to work with individuals with developmental disabilities and mental retardation. The overarching theme is finding balance between the individual's right to self-determination and the health and safety of the individuals being served. Students will gain a deeper understanding and appreciation of issues that may have been presented in previous human service classes. In addition, they will further develop their skills in working with people with developmental disabilities, as well as developing the skills needed to work with agencies, communities, and families. Topics covered in this class may include person centered thinking, teaching and learning, diversity, health and wellness, sexuality, human rights, grief and loss, and working with families.  
 Prerequisites: HSV 113, DVD 110, PSY 110

## ECONOMICS

- ECN 100(B) Contemporary Economic Issues 3 credits**  
 An issues-oriented course designed to provide a broad background for the understanding of contemporary economic problems.
- ECN 101(B) Principles of Economics I 3 credits**  
 A brief introduction to basic principles and processes of economics, particularly as applied to American capitalism. Covers the field of macroeconomics, including such topics as national income analysis, money and banking, and fiscal and monetary policy. Focus is placed on understanding current economic debate.
- ECN 102(B) Principles of Economics II 3 credits**  
 An introduction to microeconomics, concerned with how the economic system of American capitalism determines what products and services are produced, how they are produced, and the way in which their benefits are distributed. Included are a detailed analysis of the tools of supply and demand, the operation of industries with different characteristics, and the determination of wages. Focus is placed on understanding public policy designed to affect the operation of the market system.  
 Prerequisite: ECN 101 or equivalent
- ECN 120(B) Environmental Economics 3 credits**  
 Problems of environmental quality, specifically the relationship between economic growth and environmental degradation (water, air, and solid waste pollution); depletion of resources, congestion, etc. Focus is on the contributions of economics to an understanding of the causes of environmental degradation and to the determination of alternative solutions to environmental problems in the United States.  
 Prerequisite: Any course in Environmental Science Technology or Environmental Science (ENV or ESC) previously or concurrently

## EDUCATION

- EDU 100 Becoming a Teacher, Professional Standards in Education 3 credits**  
 This course provides an introduction to the process of becoming an education professional. Emphasis will be placed on discovery of personal values, attitudes, and attributes that contribute to the development of professional behavior and demeanor. Students will gain an understanding of educational leadership styles. Students will review current standards in education, including state licensure and certification requirements. Through a variety of interactive exercises, students will develop a personal framework for professional problem-solving.

- EDU 101 Early Childhood Programs 3 credits**  
 An introduction to early education and care for young children. Included are the history and philosophies that influence programs for young children today. Philosophies and programs studied include: Piaget, Erikson, Vygotsky, Gardner, Developmentally Appropriate Practice, Inclusion, Center Based Child Care, Montessori, and Reggio Emilia. *A 20-hour field study, in an inclusive setting for young children, will be required.*  
 Prerequisite: Eligible for ENG 101
- EDU 104 Child Development and Behavior 3 credits**  
 Provides an understanding of the characteristics and developmental stages of young children. Students will explore the physical, emotional, social, and intellectual growth of children from the prenatal state to eight years of age. Provides insight into the feelings and behavior of young children through observations and participation in group activities.  
 Prerequisite: Eligible for ENG 101
- EDU 117 Infant and Toddler Development and Program Planning 3 credits**  
 A study of infant and toddler development related to the design and implementation of curricula. Examines developmentally appropriate settings for children from birth to age 3. Theories of infant and toddler development will be applied in program planning through written lesson plans, student-created materials, and direct observations.  
 Prerequisite: EDU 104
- EDU 120 Guiding children’s behavior 3 credits**  
 Designed to offer insights into the behavior of children and identify effective ways of encouraging positive behavior in the school and home setting.  
 Prerequisite: EDU 104
- EDU 130 Young Children and Computers 1 credit**  
 Provides the knowledge and skills to create a healthy technological computer environment for 3- to 8-year olds. “Hands-on” experience evaluating developmentally appropriate software and multimedia. Provides insight into the cognitive and social benefits of integrating computer technology into early childhood programs.
- EDU 150 Topics in Education 3 credits**  
 A survey of current early childhood education literature and resource materials that explore topics in the field. The focus of the course may change each semester. Students will be expected to complete a research project.
- EDU 175 MTEL-CLS Test Preparation 1 credit**  
**Massachusetts Test for Educator Licensure – Communication and Literacy Skills**  
 Designed for students planning to become teachers and who will be transferring to 4-year institutions. The course will prepare them to take the required Communication and Literacy Skills portion of the state’s MTEL test. The objective of the course is to offer an intensive experience to acquaint students with the types of material and questions that will be on the test, to teach students appropriate strategies, and to provide students with practice exercises and sample questions. Students will have an opportunity to take a sample MTEL test at the end of the course. Materials distributed in class may also be used after the course to review for the actual test.  
 Prerequisite: ENG 102
- EDU 208 Children with Disabilities in the Educational Setting 3 credits**  
 This course provides a survey of the unique needs of children with disabilities and “at-risk” students within the educational context. An emphasis will be placed on understanding the origin and characteristics of specific disabilities, and development of collaborative intervention strategies that meet the needs of all children. *A 20-hour service learning unit in an inclusive educational setting is required.*  
 Prerequisite: EDU 104
- EDU 210 Curriculum in Early Education 4 credits**  
 Emphasizes how children learn within a developmentally appropriate setting. Students will use a thematic approach in designing an antibias curriculum in alignment with the Massachusetts Guidelines for Preschool Learning Experiences. Content areas to be explored include Language and Literacy, Science, Math, Blocks, Creative Arts, and Dramatic Play in an inclusive classroom setting . These concepts will be applied in a laboratory based experience that will include written lesson plans, student-made materials and participatory workshops.  
 Prerequisite: EDU 104 and ENG 101
- EDU 213 Practicum (Student Teaching) 6 credits**  
 This is an internship in which students will experience team-teaching at an inclusive early childhood setting for children between the ages of 2.9 and 5.0 years. Students are required to develop an integrated curriculum that allows children to learn through play. Interns are involved with program planning, designing student-

made materials, assessing children's development, and managing the whole group of children. Weekly seminars address the issues of self-evaluations, interpersonal relationships (between staff, children, families and communities), ethics, field trips, and classroom management strategies.

**Note:** In order to do student teaching, students must be enrolled in either the M026 or M027 Early Childhood Program and must meet the general admission requirements of the College. In addition, applicants must meet admission requirements specified by the department. *However, admission to the education program does not insure a practicum placement.* Prior to obtaining a practicum assignment, records of students will be subject to review pursuant to the Criminal Record Information Act, Massachusetts General Laws, Chapter 6, Sections, 172-178, and Massachusetts General Laws, Chapter 28A, Section 1, et seq., and regulations promulgated pursuant to such statutes. Students should register for EDU 213 during the priority-registration period in order to insure that the criminal records check (CORI) is received by the field placement site prior to the first day of the semester. Students who register late and/or whose CORI paperwork is not received may not be able to student teach.

Prerequisite: Satisfactory completion of 30 credits of work (sophomore standing) that includes EDU 101, 104, 208, 210 and ENG 102.

1 lecture hour and 15 laboratory hours

**EDU 220 Day Care Policy and Staff Development 3 credits**

An in-depth review of the current Standards of Licensure of Day Care in Massachusetts. Federal and state laws and policies regarding child care are studied. A variety of models of staff recruitment, development and staff supervision are presented, as well as effective methods in parent relationships and an understanding of parents rights, developing crisis intervention strategies, making social services referrals, providing transportation, and reviewing state and federal health care policy and procedures.

Prerequisite: D.E.E.C. Lead Teacher Certified

Co-requisite: Employment in a Licensed Child Care facility (working directly with preschool-aged children for a minimum of 12 hours per week)

**EDU 230 Day Care Administration 3 credits**

A career course leading to MA Department of Early Education and Care (DEEC) certification as Director I. Includes different organizational structures, fiscal affairs, program management, development, evaluation procedures, and public relations. Covers how to provide nutritional programs and reviews state and federal health care policies and procedures.

Prerequisite: D.E.E.C. Lead Teacher Certified

Co-requisite: Employment in a licensed Child Care facility working directly with preschool-aged children for a minimum of twelve hours per week.

**EDU 268 Computer Technology in Education (Pre K-6) 3 credits**

Provides students with the knowledge and understanding of theoretical and practical issues of technology being applied by children, preschool through grade 6. Appropriate software will be examined, educational practices of the internet explored, and direct contact with existing educational programs will be experienced.

Prerequisites: EDU 104 (Sophomore status recommended)

## ENGINEERING

**EGR 110(D) Robotics: Explorations In Construction And Design 4 credits**

Explore the multidisciplinary world of robotics, and its relevance to current humanitarian, social, and environmental concerns. Modeling the fields of science and engineering, this class will be based on teamwork and cooperative problem solving in a supportive, hands on, laboratory environment. Solutions to a series of challenges will be designed, constructed, tested and revised by students working together in groups. A standard, modular, mobile robotics system will be used to design and construct robots capable of carrying out a single task or multiple tasks related to a variety of applications. The role of science, engineering and technology in modern society will also be explored.

Prerequisite: None

3 class hours and 3 laboratory hours

**EGR 113 Introduction to Engineering with C++ 3 credits**

A brief discourse on the fields and functions of engineering, followed by an introduction to computer programming using C++ with emphasis on engineering applications. Topics are fundamentals of C++, including the binary and octal number systems, selection and repetition structures, arrays, functions, classes, class functions, input/output and pointers. Students will write programs to be run on the colleges computers.

Prerequisite: MTH 104

2 class hours and 3 laboratory hours

**EGR 117 Introduction to Engineering with Computer Applications 3 credits**

Approximately two-thirds of the course will be devoted to computer-aided drafting (CAD) using TurboCAD software, with the other one-third focused on spreadsheet processing. Emphasis will be on solving problems related to engineering, and students will be required to do their assignments using the College's microcomputer facilities.

Prerequisite: MTH 104 or adequate score on the Mathematics Placement Examination

2 class hours and 3 laboratory hours

- EGR 205 Engineering Drawing and CAD 3 credits**  
Principles of engineering drawing including orthographic projection, conventions and design. Implementation of assigned problems will be by computer-aided drafting (CAD) and sketching.  
Prerequisite: EGR 117  
2 class hours and 3 laboratory hours
- EGR 221 Mechanics (Statics) 3 credits**  
A vector treatment of the equilibrium of particles and rigid bodies. Topics to be included are vector algebra, forces, moments, couples, equations of equilibrium, free body diagrams, graphical techniques, constraints, structures and mechanisms, friction, centroids and moments of inertia, and method of virtual work.  
Prerequisites: MTH 112 and PHS 111
- EGR 222 Mechanics II (Strength of Materials) 3 credits**  
A study of the methods of determining stresses, strains, and deflections in engineering materials and structures that result from the application of physical loads.  
Prerequisite: EGR 221
- EGR 223 Systems Analysis (Circuit Analysis I) 4 credits**  
Covers time-domain analysis and techniques for writing and solving system dynamic equations with applications to electronics and other types of circuits. No prior knowledge of electricity or electronics is required.  
Prerequisites: PHS 111 and MTH 112  
3 class hours and 3 laboratory hours
- EGR 224 Systems Analysis (Circuit Analysis II) 4 credits**  
A continuation of EGR 223 covering concepts relating to transfer functions, digital and Analog Aolutions of System Equations, and Time and Frequency domain analysis techniques.  
Prerequisite: EGR 223  
3 class hours and 3 laboratory hours
- EGR 250 Thermodynamics 3 credits**  
The classical thermodynamic principles and laws, including thermodynamic properties of substances, work, and heat; as well as the first and second laws of thermodynamics and their implications, including the concepts of entropy, reversible and irreversible processes, and cycles.  
Prerequisites: MTH 112 and PHS 111

## ENGLISH

### Placement in English

To determine that students are properly prepared for college level language and literature, the college requires that each entering student take placement tests in reading and writing. Students begin in either Reading Efficiency (ENG 097) and/or Fundamentals of Writing (ENG 098), or Language and Literature (ENG 101).

- ENG 097 Reading Efficiency 3 credits**  
Prepares students for college-level reading by introducing them to a variety of college texts and literary works and providing strategies for improving their comprehension through reading and writing activities. Also suited for students for whom English is a second language, those who consider themselves poor readers, and those interested in improving their general study skills. *Credits earned in this course do not count toward the total credits required for graduation.*  
**Note:** Student must pass ENG 097 and/or ENG 098 with a grade of C- or better, or ENG 096 or ENG 099 with a grade of C- or better, or earn appropriate scores on English Placement Tests to register for ENG 101.
- ENG 098 Fundamentals of Writing 3 credits**  
Prepares students for the English requirement (ENG 101-102) by giving them the opportunity to develop college-level writing skills. Emphasis is on understanding the basic rules of grammar and the fundamentals of prose writing by responding to appropriate readings. *Credits earned in this course do not count toward the total credits required for graduation.*  
**Note:** Student must pass ENG 097 and/or 098 with a grade of C- or better, or ENG 096 or 099 with a grade of C- or better, or earn appropriate scores on English Placement Tests to register for ENG 101

- ENG 099 Reading and Writing 6 credits**  
 ENG 099 combines ENG 097 (Reading Efficiency) and ENG 098 (Fundamentals of Writing). The skills of reading comprehension and college writing will be developed through reading and writing about a particular topic from a discipline such as psychology, history, biology, and business. A specific topic could be immigration (history), marketing (business), civil rights (government), evolution (biology). Students will learn strategies for reading a variety of college texts and will write about themes and issues which emerge from the readings. Essentially, ENG 099 is a learning community team taught by one english instructor and one instructor from another discipline. *Credits earned in this course do not count toward the total credits required for graduation*  
 Prerequisite: Appropriate score on English Placement Tests
- ENG 101(A) Language and Literature I 3 credits**  
 This course covers the ability to communicate with others, to think critically, and to comprehend reading assignments. Emphasis is on expository writing, the research process, and on acquiring word processing and other appropriate computer skills. Frequent short essays are assigned, amounting to a total of approximately three thousand words during the semester.  
 Prerequisite: Appropriate score on English Placement Tests or completion of ENG 097 and/or ENG 098 with a grade of C- or better, or ENG 096 or ENG 099 with a grade of C- or better.
- ENG 102(A) Introduction to Language and Literature II 3 credits**  
 Covers the ability to communicate with others, to think critically, and to comprehend literary works. The emphasis is on writing critically about fiction, poetry, and drama. Frequent short essays are assigned, amounting to a total of approximately three thousand words.  
 Prerequisite: ENG 101
- ENG 103(C) Introduction to Language and Linguistics: How Language Works 3 credits**  
 What is language? What is an accent? How do children learn language? These are some of the questions explored in this introductory course about language structure. This course investigates the nature of sounds, words, sentences, meanings, and conversations. The course applies learned concepts to other areas of language study: language acquisition, dialect variation, sign language, and language change. Emphasis is placed on collection and analysis of everyday language examples. (Same as ANT 103(B) and DFS 103(C).)  
 Prerequisite: ENG 101
- ENG 104(A) Introduction to Language and Literature I and II 6 credits**  
 Covers the ability to communicate with others, to think critically, and to comprehend works of literature and non-fiction. Emphasis is on expository writing; writing critically about fiction, drama, and poetry; the research process; and on acquiring word processing and other appropriate computer skills. Frequent short essays are assigned, amounting to a total of approximately six thousand words during the semester.  
 Prerequisite: Appropriate score on English Placement Tests or completion of ENG 097 and/or ENG 098 with a grade of C- or better, or ENG 096 or ENG 099 with a grade of C- or better.
- ENG 201(C) Major Writers of England and Ireland (I) 3 credits**  
 A study of major figures in English and Irish literature from their beginnings to the 18th century. Readings from the work of such writers as Chaucer, Marlowe, Spenser, Shakespeare, Donne, Milton, Dryden, Pope, and Fielding will be studied with a view toward understanding the human condition as well as aesthetic values.  
 Prerequisite: ENG 102
- ENG 202(C) Major Writers of England and Ireland (II) 3 credits**  
 English and Irish literature from the 18th century to the present. The works of such poets as Wordsworth, Keats, Tennyson, Browning, and Yeats and such novelists as Jane Austen, Dickens, George Eliot, Conrad, and Lawrence will be read.  
 Prerequisite: ENG 102
- ENG 211(C) Major American Writers (I) 3 credits**  
 This course may focus chronologically on such American writers as Poe, Hawthorne, Melville, Whitman, and Dickinson; or, it may be organized thematically on topics such as Puritan religious tradition (Bradford, Edwards, Hawthorne, Dickinson); attitudes toward the natural world (Cooper, Thoreau, Emerson); dissonant voices (Stowe, Thoreau, Twain, Whitman, Jacobs); or liberation and limitation (Jefferson, Douglas, Jacobs, Melville).  
 Prerequisite: ENG 102
- ENG 212(C) Major American Writers (II) 3 credits**  
 This course may focus chronologically on such American writers as Eliot, Frost, Hemingway, Faulkner, and O'Neill; or, it may be organized thematically on topics such as the city in literature (Yeziarska, Wharton, Dreiser, Crane, James); pioneers and immigrants (Cather, Rolvaag, Curran, Mangione); small town (Anderson, Robinson, Lewis, Cheever, Carver); dissonant voices (Baldwin, Kerouac, Cummings, Miller, Eliot); or southern voices (Faulkner, Glasgow, O'Connor, Williams, Mason, Gaines).  
 Prerequisite: ENG 102

- ENG 214(C) The Short Story** **3 credits**  
 The short story will be read as a source of enjoyment and of insight into universal human situations. Theme, style, and structure will also be discussed. Emphasis might be on the sense of place (from Chekhov's Russia to the American South of Faulkner and O'Connor), the international short story (Calvino, Gordimer, Kincaid, Trevor), stories from Latin America (Cortazar, Ortega, Borges, Garcia-Marquez), or contemporary American short fiction (Bobbie Ann Mason, Tobias Wolff, Raymond Carver).  
 Prerequisite: ENG 102
- ENG 215(C) Modern Poetry in English** **3 credits**  
 Provides both a grounding in the established "greats" (Yeats, Eliot, Frost, Stevens, Williams, and Lowell) and an exploration of selected contemporary poets. Emphasis is on the poem as an auditory as well as an intellectual experience. The aim is to provide an in-depth encounter not only with poems but also with other people who find good poetry exciting.  
 Prerequisite: eng 102
- ENG 217(C) Creative Writing** **3 credits**  
 Centers on weekly student writing of poems, short stories, plays, or personal essays. Specific projects will be determined by individual and group interests. Group discussion of works-in-process will help the individual to achieve a significant creative writing project for the semester. Examples of creative excellence will be read and discussed, with some attention to critical and aesthetic theory.  
 Prerequisite: ENG 102
- ENG 218(C) Advanced Academic Writing** **3 credits**  
 Designed for transfer students planning to major in the liberal arts, as well as others interested in developing a clear, efficient prose style. This course will emphasize the techniques of academic research, including formulating research questions, using sources, constructing arguments, planning and drafting essays, and revising effectively. Course work will focus on student writing, but may include analysis of non-fiction prose chosen by the instructor.  
 Prerequisite: ENG 102
- ENG 223(C) Writing in the Professions** **3 credits**  
 Focuses on developing the specific, clear and lucid prose required in a professional writing environment. Students will attend to various types of writing that reflect the communication demanded of business, science, and other professional careers. Students will employ computer and multimedia technologies to prepare many of the assignments in the course. The semester will culminate in a major report that studies a particular problem that student groups or individuals have researched within their own disciplines.  
 Prerequisite: ENG 102
- ENG 224(C) Children's Literature** **3 credits**  
 Students will apply techniques of critical analysis to works written for young readers. Students interested in sharpening the analytic skills they have developed in English 102 will find a rich field of inquiry in literature written for children, while those with an interest in psychology will find that analysis of course texts can deepen their understanding of human development. Future teachers will have the chance to build up a repertoire of texts to share with their own pupils, and students who have young children in their lives will learn to look at books they share with children from a new perspective. No matter what their specific interests, all students will have the opportunity to reflect back upon their own childhood reading experience as they revisit texts which were meaningful to them once upon a time.  
 Prerequisite: ENG 102
- ENG 226(C) Asian American Literature** **3 credits**  
 Designed to explore cultural perspectives through Asian-American literature in the context of American experience, the course will sample well-known works of fiction, drama, or poetry by Asian Americans and encourage students to reflect on their own cultures and values through the unique perspectives of these writers. Representative works and writers may include Amy Tan, Chang-Rae Lee, Ha Jin, Lisa See, Gish Jen, Maxine H. Kingston, Shawn Wong, as well as David H. Hwang, Wakako Yamauchia, and Velina H. Houston. Students can expect to leave this class with not only greater knowledge of Asian America but also a deeper understanding of what it means to be a pluralistic society.  
 Prerequisite: ENG 102
- ENG 227(C) Creative Writing for the Theater** **3 credits**  
 Creative writing exercises and class activities will help students develop their own projects, such as writing short plays, screenplays, or monologues, or scripting and shooting a short movie. Students will learn about the elements of drama by analyzing the structure and dialogue of a few selected plays, and by actively exploring these ideas in their own writing. Student work will be considered for production. Same as THE 227  
 Prerequisite: ENG 102
- ENG 230(C) Current Themes in Literature** **3 credits**  
 Begins with a contemporary work that embodies a theme of current interest, and aims at developing a perspective on that theme as it has been explored in a representative selection of literature.  
 Prerequisite: ENG 102

- ENG 231(C) Creative Nonfiction** **3 credits**  
 Creative nonfiction relies on truth, on the facts of the world and/or the self as the writer finds – and transforms – them. It is much like fiction in its reliance on scene, dialogue, and storytelling. Yet it can take many forms, such as the personal essay, literary memoir, the travel essay, literary journalism, literary biography, etc. This course will investigate the basic principles of the form, concentrating on principles of literary journalism and the personal essay, and give students the opportunity to produce original works of creative nonfiction. The course may also deal with ethical and critical issues related to truth, perception, memory, and subjectivity.  
 Prerequisite: ENG 102
- ENG 235(C) African American Literature** **3 credits**  
 This survey course introduces the student to the literature that writers of African and African American heritage created from its beginning in Colonial America to the present time. The course will examine a number of writers, genres, and themes. It will also analyze the historic, socio-political, and cultural forces which helped to shape the African American experience and will emphasize interlocking race, gender, and class perspectives whenever applicable for analyzing literary works. Representative works and writers may include Phillis Wheatley, Frederick Douglass, Harriet Jacobs, Sojourner Truth, Frances E.W. Harper, Charles Chesnutt, W.E.B. Dubois, Paul Laurence Dunbar, James Weldon Johnson, Zora Neale Hurston, Richard Wright, Langston Hughes, Ann Petry, James Baldwin, Malcolm X, Gwendolyn Brooks, Toni Morrison, Audre Lorde, Alice Walker, August Wilson, and Walter Mosley.  
 Prerequisite: ENG 102
- ENG 245(C) Women and Literature** **3 credits**  
 Writing by women and images of women in literature. Specific subject varies from semester to semester, but readings include both contemporary and classic works. Some possible subjects: women as fictional heroes, images of motherhood in literature, poetry by women, black women writers, women's autobiographical writing, and great female roles in drama. Attention paid in background lectures to recent feminist literary criticism and historical research.  
 Prerequisite: ENG 102
- ENG 250(C) The World in Literature** **3 credits**  
 Cultural issues are explored through reading and discussion of significant works that reveal common themes in world literature (such as nature, childhood, gender, conflict, alienation and assimilation, identity, and self-image). Emphasis is on relativity of perspective. May include works from Asia, Africa, Oceania, the Americas, and Europe, with emphasis on non Euro-American literature.  
 Prerequisite: ENG 102

## ENVIRONMENTAL SCIENCE AND TECHNOLOGY

- ENV 120(D) Principles of Environmental Science** **4 credits**  
 A study of the scientific principles and processes underlying the interrelationships between humans and the environment. Concepts used to evaluate problems and options available in dealing with population growth, wise use of natural resources, and environmental degradation and pollution are considered in this course. Major topics include the evolution of human-environment relationships; principles of matter and energy; structure, function, and dynamics of ecosystems; and water, food, agriculture, land wildlife and plant resources. Laboratory exercises include field experiences and computer simulations.  
 3 class hours and 3 laboratory hours
- ENV 137(D) Environmental Geology** **4 credits**  
 An introduction to the principles of geology and their application to hazardous waste site remediation and ground water protection. Topics will include basic landforms; rocks and minerals; soil processes; ground water movement; hazardous waste management; site assessment and remediation; and ground water protection. Topographic and geologic maps, aerial photography, and digital analysis of environmental imagery will be introduced as tools for the environmental geologist. Laboratory and field exercises will include an overview of rocks and minerals, soil interpretation, wetland delineation, ground water well installation and analysis, and the interpretation of various environmental images.  
 3 class hours and 3 laboratory hours
- ENV 138(D) Introduction to Soil Science** **4 credits**  
 This course is an overview of the major principles and techniques required for the detailed investigation and documentation of soil conditions. Consideration is given to the physical and chemical properties of soil development. Topics to be covered include soil-forming factors, soil profile genesis, layer and horizon nomenclature, soil texture and the applications of soil science to scientific studies. Lecture and field/laboratory exercises are designed to introduce the student to the qualitative and quantitative methods of the soil assessment process. A major component of this course will be a student project that emphasizes field investigation integrated with internet research.  
 4 class hours and 4 semester hours

- ENV 140(D) Principles of Environmental Science** **4 credits**  
 This course focuses on the biological, chemical, and physical aspects of environmental pollution and considers the relationships between environment and society. Major topics include mineral and energy resources; pesticides; environment and human health; solid and hazardous wastes; and air, water, and land pollution. Environmental ethics; environment and law; and the relationships between the environment, economics and government are also covered. Laboratory exercises include field experiences and computer simulations.  
 3 class hours and 3 laboratory hours
- ENV 150 Current Topics in Environmental Studies** **3 credits**  
 This course is designed to explore contemporary topics in environmental studies. Social, cultural and scientific issues as related to the environment will be examined. Example subject matter covered in the course may include the following: endangered species, biodiversity, environmental health, environmental law, forest and wild life and forest management, conservation biology, global environmental change, ecosystem restoration, renewable energy, and green business  
 3 class hours
- ENV 201 Environmental Seminar I** **1 credit**  
 A series of guest speakers from industry, government, consulting, and education share their perspectives on current environmental problems and solutions. In addition, speakers will present career alternatives in environmental science and provide a forum for discussion with seminar participants.  
 1.5 class hours
- ENV 202 Environmental Seminar II** **1 credit**  
 Students research and critically analyze selected case studies in environmental issues. Peer review and class discussion provides an opportunity for critical thinking and interpersonal communication.  
 Prerequisite: ENV 201  
 2 class hours
- ENV 230(D) Principles of Environmental Site Assessment** **4 credits**  
 This course is an overview of the major principles and techniques required for the assessment and reporting of site conditions utilized to identify any potential environmental problems. Consideration is given to the sources of pollution and the current methods available (aerial photo-interpretation, GIS, soil maps, vegetation identification) to measure and assess extent of pollution. Classroom lecture and field/laboratory exercises are designed to introduce the student to qualitative and quantitative methods of the site assessment process. A major component of this course is a groundwater simulation project which emphasizes the team approach to solving complex environmental problems.  
 Prerequisite: ENV 137  
 3 class hours and 3 laboratory hours
- ENV 253(D) Aquatic Ecology and Pollution** **4 credits**  
 A study of the aquatic environment as an ecosystem with emphasis on responses to pollution. The physical, chemical, and biological parameters of the aquatic ecosystem are systematically surveyed. Eutrophication as a natural process of succession in lentic systems is described and interrelationships within the lake are defined. Responses of lakes and streams to both natural enrichment and anthropogenic pollution are explored. In-lake restoration and watershed management are investigated as technologies to restore and prevent water quality degradation.  
 Laboratory investigations and field studies stress collection, identification, classification, and analysis of biotic and abiotic ecosystem components as a means of assessing water quality and pollution effects. Students will design and conduct a small scale water quality sampling/analysis program.  
 Prerequisites: 1 year of college chemistry and 1 semester of environmental science or biology.  
 3 class hours and 3 laboratory hours
- ENV 270 Environmental Internship** **3 credits**  
 A supervised field training program with an environmental protection and control agency, environmental consulting company, environmental laboratory, environmental education center, or industry providing experience in the performance of tasks appropriate to the environmental technician.  
 Prerequisites: CHM 102, CHM 114, or CHM 124 previously or concurrently; ENV 140; and permission of program coordinator.  
 1 class hour and 15 field hours weekly
- ENV 290 Air Pollution** **3 credits**  
 Provides an overview of the major atmospheric pollutants, with an emphasis on both the qualitative and quantitative aspects of air pollution problems at the local, regional and global levels. Global air circulation and meteorological influences on air pollutant transport will be discussed. Consideration is given to the sources of air pollution; the effects on the health, welfare, and environment of humankind; the criteria and standards of control strategies; and the methods available to monitor and assess air pollution. Classroom demonstrations and workshops are designed to introduce the student to quantitative methods of air pollution sampling and analysis, continuous monitoring, and environmental simulations.  
 Prerequisites: CHM 102, CHM 114, or CHM 124 previously or concurrently and env 140  
 3 class hours

## EARTH SCIENCE

- ESC 111(D) Introduction to Meteorology** **4 credits**  
Covers the composition and structure of the atmosphere, the flows of energy to, from, and through the atmosphere and the resulting motions produced from small to planetary scales. The physical principles of atmospheric phenomena are stressed in the understanding of weather's impact on humans, particularly with severe weather. Methods of analysis are developed through the study of current weather as meteorological data are delivered via the internet.  
Prerequisite: MTH 095 or adequate score on the Math Placement Exam
- ESC 120(D) Introduction to Geology: Earth Processes** **4 credits**  
An introduction to the scientific concepts that provide an explanation for the formation of mountains, continents, and oceans. Topics include plate tectonic theory, minerals and mineral formation, rock cycle, weathering and erosion, geologic time, historical geology, volcanoes and earthquakes, rivers and streams, glaciers, landscapes, and ocean basins.  
3 class hours and 3 laboratory hours
- ESC 130(D) Introduction to Oceanography** **4 credits**  
An introduction to the scientific concepts that provide an explanation to the formation of oceans and the nature of the global marine environment. Topics include seafloor dynamics and plate tectonic theory, the origin of oceans basins, the earth beneath the sea, marine sedimentation, properties of seawater, wind and ocean circulation El Nino weather patterns, waves and tides, beaches and coasts, coastal habitats, marine ecology and coral reefs.  
3 class hours and 3 laboratory hours

## ENGLISH AS A SECOND LANGUAGE

- ESL 100 Basic English Skills for the Deaf** **6 credits**  
This course is designed to help make the transition from high school basic English reading and writing to preparatory ENG 097/098 courses offered at the College. *The course is offered within the English as a Second Language Program but does not follow the tracking of other ESL classes. Students who would like to attempt to bypass ENG 097/098 to enter ENG 101 after completing this course would need to retake and successfully pass the Computerized Placement Test (CPT) in both reading and sentence skills.*  
  
Students are introduced to a variety of reading materials and are provided opportunities for learning strategies for improving their reading comprehension. Students are also given opportunities to improve their writing skills through improved understanding of the basic rules of grammar and the fundamentals of good paragraph writing. This course is for students whose primary language is American Sign Language, and will be taught in ASL rather than spoken English.  
Prerequisites: Appropriate score on the English Placement Tests (less than 35 on the reading and less than 40 on the sentence skills of the CPT); fluency in American Sign Language.
- ESL 107 Speaking and Listening 1** **6 credits**  
An introductory course in speaking English and understanding spoken English. Course activities are designed to lead students from basic structures and expressions to conversation about personal information, daily activities, future plans, and past activities.  
Prerequisite: Literacy in native language  
6 class hours
- ESL 108 Speaking and Listening 2** **6 credits**  
Continues to develop the non-native English-speaking student's abilities to initiate and participate in conversations about personal information, daily activities, past activities, and future plans. Students will learn to follow lengthy stretches of speech in basic English and will learn additional high-frequency vocabulary.  
Prerequisite: C- or above in ESL 107 or Placement Test.  
6 class hours
- ESL 109 Reading and Writing 1** **6 credits**  
An introductory course in basic reading and writing skills in English. Students will learn strategies for comprehension, vocabulary, and reading enjoyment. They will begin to use written English for everyday situations, as well as for further study of English in an academic environment. They will also learn the basic mechanics of a descriptive paragraph using elementary rules of punctuation and structure.  
Prerequisites: Literacy in native language and knowledge of the Roman alphabet.  
6 class hours
- ESL 110 Reading and Writing 2** **6 credits**  
Includes reading strategies for increasing comprehension, vocabulary, and reading enjoyment and mastery of basic paragraph structure. Emphasis in reading is on understanding simple material with the aid of a bilingual dictionary and on recognizing the main idea of a paragraph. Students will select and report on supplemental reading. Emphasis in writing is on basic paragraph structure in descriptive and narrative writing.  
Prerequisite: C- or above in ESL 109 or Placement Test  
6 class hours

- ESL 130 Speaking and Listening 3 3 credits**  
 Introduces rules of speaking in social situations and furthers understanding of spoken English. Students will learn to present and support their ideas and opinions and to respond to those of others using different levels of formality. They will also learn to organize and give short (3-5 minutes), planned oral presentations.  
 Prerequisite: C- or above in ESL 108 or Placement Test
- ESL 131 Reading and Writing 3 6 credits**  
 Covers reading strategies such as previewing, skimming, scanning, identifying and stating main ideas, drawing inferences, and predicting outcomes. Students will learn to locate reference materials in the library and select and report on supplemental reading. They will study techniques to advance their comprehension and production of written English, will master controlled, focused paragraphs, and will learn to write short compositions.  
 Prerequisite: C- or above in ESL 110 or Placement Test  
 6 class hours
- ESL 140 Speaking and Listening 4 3 credits**  
 Further develops the ability to initiate and sustain a conversation with native English speakers on a variety of topics, to present and support ideas and opinions, and to summarize and paraphrase, and introduces note taking skills for academic lectures. Students will organize and prepare short (5 to 10 minute), planned oral presentations.  
 Prerequisite: C- or above in ESL 130 or Placement Test
- ESL 141 Reading and Writing 4 6 credits**  
 Students will continue to develop strategies for increasing comprehension of reading materials and mastering formal written structures. Emphasis is on paraphrasing and summarizing, recognizing cohesive relationships, writing short essays, and mastering level 4 structures. Students will read and report on adapted and unadapted literature (short story or novel) and complete an introductory research project.  
 Prerequisite: C- or above in ESL 131 or Placement Test  
 6 class hours
- ESL 150 Speaking and Listening 5 3 credits**  
 Improves students' ability to converse in English on selected topics of current interest. Focuses on increasing an understanding of United States culture and English usage in the United States. Students will participate in extended conversations and discussions, will organize and give oral presentations on a variety of topics, and will hear and outline academic lectures.  
 Prerequisite: C- or above in ESL 140 or Placement Test
- ESL 151 Reading and Writing 5 6 credits**  
 Emphasizes the integration of reading and writing skills at the advanced level. Helps to develop reading and writing fluency for college-level work and for life in the United States. Emphasis is on reading critically a variety of adapted and unadapted materials including textbooks, newspapers, short novels, and essays, and on writing essays of three to five pages. Students will develop abilities to summarize, paraphrase, and synthesize course materials.  
 Prerequisite: C- or above in ESL 141 or Placement Test  
 6 class hours
- ESL 152 Themes in ESL 3 credits**  
 Emphasizes the integration of reading and communication skills at the advanced level through an in-depth examination of a theme. Develops critical reading and oral production/comprehensive skills in non-native English speaking students while enhancing students' understanding of the subject matter. Students will be immersed in the selected theme through discussion and oral presentations based on reading of textbooks, newspapers, fiction, and essays as well as oral interviews, film, and community events.  
 Prerequisite: C- or above in ESL 140 and ESL 141 or Placement Test.
- ESL 169 Basic Grammar 3 credits**  
 Provides intensive practice for non-native English speaking students who want to improve their knowledge of basic English grammar. Focuses on the structures that often prove troublesome for students. Also suitable for those students who want to review basic grammar structures.  
 Prerequisite: C- or above in ESL 110 or Placement Test
- ESL 170 Intermediate Grammar 3 credits**  
 Provides intensive practice for non-native English speaking students who want to improve their knowledge of intermediate English grammar. Focuses on the structures that often prove troublesome for students. Also suitable for those students who want to review intermediate grammar structures.  
 Prerequisite: C- or above in ESL 131, ESL 169, or Placement Test

- ESL 171 Advanced Grammar 3 credits**  
 Provides intensive practice for non-native English-speaking students who want to improve their knowledge of advanced English grammar. Focus is on advanced structures that often prove troublesome. The class will also provide practice and review for many advanced structures used at higher levels of ESL and in mainstream courses.  
 Prerequisites: C- or above in ESL 131 or Placement Test
- ESL 180 English Pronunciation 3 credits**  
 Helps non-native English speakers improve their pronunciation of spoken English. Emphasis is on the specific individual sounds of English and also on the stress, rhythm, and intonation of the spoken language. Students will analyze the speech of native speakers and their own speech in order to improve comprehension and comprehensibility.  
 Prerequisites: C- or above in ESL 108 or Placement Test

## FUNERAL SERVICES

- FNS 128 Introduction to Funeral Services 3 credits**  
 Designed to introduce the general practices of funeral directing and the sociological phenomena that affect all the elements of funeral service including ethnic groups, family structures, and the factors of change that relate to funeralization. Includes a survey of the history and comprehensive overview of the field of contemporary funeral service. Emphasis is on the role and skills of the funeral service practitioner and an understanding of the funeral service industry and its career opportunities.
- FNS 129 Funeral Directing 3 credits**  
 A focus on the role of the funeral director in all aspects of funeral service. Techniques for working with client families and issues related to funeral arrangements will be covered. The direction of various types of religious, ethnic, and civil ceremonies is studied.

## FRENCH

- FRH 101/ FRH 102 Elementary French 3 credits**  
 Introduction to French through a conversational approach with emphasis on current grammatical expression in speaking and writing. Conducted mostly in French. *To take FRH 101 for credit, a student shall have successfully completed no more than two high school years of study in that language.* This policy may be waived for students who took their high school language course three or more years before they sign up for FRH 101.  
 3 class hours and 1 laboratory hour
- FRH 105 Intensive Elementary French 6 credits**  
 Covers the course content of FRH 101 and FRH 102 (Elementary French) in one semester.  
 6 class hours
- FRH 201(C)/ FRH 202(C) Intermediate French 3 credits each**  
 Strengthens vocabulary, idiomatic expression, and control of grammar. Selected readings and compositions supplement the formal study of the language. Conducted in French.  
 Prerequisite: FRH 102 or minimum level of achievement on Placement Test
- FRH 205(C) Intensive Intermediate French 6 credits**  
 Covers the course content of FRH 201 and FRH 202 (Intermediate French) in one semester.  
 6 class hours

## FORENSIC SCIENCE

- FRS 101(D) Introduction to Forensic Science 4 credits**  
 A course designed for students who are interested in exploring the field of forensic science. A study of fundamental forensic science techniques and procedures. Lecture topics include techniques used to evaluate types of physical, chemical and biological evidence, as well as the legal system and forensic science, crime scenes and various forensic specialties. Laboratories afford students the opportunity to identify, examine, and assess forensic evidence using modern chemical and biological techniques.  
 Prerequisite: BIO 100 or 103 or 107; OR one semester of college chemistry
- FRS 201(D) Forensic DNA Analysis 4 credits**  
 An introduction to biochemical and molecular techniques used in DNA typing and analysis with emphasis on forensic applications. Lecture topics include population genetics principles and statistic; biology of DNA; DNA genotyping; procedures for nuclear DNA, mitochondrial DNA and Y chromosome analysis; and quality control and regulations. Laboratories provide the opportunity to prepare human DNA for analysis using extraction, purification, and amplification techniques. Students will analyze prepared DNA using several methods, including the Avant gene sequencer.  
 Prerequisite: FRS 101 or BIO 243 and CHM 101 or 113 or 121

## GEOGRAPHY

- GEO 110(B) World Regional Geography** **3 credits**  
Major geographic concepts and contemporary world regional geography. Examines the field of geography, basic globe and map concepts, the physical world (oceans and continents), and the political world (states and other political units). Includes an in-depth inspection of each of the world's developed and developing realms.

## GEOLOGY - See *Earth Science*

## GERMAN

- GER 101/ GER 102 Elementary German** **3 credits**  
An introduction to spoken and written German. Basic structure, pronunciation, vocabulary, and usage, with emphasis on communication and oral proficiency.  
3 class hours and 1 laboratory hour
- GER 105 Intensive Elementary German** **6 credits**  
Covers the course content of GER 101 and GER 102 (Elementary German) in one semester.  
6 class hours
- GER 205(C) Intensive Intermediate German** **6 credits**  
Covers the course content of GER 201 and GER 202 (Intermediate German) in one semester.  
6 class hours

## GERONTOLOGY

- GRT 110(B) Introduction to the Study of Aging (Spring)** **3 credits**  
An introduction to the field of gerontology and a review of important concepts and principles in fields related to gerontology. Perspectives on social gerontology are included, as well as the inter-relationship between the biological, psychological, and social factors influencing the aging process.
- GRT 120(B) Financial Issues of Aging** **3 credits**  
Examines financial issues older adults confront, such as work, retirement, financial planning, health care and custodial care. Addresses current social welfare policies which affect the older adult, the processes and procedures used to access programs including social security, medicare, tax benefits/penalties and others offered by our government and communities.

## GENERAL STUDIES

- GSY 002 How to Study Effectively** **1 credit**  
Designed to help students succeed in college. Special instructions will be given by the student personnel staff. The following topics are covered: developing proper study habits: scheduling time, reading efficiently, taking notes, listening efficiently, taking examinations. Students are graded on a satisfactory/unsatisfactory basis.  
*Credits earned in this course do not count toward the total credits required for graduation.*
- GSY 101 Career Development** **1 credit**  
Examines some of the following: career planning, assessing values, decision-making skills, self-awareness, risk-taking, career exploration, career resource materials, setting goals, strategy for action, the evaluation process, resume writing, interview preparation, and employment expectations. Students are graded on a satisfactory/-unsatisfactory basis.

## HOSPITALITY AND FOOD MANAGEMENT

- HFM 101 Introduction to Hospitality Industry** **3 credits**  
An introduction to the operation of hotels, motels, restaurants, resorts, and tourism. Emphasis on the development of the industry, current trends, and management responsibilities.
- HFM 102 Hotel/Motel Operations** **3 credits**  
Analysis and evaluation of hotel and motel systems and operations. Consideration of organizational structure, management responsibility, property management, and security systems.

- HFM 130 Principles of Food Production (Spring) 4 credits**  
 An introductory course dealing with the management of food production in a food service setting. Topics include food preparation principles and techniques, equipment, safety, sanitation, nutrition and management. Principles and techniques are practiced through actual laboratory experiences.  
 Pre/Co-requisite: ENG 097 or satisfactory score on Reading Comprehension Placement Exam.  
 1 ½ class hours and 4 laboratory hours
- HFM 232 Food and Beverage Operations (Spring) 3 credits**  
 The fundamental principles and techniques underlying the managerial process of the food service industry. Topics include menu planning, purchasing, issuing, storing, controls, and personnel and productivity management.  
 Prerequisites: HFM 130 or CUL 101
- HFM 280 Cooperative Education in Hospitality Management I 3 credits**  
 An opportunity to apply classroom theory in an actual work setting in a supervised position. Approximately 15-20 hours per week of work plus a 50-minute weekly seminar that includes discussion of topics related to success on the job as well as career exploration.  
 Prerequisites: 27 credits, and completion of HFM 101 and HFM 102.
- HFM 281 Cooperative Education in Hospitality Management II 3 credits**  
 An opportunity to develop in-depth knowledge and demonstrate increased levels of expertise in a supervised position. Approximately 15-20 hours per week of work plus a 50-minute weekly seminar. Seminar includes presentation of reports and discussion of topics related to success on the job.  
 Prerequisites: HFM 280

## HEALTH, FITNESS & NUTRITION

- HFN 103 Standard First Aid and Personal Safety 1 credit**  
 Provides the knowledge and skills called for in most situations in which emergency care is required and medical assistance is not excessively delayed. CPR, AED (Automated External Defibrillator) and the Heimlich Maneuver are included. Students passing the National exams will receive a certificate in standard first aid and CPR. Grading is on a Satisfactory-Unsatisfactory basis.  
 1 class hour
- HFN 104 Sports First Aid 1 credit**  
 This is a first aid and CPR course geared toward the physical educator, coach, and/or fitness instructor. The course includes assessment and emergency care for sports related injuries, illness, spine and musculoskeletal injuries. CPR and the Heimlich Maneuver are included. This program is used for certification by American Sport Education Program. *Students may not receive credit for HFN 104 (Sports First Aid) and HTH 106 (First Aid).*
- HFN 105 Personal Nutrition 1 credit**  
 Examines the fundamentals of nutrition and how it applies to personal health. Student will study the six major nutrients: carbohydrates, fats, proteins, vitamins, minerals, and water as well as explore weight control, fiber, food supplements, and nutrition fads. In order to promote lifelong nutrition fitness students will design a personalized meal plan, learn how to navigate the food stores, and learn eating-out strategies. A “thinking” vs. “taste-bud” philosophy will oversee the course! A dietary computer application is used throughout the semester to track personal dietary, energy and fitness data.
- HFN 106 Sports Supplements 1 credit**  
 This course is designed to teach the student about positive and negative aspects of sports supplements for enhanced motor performance. Students will examine the history of sports supplementation in Olympic and other competitive events and discuss legal aspects of sports supplements. The role of the FDA and other agencies will be discussed as students examine various popular performance enhancing drugs and herbal supplements.
- HFN 108 PACE (People with Arthritis Can Exercise) 1 credit**  
 This course is designed to prepare the exercise leader to work with people with arthritis. Developed in collaboration with the Arthritis Foundation, this course examines the common types, signs, symptoms and special considerations of arthritis/rheumatic diseases. Exercise programming and instruction for people with arthritis is discussed and practiced. Students will participate in six hours of fieldwork as part of this curriculum.  
 Prerequisites: HFN 134 or HFN 183, or HFN 180 and HFN 181 or Industry Certification in Group Exercise or Personal Training or permission of the Instructor or Department Chair.
- HFN 110 Fundamentals of Coaching 3 credits**  
 Covers the fundamental principles of coaching. Emphasis is on the development of a program, from organization through preparation for competition.

<b>HFN 120</b>	<b>Motor Learning Principles and Practices</b> An introductory course to the principles and practice of motor learning as would be applied to physical education, physical fitness and sports related activities. Students will examine the fundamental process of learning and teaching human movement patterns. Students will study and discuss the learner, the process of learning, and the process of teaching movement skills. Using personal research projects, students will examine and analyze external and internal factors that influence movement performance. Case studies will be used for class discussion and student evaluation.	<b>3 credits</b>
<b>HFN 129</b>	<b>Tools for Resistance Training</b> This course is designed to teach the student about the various tools that may be used to enhance resistance training. Students will learn how to use and practice techniques with elastic devices, hand weights, resistance balls, medicine balls and steps, body bars and other devices.	<b>1 credit</b>
<b>HFN 130</b>	<b>Jogging and Running for Fitness</b> This course is designed to teach the student about jogging and running for pleasure and fitness. The focus of this course is on running/jogging technique, strengthening and stretching exercises, cardiovascular fitness programming and diet. Students are required to participate in this course and will jog and/or run in most, if not all, class meetings. Good running shoes are required.	<b>1 credit</b>
<b>HFN 131</b>	<b>Introduction to Wellness/Fitness</b> Examines the importance of a wellness/fitness program to improve general well-being. Includes assessment of lifestyle and personal health.	<b>1 credit</b>
<b>HFN 133</b>	<b>Group Exercise: Aerobics, Step Aerobics and More</b> An intermediate level course in aerobic exercise. Emphasis is on the conditioning of the cardiovascular system through a variety of group exercises packaged together to maintain interest and enjoyment while gaining all of the health benefits.	<b>1 credit</b>
<b>HFN 134</b>	<b>Leading Group Exercise</b> A comprehensive course that is designed to prepare the fitness enthusiast for the position of aerobics/step aerobics instructor and for successful completion of an international certification exam. The course includes a combination of scientifically based theoretical information and practical experience as needed to lead others safely through group exercise. Topics include exercise science, components of fitness, injury prevention and leadership skills. Practical skills such as use of music, cueing, movement transitions, choreography development and mirror image teaching are practiced for traditional and step aerobics. Additional class formats such as kickboxing, mat training, yoga, slide training and others will be discussed. 2 lecture hours and 3 laboratory hours	<b>3 credits</b>
<b>HFN 135</b>	<b>Topics in Dance</b> A beginning course in contemporary dance. Focus is on the technical knowledge and creative expression essential to participation in the latest dance steps.	<b>1 credit</b>
<b>HFN 137</b>	<b>Aquatic Exercise Leader</b> A comprehensive course that is designed to prepare the fitness enthusiast for the position of aquatic exercise leader and for successful completion of an international certification exam. The course includes a combination of scientifically based theoretical information and practical experience as needed to lead others safely through aqua programs. Topics include exercise science, components of fitness, injury prevention and leadership skills. Practical skills such as use of music, cueing, movement transitions, choreography development and mirror image teaching are practiced and applied to the aquatic environment.	<b>3 credits</b>
<b>HFN 140</b>	<b>Beginning Golf</b> An introduction to the fundamentals of golf, including the grip, stance, backswing, downswing, and finish. A brief history of the game, rules, equipment and course protocol will be covered also.	<b>1 credit</b>
<b>HFN 141</b>	<b>Volleyball</b> Designed to provide students with knowledge and skills necessary to participate in the game of volleyball. Focus is fundamental skills and strategies of play.	<b>1 credit</b>
<b>HFN 142</b>	<b>Coaching Volleyball</b> Emphasizes the methods of teaching of volleyball skills as well as the development and organization of competitive volleyball programs. All facets of the game will be examined including philosophy, training, drills, and strategies.	<b>1 credit</b>
<b>HFN 143</b>	<b>Coaching Basketball</b> Emphasizes the methods of teaching of basketball skills as well as the development and organization of competitive basketball programs. All facets of the game will be examined including philosophy, training, drills and strategies.	<b>1 credit</b>

<b>HFN 144</b>	<b>Coaching Soccer</b> Emphasizes the methods of teaching of soccer skills as well as the development and organization of competitive soccer programs. All facets of the game will be examined including philosophy, training, drills and strategies.	<b>1 credit</b>
<b>HFN 145</b>	<b>Beginning Yoga</b> An introduction to the fundamentals of Hatha Yoga, the yoga of physical well-being. The class will include the practice of meditation, warm-ups, stretching exercises (Asanas), rhythmic breathing (Pranayama), and deep relaxation. A brief history and philosophy of the ancient practice of yoga also will be presented.	<b>1 credit</b>
<b>HFN 146</b>	<b>Coaching Tennis</b> A coaching course that focuses on all facets of tennis including philosophy, training, drills, and game strategies. Emphasis will be placed on the methods of teaching tennis skills and the development and organization of a competitive tennis program.	<b>1 credit</b>
<b>HFN 148</b>	<b>Yoga II</b> An intermediate level yoga course that includes both theory and practice of yoga as a means to health and wellness. Students will advance in the practice of Hatha Yoga Asanas (as learned in the introductory course) and examine other Yoga disciplines.	<b>1 credit</b>
<b>HFN 150</b>	<b>Managing Stress</b> Introduces the student to the theoretical and physiological foundations of stress, and how these provide a framework for the development and application of a wide range of stress management techniques. Students will learn how to use particular interventions to deal with specific stress-related problems.	<b>1 credit</b>
<b>HFN 151</b>	<b>Beginning Tennis</b> An introduction to the fundamentals of tennis including strokes, serves, rules, strategy, and etiquette for both singles and doubles.	<b>1 credit</b>
<b>HFN 160</b>	<b>Martial Arts</b> <i>(Style/School and Level to be announced)</i> Offers its practitioners an opportunity to improve physical fitness, coordination, focus, energy and awareness, self-discipline and personal growth. Includes topics such as self defense, kicks, hand techniques, blocks and choreographed movements. <i>Students may take the course more than once for credit to study different styles/schools and levels.</i>	<b>1 credit</b>
<b>HFN 164</b>	<b>Building Self Esteem for Women</b> A hands-on, experiential course designed to build self-esteem for women. Topics will include self-expression, assertiveness and communication skills, confidence building, self-acceptance, and stress reduction. Activities will include art and writing projects, adventure learning, group discussions and role-playing.	<b>1 credit</b>
<b>HFN 165</b>	<b>Women's Self-Defense</b> Introduces the student to the mental and physical skills needed to deal effectively with any potentially dangerous situations as well as with day to day conflicts.	<b>1 credit</b>
<b>HFN 166</b>	<b>Self-Defense</b> A course in personal safety that introduces the basic components of conflict management and self-defense strategies and skills. This co-ed course will include both theory and practice sessions.	<b>1 credit</b>
<b>HFN 170</b>	<b>Exercise in Health and Disease</b> A survey course that examines exercise programming considerations for healthy populations and those with special medical considerations. Review of the physiological and biomechanical concerns of various populations will be discussed and applied to the exercise environment. Exercise program design for exercisers with known cardiopulmonary, metabolic and auto-immune diseases will be discussed. Gender differences will be evaluated and exercise guidelines for youth, seniors and pregnant exercisers will be examined. Fitness assessments that are appropriate for various populations will be highlighted.	<b>3 credits</b>
<b>HFN 171</b>	<b>Leadership in Recreation, Fitness and Sport</b> An introduction to leadership in recreation, fitness and sporting environments. Course includes evaluation of role and competencies of the leader and effective program management techniques. Topics such as communication skills, motivation, implementing change, teaching and learning, and time management techniques will be discussed. Through observation, practice sessions and use of case studies, students will begin to define and develop effective leadership techniques.	<b>3 credits</b>
<b>HFN 172</b>	<b>Introduction to Health and Fitness</b> An introduction to the structure and operations of fitness facilities and exploration of career opportunities in the fitness field. Students will examine various aspects of the fitness industry including the history of fitness as a business entity, facility types, career opportunities, fitness technology and consumer influences. Students will use site visitations and participation as learning tools.	<b>2 credits</b>

- HFN 176      Physiology of Exercise      4 credits**  
 An introduction to the study of human physiology as it relates to acute and chronic exercise across the lifespan. In this course, the student will study the systemic aspects of nerve, musculoskeletal, circulatory, respiratory, and thermal and endocrine physiology, with an emphasis on practical application to exercise. Students will examine the effects of nutrition and supplementation on exercise performance.  
 Prerequisites:      BIO 117
- HFN 177      Biomechanics of Human Movement      3 credits**  
 An introduction to the structure and function of the body as related to human movement and physical activity. Course includes discussion of the anatomical considerations for movement, functional anatomy, and mechanics and laws of motion as related to the human body.
- HFN 178      Prevention, Assessment and Care of Sport/Fitness Injuries      3 credits**  
 An introduction to the study of injuries and treatment in sport and fitness programs. This course provides a review of functional anatomy as related to mechanisms of injury. Strategies for injury prevention in both sport and fitness environments will be discussed. Injury assessment techniques will provide the learner with a means to accurately recognize the nature and severity of an athletic injury and develop appropriate injury management strategies.
- HFN 179      Current Issues in Sport and Fitness      3 credits**  
 A survey course that examines current issues that influence the fields of sport and fitness. Topics include nutritional supplementation, training guidelines, industry standards and guidelines, certification requirements and other issues relevant to growth of the sport and fitness fields. Emphasis will be placed on scientific evaluation of topics discussed. Students may be asked to research a topic and present scientifically based findings to the class.
- HFN 180      Physical Conditioning I      1 credit**  
 An introductory course on the safe and effective resistance training and cardiovascular conditioning for fun, health, and self-improvement.
- HFN 181      Physical Conditioning II      1 credit**  
 An intermediate level course designed for students interested in resistance training and cardiovascular conditioning as a means of enhancing athletic performance. Focus is on sport-specific programs that establish a sound fitness base while maximizing athletic potential.
- HFN 182      Physical Conditioning III      1 credit**  
 An advanced level course for students interested in high intensity strength training and cardiovascular conditioning. The emphasis is on current research and its application to developing optimal muscle strength, volume and/or distribution.
- HFN 183      Personal Training and Fitness Counseling      3 credits**  
 A survey course that examines the roles and responsibilities of a personal trainer/fitness counselor. This course is designed to prepare the student for the role of the fitness trainer and for successful completion of an international personal trainer certification. This course includes both theoretical information and practical application of knowledge and skills used by the trainer. Topics include exercise science, components of fitness, fitness assessments, leadership skills and business aspects of personal training. Case studies and projects will be used to apply concepts to the practical environment.
- HFN 184      Firefighter Fitness Trainer      3 credits**  
 This course is designed to prepare the student for the role of firefighter fitness trainer and for successful completion of a national certification examination. This survey course examines the roles and responsibilities of the fitness leader and is highly specific to the special needs and demands of firefighting. The course includes both theoretical information of, and practical application of knowledge and skills.
- HFN 185      Principles and Practice of Strength Training      3 credits**  
 This course involves a detailed study of strength/endurance training principles and practices. Topics include anatomy and physiology, kinesiology, nutrition, biomechanics, and measurement of strength and endurance. Students will learn how to use the science of exercise in a practical format and design resistance training programs to meet health related and motor performance goals. Students will examine and practice training techniques used in recreational fitness and competitive lifting.  
 Prerequisites:      Students must have successfully completed at least one of the following courses before taking this course:  
    HFN 183 Personal Trainer/Fitness Counselor  
    HFN 134 Group Exercise Leader  
    BIO 117 Anatomy and Physiology I
- HFN 189      Fitness Assessments      3 credits**  
 This course is designed for exercise leaders, practitioners and teachers who are responsible for assessing the risk of exercise participation and development of exercise programs and for students who will pursue a career in exercise physiology or athletic training. Through study, practice and field observations, students will learn

how to administer physical measurements of cardiovascular fitness, muscular strength and endurance, body composition, flexibility, postural deviations and biomechanical risks. Students will learn and practice development of exercise programs based on the assessment results. *HFN 176 complements this course.*

- HFN 190 Fitness Professional Seminar/Internship 3 credits**  
An experiential course that includes classroom discussion and internship opportunities to enhance the learning experiences of the fitness professional. This course is open to all students pursuing a certificate and/or degree in fitness/physical education, e.g., personal trainers, group exercise leaders, exercise specialists, and fitness managers.  
Prerequisite: Students must have successfully completed one of the following courses:  
HFN 134 Leading Group Exercise  
HFN 172 Introduction to Health and Fitness  
HFN 183 Personal Training and Fitness Counseling

## HEALTH INFORMATION MANAGEMENT

- HIM 103 Introduction to Health Information Management 2 credits**  
An orientation course in record keeping theory and practice including material on the organization and functions of the medical record department and the duties and responsibilities of medical record personnel.
- HIM 104 Health Insurance Reimbursement and Computerized Billing 4 credits**  
An introduction course to the health insurance field and the influence of today's managed care environment. Requirements for Medicare, Medicaid and commercial insurance claims will be discussed. This course provides the opportunity to do medical billing and practice management, utilizing the software medical manager. Includes the principles and application of Evaluation & Management (E&M) coding.
- HIM 223 Coding Procedures 2 credits**  
This course is designed to provide the student with an understanding of CPT coding basics and their accurate utilization. Emphasis is placed on coding and classifying procedures using the CPT-4 system. Coding diagnoses using ICD-9-CM coding system is also used.  
Pre-requisite: HIM 104
- HIM 224 Coding Principles and Applications 4 credits**  
This course provides a summary of clinical coding and classification systems in order to assign appropriate diagnostic and/or procedure codes. Includes the principles and applications of codes. Case mix analysis, severity of illness systems and data quality are reviewed. Validation of coded data and reimbursement and payment systems are discussed.  
Prerequisite: BIO 105, HIM 103, HTH 114  
1 class hour and 6 laboratory hours
- HIM 283 Medical Coding Cooperative Education 2 credits**  
A supervised learning experience in a medical office setting. Practical applications of coding including opportunities to code different types of cases, observing and handling medical office procedures and processes involving medical records and claims coding. Students must have had a CORI check prior to enrollment.  
Prerequisite: HIM 225

## HISTORY

- HIS 101(C) History of Western Civilization I 3 credits**  
A survey of the history of Europe from the ancient Greek and Roman world to the 17th century, stressing political, social, cultural, intellectual, and economic developments, as appropriate.
- HIS 102(C) History of Western Civilization II 3 credits**  
A survey of the history of Europe from the beginning of the 18th century to the present, stressing political, social, cultural, intellectual and economic developments, as appropriate.
- HIS 103(C) History of World Civilizations I 3 credits**  
A survey of the history of the civilizations of Asia, Africa, Europe, and the Americas from their beginnings to the sixteenth century. Emphasis is placed on the economic, social, political, religious, and cultural developments that have shaped the modern world.
- HIS 104(C) History of World Civilizations II 3 credits**  
A survey of the history of the civilizations of the world from the sixteenth century to the present. Emphasis is placed on the economic, social, political, religious, and cultural developments that continue to shape the modern world. Emphasis is also placed on the growing interdependence and mutual influence of the formerly separate cultures of Asia, Africa, Europe, and the Americas.

- HIS 105(C) History of World War II** **3 credits**  
 World War II was a turning point in world history. In this course students will be examining the European phase of the war beginning with the politics and diplomacy that led to war, military combat both strategically and tactically, as well as looking at the human and material cost of war. Students will also discuss combat atrocities and the holocaust ending with the defeat of the axis powers and peace that followed.
- HIS 107(C) History of Puerto Rico and the Caribbean** **3 credits**  
 A survey of the social, cultural, economic and political developments of the Caribbean with specific emphasis on Puerto Rico and Cuba. The different peoples and societies of the pre-Columbian era, the colonial period and the modern era until the present will be examined. Particular attention will be given to the relationship between the United States and the peoples of the Caribbean in the 20th century.
- HIS 109(C) African-American History** **3 credits**  
 The course begins with an exploration of Ancient African Civilizations and their significance to African-American History. The course will then examine the slave trade, the plantation system, slave revolts and the abolitionists' movement, the Civil War and Reconstruction. Accommodation, confrontation, and nationalism will be studied through the human/civil rights movement. The richness of African culture and its contributions to American society will also be examined.
- HIS 111(C) History of the United States I** **3 credits**  
 A survey of the political, economic, social, and cultural developments of the United States from pre-Colonial times to the end of the Civil War, including early settlement, the Revolution, the implementation of the Constitution, the War of 1812, the Jacksonian era, and the causes and course of the Civil War.
- HIS 112(C) History of the United States II** **3 credits**  
 A survey of the political, economic, social, and cultural developments of the United States from the end of the Civil War until the present, including such topics as Reconstruction, industrialization, immigration, the Great Depression, the New Deal, the world wars, and the Cold War.
- HIS 130(C) U.S. Women's History** **3 credits**  
 This is a survey of United States Women's History that examines the unique political, social, economic, and cultural issues and experiences of women from the colonial period to the present. While tracing broader trends and themes, we will also consider the lives of specific individuals in order to shed greater light on the diversity of women's experiences. Throughout, we will explore the ways in which notions of gender differences have changed over time and how women both created and responded to shifting and contested cultural, political, and social roles. Some of the major themes may include the differences among women in class, race, ethnicity, and sexuality, the construction of gender, women's roles in family and community, various movements for women's rights, women and reform, and women in the work force.  
 Prerequisite: ENG 101 eligibility
- HIS 150(C) Topics in History** **3 credits**  
 This course offers students an opportunity to use a combination of primary and secondary sources to study the history of a particular period, region, event, development, or idea. The specific topic may change each time the course is offered.  
 Prerequisite: ENG 101 eligibility
- HIS 220(C) History of the World Since 1900** **3 credits**  
 This is a study of the major economic, political, social, religious, intellectual and artistic developments which have occurred throughout the world since the beginning of the twentieth century. This course addresses such issues as the World Wars, the Cold War, major revolutions and ideologies, colonialism and the struggle against it, industrialization and the growth of a world economy, modernism and the fundamentalist reaction against it, human population growth, and the ways in which the everyday lives of most people have been altered by instantaneous communication, literacy, rapid transportation, urbanization, mass production, advertising and computers.
- HIS 225(C) American Environmental History (Spring)** **3 credits**  
 Environmental history examines how humans and nature have interacted through time and with what results. The natural environment (water, land, climate, geological changes, disease, plant and animal ecology, etc.) and human factors (population, capitalism, technology, social relations, cultural attitudes, etc.) form an interrelated system. However, the environmental history of a period and place is a matter of interpretation, and this course actively explores the many facets of this new field of study. As an introduction to interpreting America's environmental past, students will explore such themes as Native American ecology, hunting, the impact of agriculture, mining, industrialization, as well as the emergence of ecology and the modern environmental movement.  
 Prerequisite: Eligibility for ENG 101

**HIS 250(C) Topics in History** **3 credits**  
Students use both primary and secondary sources to study the history of a particular period, region, movement or event. The specific topic to be studied may change each time the course is offered. Students will be expected to complete a research project.  
Prerequisite: One previous history course and ENG 101. Additional prerequisites or specific history course or permission of the instructor may be specified when the topic is announced.

**HIS 260(C) Modern East Asian History** **3 credits**  
Examines the society, thought, institutions, and principal personalities of modern East Asia (19th and 20th centuries). Analyzes the transformation of Asian society from its traditional patterns to its role in the modern world. Major emphasis will be placed on China and Japan, but a treatment of Korea and Southeast Asia will also be included.

## HONORS

**HON 201 Honors Project** **1 credit**  
An Honors Project consists of independent work undertaken in addition to the regular requirement of a college course. Such work may consist of an extra paper, a paper of greater length or complexity, a research project, or creative work. Constructing an Honors Project involves submitting a proposal for the approval of the Honors Committee, working closely with a supervising faculty member, and preparing a brief reflective essay to accompany the completed project. Students will receive 1 credit when they complete all steps of the Project.  
Prerequisites: GPA of 3.5 and/or permission of instructor; approval of Honors Committee

**HON 202 Honors Seminar** **1 credit**  
This one-credit, seven-week course focuses upon the conventions of efficient and ethical research, and upon effective means of research presentation, written and oral. Seminar students will read and discuss a single text, use research to deepen their understanding of the work and share their discoveries with the class. The class text will change each semester, and may be fiction, non-fiction, or memoir. Students who want to extend the careful reading and research writing begun in other HCC courses will find the Honors Seminar a useful place to hone their reading and writing skills. This course is offered in conjunction with UMass Amherst's Commonwealth Honors College (CHC), and transfers to UMass as "Honors 191D."  
Prerequisite: Completion of ENG 101 with a grade of B or better, or permission of the instructor.

**HON 206 Honors Colloquium** **3 credits**  
**(B or C)**  
The Honors Colloquium is designed to bring together students from many academic disciplines to confront a theme or issue of current concern from a variety of perspectives. Honors Colloquia are either 4-credit, 6-credit, or 7-credit, multidisciplinary courses (e.g. Infinity; Visions of Nature; Monsters, Mind, Reality; The Millennium) that are competitively enrolled and limited to fifteen students who are selected each semester by the Honors Committee and the Colloquium leader(s). Colloquia generally offer field trips and a series of expert guest speakers.

The Honors Program provides Colloquium students with the course's required texts. Colloquium credits will be designated with a B or C transfer compact code, depending upon the student's work.

Prerequisites: A 3.5 GPA after 30 hours of study and/or permission of the instructor(s). No student will be enrolled without permission. ENG 102 is preferred. All eligible students are invited, by mail, to apply before priority-registration. Instructions for application are included with the invitation.

A Colloquium may be one of the following models (see the current Course Schedule booklet to learn which model will be offered in the next semester):

HON 204, 4 class hours (4 credits)

HON 206, 6 class hours, team taught (6 credits)

HON 207, 6 class hours plus a science-lab, team taught (7 credits)

## HUMAN SERVICES

**HSV 103 Empowerment Skills for Family Workers I** **3 credits**  
This course provides direct support human services workers with the skills and competencies they need to facilitate family empowerment, and to help families attain a healthy self-reliance and interdependence with their community. This course is the first half of the required curriculum for students who want to qualify as candidates for the Massachusetts State Family Development Credential.

**HSV 104 Family Development Credential Practicum I** **2 credits**  
The practicum course requires the development and documentation of a professional portfolio and practice of the skills in the field for topics covered in HSV 103 Empowerment Skills for Family Workers I. This course is the first half of the required practicum in the curriculum for students who want to qualify as candidates for the Massachusetts State Family Developmental Credential.  
Prerequisites: HSV 103 (previously or concurrently)

- HSV 113 Introduction to Human Services 3 credits**  
 An orientation to human services. Particular emphasis on motivation for working in human services, personal attitudes and values, consumer empowerment, inclusion, and multicultural issues. Also includes a history of human services, an overview of American human services systems, and an introduction to local human service agencies. There is a required Community Service Learning component.  
 Prerequisite: Eligibility for ENG 101
- HSV 120 Introduction to Addiction Studies 3 credits**  
 An introduction to support systems that assist people with recovery from substance abuse and dependence. Theories of addiction will be highlighted in reference to issues in treatment, relapse, and prevention. Emphasis will be placed on understanding modalities of treatment and care for diverse populations affected by substance abuse issues. Relevant state and federal legislation and the role of culture will also be discussed.  
 Prerequisite: Eligibility for ENG 101
- HSV 124 The Helping Relationship: Delivering Human Services 3 credits**  
 This course helps the student develop the knowledge, skills, and personal characteristics that are critical for an effective helping relationship. Students will explore helper attitudes and values, increase awareness of themselves and others, and develop active listening, empowerment, case management, and crisis intervention skills. Course material is built upon research about human behavior, life stage theory, intervention strategies and strength-based principles.  
 Prerequisite: HSV 113, PSY 110
- HSV 125 Introduction to the Practicum 3 credits**  
 This course prepares students for Human Service Practicum I/II. Students will identify the developmental stages in the practicum experience as they explore their own values, goals and expectations. Students will have the opportunity to observe a variety of service delivery systems through a combination of supervised field trips, informational interviews, and service learning. In addition the course will address the Community Support Skill Standards in more detail, and assist students in the development of their Human Service Portfolios. Learning objectives and specific activities will be individualized, based on the needs of the student. *There is a REQUIRED 30 hour service learning component.*  
 Prerequisites: HSV 113; HSV 124 previously or concurrently; permission of the department chair
- HSV 203 Empowerment Skills for Family Workers II 3 credits**  
 This course provides direct support human services workers with the skills and competencies they need to facilitate family empowerment, and to help families attain a healthy self-reliance and interdependence within their community. This course is the second half of the required curriculum for students who want to qualify as candidates for the Massachusetts State Family Development Credential.  
 Prerequisites: HSV 103, HSV 104
- HSV 204 Family Development Credential Practicum II 2 credits**  
 The practicum course requires the development and documentation of a professional portfolio and practice of the skills in the field for topics covered in HSV 203 Empowerment Skills for Family Workers II. This course is the second half of the required practicum in the curriculum for students who want to qualify as candidates for the Massachusetts State Family Development Credential.  
 Prerequisites: HSV 103, HSV 104, and HSV 203 (previously or concurrently)
- HSV 205 Domestic Violence 3 credits**  
 An examination of domestic violence from human service, historical, psychological, cross-cultural, legal, and sociological perspectives. The extent, types, and causes of domestic violence will be analyzed. Prevention and intervention strategies necessary to those working with women, men and children who have been affected by domestic violence will also be covered.  
 Prerequisites: Eligibility for ENG 101
- HSV 208(B) Substance Abuse 3 credits**  
 This course introduces concepts relevant to the diagnosis and treatment of substance abuse, including the disease concept; the effect of alcohol and other drugs on the body; medical complications; the effect of substance abuse problems on the family and others; and special issues related to populations such as adolescents, individuals at risk for suicide, women, the elderly, and individuals with a dual diagnosis. (same as SOC 208)  
 Prerequisites: PSY 110 or SOC 110
- HSV 210(B) Group Dynamics 3 credits**  
 This course emphasizes an experiential approach that gives students the opportunity to develop group membership skills necessary for professional practice. Through group exercises students experience the group concepts being studied and are given the opportunity to develop basic skills in observing and understanding human behavior, including their own, in a group context. Basic concepts in group dynamics such as cohesion, interactional patterns, roles and responsibilities within a group, norms, status, group culture, and content vs. process will be discussed. In addition, the various stages of group development and the tasks involved in each will be introduced. An understanding of the leader's role in creating a facilitating environment during the different stages of group development will also be developed.  
 Prerequisite: PSY 110

- HSV 213 Professional and Ethical Standards in the Helping Professions 3 credits**  
 This course facilitates students' understanding of ethical dilemmas and problem-solving frameworks related to professional conduct in the helping professions. In addition to presenting the National Organization for Human Services (NOHS) Ethical Code of Conduct and Codes of Ethics from other professional organizations as a guide, students will apply professional standards in human services.  
 Prerequisite: HSV 113 and HSV 124
- HSV 214 Treatment Methodologies in Addiction 3 credits**  
 This course provides students with an opportunity to learn theoretical frameworks and techniques for assisting individuals with addiction issues. Students will gain an awareness of societal, social and intercultural contexts of the historical approaches to addiction counseling. Students will develop knowledge of the range and nature of treatment modalities currently used in substance abuse counseling. Through the use of roleplay, case studies and videos, students will develop a personal style of interaction to support individuals with addiction issues.  
 Prerequisite: HSV 120 and HSV 124
- HSV 220 HIV/AIDS in Today's Society 3 credits**  
 Perspectives of HIV/AIDS will examine the basic facts about HIV/AIDS and sensitize students to public health, social policy and Human Services delivery issues as they relate to HIV/AIDS. Students will analyze the special challenges faced by AIDS-affected individuals, families, caretakers, and service providers, while exploring the AIDS pandemic from a variety of perspectives including the medial, the moral, the legal, the ethical, the spiritual, the psychological, the social and the human services contexts. In addition, students will explore their own belief systems, values, reactions and coping strategies, relate to HIV/AIDS.  
 Prerequisites: PSY 110, SOC 110 or HSV 113
- HSV 225 Human Services Administration 3 credits**  
 Provides an understanding of the relationship between the behaviors of workers and their human service agencies, and how such agencies might function more efficiently. Particular attention is paid to hiring, training, supervision, work conditions, and productivity. In addition to group and managerial settings and roles, there is some focus on individual clerical responsibilities, proper documentation of services, and general communication skills.  
 Prerequisite: HSV 113 or permission of instructor
- HSV 226(B) Supervisory Relationships in the Helping Professions 3 credits**  
 An introductory course for supervisors in the helping professions, designed to develop the knowledge, skills, and attitudes needed for individuals in supervisory roles. Common threads throughout the course include ethics, cultural competency, belief systems, developing relationships, supervisory or leadership style, developing and working with teams.  
 Prerequisite: HSV 113 or permission of instructor
- HSV 250 Topics in Human Services 3 credits**  
 Surveys an area or topic in the human services professional literature and uses primary source materials to explore current and/or historical topics in human services. The focus of the course will change each semester. Students will be expected to complete a research project.  
 Prerequisites: HSV 113, ENG 101, and others appropriate to the topic, which will be announced each semester.
- HSV 288/289 Practicum in Human Services, I, II 4 credits**  
 Students contract for a minimum of 125 hours in each of the practicum courses (total of 250 hours) at an internship placement and participate in a weekly seminar to discuss student's field work and experiences. The student does work that familiarizes him or her with concrete and practical examples of principles studied in class through readings or research. Student interns keep logs of their activities, meet regularly with their faculty sponsors, and write papers. Students continue the development of their human services portfolios during this course.  
 Prerequisites: **HSV 288:** HSV 113, HSV 125, and PSY 110, with a grade of C or better; HSV 124 with a grade of C or better; and PSY 216; permission of the department chair.  
**HSV 289:** HSV 288 with a grade of C or better; permission of the department chair.

## HEALTH

- HTH 106 See HFN 103**
- HTH 114 Medical Terminology 3 credits**  
 An introduction to the terminology of medicine and health care, based on the study of medical word roots, prefixes, and suffixes. Terminology is presented according to physiologic systems. In addition to basic medical terminology, the course introduces medical abbreviations and some common pharmacological terms.  
 3 class hours

- HTH 203 Child Health Care** **3 credits**  
 Provides an understanding of the maintenance of a safe and healthy environment for children in early education settings. Topics will include classroom and toy safety, sanitation practices and infectious disease control. Health and safety components from the Regulations of the Massachusetts Office of Child Care Services, as well as the Early Childhood Program Standards and Preschool Learning Experiences from the Massachusetts Department of Education, will be incorporated into course content.  
 Prerequisite: EDU 104
- HTH 280/ HTH 281 Cooperative Education in the Health Sciences I & II** **3 credits each**  
 An elective cooperative education field experience in the health sciences that provides the student with an opportunity to apply classroom theory in an actual work setting in a supervised position. Includes a weekly, 50-minute seminar that includes discussion of topics related to success on the job and career exploration, and 15 to 20 hours per week of cooperative experience. Nursing students have a special schedule of seminars and work experience designed for the summer session.  
 Prerequisites: **HTH 280:** 27 credits and  
 • Nursing: NUR 101 and permission of coordinator.  
 • Environmental Science: CHM 102, CHM 114, or CHM 124; ENV 140.  
 • Medical Transcription: HIM 103 and HTH 114 and permission of coordinator.  
 • Opticianry: OPH 101, OPH 102, OPH 111, OPH 112, OPH 121, OPH 122, OPH 150, and permission of coordinator.  
**HTH 281:** Pre-requisite HTH 280

## HUMANITIES

- HUM 105/ HUM 107 Musical/Theater Workshop I and II** **3 credits each**  
 In the environment of a resident company, directed by faculty and professional staff, students develop performance and production skills through the presentation of a theatrical/musical production. Selection of participants will be determined by the specific needs of the musical or play to be produced, and students may be selected for the specific areas of acting, management, music (singing and instrumental), and technical (costumes, shop, lights, make-up).  
 Prerequisite: Audition/Permission of the instructor
- HUM 200 Special Topics in Humanities** **1 credit**  
 Involves a unique project and/or an analysis of literature in a subject area. The project must be serious in intent and productive beyond the expectations of a regular class. Initiated by the student and voluntarily accepted by faculty in the subject area selected. The student must enroll before mid-semester. A total of no more than three, separate HUM 200 courses may be elected; no more than two per semester.  
 Prerequisite: Permission of the instructor
- HUM 206(C)** *See FRH 206, GER 206, and SPA 210*
- HUM 276/ HUM 277/278 Arts and Humanities Internship** **1-3 credits**  
 Internships provide students with learning opportunities not available on campus, enabling them to earn credit for unpaid, supervised practical experience, applying principles learned in the classroom or observing a professional at work. On-campus internships are supervised by a faculty member; off-campus internships are supervised collaboratively by a faculty member and an on-site professional. Appropriate supporting assignments (e.g., reading, research, journal keeping) are determined by the supervisors and the student. The division internship committee and the supervisor determine in advance whether the work will be a 1-, 2-, or 3-credit internship.  
 Prerequisites: Sophomore status, at least two previous courses in the relevant discipline, and consent of the faculty supervisor and the Arts and Humanities Internship Committee.  
                   HUM 276       1 credit  
                   HUM 277       2 credits  
                   HUM 278       3 credits
- HUM 280/ HUM 281 Humanities Cooperative Education I, II** **3 credits each**  
 An elective cooperative field experience that provides students with the opportunity to exercise and expand their understanding of the arts and humanities by working with area theaters, galleries, printing companies, television and radio stations, community centers, or cultural resource centers. This experience encompasses the administrative as well as the creative aspects of arts- and humanities-related organizations within the community. It also offers exposure to professionals and service-oriented cultural groups within the student's chosen discipline. Fifteen to twenty hours per week of cooperative work experience. Weekly 50-minute seminars that include discussion of topics related to success on the job and career exploration.  
 Prerequisites: **HUM 280:** 27 credits and ENG 102  
**HUM 281:** HUM 280

## INFORMATION SECURITY

- SEC 105 Principles of Information Security and Assurance 3 credits**  
An introduction to the various technical and administrative aspects of Information Security and Assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and report features.  
Prerequisite: CSI 101 or CSI 111 or permission of instructor
- SEC 106 Personal Computer Security 1 credit**  
This course is to provide students with a comprehensive overview of computer and network security issues including the numerous types of attacks computers are vulnerable to, the types of attacker profiles, and the hardware and software defense solutions available. The concept “total security” will be a focus in this course. Students will learn to apply these concepts to each particular setting and know how and why they are adapted from one environment to another.
- SEC 261 Information Security & Assurance Administration 3 credits**  
This course will teach students how to secure any network, large or small. The student will learn the realities that network administrators actually face on the front lines, where they are constantly under attack, and don’t always get the support they need from their organizations. The course will address many facets of network security, including defining security models, access control, Web/DNS (domain network service)/email security, remote access and VPNs (virtual private networks), wireless LAN/WAN (local area networks and wide area networks), security, day-to-day monitoring and logging, attach response, and more. The student will learn how to systematically identify today’s most widespread security mistakes and vulnerabilities, offering realistic and up-to-date solutions. The student will then integrate these techniques in an end-to-end case study, showing how to redesign an insecure enterprise network for maximum security, one step at a time.  
Prerequisite: CRJ 105 or SEC 105
- SEC 262 Introduction to Firewalls 3 credits**  
This course provides a comprehensive overview of building and maintaining firewalls in a business environment. It is designed for the student and network administrator who need to learn the basics of network firewall security. It covers basic installation techniques, discusses how to make an intelligent choice of firewall technology, and presents basic firewall troubleshooting. Specific topics covered include: planning/design, security, configuration, packet filtering, proxy servers, authentication, encryptions, and VPNs.  
Prerequisite: CRJ 105 or SEC 105
- SEC 263 Operating System Security and Assurance 3 credits**  
This course takes an in-depth look at operating system security concepts by examining the theoretical concepts that make the world of security unique. A practical hands-on approach will be used when examining operating system security techniques and strategies. The course will also explore the advances in security implementation and the strategies for solving problems that may be encountered in operating system security.  
Prerequisite: CRJ 105 or CSI 216
- SEC 264 Disaster Recovery 3 credits**  
This course presents methods to identify vulnerabilities and take appropriate countermeasures to prevent and mitigate information failure risks for an organization. This course provides the networking professional with a foundation in disaster recovery principles, including preparation of a disaster recovery plan, assessment of risks in the enterprise, development of policies and procedures, an understanding of the roles and relationships of various members of an organization, implementation of the plan, testing and rehearsal of the plan, and actually recovering from a disaster.  
Prerequisite: SEC 105 or CRJ 105
- SEC 266 Web Security and Assurance 3 credits**  
This course, useful for network and system administrators, will familiarize students with the technology, vocabulary, and processes related to internet security including general security, network security, operating system security, and methods for testing security. Both UNIX and Microsoft Windows operating systems are covered, providing a broad range of information essential for every Web professional. In this course, the student will see real-world situations that will illustrate security-related issues that security professionals experience in the workplace.  
Prerequisite: CRJ 105 or SEC 105
- SEC 267 Network Security and Assurance 3 credits**  
This course will take an in-depth look at network security concepts and techniques and examine theoretical concepts that make the world of security unique using a practical, hands-on approach. In addition, this course will explore the advancements in network implementation as well as timeless problem solving strategies.  
Pre- or Corequisite: SEC 105

**SEC 268**      **Network Defense and Countermeasures**      **3 credits**  
The primary emphasis of this course is on intrusion detection. The emphasis is on essential practices such as developing a security policy and then implementing that policy by performing Network Address Translation, setting up packet filtering, and installing proxy servers, firewalls, and virtual private networks. The course will provide the student with a solid foundation in network security defense and assumes familiarity with the Internet and basic networking concepts.  
Prerequisite:      SEC 267

## **LAW**

**LAW 210**      **Introduction to Legal Studies (Fall)**      **3 credits**  
A study of the structure of the American legal system, as well as various substantive areas of the law, including torts, family law, contract law, real estate law, criminal law and criminal procedure. The processing of legal reasoning will be explored through analysis of cases, statutes and constitutional provisions. The roles and ethical obligations of legal professionals will also be discussed.

**LAW 211**      **Business Law**      **3 credits**  
A study of the sources of law, the Massachusetts and Federal Court systems, steps in civil litigation, and the general principles of contract law.

**LAW 214**      **Principles of Litigation (Spring)**      **3 credits**  
A study of the principles and process of civil litigation through examination and analysis of the Rules of Civil Procedures and the Rules of Evidence. Students will gain insight into the litigation process by conducting mock interviews and investigations and through drafting pleadings, motions, and other litigation-related documents.

**LAW 218**      **Employment Law (Fall)**      **3 credits**  
A study of employment law for the non-legal professional in Human Resource management, emphasizing federal and state laws governing the employment process and relationship between employers and employees.

## **MEDICAL ASSISTING**

**MEA 104**      **Medical Manager**      **2 credits**  
This course is designed to teach data entry skills needed by clerical workers staffing a health care facility that maintains an electronic records management capability. Emphasis is placed on basic theory and data input into the Medical Manager software.  
Prerequisite:      Keyboarding skill required

**MEA 106**      **Insurance, Coding, Billing & Collections**      **2 credits**  
Designed to provide students with an understanding of the health care reimbursement system as it relates to the financial management of a health care facility. It will provide both general and detailed information that will enable the student to better understand the third party reimbursement process, including claims submission and payment.  
Prerequisite:      Eligibility for ENG 101

**MEA 107**      **Health Office Practice & Procedures**      **2 credits**  
Designed to introduce students to practices and procedures common to the operation of a health care office. Topics include group dynamics, personal strategies for managing time and stress, and techniques of communication that enhance the relationship of the health office staff with clients.  
Prerequisite:      Eligibility for ENG 101

**MEA 108**      **Phlebotomy and Intravenous Techniques**      **2 credits**  
This introductory course provides the student with the knowledge of basic phlebotomy skills.  
Prerequisite:      Eligibility for ENG 101

**MEA 110**      **Introduction to Medical Assisting**      **2 credits**  
This introductory course is designed to provide the student with an orientation into the field of Medical Assisting. The student will explore communication skills, stress reduction; ethnical conduct, legal/ethical issues, and confidentiality/privacy within the health care field.  
Prerequisite:      Eligibility for ENG 101

- MEA 125      Electrocardiogram for Medical Assistants      2 credits**  
 This course will introduce the students to the basics of a Twelve-Lead Electrocardiogram. This course will cover the following topics: cardiology of the heart, details of the electrical activity of the heart, cardiac arrhythmias, treatment of cardiac arrhythmias based on the standards of the American Heart Association. All students will perform electrocardiography (12-lead EKG) on fellow students.  
 Prerequisite:      Eligibility for ENG 101
- MEA 150      Introduction to Drug Therapy      2 credits**  
 Introduces the major drug classes, their indications, mechanisms of action, and potential for drug-drug or drug-food interactions. Also, introduces fundamental terminology that is essential to understanding the basics of drug therapy. At times, this course will consider other basic drug therapy concerns, including age, weight, organ function and body homeostasis. In addition, this course will occasionally illustrate the role and contribution of the pharmacy profession within the field of medicine. A basic mathematical aptitude is expected in the application of some topics.  
 Prerequisite:      Eligibility for ENG 101  
 2 class hours
- MEA 210      Clinical Medical Assisting Techniques      3 credits**  
 This course teaches the student the basic components necessary to work in a clinical environment. Topics include obtaining patient history, vital signs, preparing the patient for examination, medical asepsis and sterilization procedures. The student will also become certified in basic first aid and CPR. Students are strongly urged to take this course the semester before taking MEA 220.  
 Prerequisite:      MEA 110 and eligibility for ENG 101
- MEA 220      Medical Assistant Externship      3 credits**  
 This course is designed to allow students to demonstrate the skills and technical abilities they acquired throughout the Medical Assistant Program. The externship is a non-paying position in a medical facility for a period of 160 hours. *This is the last course in the Medical Assisting Certificate sequence.*

## MANAGEMENT

- MGT 230      Principles of Management      3 credits**  
 Each of the managerial functions--planning, organizing, directing, and controlling--is discussed from the standpoint of how all four interrelate to become the management process. Managerial skills necessary to accomplish these functions are also described, including human relations, decision-making, and communication.
- MGT 231      Human Resource Management (Spring)      3 credits**  
 Human resource management refers to the policies and procedures needed to carry out the people aspects of management. The course focuses on the process of hiring, developing, motivating, and evaluating employees to achieve organizational goals. This includes managing the following policies and practices: job analyses, labor needs, employee recruiting, selection, orientation and training; compensation benefits programs, performance appraisal processes, counseling and disciplining procedures. Human resource managers are also responsible for equal opportunity employment practices; affirmative action and employee health & safety programs; facilitating grievance procedures; and managing labor relations.
- MGT 235      Entrepreneurship      3 credits**  
 Introduction to planning and implementation of the operations of a small business as well as remedial action for small business problems. Topics covered include legal considerations, financial and administrative control, supervision and personnel, site selection, competition, sales promotion, and marketing.
- MGT 236      Small Business Formation (Spring)      3 credits**  
 This course is designed to take students step-by-step through the preparation process to open and operate a small business. Upon completion of the course, each student will have prepared a business plan and will have the knowledge and expertise to assist them in developing adequate capitalization for his/her venture. This plan may be built on a student's individual business concept or on a business concept provided.  
 Prerequisites:      MGT 235 and MKT 240; Co requisite: ACC 105
- MGT 240      Organizational Behavior (Spring)      3 credits**  
 This course provides a conceptual framework for understanding organizational functions and the dynamics of individual and group behavior within organizational settings. Organizational theory and structure are studied within the context of the course, as well as the complexities of decision-making, communications, interpersonal interaction, and conflict within organizational settings.  
 Prerequisite:      MGT 230

## MARKETING MANAGEMENT

- MKT 110 Principles of Retailing (Fall) 3 credits**  
Introduces the basic concepts and methods of retail store management and merchandising. Topics include the various types of retail operations, store facilities management, retail location, logistics systems, retail control systems, customer communications, legal and ethical; aspects of retailing, and human resource management in a retail environment.
- MKT 226 Principles of Advertising (Spring) 3 credits**  
A study of basic advertising principles for the promotion of consumer and industrial products to the appropriate market segments. Includes a study of advertising media, including newspapers, magazines, radio, television, out-of-home, sales promotion, and direct mail. Also reviews the legal and societal aspects of advertising.
- MKT 227 Customer Service and Sales (Fall) 3 credits**  
Demonstrates the strong link between quality service and profitable sales as a means to increase market share. Emphasis is on developing effective sales techniques, communication skills, product knowledge, and consumer behavior.
- MKT 240 Principles of Marketing 3 credits**  
An introduction to marketing and its role in the success of organizations and today's economy – both U.S. and global. Focus will be on building a sound understanding of the role of the consumer in developing marketing strategies, including the design of the marketing mix – product, price, distribution and promotion. The relationship of marketing to the behavioral sciences will all be emphasized along with the influence of information technologies and e-commerce.

## MATHEMATICS

### Placement in Mathematics

The Mathematics Placement Examination (MPE) helps determine that students are properly prepared for mathematics courses. The MPE is given at several times during the year or on demand. Detailed information will be sent to all newly admitted students. Students currently enrolled at the college who have never taken the MPE and who wish to take one of the courses for which it is a prerequisite should make arrangements in the educational planning center, FR 271, to take the MPE.

Some students may need to take one or more developmental mathematics courses. There are three starting points in the developmental sequence, depending on the score on the MPE: Basic Mathematics (MTH 075), Introductory Algebra (MTH 085), and Intermediate Algebra (MTH 095). A grade of C- or better is required to enter successive courses. Students receiving a D grade in a developmental course will receive credit for the course, but will not be eligible to enter the successive course.

- MTH 010 Math Study Skills 1 credit**  
Includes math study strategies and supplemental instruction for students who are currently or will be taking developmental math courses. *Credits earned in this course do not count toward the total credits required for graduation.*
- MTH 075 Basic Mathematics 4 credits**  
Arithmetic Skills, operations on numbers, fractions, decimals, calculation, measurement, equations, formulas, elementary geometry, and problem solving. *Credits earned in this course do not count toward the total credits required for graduation.*  
4 class hours
- MTH 085 Introductory Algebra 4 credits**  
An introduction to the ideas, notation, and techniques of elementary algebra, graphs, and problem solving. *Credits earned in this course do not count toward the total credits required for graduation.*  
Prerequisite: MTH 075 with a grade of C- or better, or adequate score on the Mathematics Placement Examination  
4 class hours

- MTH 095 Intermediate Algebra** **4 credits**  
 An intermediate-level study of topics in algebra, graphs, and problem solving. *Credits earned in this course do not count toward the total credits required for graduation.*  
 Prerequisite: MTH 085 with a grade of C- or better, or adequate score on the Mathematics Placement Examination  
 4 class hours
- MTH 104(D) College Algebra** **4 credits**  
 A college-level course including more advanced topics in algebra, functions, graphs, and problem solving.  
 Prerequisite: MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination  
 4 class hours
- MTH 107(D) Trigonometry** **3 credits**  
 Intended primarily for the student who is or will be studying calculus. Topics include circular functions of real numbers, graphs, identities, inverse functions, trigonometric functions of angles, and applications. MTH 107 may be taken concurrently with MTH 111 by those students who lack trigonometry but are otherwise prepared for calculus. *Students may not receive credit for both MTH 107 and MTH 108.*  
 Prerequisite: MTH 104 with a grade of C- or better or adequate score on the Mathematics Placement Examination
- MTH 108(D) Precalculus** **4 credits**  
 A study of algebraic, trigonometric, exponential and logarithmic functions as a preparation for calculus. Topics include graphs, operations, inverses, translation of graphs, equations and inequalities, mathematical modeling and other applications. *Students may not receive credit for both MTH 107 and MTH 108.*  
 Prerequisites: MTH 104 with a grade of C- or better, or adequate score on the Mathematics Placement Examination  
 4 class hours
- MTH 111(D) Analytic Geometry and Calculus I** **4 credits**  
 Graphs, functions, limits, continuity, the derivative, Mean Value Theorem, extrema, and other applications.  
 Prerequisite: MTH 107, MTH 108, or adequate score on Mathematics Placement Examination  
 4 class hours
- MTH 112(D) Analytic Geometry and Calculus II** **4 credits**  
 The integral, the Fundamental Theorem of Calculus, differentiation and integration of transcendental functions, techniques of integration, areas, volumes, and other applications.  
 Prerequisite: MTH 111  
 4 class hours
- MTH 120 Technical Mathematics** **4 credits**  
 Consists of a quick review of arithmetic, introduction to calculators, scientific notation, the metric system, exponents and radicals, solution of linear and quadratic equations, topics in statistics, the rectangular coordinate system, exponential and logarithmic functions, the right triangle, and selected topics from trigonometry with applications in applied fields. Topics and emphasis may vary depending on the composition of the class.  
 Prerequisite: MTH 075 with a grade of C- or better or passing score on the Mathematics Placement Examination  
 4 class hours
- MTH 130 Math That Matters: Drugs and Dosages** **3 credits**  
 Intended for students in the Veterinary Technician program, or other individuals in the health professions who have the responsibility for the preparation and administration of medications. Mathematics fundamentals will be covered along with systems of measurement and their equivalents, unit conversions, dosage measurement equipment, interpretation of the medication order, calculation of oral, parenteral and intravenous drug dosages, percentage preparations and dilution, and concentration.  
 Prerequisites: MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination.
- MTH 142(D) Statistics** **3 credits**  
 Graphical description of data, measures of central tendency and variability, probability and probability distributions, central limit theorem, estimation of parameters, testing hypotheses, regression and correlation, analysis of variance, and other topics in statistical inference.  
 Prerequisite: MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination
- MTH 150(D) Introduction to Symbolic Logic** **3 credits**  
 Mathematical and scientific truths; formal symbolic logic, arguments, methods of proof, quantification, basic concepts of sets and set operations, and Boolean algebra and its relation to statement calculus.

- MTH 155(D) Topics in Mathematics** **3 credits**  
 An exploratory course in mathematics for the Liberal Arts student. Topics may include mathematical logic, algebra of sets, Boolean algebra, permutations and combinations, probability, statistics, transfinite and finite numbers, bases other than 10, group theory, history of mathematics, puzzles and paradoxes, the mathematics of finance, or others chosen by the instructor.
- MTH 160(D) Introduction to Matrices and Linear Programming** **3 credits**  
 For students in business. Topics covered include vectors, matrices, determinants, systems of linear equations, the Gauss-Jordan method, and linear programming with business applications.  
 Prerequisite: MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination
- MTH 162(D) Applied Calculus** **3 credits**  
 The elements of calculus: functions, limits, the derivative, antiderivatives and definite integrals, with applications to business.  
 Prerequisite: MTH 104 with a grade of C- or better or adequate score on the Mathematics Placement Examination.
- MTH 172 Mathematics for Finance** **3 credits**  
 A mathematics course designed to enrich the student's understanding of classic financial models including simple and compound interest, annuities and varied applications as found in business management and investments. The business calculator and spreadsheet analysis will be featured throughout the course.  
 Prerequisites: MTH 095 with a grade of C- or better, or adequate score on the Mathematics Placement Examination
- MTH 205(D) Linear Algebra** **3 credits**  
 Fundamental concepts of linear algebra: systems of equations, matrices, determinants, vector spaces, eigenvectors, and eigenvalues, with applications.  
 Prerequisite: MTH 112 previously or concurrently
- MTH 211(D) Analytic Geometry and Calculus III** **4 credits**  
 Limits involving infinity, improper integrals, infinite series, power series, polar coordinates, conic sections, vectors and vector calculus in the plane, and plane curves.  
 Prerequisite: MTH 112  
 4 class hours
- MTH 212(D) Analytic Geometry and Calculus IV** **4 credits**  
 Vectors and vector calculus in 3-space, cylindrical and spherical coordinates, surfaces and curves, functions of several variables, multiple integrals, vector fields, line and surface integrals, Green's, Divergence, and Stokes' Theorems.  
 Prerequisite: MTH 211  
 4 class hours
- MTH 214(D) Differential Equations** **3 credits**  
 First order and simple higher-order ordinary differential equations, linear equations, Laplace transforms, additional topics, and applications  
 Prerequisites: MTH 211, and MTH 212 previously or concurrently
- MTH 230(D) Discrete Mathematical Structures** **3 credits**  
 Topics will be chosen from analysis of algorithms, feasibility, intractability, graph theory and trees, induction and recursion, counting techniques, and Boolean algebra. A rigorous course dealing with both theory and applications.  
 Prerequisite: MTH 111

## **MEDICAL RECORD TECHNOLOGY - *See Health Information Management***

## **MUSIC**

*(all sequence courses must be taken in order.)*

- MUS 100(C) Music Fundamentals** **3 credits**  
 Open to all students who want to learn how to read music and learn introductory music theory. Covers reading and writing pitches and rhythmic patterns, major and minor scales and key signatures, intervals, and chords. Also provides a basic introduction to the keyboard. No previous experience is necessary.
- MUS 105(C)/ Music Theory 1, 2, 3, 4** **3 credits each**  
**MUS 107(C)/ MUS 208(C)/ MUS 209(C)**  
 A study of the theoretical principles, formal designs, and stylistic tendencies associated with Western music from the 18th century to the present. The course emphasizes analysis, written exercises using computer notation software, and creative composition. Theory 1 includes a review of the fundamentals, followed by

figured bass, Roman numeral analysis, cadences, non-chord tones, instrument transpositions, and melodic and textural organization. Theory 2 continues with voice leading in two and four voices, harmonic progression, seventh chords, secondary dominants, and modulation. Theory 3 covers chromatic harmony and an introduction to eighteenth century counterpoint. Theory 4 includes analysis of form, extended harmonies of the Romantic period, and twentieth century and contemporary compositional techniques. *Courses must be taken in sequence.*

Prerequisite: (for Theory 1) MUS 100 with a grade of "B" or better, or equivalent

- MUS 106(C) Introduction to World Music 3 credits**  
An introductory appreciation course, open to all students. Explores music outside the Western European tradition, including music of Polynesia, Native North America, Latin America, Africa and Black America, Eastern Europe, the Mideast, Indonesia, India, and Japan. Specific topics chosen from these areas will be studied.
- MUS 110(C) Introduction to Classical Music 3 credits**  
An introductory appreciation course, open to all students. Explores the nature and meaning of artistic creativity and aesthetic judgment in the music of Western European tradition.
- MUS 111/ Holyoke Civic Orchestra 1, 2, 3, 4 1 credit each**  
**MUS 112/ MUS 213/ MUS 214**  
A community activity that combines the talents of qualified college and high school musicians, adult amateur, and professional musicians. Enrolled students are expected to participate in all rehearsals and the series of scheduled concerts.  
Prerequisite: Permission of the instructor.  
3 class hours each
- MUS 115/ Voice, Woodwind, String, Brass, and Percussion Methods 2 credits each**  
**MUS 116/ MUS 117/ MUS 118/ MUS 125**  
Open to all students. Provides the training needed to teach others in specific areas of instrumental or vocal music. Emphasis is on gaining performance skill, discussing literature and its historical significance, and arranging for the specific instrumental or vocal groups involved.  
Pre-/Corequisite: MUS 100, or equivalent  
2 class hours each
- MUS 121/127/ Instrumental/Vocal Ensembles 1, 2, 3, 4 1 credit each**  
**MUS 122/128/ MUS 223/229/ MUS 224/230**  
Performance oriented music groups, open to all students with appropriate performance skills. Students may enroll in one or more of the following categories: Brass-Wind, Electric Bass, Classical Guitar, Jazz Guitar, Early Music, Percussion, World Music, Piano, and Chamber Vocal. Specific instrumentation of some ensembles may warrant the necessity of an audition.  
3 class hours each
- MUS 131/ Aural Skills 1, 2, 3, 4 1 credit each**  
**MUS 132/ MUS 233/ MUS 234**  
The various practical application levels of Aural Skills are coordinated with appropriate levels of Music Theory. Emphasis is on the development of sight singing and ear training skills: learning solfege; conducting/counting rhythm patterns, taking rhythmic and melodic dictation; and singing and identifying scales/modes, intervals, chords, and harmonic progressions. The computer is used as a learning tool to assist in developing these skills.  
Co-requisite: The corresponding level of Music Theory 105-209  
2 class hours each
- MUS 135/ Class Piano 1, 2, 3, 4 1 credit each**  
**MUS 136/ MUS 237/ MUS 238**  
Open to all students. Deals with basic piano technique, with emphasis on playing scales, intervals, and chords. This technique is used to develop sight-reading skills and a melodic awareness at the keyboard. No previous training is required for MUS 135; students with basic piano background may enter at a level appropriate to their skills, as determined by the instructor.  
2 class hours each
- MUS 140(C) Introduction to Jazz 3 credits**  
Open to all students. Traces the history of jazz from its African roots to the present, covering its development through specific historical eras, including the African retentions in American jazz, work songs, spirituals, blues, early syncopated music, ragtime, the music of New Orleans, swing, big band, small combos, bebop (modern jazz), avant garde, and contemporary.
- MUS 141/ Jazz Ensemble 1, 2, 3, 4 1 credit each**  
**MUS 142/ MUS 243/ MUS 244**  
Open to all students with appropriate performance skills. A creative ensemble performing representative music of the jazz tradition. Instrumentation balance may warrant the necessity of audition.  
3 class hours each

- MUS 150(C) Topics in Music** **3 credits**  
 This course provides in-depth college-level study of a particular composer, era, style, or other area of interest in the field of Music. The emphasis will be on the study of Music in the humanities, exploring subject matter in terms of music history and literature, typical formal structures, technical issues, and/or comparison with other related arts. No previous musical experience is required. Topics will rotate, and selection will depend on the particular expertise of the faculty teaching the course.  
 Prerequisite: Eligibility for ENG 101
- MUS 151/ Jazz Improvisation 1, 2, 3, 4** **2 credits each**  
**MUS 152/ MUS 253/ MUS 254**  
 A performing class studying the repertoire and dealing with the techniques of jazz improvisation, including the use of scales in relation to jazz chord progressions, analysis of jazz styles and their harmonic progressions, and the practical use of instruments in the modern ensemble.  
 Prerequisite: For Jazz Improvisation 1: MUS 100 with a "B" or better, or equivalent  
 2 class hours each
- MUS 161/ College Chorale and Lab Chorale 1, 2, 3, 4** **1 credit each**  
**MUS 162/ MUS 263/ MUS 264**  
 Open to all students. The College Chorale, a performing mixed chorus, presents public concerts of a high musical standard, with repertoire chosen from representative choral literature. The Lab Chorale develops the basic skills of music reading and the fundamentals of singing. A major goal of both chorale divisions is to provide students an opportunity to develop a "singing style" in all music that they create. During the first week of classes, students will be auditioned and placed in either the College Chorale or the Lab Chorale.  
 3 class hours each
- MUS 171/ Applied Music for Majors 1, 2, 3, 4** **2 credits each**  
**MUS 172/ MUS 273/ MUS 274**  
 The serious study of individual music performance, through practical application of the major concentration. Each student will be assigned an Applied Music Instructor with whom he or she will study privately. *Attendance is also required at both a weekly class and designated music concerts. A Music Fee is charged for the private instruction.*  
 Prerequisite: Audition
- MUS 180 Introduction to Music Technology** **3 credits**  
 A summation of the fundamental areas of music technology including: analog basics, sound reinforcement, microphone technique, digital theory and recording, mixing and mastering, MIDI sequencing, computer synthesis, computer notation, and experimental electronic music. Lectures will be followed by sessions in which all students will participate in using the HCC studio.
- MUS 191/ Applied Music Non-Major 1, 2, 3, 4** **1 credit each**  
**MUS 192/ MUS 293/ MUS 294**  
 Private music lessons open to any student at any music performance level. Offered on most musical instruments or in voice. Each student will be assigned an Applied Music Instructor with whom he or she will study privately. *Attendance is also required at both a weekly class and designated music concerts.* Students may register for either one-half hour lessons in an "01" section or fifty-minute lessons in an "02" section. *A Music Fee is charged for the private instruction.*
- MUS 250(C) Advanced Topics in Music** **3 credits**  
 This course provides semester-long study of a topic outside the typical community college core curriculum. These topics would be covered in only a preliminary way in other department courses. It is intended for students with a background in Music. Topics will rotate, and selection will depend on the particular expertise of the faculty teaching the course. Possible topics include Conducting, Arranging, Orchestration, and Analysis.  
 Prerequisites: MUS 107 (Music Theory 2), eligibility for ENG 101
- MUS 259(C)/ Music Literature 1, 2** **3 credits each**  
**MUS 260(C)** Representative music compositions of the Western European tradition are studied critically in their historical setting.  
MUS 259: Ancient, Medieval, Renaissance, Baroque, and the early Classic periods;  
MUS 260: Classic, Romantic, and the 20th Century.  
 Prerequisite: ENG 102  
 Co-requisite: MUS 208 or permission of the instructor.

## NUTRITION

- NTR 101 Introduction to Nutrition** **3 credits**  
 An introduction to the science of nutrition as it applies to everyday life. Students will learn how to apply the logic of science to their own nutritional concerns. Topics include the six major nutrients: carbohydrates, fats, proteins, vitamins, minerals, and water. The course also will examine energy balance, weight control, the digestive process, nutrition fads, supplements, fiber, and disease as it relates to nutrition and fitness. A dietary computer application is used throughout the semester to track personal dietary, energy, and fitness.  
 Prerequisite: Eligibility for ENG 101

- NTR 201 Nutrition Through the Life Cycle 3 credits**  
 A course designed to examine nutritional requirements needed for health promotion and disease prevention for each stage of the life cycle including: prenatal, infant, toddler, teenage, maternal, middle age and senior. Sports nutrition, eating disorders, stress, food safety and global nutrition will also be presented as it correlates to the cultural, psychosocial, and physical factors of human growth, development and maintenance. Students will design diet plans for the different stages of the life cycle so that learned nutrition principles can be applied.  
 Prerequisite: NTR 101

## **NURSING – ASSOCIATE DEGREE**

- NUR 100 Introduction to Computer Technology to Support Nursing Informatics 1 credit**  
 Introduces nursing students to computer skills that will be essential to their nursing careers. Students receive a brief overview of the Windows operating system. Hands-on exposure to word-processing, e-mail, list servers, and the Internet is provided. The basics of WebCT conferencing software are introduced and an overview of Nursing Informatics is presented.  
 Prerequisite: Admission to the Nursing or Pre-Health Option or permission of the Department of Nursing.  
 1 class hour
- NUR 101 Introduction to Self Care and Nursing (Fall) 6 credits**  
 An introduction to the role of the Associate Degree Nurse in identifying and meeting the self-care needs of individuals through the application of fundamental nursing skills in assessment and intervention. The primary emphasis is the Universal Self-Care Requisites. Opportunities will be provided to learn and begin to use the health/helping/nursing focus to determine appropriate nursing interventions. Content will include family theory and dynamics, diversity, communication skills, health promotion, teaching-learning theory, problem-solving process, levels of prevention and caring behaviors. A service learning course.  
 Prerequisite: Admission into the Nursing Program  
 Co-requisites: BIO 117, NUR 105, NUR 111  
 3 class hours; 9 clinical laboratory hours
- NUR 102 Nursing Care as it Relates to Self Care Across the Lifespan 8 credits**  
 A continuation of the role of the Associate Degree nurse in identifying and meeting the self-care needs of individuals, families and groups. The primary emphasis is the Developmental Self-Care Requisites of children, adolescents, young and middle-aged adults, and pregnant and parenting families. Opportunities will be provided to determine appropriate nursing interventions to support Developmental Self-Care Requisites or prevent deleterious effects of selected conditions, which interfere with development. The student will integrate and apply content from previous nursing courses. Content will include developmental theory, health promotion, patient education, levels of prevention and enhancement of previous theory.  
 Prerequisites: NUR 101, NUR 105 and NUR 111 or NUR 106 and NUR 105, or permission of the Department of Nursing  
 Co-requisites: BIO 118, PHM 110  
 4 class hours; 12 clinical laboratory hours
- NUR 103 Nursing Care as it Relates to Self Care of the Ill or Injured Person 8 credits**  
 A continuation of the role of the Associate Degree Nurse in identifying and meeting self-care needs of individuals, families and groups. The primary emphasis is Health Deviation Self Care Requisites. Opportunities will be provided to determine appropriate nursing interventions for persons whose self-care requisites have been interrupted by illness or injury. Content will include commonly occurring health problems, group process, health promotion, patient-education, levels of prevention and enhancement of previous theory. Students will work with persons who are experiencing psychiatric mental health deviations or pathophysiologic health deviations including those in need of medical, surgical, or preventive health care. The student will work in classroom and clinical settings. This is a service learning course.  
 Prerequisites: NUR 101, NUR 105 and NUR 111, or NUR 106 and NUR 105, or permission of the Department of Nursing  
 Co-requisites: BIO 118, NUR 123, and PHM 110  
 4 class hours; 12 clinical laboratory hours
- NUR 105 Nursing Issues and Trends I (Fall) 1 credit**  
 An introduction to historical and contemporary ethical and legal issues and trends impacting nursing today. This course serves as a foundation for personal accountability and professional conduct.  
 Prerequisite: Admission into the Nursing Program and NUR 100 or permission of the Department of Nursing  
 1 class hour
- NUR 106 Transition to Associate Degree Nursing (Fall) 2 credits**  
 A course offered to those licensed practical nurses who have satisfactorily met the requirements for the Advanced Placement Option in the Associate Degree Nursing Program. The course is designed to provide knowledge and skills for transition from education and practice as an LPN to the second level of the ADN

program at Holyoke Community College. The focus is on the person, the nursing process and the role of the nurse in today's health care.

Prerequisites: Admission into the Nursing Program and Advanced Placement Standing  
1½ class hours; ½ college laboratory hour

- NUR 107 Introduction to a Career in Nursing 1 credit**  
Introduces potential nursing students to the profession of nursing. An overview of the role, responsibilities, and job market for Registered Nurses will be discussed.  
1 class hour
- NUR 111 Nursing College Lab I (Fall) 2 credits**  
An introduction to the clinical skills used by nurses to care for patients and families. The student will have the opportunity to learn and practice designated skills in a laboratory environment. Currently licensed P.N.s who meet stated criteria may seek advanced placement in lieu of this course.  
Prerequisite: Admission into the Nursing Program  
Co-requisite: BIO 117  
6 college laboratory hours
- NUR 123 Nursing College Lab II 2 credits**  
A continuation of clinical skills used by nurses to care for patients and families of various ages who have health deviations. The student will have the opportunity to learn and practice, in a laboratory environment, designated skills commonly used in health care settings. Priority is given to students who are currently enrolled in NUR 103.  
Prerequisites: NUR 101, NUR 105 and NUR 111 or NUR 106 and NUR 105, or permission of the Department of Nursing.  
Co-requisites: BIO 118 and NUR 103  
6 college laboratory hours
- NUR 204 Intro to the Role of the Nurse in Managing Care of Individuals, Families, and Groups (Spring) 8 credits**  
The integration of the role of the Associate Degree Nurse in identifying and meeting self-care needs of individuals, families and groups. The primary emphasis is nurse as manager of care and member of profession within the community. This course serves as the capstone course regarding clinical practice, therefore the management of care for groups of patients, including the prioritization and delegation of nursing activities, is emphasized. A service learning course.  
Prerequisites: NUR 102, NUR 103, NUR 123, NTR 110, BIO 112  
Co-requisites: NUR 214, NUR 215, or permission of the Department of Nursing  
4 class hours; 12 clinical laboratory hours
- NUR 214 Nursing College Lab III (Spring) 1 credit**  
Synthesis of communication, psychomotor, and physical assessment skills used by nurses to care for patients, families and groups.  
Prerequisite: NUR 123  
Co-requisite: NUR 204  
3 college laboratory hours
- NUR 215 Nursing Issues and Trends II (Spring) 1 credit**  
Builds and expands upon the contemporary, historical, ethical and legal issues and trends impacting nursing today. The course prepares the student to practice nursing in an accountable and professional manner.  
Prerequisite: NUR 105  
Co-requisite: NUR 204, or permission of the Department of Nursing  
1 class hour

## **OPHTHALMIC ASSISTING**

- OPA 110 Ophthalmic Assisting I 4 credits**  
A comprehensive coverage of anatomy and physiology of the eye, vision measurements, optics and refractive errors, minor surgery assisting, and common eye diseases and treatments. Provides both lecture and hands-on instruction in clinical application of the following skills: measuring and recording patient's vision, measuring refractive errors, measuring glasses, setting up the minor surgery room, handling instruments and assisting the surgeon. Laboratory sessions will be held at Baystate Eyecare, Liberty Street, Springfield. *A fee for liability insurance will be assessed.*  
Prerequisite: ENG 101 eligible

- OPA 120 Ophthalmic Assisting II 4 credits**  
 A comprehensive study of ocular pharmacology provides knowledge of commonly prescribed eye medications, their uses, side effects and dosage. Provides instruction in the proper documentation of a comprehensive medical exam. Also covered are systemic diseases and their effect on the eye. Clinical hands-on sessions offer instruction with the slit-lamp, keratometer, and visual field equipment. Clinical review sessions offer students opportunities to demonstrate and practice their skills in mock clinic settings. Laboratory sessions will be held at Baystate Eyecare, Liberty Street, Springfield.  
 Prerequisite: OPA 110

## OPTICIANRY

- OPH 101 Ophthalmic Dispensing I 3 credits**  
 An introduction to the three o's; Optician, Ophthalmologist and Optometrist. Anatomy and physiology of the eye are studied as well as the most common disorders affecting visual acuity. Visual acuity and a brief introduction to refractometry are also covered.
- OPH 102 Ophthalmic Dispensing II 3 credits**  
 A study of eyeglass frames, including types, materials, cosmetic considerations, and proper selection with single vision and multifocal prescriptions. Instruction includes basic dispensing procedures and the use of all pertinent optical measurements. Also discussed are Federal Regulations for eyewear as well as sport lenses and their applications.  
 Prerequisite: OPH 101
- OPH 111 Ophthalmic Lenses I 3 credits**  
 An introduction to the history and development of modern eyeglass lenses and the materials from which they are made. The visible spectrum; the effects that spherical, cylindrical, and prismatic lenses have on light rays; lens types and the formulae used in basic lens construction; and the theories of light, wave length, and refraction are covered. ANSI standards are also introduced.
- OPH 121 Ophthalmic Fabrication I 3 credits**  
 An introduction to laboratory facilities and equipment used to produce a finished pair of eyeglasses. Use of the lensmeter to check and verify lens powers and prescription requirements, techniques of lens layout for edging, proper frame measuring, and diamond lens beveling will be covered, as well as hand beveling and proper frame alignment. Also covered is the department's Hazard Communication Program.  
 1.5 class hours and 4.5 laboratory hours
- OPH 122 Ophthalmic Fabrication II 3 credits**  
 A continuation of OPH 121, with review of diamond edging, transposition, and ANSI standards. BiFocal fabrication and neutralization will be stressed. Pattern making by manual and automatic methods, methods of tempering lenses to make them impact resistant, prisms, methods of splitting and combining prisms for best cosmetic effects, working with various frame materials, and lens tinting will also be covered.  
 Prerequisite: OPH 121  
 1.5 class hours and 4.5 laboratory hours
- OPH 150 Directed Practicum 3 credits**  
 A supervised learning experience in a well-organized optical setting. Practical application of procedures in ophthalmic dispensing, ophthalmic fabrication, inventory control, and frame styling. Includes one-hour weekly discussion of practical experiences, job site visits by faculty, and faculty/employer evaluation of students. *A fee for liability insurance will be assessed.*  
 Prerequisites: OPH 101, OPH 111, and OPH 121  
 Co-requisites: OPH 102, OPH 112, and OPH 122  
 1 class hour and 6 field hours
- OPH 245 Contact Lenses II 4 credits**  
 A continuation of OPH 235 with emphasis on the fitting of hydrophilic contact lenses. Modifications of rigid lenses for special fitting procedures and the advantages and disadvantages of different lens materials will also be covered. Instruction will continue in the use of the keratometer, biomicroscope, diameter gauge, radiuscope, and thickness gauge.  
 Prerequisite: OPH 235  
 3 class hours and 3 laboratory hours

## OFFICE TECHNOLOGIES

- OTC 111      Keyboarding I (Fall)      3 credits**  
Basic theory and practice of touch keyboarding with an emphasis on accuracy, rhythm, and continuity of movement. Students become familiar with the operative techniques of the computer keyboard. Formatting business correspondence is introduced.
- OTC 151      Keyboarding II (Spring)      3 credits**  
Emphasis on the development of speed and accuracy and skill in handling the most common types of business correspondence and business forms. Introduction to formatting manuscripts, tabulations, problems, editing, and copying from rough drafts. Student must attain a speed of 45 wpm to graduate with a degree in Office Technologies or Administrative Professional Studies.  
Prerequisites:      OTC 111 (25 wpm for 3 minutes.) *BUS 105, Keyboarding for Information Processing, should not be used as the prerequisite for this course.*
- OTC 217      Advanced Document Processing (Spring)      3 credits**  
This course is designed to prepare students entering office-related careers with a comprehensive set of skills for processing documents in all types of organizations that rely on computer technology for day-to-day operations. Professional versions of the office productivity software will be utilized. Upon completion of the course, the student will be able to take a certification exam such as the Microsoft Office Specialist Exam, which is administered by the College for a fee.  
Prerequisites:      OTC 151 or permission of the instructor
- OTC 245      Administrative Support Services (Fall)      3 credits**  
An overview of office services and the responsibilities of office employees. Topics include mail procedures, telecommunications, records management, and human relations. Factors that affect the efficiency of office service techniques are emphasized through laboratory work and simulation.

## PHILOSOPHY

- PHI 100(C)      Mythology      3 credits**  
All cultures have their own myths. Are myths merely fictions, make-believe stories that distract us from more careful consideration and reflection about the world around us? To determine the meaning of myths, this course addresses the following questions: do myths present other ways of knowing the world which science and philosophy cannot achieve? What might myths tell us about ourselves, other peoples, and the natural world?
- PHI 101(C)      Introduction to Philosophy      3 credits**  
A basic introduction to central questions in Western philosophy: Does God exist and how are we certain one way or the other? Does science provide reliable evidence about the way the world works? Do people have minds, souls, or are they just bodies? What makes an act the right thing to do? What is the difference between good art and bad art? Does life have no, one, or many meanings? Such questions are addressed reading classical texts in philosophy, and by arguing about these views.
- PHI 103(C)      Clear Thinking/Sound Reasoning      3 credits**  
Students will learn how to improve their ability to think and reason, to better understand the basis for their opinions, and to build convincing arguments in discussions and debates. By discussing controversial moral and political topics and examining scientific studies, opinion polls, and newspaper editorials students will learn ways one should not argue (by using what philosophers call fallacious reasoning) and then learn how to make more effective arguments.
- PHI 110(C)      Comparative Religions      3 credits**  
A comparative study of the major world religions, such as Hinduism, Buddhism, Judaism, Christianity, Islam, Confucianism, and Taoism, emphasizing their spirituality, beliefs, traditions, and rituals, as well as their historical development. Also critically examines selections of their scriptures.
- PHI 120(C)      Ethics      3 credits**  
Focuses on how to make better philosophical arguments about moral matters and thus how to make more informed decisions in a morally complex world. Discusses some central moral theories (such as natural law, utilitarianism, Kantian moral theory, virtue ethics, and feminist moral theories) which have informed Western philosophy's views on ethical decision-making. May address different philosophical arguments on issues such as abortion, animal rights, and the death penalty.
- PHI 130(C)      Topics in Philosophy      3 credits**  
A detailed examination of a particular debate or controversy in a specific aspect of philosophy. This may include such topics as philosophy and religion, specific philosophers, aesthetics, social and political philosophy, existentialism, phenomenology, feminism, environmental or medical ethics, and philosophy of law.

## PHARMACY SCIENCE AND TECHNOLOGY

- PHM 100 Survey of Pharmacy 3 credits**  
An intensive study of the history and culture of the pharmacy profession from pre-historic times to the present day, starting with the ancient civilizations and progressing to modern U.S. practice. In the modern era, the course reviews current pharmacy institutions and practices, providing a thorough look at their history, purpose and function within the profession. The historical context, status, and roles of those who practice pharmacy will also be covered.  
Prerequisite: ENG 097, or appropriate score on the English Placement Examination  
3 class hours
- PHM 103 Community-Based Pharmaceutics 4 credits**  
Covers dispensing functions encountered in a typical community (retail) pharmacy. Emphasis is on prescription reading, calculations, preparation, compounding, and dispensing. The laboratory focuses on actual procedures used in a community pharmacy, including the use of pharmacy computer systems, interaction with customers and health care professionals, and proper billing and insurance procedures. Introduces retail management issues like inventory management and nonprescription medication sales.  
Pre-/Co-requisites: PHM 130 and PHM 170  
3 class hours and 3 laboratory hours
- PHM 104 Institutional-Based Pharmaceutics 4 credits**  
Covers the technical procedures required to accurately and safely prepare medications in an institutional pharmacy setting. Topics include: the hospital environment, the nursing home environment, the home IV care setting, compounding pharmaceuticals, aseptic technique, sterility, parenteral preparations, sterile environments, unit dose drug distribution, floor stock drug distribution, controlled substance distribution, and inventory control. The use of pharmacy computer systems is stressed, covering the following skills: patient profiling, medication order entry, and inventory control.  
Pre-/Co-requisites: PHM 130 and PHM 170  
3 class hours and 3 laboratory hours
- PHM 110 Clinical Pharmacology 3 credits**  
Provides an introduction to clinical pharmacology, the study of the effects of drugs on humans, in the context of the administration of them by health care practitioners. For each class of drugs, the course will explore generic and brand names, indications and contraindications, therapeutic dosage ranges, adverse effects, and administration implications. *PHM 111/112 may be taken in place of PHM 110 to satisfy the Nursing Program's pharmacology requirement.*  
Prerequisites: BIO 111; or BIO 117/118; or current L.P.N. or R.N. licensure.  
Co-requisite: BIO 118  
3 class hours
- PHM 111 Pharmacology I 3 credits**  
Provides a general knowledge of pharmacology: the science of drugs. For each class of drugs, the course will explore generic and brand names, indications and contraindications, mechanisms of action, adverse effects, absorption, distribution, metabolism, and excretion. Will cover drugs involved with the peripheral and central nervous systems, neurologic disorders, psychiatric disorders, and the renal system. *PHM 111 and 112 may be taken in place of PHM 110 to satisfy the Nursing Program's pharmacology requirement.*  
3 class hours
- PHM 112 Pharmacology II 3 credits**  
Provides a general knowledge of pharmacology: the science of drugs. For each class of drugs, the course will explore generic and brand names, indications and contraindications, mechanisms of action, adverse effects, absorption, distribution, metabolism, and excretion. Will cover drugs involved with hemodynamics, the heart, endocrine systems, the immune system, the lungs, the gastrointestinal system, nutrition, infectious diseases, and cancer. *PHM 111 and 112 may be taken in place of PHM 110 to satisfy the Nursing Program's pharmacology requirement.*  
Prerequisite: PHM 111  
3 class hours
- PHM 121 Pharmacy Law & Ethics 3 credits**  
Covers the federal and state regulation of the practice of pharmacy, issues of liability related to pharmacy, third party reimbursement for pharmacy services, general employer/employee issues, and ethical issues/concerns that arise in the practice of pharmacy.  
Prerequisite: ENG 097, or appropriate score on the English Placement Examination  
3 class hours
- PHM 131 Medical Calculations 3 credits**  
An examination of a variety of applied mathematical concepts for those engaged in the development, preparation, dispensing and administration of medicinals. Descriptive methods of collecting, organizing,

interpreting and presenting numerical medical data are demonstrated and examined. Mathematical reasoning and word problem solving, utilizing medical models and dimensional analysis, are intensely explored and developed throughout the course. Mathematical topics include arithmetic review, algebra review, proportions, percentages, conversions, linear functions, tables, graphs, scientific notations, significant figures, factoring, fractional equations, exponential functions, logarithmic functions and calculator use. Medicinal topics include systems of measurement, (apothecary, avoirdupois, household and metric), Roman numerals, medical abbreviations, order interpretation, dilution, concentration, allegation, dosages, scheduling, administration and flow rate.

Prerequisite: MTH 075 with a grade of C- or better, or successful test placement scores.  
3 class hours

**PHM 201 Experiential Pharmacy Practice 2 to 4 credits**

A pharmacist preceptor-supervised learning experience, overseen by HCC faculty in a community, hospital, extended-care, or home IV therapy pharmacy setting, selected by the student. Provides the opportunity to learn about the practices and profession of pharmacy in an actual pharmacy setting, while also developing practical pharmaceutical skills. Enrollment is restricted to pre-pharmacy students. *The number of credits selected will determine the number of clinical hours per week.*

Prerequisites: ENG 101; MTH 097 or adequate score on the Mathematics Placement Examination; PHM 100; and enrollment as a Pre-Pharmacy major.

8 to 16 clinical hours

**PHM 211 Community Pharmacy Practicum and Seminar 5 credits**

Culminates, through actual practice, the skills and knowledge gained to practice as a pharmacy technician in a community or managed care pharmacy setting. The seminar will develop a knowledge of and allow demonstration of community pharmacy practice concepts, including good customer relations, prescription interpretation, medication error prevention, pharmacy system inputs, third party payment and contracted services. Through preceptor-supervised clinical experiences, overseen by pharmacist faculty, the student will gain the opportunity to experience patient interaction, medico-legal issues, pharmaceutical compounding, pharmacy computer interaction, prescription dispensing, business marketing, wholesaler purchasing, and inventory control.

Prerequisites: PHM 103, PHM 111, and PHM 121

Co-requisites: PHM 111 and PHM 121

2 class hours and 12 clinical hours

**PHM 212 Institutional Pharmacy Practicum and Seminar 5 credits**

Culminates, through actual practice, the skills and knowledge gained to practice as a pharmacy technician in an institutional pharmacy setting, such as a hospital or nursing home. The seminar portion will concentrate on the development of effective communication skills, job hinting skills and resume preparation. In addition, topics relevant to experiences gained during the clinical rotations will be discussed. Through preceptor-supervised clinical experiences, overseen by pharmacist faculty, the student will have the opportunity to experience interaction with other health professional, medico-legal issues first hand, unit-dose packaging and dispensing, sterile product admixture, large batch compounding, group purchasing, inventory control, and institutional pharmacy computer systems.

Prerequisites: PHM 103, PHM 111, and PHM 121

Co-requisite: PHM 103

2 class hours and 12 clinical hours

## PHYSICS

### Placement in Physics

All students planning to take PHS 111 in the spring semester must receive an adequate score on the Physics Placement Test or take PHS 101 in the fall semester.

**PHS 101(D) General Physics I (Fall) 4 credits**

The principles of mechanics and fluids. Covers vectors, motion, and Newton's Laws, the Conservation Laws, gravitation, work and energy, and concepts of fluids. Applied trigonometry is taught when needed.

Prerequisite: MTH 095 or adequate score on the Mathematics Placement Examination

3 class hours and 3 laboratory hours

**PHS 102(D) General Physics II (Spring) 4 credits**

Basic concepts and principles of electricity and magnetism, light, and modern physics. Topics include Coulomb's Law, electric field, potential, current, resistance, magnetic fields, inductance, DC circuits, AC circuits, reflection, refraction, lenses, interference, diffraction, polarization, and atomic and nuclear relationships.

Prerequisite: PHS 101

3 class hours and 3 laboratory hours

- PHS 111(D) Physics for Engineers and Science Majors I (Spring) 4 credits**  
 The study of particle kinematics and dynamics, work and energy, conservation laws of energy and linear momentum, rotational kinematics and dynamics, conservation of angular momentum, and simple harmonic motion. Calculus is used throughout the course.  
 Prerequisites: PHS 101 or an adequate score on the Physics Placement Test, and MTH 111  
 Co-requisite: MTH 112  
 3 class hours and 3 laboratory hours
- PHS 112(D) Physics for Engineers and Science Majors II (Fall) 4 credits**  
 Concepts and principles of electricity and magnetism leading to Maxwell's equations. Topics covered are charge and matter, Gauss' Law, electrical potential, capacitors and dielectrics, current and resistance, magnetic field, Ampere's Law, Faraday's Law, inductance, electromagnetic oscillations, alternating current, and electromagnetic waves.  
 Prerequisites: PHS 111 and MTH 112  
 Co-requisite: MTH 211  
 3 class hours and 3 laboratory hours
- PHS 201(D) Physics for Engineers and Science Majors III (Spring) 4 credits**  
 An introduction to wave theory and optics with major emphasis on modern physics. Topics include wave motion, optics, relativity, the quantum theory of light, the particle nature of matter, matter waves, quantum mechanics in one and three dimensions, atomic structure, solid state physics, and nuclear structure.  
 Prerequisite: PHS 112  
 Co-requisite: MTH 212  
 3 class hours and 3 laboratory hours

## **PRACTICAL NURSING (LPN)**

- PNR 100 Success in Practical Nursing 1 credit**  
 This course is designed to introduce the Practical Nursing students to the skills that will be essential to success in the HCC Practical Nursing Program. Students receive a brief overview of the Windows operating system.
- PNR 130 Issues and Trends in Practical Nursing Practice 1 credit**  
 An introduction to the historical and contemporary legal and ethical issues and trends affecting nursing today. This course serves as a foundation for personal and professional accountability and conduct for practical nursing.  
 Prerequisite: Admission to the Practical Nurse Program  
 1 class hour
- PNR 131 Introduction to Self Care and Nursing for Practical Nurses 7 credits**  
 An introduction to the role of the practical nurse in assisting to identify and meet the self-care needs of individuals, patients, families or significant others. The primary emphasis is the Universal Self-Care Requisites. Opportunities will be provided to learn and to begin to use the health/helping nursing focus to determine appropriate nursing interventions. Content will include family theory and dynamics, diversity, communication skills, microbiology, nutrition, pharmacology, teaching-learning theory, problem-solving process, levels of prevention and caring behaviors. Clinical experience is provided in area hospitals, long-term care facilities and other community health care agencies.  
 Prerequisite: Admission to the Practical Nursing Program  
 Co-requisite: BIO 111, PSY 110, PNR 130, PNR 132, NUR 100 or permission of the Department of Nursing.  
 4 class hours; 9 clinical laboratory hours
- PNR 132 Practical Nursing College Lab I 2 credits**  
 This course is an introduction to the clinical skills used by practical nurses to care for individuals, patients families or significant others. The student will have the opportunity to practice and learn the designated skills in a laboratory environment.  
 Prerequisites: Admission to the Practical Nursing Program.  
 Co-requisites: BIO 111, PSY 110, PNR 130, PNR 131, NUR 100 or permission of the Department of Nursing.  
 5 college laboratory hours
- PNR 133 Nursing Care as it Relates to Self Care of the Ill or Injured Child or Adult - Part I 2 credits**  
 This course presents the role of the practical nurse in assisting to identify and meet the self-care needs of individuals, patients, families or significant others. The emphasis is on the Health Deviation self-care requisites of adults and children. The content will include commonly occurring health problems, nutritional and pharmacological interventions, health promotion, patient education, and levels of prevention. Clinical experience is provided in area hospitals, long-term care facilities and other community health agencies. This is a three-week course offered in January.  
 Prerequisites: BIO 111, PSY 110, PNR 130, PNR 131, PNR 132, NUR 100 or permission of the Department of Nursing.  
 Co-requisite: pnr 134  
 5 class hours; 18 clinical laboratory hours

- PNR 134 Practical Nursing College Lab II 1 credit**  
 This course presents the clinical skills used by practical nurses to care for patients, adults and children, with health deviations. The student will have the opportunity to practice and learn the designated skills in a laboratory environment. This is a three-week course offered in January.  
 Prerequisites: BIO 111, PSY 110, PNR 130, PNR 131, PNR 132, NUR 100 or permission of the Department of Nursing.  
 Co-requisite: PNR 133  
 10 college laboratory hours
- PNR 135 Nursing Care as it Relates to Self Care of the Ill or Injured Child or Adult - Part II 12 credits**  
 A continuation of the roles of the practical nurse in assisting to identify and meet the self-care needs of individuals and families. The emphasis continues on the Health Deviation self-care requisites of adults and children. The content will include commonly occurring health problems, nutritional and pharmacological interventions, health promotion, patient education, and levels of prevention. Clinical experience is provided in area hospitals, long-term care facilities and other community health agencies.  
 Prerequisites: BIO 111, PSY 110, PNR 130, PNR 131, PNR 132, PNR 133, PNR 134, NUR 100 or permission of the Department of Nursing.  
 Co-requisite: PNR 136, PSY 216  
 6 class hours; 18 clinical laboratory hours
- PNR 136 Practical Nursing College Lab III 2 credits**  
 This course continues the clinical skills used by practical nurses to care for patients, adults and children with health deviations. The student will have the opportunity to practice and learn the designated skills in a laboratory environment.  
 Prerequisites: BIO 111, PSY 110, PNR 130, PNR 131, PNR 132, PNR 133, PNR 134, NUR 100 or permission of the Department of Nursing.  
 Co-requisite: PNR 135, PSY 216  
 4 college laboratory hours
- PNR 137 Nursing Care as it Relates to the Self Care Developmental Needs of Children and Adults 4 credits**  
 A continuation of the role of the practical nurse in assisting to identify and meet the self-care needs of individuals, patients, families or significant others. The primary emphasis is on developmental self-care requisites. The student will integrate content from previous nursing courses at the practical nurse level. The content will include the normal maternity cycle, developmental theory, patient education, levels of prevention and basic management skills appropriate to the scope of practice of the practical nurse. Clinical experience is provided in area hospitals and other community health agencies. *This is a six-week course in May/June.*  
 Prerequisites: BIO 111, PSY 110, PNR 130, PNR 131, PNR 132, PNR 133, PNR 134, PNR 135, PNR 136, NUR 100 or permission of the Department of Nursing.  
 4 class hours; 18 clinical laboratory hours

## POLITICAL SCIENCE

- POL 101(B) Introduction to Political Science 3 credits**  
 An introduction to the philosophical and theoretical foundations of political science. Particular attention will be given to classic and contemporary texts that trace the development of the essentially contested concepts at the core of political science.  
 Prerequisite: Eligible to enroll in ENG 101
- POL 110(B) U.S. National Government 3 credits**  
 An introduction to the structure, functions, and politics of the United States national (federal) government within its historical, constitutional, social, and theoretical contexts.
- POL 120(B) State and Local Government 3 credits**  
 An introduction to the structure, function, and politics of United States government at the state, county, and municipal levels, emphasizing their roles within the federal system.
- POL 140(B) Civil Liberties and Civil Rights 3 credits**  
 An examination of the law and politics of civil liberties and civil rights in the United States. Attention will be focused on civil liberties and civil rights as major constitutional principles, as well as on major contemporary challenges to those principles.
- POL 150(B) Introductory Topics in Political Science 3 credits**  
 In this course students will survey classic political texts and sample the relevant scholarship of political science to explore a current and/or historical topic in political science. The focus of the course may change each time it is offered.

- POL 230(B) Topics in Political Science** **3 credits**  
In this course students will survey the political science literature and use primary source materials to explore a current and/or historical topic in political science. The focus of the course will change each semester. Students will be expected to complete a research project.  
Prerequisites: One previous POL class, ENG 101, and others appropriate to the topic, which will be announced each time the course is offered.

## PHYSICAL SCIENCE

- PSC 140(D) Topics in Chemistry** **4 credits**  
An introductory course in chemistry for the general student. Development of atomic theory, the nature of chemical bonding, and the relationship between matter and energy. Specific topics are chosen by the instructor and may include chemistry and pollution, the chemistry of home care and personal products, consumer chemistry, food chemistry, the chemistry of water and water pollution, the chemistry of air and air pollution, the chemistry of earth, hazardous wastes, radioactivity, and alternative energy.  
3 class hours and 3 laboratory hours

## PSYCHOLOGY

- PSY 110(B) Introduction to Psychology** **3 credits**  
Introduction to the study and principles of behavior. Topics include general principles of scientific investigation; physiological bases of behavior including sensation, perception, learning, emotion, and motivation; development; individual differences; attitudes; and group dynamics.  
Prerequisites: Passing scores on the English Placement Examinations or satisfactory completion of ENG 097 and ENG 098.
- PSY 142(D) Statistics for Psychology and the Social Sciences** **3 credits**  
An introduction to statistics for students interested in careers in psychology or related fields. Descriptive and inferential statistics are applied to psychological and social problems. Topics include probability theory, descriptive statistics, the binomial and normal distributions, confidence intervals, chi-square tests, t-tests, analysis of variance, correlation, and simple regression. A computer-based statistical package is used to analyze data.  
Prerequisites: PSY 110, and MTH 095 with a grade of C- or better, or adequate score on the Mathematics Placement Examination
- PSY 203(B) Human Sexuality** **3 credits**  
Analyzes sexual patterns and attitudes in contemporary American society. Topics include sex roles and models in contemporary society, male and female anatomy and physiology, sexual response, family planning and birth control, birth, and sexual dysfunction.  
Prerequisite: PSY 110
- PSY 210(B) Social Psychology** **3 credits**  
An introduction to the study, principles and findings of Social Psychology. Topics include methods of research; social perception (self-perception; perception of others; perceiving groups); social influence (attitudes and conformity); social relations (attractions, altruism and aggression); applying social psychology (law, business and health). *Same as SOC 210.*  
Prerequisite: PSY 110 or SOC 110
- PSY 215(B) Child Psychology** **3 credits**  
Facts and principles of child development including maturational, emotional, intellectual-cognitive, verbal, and social factors at various ages. Theories regarding personality development and intellectual growth are examined.  
Prerequisite: PSY 110
- PSY 216(B) Human Development** **3 credits**  
A study of human development with emphasis on the broad physical, maturational, and behavioral changes occurring throughout the life span and the factors and conditions that influence these changes.  
Prerequisite: PSY 110
- PSY 217(B) Abnormal Psychology** **3 credits**  
Abnormal behavior, including major categories of deviant behavior. Emphasis is on various contemporary approaches to their understanding and treatment.  
Prerequisite: PSY 110

- PSY 218(B) Adolescent Psychology 3 credits**  
 An exploration of adolescent changes including physical, maturational, cognitive, social, and emotional factors. Adolescent development is also viewed from various theoretical points of view. Vocational and educational developments are considered.  
 Prerequisite: PSY 110
- PSY 220(B) Educational Psychology 3 credits**  
 A study of the principles of development, learning, and measurement applied to educational situations. Examination of contemporary theories of learning.  
 Prerequisite: PSY 110
- PSY 222(B) Research Methods in Psychology 3 credits**  
 An introduction to research methods in psychology or related fields. Covers literature reviews, critical evaluations of articles in professional journals, the design of research studies, and use of a computer-based statistical package to analyze data. Independent research focuses on the procedures involved in conducting studies and writing research reports. Group laboratory exercises are included.  
 Prerequisites: PSY 110 and PSY 142
- PSY 224 (B) Psychology of Women 3 credits**  
 An exploration of some of the psychological issues relevant to women. Theories of female psychology and research findings will be considered, as will biological, social and cultural factors that affect females. Topics to be discussed may include female life span development; gender identity; gender differences in mental health and sexuality; sexism; and violence against women. This course is designed for both female and male students who are interested in learning about women's lives from a bio psychosocial perspective.  
 Prerequisite: PSY 110
- PSY 225(B) Psychology of Men 3 credits**  
 An exploration of what it means to "be a man" and what society expects of males. Current theories of male psychology and masculinity from multicultural, biological, and psychosocial perspectives will be considered. Topics include: gender identity and gender roles; how boys learn to become men; absent fathers and father-hunger; competition, success and work; violence and aggression; sexuality and homophobia; patriarchy, privilege and power; relationships and intimacy; family roles and fatherhood; physical and mental health issues. The course is designed for both men and women who are interested in learning about men, as well as men's roles in the family, at work, and in society.
- PSY 230(B) Topics in Psychology 3 credits**  
 Surveys the psychological literature and uses primary source materials to explore a current and/or historical topic in psychology. Includes a research project. The focus of the course will change each semester.  
 Prerequisite: PSY 110, ENG 101 and others appropriate to the topic as announced
- PSY 233(B) Psychology of Aging 3 credits**  
 Examines the psychological development and functioning of the older adult, looking specifically at how the aging process affects the psychological functioning and behavior of the individual. It will address both the biological and behavioral factors of the aging personality and mental functioning with a goal of preparing the student to understand and effectively work with the older adult.  
 Prerequisite: PSY 110
- PSY 242(B) Introduction to Interviewing Theory and Practice in Counseling 3 credits**  
 An introduction to instruments, techniques, and theories of counseling. Procedures such as observation, individual appraisal, and case reports are presented in the context of philosophies and issues in counseling.  
 Prerequisites: PSY 110  
 2 class hours and 2 laboratory hours
- PSY 250(B) Psychology of Sport 3 credits**  
 Examines how the major theoretical frameworks in psychology relate to sport. The focus is on how an understanding of psychological concepts such as achievement, motivation, personality theory, aggression, and anxiety can be used to facilitate the athlete's enjoyment and performance in sport.  
 Prerequisites: PSY 110
- PSY 260(B) Personality 3 credits**  
 This course provides an overview of the major theories of personality and the contributions each has made to our understanding of human behavior.  
 Prerequisite: PSY 110

- PSY 265 (B) Cognitive Psychology** **3 credits**  
 An introduction to human cognition. Topics include how cognitive psychologists study human thought processes and research findings in perception, attention, memory, language, problem solving, and intelligence.  
 Prerequisite: PSY 110
- PSY 270 Mind, Brain and Behavior** **3 credits**  
 An introduction to the neural foundations for behavior. Topics include how neuroscientists and cognitive neuroscientists study the brain and nervous system, the organization of the brain and nervous system, the major brain circuits and brain functions, and some major brain diseases and disorders.  
 Prerequisite: PSY 110; an introductory biology course is also recommended.
- PSY 276/ Internship in Psychology** **1-3 credits**  
**PSY 277/ PSY 278**  
 A project designed by an interested student and a sponsoring faculty member and approved by a Division committee. The student does work off campus that familiarizes him or her with concrete and practical examples of principles studied in classes through reading or research. Student interns keep logs of their activities, meet regularly with their faculty sponsors, and write papers.  
 Prerequisites: 2 PSY courses and permission of instructor  
                   PSY 276           1 credit  
                   PSY 277           2 credits  
                   PSY 278           3 credits
- PSY 288/ Practicum in Psychology I, II** **1 credit**  
**PSY 289**  
 Each course provides a forum to discuss experiences, develop plans, and assess present learning and future needs. During the weekly seminar meetings, students will have the opportunity to share their field experience in a group setting.

## RADIOLOGIC TECHNOLOGY

- RDL 115 Patient Care I** **3 credits**  
 Introduces new radiography students to the basic skills required for participation in the clinical experience portions of the program. Topics covered are an introduction to radiography, medical terminology, medical ethics, radiation protection, confidentiality, and basic patient care procedures. Sessions include demonstration and practice of patient care procedures.  
 Prerequisite: Acceptance into program
- RDL 122 Radiographic Techniques and Control I** **2 credits**  
 Introduces the basic operating principles of X-ray generators and radiographic imaging equipment. Topics include basic radiation protection, automatic processing of films, various imaging receptors, and the prime factors used to produce radiographs. The latter combines lecture with actual experience in the clinical affiliate. Manipulation of general radiograph equipment and accessories takes place in the clinical affiliate during Clinical Education and Lab Experience I, which is concurrent.  
 Prerequisites: MTH 085 or adequate score on the Mathematics Placement Examination  
 Co-requisite: RDL 141
- RDL 123 Radiographic Techniques and Control II** **3 credits**  
 Radiographic circuits are studied to understand technique control. Quality Assurance standards and procedures are presented. Lab experiments are performed to further understand QA practice.  
 Prerequisite: RDL 122  
 Co-requisite: RDL 142
- RDL 132 Radiographic Positioning and Related Anatomy I** **4 credits**  
 Anatomy of the lower extremity, shoulder girdle, pelvic girdle, and spine is correlated with the routine positioning of these areas. The procedures are demonstrated in the classroom and at the affiliates, where the student practices these positions during his or her clinical education.  
 Prerequisite: Acceptance into program  
 Co-requisites: RDL 141 and BIO 117
- RDL 133 Radiographic Positioning and Related Anatomy II** **3 credits**  
 Study of the spine, skull, and facial bones.  
 Prerequisites: RDL 132 and BIO 117  
 Co-requisites: RDL 142 and BIO 118
- RDL 141 Clinical Education and Lab Experience I** **2 credits**  
 Under the supervision of staff technologists, students carry out the radiographic procedures covered in classes during the summer and fall semesters. Competency in these procedures is assessed through Competency Testing of previously learned procedures.  
 Prerequisite: Acceptance into program  
 Co-requisites: RDL 122 and 132  
 20 hours per week/10 weeks

- RDL 142 Clinical Education and Lab Experience II 3 credits**  
 Application of skills in the performance of all examinations thus far covered, and Competency Testing as scheduled.  
 Prerequisite: RDL 141  
 Co-requisites: RDL 123 and 133  
 20 hours per week/15 weeks
- RDL 158 Clinical Internship I (Winter Intersession) 1 credit**  
 Under the supervision of staff technologists, students apply the principles of radiology learned in previous semesters and gain valuable experience.  
 Prerequisite: RDL 115  
 40 hours per week/2 weeks
- RDL 190 Radiologic Instrumentation 3 credits**  
 Concepts of radiation and fundamental principles of physics as applied to diagnostic imaging equipment. Forms of electromagnetic radiation and radiation interactions with matter, principles of operation of X-ray transformers, circuits, rectification, and accessory machine devices will be covered.  
 Prerequisite: RDL 123  
 Co-requisite: RDL 242
- RDL 215 Patient Care II 2 credits**  
 Patient care skills are covered as a continuation of RDL 115. Topics covered include medical law, medical emergencies, health and wellness, venipuncture and patient care procedures. Sessions include demonstration and practice of venipuncture and patient care procedures.  
 Prerequisite: RDL 115 and RDL 142  
 Co-requisite: RDL 251
- RDL 221 Advanced Procedures and Techniques I 3 credits**  
 A study of pathology to enhance ability to identify pathological/normal conditions on radiographs. The various imaging modalities in a Radiology Department are studied, including Fluoroscopy, Image Intensification, Tomography, and Mammography. Also includes a film evaluation course to assist in determining the quality of radiographs and the diagnostic value of films.  
 Prerequisite: RDL 123  
 Co-requisite: RDL 241
- RDL 233 Special Radiographic Studies and Contrast Media 3 credits**  
 Elements of radiographic contrast media are related to specific procedures. Covers special radiographic examinations including examinations of the gastrointestinal system, urinary system, circulatory system, and nervous system. Invasive and non-invasive procedures are also covered.  
 Prerequisites: RDL 133 and BIO 118  
 Co-requisite: RDL 241
- RDL 234 Advanced Imaging and Radiobiology 3 credits**  
 Covers the more sophisticated equipment and imaging modalities found in most radiology departments; e.g., CT scanning, MRI, and Digital Radiography/Fluoroscopy. The subject of Radiobiology is included to expand understanding of the effects of radiation on the human body and the necessity of radiation protection measures.  
 Prerequisite: RDL 221  
 Co-requisite: RDL 242
- RDL 241 Clinical Education and Lab Experience III 3 credits**  
 With less direct supervision, students carry out some of the more specialized radiographic procedures and operate equipment used for these procedures. Rotations to various clinical areas continue. Competency testing is conducted.  
 Prerequisites: RDL 251, 142, and BIO 118  
 Co-requisites: RDL 221 and 233  
 Approximately 20 hours per week/15 weeks
- RDL 242 Clinical Education and Lab Experience IV 3 credits**  
 Practice in the procedures and studies covered in previous Clinical Education and Internship experiences are continued. Indirect supervision of the student is allowed. Competency Testing for all studies of the skull is carried out. Students who receive an incomplete in the course will have six weeks following spring semester to complete clinical assignments.  
 Prerequisites: RDL 241  
 Co-requisites: RDL 190 and 234  
 Approximately 20 hours per week/ 15 weeks
- RDL 251 Clinical Internship II (Summer) 4 credits**  
 This experience will be full-time, five days a week in the clinical affiliate. Includes opportunities to synthesize and put into practice all previously learned information and procedures. The extended period of

time allows refurbishing of skills, improves speed, and increases efficiency in carrying out routine procedures. Competence Testing continues.

Prerequisites: RDL 241

40 hours per week/11 weeks

## SCIENCE AND TECHNOLOGY

**SEM 110 (D) Robotics: Explorations in Construction and Design** **4 credits**

Explore the multidisciplinary world of robotics, and its relevance to current humanitarian, social, and environmental concerns. Modeling the fields of science and engineering, this class will be based on teamwork and cooperative problem solving in a supportive, hands on, laboratory environment. Solutions to a series of challenges will be designed, constructed, tested and revised by students working together in groups. A standard, modular, mobile robotics system will be used to design and construct robots capable of carrying out a single task or multiple tasks related to a variety of applications. The role of science, engineering and technology in modern society will also be explored.

3 class hours and 3 laboratory hours

**SEM 116(D) Astrobiology: Creation, Evolution, and Life** **4 credits**

Bring your willingness to ponder some big questions as we explore the rich and awe-inspiring story of the origin and evolution of energy, matter, and life as it is unfolding. What is the fascinating connection between life and the stars? Is there other life in the universe? How is the universe changing, and what will the fate of the Earth be? This course looks at new findings about the 15 billion year history of the cosmos from the diverse perspectives of astronomy and biology in classroom and laboratory settings to answer these questions and more.

3 class hours and 3 laboratory hours

**SEM 130(D) Topics in Science** **4 credits**

An exploratory course in natural science. May include contemporary topics involving exciting new developments in botany, chemistry, genetics, geology, human biology, oceanography, physics, and zoology. Issues such as radioactivity and the disposal of nuclear waste, fossil fuels and nuclear energy, gene technologies, and human population growth will be discussed from a scientific perspective.

3 class hours, and 3 laboratory hours

**SEM 280 Cooperative Education in Science, Engineering, and Mathematics I and II** **3 credits each**

**SEM 281** Cooperative field experience that provides the opportunity to exercise and expand hands-on experience with local area businesses and industries. Includes administrative and other aspects of major-related work within the community. A minimum of fifteen hours per week cooperative experience, plus weekly, 50-minute seminars that include discussion of topics related to success on the job and career exploration.

Prerequisites: **SEM 280**: 27 credits and 2 semesters of course work in an SEM academic program (dependent on particular program).

**SEM 281**: SEM 280

1 class hour and 2 work experience hours

## SOCIOLOGY

**SOC 110(B) Introduction to Sociology** **3 credits**

A scientific examination of human social phenomena. Major topics include interaction, statuses and roles, groups, social institutions, culture, socialization, social control, conforming and deviant behavior, collective behavior, social inequality, demography, social change, urbanism, industrialism and globalization.

Prerequisite: ENG 101 eligibility

**SOC 130(B) Intimate Relationships, Marriage and Family** **3 credits**

Courtship, marriage, and other relationships among husband, wife, and children. Social, economic, and emotional problems in marriage and family life are analyzed. Also surveyed are the social forces operating in mate selection and the social dynamics, structures, functions, and changes of marriage and the family.

**SOC 204(B) Sociology of Death and Dying** **3 credits**

Information about and problems of death and dying from a sociological perspective. Major topics include the demography of death; cross cultural, subcultural, and religious views of death and dying; sociological analysis of funerals; aging and death; and the dying patient and caring institutions.

Prerequisite: SOC 110

**SOC 208(B) Substance Abuse** **3 credits**

This course introduces concepts relevant to the diagnosis and treatment of substance abuse, including the disease concept; the effect of alcohol and other drugs on the body; medical complications; the effect of substance abuse problems on the family and others; and special issues related to populations such as adolescents, individuals at risk for suicide, women, the elderly, and individuals with a dual diagnosis. *Same as HSV 208.*

Prerequisites: PSY 110 or SOC 110

- SOC 210(B) Social Psychology** **3 credits**  
 An introduction to the study, principles and findings of Social Psychology. Topics include methods of research; social perception (self-perception; perception of others; perceiving groups); social influence (attitudes and conformity); social relations (attractions, altruism and aggression); applying social psychology (law, business and health). *Same as PSY 210.*  
 Prerequisite: PSY 110 or SOC 110
- SOC 213(B) Urban Sociology** **3 credits**  
 A sociological examination of urban phenomena around the world with special emphasis upon urban conditions in the United States. Particular attention is given to the urban revolution, the nature of the city, the history of urban developments, spatial and physical aspects of the urban environment, urban social structure, urban social institutions, and urban social problems.  
 Prerequisite: SOC 110
- SOC 214(B) Social Problems** **3 credits**  
 A sociological examination of the nature, causes and consequences of, and potential solutions for, social problems. Attention will be focused on problems of deviant behavior, structural problems, problems of inequality, institutional problems, and global survival problems.  
 Prerequisite: SOC 110
- SOC 215(B) Sociology of Sex and Gender** **3 credits**  
 An introduction to sociological perspectives on the complex historical processes that contribute to the social construction of gender. This course examines different theories generated to explain the system of inequalities in the United States. Particular attention will be given to the intersection of gender, sexuality, class, ethnicity, and race. Social change and the place of feminism in that change will be a central focus of the course.  
 Prerequisite: SOC 110
- SOC 220(B) Sociology of Race and Ethnicity** **3 credits**  
 The relationships among different racial and ethnic groups and the dominant culture in the United States from a socio-historical perspective. Particular attention will be given to such concepts as dominant-minority group relations, racism, discrimination, ethnicity, immigration, assimilation, and pluralism. Some of the groups analyzed are African-Americans, Hispanic-Americans, Jewish-Americans, Asian-Americans, and Native Americans.  
 Prerequisite: SOC 110
- SOC 240(B) Sociology of Sport** **3 credits**  
 An in-depth sociological analysis of sport. Examines the nature of sport, people's sport-related experiences, sport as a social institution in modern societies, and the articulation of sport with other social institutions. Special emphasis will be given to organized, competitive, and professional sport in the United States.  
 Prerequisite: SOC 110
- SOC 250(B) Topics in Sociology** **3 credits**  
 In this course students will survey the sociological literature and use primary source materials to explore a current and/or historic topic in sociology. The focus of the course may change each semester. Students will be expected to complete a research project.  
 Prerequisites: SOC 110 and others appropriate to the topic when the course is announced
- SOC 276 Internship in Sociology** **1-3 credits**  
**SOC 277 SOC 278**  
 A project designed by an interested student and sponsoring faculty member and approved by a Division committee. Off-campus work familiarizes the student with concrete and practical examples of principles studied in class or through reading or research. Student interns keep logs of their activities, meet regularly with their faculty sponsors, and write papers.  
 Prerequisites: Two SOC courses and permission of instructor.

## SPANISH

- SPA 100 Conversational Spanish** **2 credits**  
 Attention is given to speaking and understanding the contemporary colloquial idiom of the native speaker. The course is especially concerned with giving police and other interested groups the ability to express themselves tersely in matters of interest to them.
- SPA 101 Elementary Spanish 1** **3 credits**  
 An introduction to the Spanish language and culture, this course is designed for students without previous study of the language. The course includes oral practice of dialogues, vocabulary and basic grammar to help students communicate in Spanish at a basic level. Classes will be conducted mainly in Spanish to enable students to acquire listening and speaking skills. Grammatical content includes regular and irregular verbs in the present tense, ser vs. estar, agreement of nouns and adjectives, numbers up to 100, weather expressions,

telling time. Communicative goals include introductions and greetings, talking about your classes, your family and everyday activities, describing people and things, making plans and invitations and talking about the weather.

**Note: To take SPA 101 for credit, a student shall have successfully completed no more than two High School years of Spanish study. This policy may be waived for students who took their High School language course three or more years before they sign up for SPA 101.**

- SPA 102 Elementary Spanish 2 3 credits**  
This course builds on the knowledge and skills developed in Elementary Spanish I. It is designed for students who completed two or three years of Spanish in high school or one semester of college Spanish. Classes are conducted in Spanish to develop students listening and speaking skills. Grammatical content includes object pronouns, verbs in the past tenses (preterit and imperfect), reflexive verbs, commands. Communicative goals include shopping for clothes and ordering at restaurant, describing a house or apartment, describing routines and household chores and talking about simple past events.
- SPA 105 Intensive Elementary Spanish 6 credits**  
This course is a combination of SPA 101 & 102. The development of basic listening, speaking, reading and writing skills in Spanish will be emphasized in that order. Learning to communicate effectively in Spanish will be the primary goal of the course. With this aim in mind, grammar and vocabulary will be introduced based on their frequency of use and their importance for effective communication.  
Another major course objective is to acquaint you with Spanish culture. Specifically, you will be presented with situations in which you might find yourselves and which illustrate certain features that are sources of intercultural difference and cross-cultural misunderstandings.
- SPA 111 Spanish for Health Related Careers I 3 credits**  
Spanish for Health Related Careers I is an elementary level course designed for people currently employed in the medical field or for those students planning a career in a health-related field. This course would be beneficial for anyone in the field of medicine, nursing, pharmacology, radiographic technology, physical therapy, dentistry as well as for those working as receptionists or office managers in a medical facility.
- SPA 201(C) Intermediate Spanish 1 3 credits**  
Starting with a solid review of first-year contents, this course introduces more advanced vocabulary and complex grammatical structures. It is designed for students who have had three or four years of High School Spanish or who have completed the first year of college Spanish. Grammatical content includes reinforcement of present and past tenses, double object pronouns, formal and informal commands, the present subjunctive with verbs of will and influence, emotion and doubt, and the perfect tenses (*e.g. he hablado= I have spoken*). Communicative goals include telling a basic story in the past, expressing your beliefs and opinions about issues, giving and receiving directions and giving advice to others.
- SPA 202(C) Intermediate Spanish 2 credits**  
This course builds on the knowledge and skills developed in Intermediate Spanish I. It is designed for students who have completed four or five years High School Spanish or who have completed one semester of intermediate college level Spanish. This course reinforces content covered in the first three semesters and introduces students to advanced grammar and vocabulary. Grammatical content includes present subjunctive in adverbial clauses, the present perfect subjunctive, the future tense, the past subjunctive, the conditional tense, the conditional perfect, Si clauses and a summary of the uses of the subjunctive. Communicative goals include talking about your future plans, talking about work, expressing agreement and disagreement, expressing wishes and emotions in the past, talking about what you would do and discussing current events and issues.
- SPA 203(C) Spanish for Native Speakers 3 credits**  
Skill development to prepare native Spanish speakers for composition through the study of formal Spanish as well as regional variances. Emphasis on efficient and contemporary Spanish usage. Taught in Spanish.  
Prerequisite: Fluency in spoken Spanish
- SPA 205(C) Advanced Spanish Conversation 3 credits**  
Develops listening and speaking skills in diverse social settings. This course teaches practical strategies for effective communication in Spanish through careful analysis of conversations by native Spanish speakers. Emphasis is on the study and practice of idiomatic vocabulary for social interaction. Students are expected to use Spanish exclusively and to apply grammar concepts learned in their previous study of the language. Students will be evaluated through oral presentations, dialogue improvisations and debates. Suitable for students with intermediate knowledge of Spanish grammar and vocabulary. ***This course is NOT appropriate for native Spanish speakers who are already fluent in the language.***  
Prerequisites: SPA 202 previously or concurrently, or four years of high school Spanish.

**SPA 206      Advanced Spanish Composition      3 credits**  
Develops reading and writing skills through the study of the major expository modes: description, narration, exposition and argumentation. Emphasis is on effective written communication through development of writing tools such as control of grammar, range of vocabulary and techniques for organizing information. This course is appropriate for advanced language learners as well as for Spanish native speakers who need to improve their written Spanish.  
Prerequisite:      SPA 202 or four years of high school Spanish or SPA 203.

**SPA 214(C)    The Spanish Short Story      3 credits**  
This intermediate level course will expand students' understanding of the Spanish language and culture through the reading of short stories by major Latin American and Spanish authors. Taught in Spanish, this course will develop oral skills through class discussions, debates and brief oral presentations. Students will be asked to write personal and creative responses to the stories in order to improve their writing skills. The readings will also provide an opportunity for vocabulary building activities and the discussion of fine grammar points.  
Prerequisite:      SPA 202 previously or concurrently

## **SPORT ADMINISTRATION**

**SPO 110      Introduction to Sport Management (Fall)      3 credits**  
Surveys the structure of the sport industry and reviews basic trends and issues in sport, including labor organization, management, marketing, economics, accounting, finance and law.

**SPO 211      Sport Law (Spring)      3 credits**  
A study of the substantive law concerning amateur and professional sports. Includes amateur athletics, discrimination based on gender, contract law, tort law, drug testing, trademark law, and antitrust law.

## **SOCIAL SCIENCE**

**SSN 100      I.D.E.A.S. - Immersion into Discovery, Experience, And Success: A College Success Course      3 credits**  
Designed to assist students in becoming academically successful. In a supportive environment, students will have the opportunity to develop life-long learning skills that will foster self-confidence, encourage personal responsibility, and promote the attainment of academic goals. Some of the topics to be covered include: learning styles, higher level thinking skills, critical reading, goal-setting, problem solving, and decision making. The course will be particularly beneficial to first year students or other students who are interested in developing the capacity for higher level thinking while clarifying academic and personal goals.

**SSN 103      Children and Families in the Social Environment      3 credits**  
An examination of the child's and family's place in the social environment, historically and cross-culturally. Especially appropriate for individuals who work, plan to work, or volunteer in schools, clinics, health care facilities or social service agencies. Emphasis will be placed on the interplay between socio-cultural structure and interpersonal relationships, considering such factors as race, ethnicity, gender, class and age.

**SSN 102      Service Learning Practicum      1 credit**  
This practicum offers students an opportunity to more fully engage in the course in which they are enrolled. In addition to having a hands on learning experience related to the objectives of their course, the student learns the theory behind civic engagement and community service learning. Students also learn about community development and effective ways for engaging in the community. Over the course of the semester students have time in class to reflect on what they are learning at their community based learning work site and how it directly relates to the objectives of the class. Students are required to work, on average 25 hours over the course of the semester at a non profit organization that offers work opportunities that relate directly to the objectives of the class.

**SSN 104      Soul of a Citizen: Topics in Community Service Learning      3 credits**  
This course offers students an opportunity to study and engage in community service learning structured around a specific topic or theme that may change each time the course is offered. Students will begin by exploring such important questions as, what is community service learning? How does community service learning work as pedagogy? What defines a community? How is it created? How is it sustained? What is power? What is democracy? What are effective strategies of engagement in the community? In addition, students will intensively study the specific topic selected (e.g. Homelessness) and then design and implement a community service learning project based on what they have learned. The semester will culminate with students reflecting upon the evolution of their work and reporting on that evolution in written and/or oral format.  
Prerequisite:      ENG 101 eligibility

- SSN 120(B) Conflict Resolution and Mediation 3 credits**  
 Critically examines the cycle of conflict in Western society and provides an overview of traditional and alternative strategies of conflict resolution, including mediation. The complexities of power imbalances and cultural differences are explored within the frameworks of personal and structural conflict. Conflict is viewed as an opportunity for growth and empowerment, rather than merely as a problem to be solved. Students learn conflict resolution and mediation skills that are transferable to work, home and school.
- SSN 200 Special Topics in Social Science 1 credit**  
 A research problem of special interest to the student and/or a critical review of literature. Initiated by the student by petition to a faculty member in the subject within which the work will be done.  
 Prerequisite: Permission of the instructor
- SSN 230(B) Interdisciplinary Topics in Social Science 3 credits**  
 Students will survey the research literature and use primary source materials to explore a current and/or historic topic that crosses the boundaries of two or more disciplines in the social sciences. The focus of the course may change each semester it is offered. Students will be expected to complete a research topic.  
 Prerequisite: Will vary according to topic; will be announced when topic is.
- SSN 250 Mini-Course in Social Science 1 credit**  
 Instructor initiated. Involves a critical review of literature, research, and studies relating to a relatively restricted topic.
- SSN 280/ SSN 281 Cooperative Education in the Social Sciences I, II 3 credits each**  
 An opportunity for students to apply classroom knowledge in an actual work setting in supervised positions related to their majors. Fifteen to twenty hours per week of work experience, plus a weekly, 50-minute seminar that includes discussion of topics related to success on the job as well as career exploration.  
 Prerequisites: **SSN 280:** 27 credits and  
 Economics and Government: Two courses in the field.  
 Psychology and Sociology: Two courses in the field or in the two fields.  
 Criminal Justice: CRJ 100, CRJ 111, SOC 110, and PSY 110  
**SSN 281:** SSN 280

## TECHNOLOGY

- TCH 120 Introduction to Building Materials (Fall) 3 credits**  
 Introduces the primary building materials used in light-frame construction. Covers specific building materials, including their applications in the construction industry and their production and distribution by the building materials supply industry. Considerable time will be devoted to new materials and emerging products in the building industry.
- TCH 122 Blueprint Reading, Estimating, and Design (Spring) 4 credits**  
 An examination of the interpretation of architectural drawings and blueprints, including the symbolic terminology such drawings employ in communicating information to construction industry professionals. Students will learn to read scale drawings, floor plans, and elevations as well as developing the skill to interpret the structural details those drawings represent. The second half of the course will cover the process by which the itemized list of various building materials needed – known as a “take-off” – is developed from a set of construction drawings and how the take-off is then used to arrive at a materials cost estimate for a construction project.  
 The lab will consist of an architectural design CAD (computer-aided design) program developed specifically to automate the design and presentation of residential and light commercial construction projects. Students will learn to develop and generate complete working drawings, renderings, a material list and cost estimate.  
 3 class hours; 3 laboratory hours

## THEATER

- THE 110(C) Fundamentals of Acting 3 credits**  
 Introduces acting fundamentals, which include improvisational techniques, actor relationships to the audience, voice and diction work, script analysis, and character development. Exercises to increase self-confidence and to enhance communication skills are stressed.
- THE 120 Movement for Actors 3 credits**  
 The body is an actor’s instrument. In performance, the actor’s body – alignment, shape, senses, impulse – tell a story. This course is designed to ground participants in the total expressive ability of the actor’s body, and the physical presence of the performer on stage. As an ensemble, the class trains toward integrating clear physical gesture, stage combat technique, and stylized movement composition into performance. Working with a variety of physical disciplines and movement vocabularies taught by the instructor, the students collaboratively improvise, structure, record and rehearse several choreographed group movement sequences throughout the semester, which are presented, discussed, and critiqued in class.

- THE 124(C) Stagecraft** **4 credits**  
 The various creative skills involved in staging a play: reading, interpreting, acting, directing, rehearsing, and designing. Theater is studied as an organization of individual artists working together to realize a unified artistic vision for the stage. No previous experience is necessary.
- THE 125(C) Play Production II** **4 credits**  
 Advanced studies in Play Production. Directing and technical design, both on stage and for the camera. Students initiate individualized projects in addition to the class production. A weekly workshop laboratory, often in collaboration with COM 112, Topics in Electronic Media class, will be an integral part of the course.
- THE 212 Theater History: Classical Theater** **3 credits**  
 A history of the theater from its origins in ancient Greece to the neoclassical theater of France and England in the 17th century.
- THE 213(C) Theater History: Modern Drama** **3 credits**  
 A history of the modern theater from the Romantic Movement to contemporary postmodern theater.
- THE 219(C) Introduction to Theater** **3 credits**  
 Introduces the student to theater as an art form. Through reading plays, seeing live theater, and analyzing films dealing with various kinds of theater, the student will explore both the literature and the techniques of theater. Various historical periods important to the development of theater will be covered. No performance or production skills are required.
- THE 227(C) Creative Writing for the Theater** **3 credits**  
 Creative writing exercises and class activities will help students develop their own projects, such as writing short plays, screenplays, or monologues, or scripting and shooting a short movie. Students will learn about the elements of drama by analyzing the structure and dialogue of a few selected plays, and by actively exploring these ideas in their own writing. Student work will be considered for production. *Same as ENG 227.*  
 Prerequisite: ENG 102
- THE 237(C) Shakespeare** **3 credits**  
 A creative analysis of Shakespeare's plays with some consideration given to the sonnets. A concern for "the man and his times" will supplement the analysis of his comedies, histories, and tragedies.  
 Prerequisite: ENG 102
- THE 235(C) Topics in Drama** **3 credits**  
 Each semester the course focuses on a different area of dramatic literature: a specific era, a particular playwright, a genre, or an "ism." A detailed study is made of each special topic with particular emphasis on literary values. Performance techniques are also emphasized. Presented in a seminar format.  
 Prerequisite: ENG 102, previously or concurrently

## TRAFFIC LOGISTICS AND SUPPLY CHAIN MANAGEMENT

- TRF 102 Transportation and Logistics Management** **3 credits**  
 This course will provide students with an understanding of the individual components of logistics and their interrelationships within individual companies and within the supply chain. Students will gain an understanding of a variety of analytical techniques useful in solving logistics and developing solutions including web-based solutions for logistical problems.
- TRF 107 International Transportation** **3 credits**  
 Covered in this course are the nature and extent of world markets, how to cultivate and expand contact within those markets, and the web of regulations governing the international markets.

## VETERINARY SCIENCE

- VET 133 Anatomy & Physiology of Domestic Animals I** **4 credits**  
 Covers the anatomy and physiology of the animal cell and various mammalian tissues, as well as the gross and microscopic anatomy and physiology of the following vertebrate types: equine, bovine, ovine, porcine, canine, and feline. The systems to be covered are: integumentary, skeletal, muscular, nervous, and endocrine, as well as cellular aspects of metabolism and the digestive system. Provides sufficient knowledge of normal physiologic processes to understand the responses to drugs and disease processes discussed later in the veterinary science curriculum. *Dissection is required.*  
*Restricted to Veterinary Technician students.*  
 Prerequisite: High school biology or its equivalent  
 3 class hours and 3 laboratory hours

- VET 134 Anatomy & Physiology of Domestic Animals II 4 credits**  
Continuation of VET 133 Anatomy & Physiology of Domestic Animals I. The digestive, respiratory, circulatory, urinary, and reproductive systems are covered. *Dissection is required.*  
*Restricted to Veterinary Technician students.*  
Prerequisite: VET 133  
3 class hours and 3 laboratory hours
- VET 140 Principles of Animal Health Care 1 credit**  
A prerequisite to all-clinical laboratory or veterinary science courses. Introduces routine nursing procedures such as correct animal restraint; routes of administration of medications; and the temperature, pulse, and respiration of both large and small animals. Presents the history and scope of the veterinary profession. Discusses breeds of small and large animals. A primary objective is to familiarize students with nursing procedures and the collection of samples in order to eliminate wasted time in later courses.  
*Restricted to Veterinary Technician students.*
- VET 145 Veterinary Medical Terminology 1 credit**  
Introduces basic medical terminology. Concentration will be on terms commonly used in veterinary medicine. This will facilitate and enhance students' comprehension of the material presented in subsequent medically oriented courses.
- VET 147 Veterinary Practice Management 3 credits**  
Preparation for the business aspects of working in a veterinary practice. Provides information about veterinary practice ethics, communication skills, marketing, accounting systems, veterinary practice computer systems, and the laws of the veterinary profession.  
*Restricted to Veterinary Technician students.*
- VET 153 Animal Diseases 3 credits**  
A study of the cause, transmission, diagnosis, prevention, and control of diseases of domestic animals from the following groups: porcine, ovine, canine, feline, equine, caprine, bovine, and avian. The public health significance of these diseases and the function of the veterinary profession in controlling and monitoring them are covered.  
*Restricted to Veterinary and Animal Science students.*  
Prerequisites: VET 133 and VET 134, or BIO 120 and BIO 112.
- VET 165 Veterinary Laboratory Procedures 4 credits**  
Covers the common laboratory procedures performed routinely by technicians in veterinary health care facilities. The need for and basis of the procedures will be discussed, but emphasis will be placed on clinical proficiency during laboratory periods. *Walking on field trips and working with large animals required. Current rabies and tetanus vaccinations required.*  
*Restricted to Veterinary Technician students.*  
Prerequisites: VET 133 with a grade of C- or better, VET 140 and VET 145  
Co-requisite: VET 134 (concurrent registration)
- VET 201 Animal Science Seminar I 1 credit**  
Lecture and discussions by students on current literature and special topics of interest in the veterinary and animal sciences.
- VET 202 Animal Science Seminar II 1 credit**  
Lecture and discussions by guest speakers on current literature and special topics of interest in the veterinary and animal sciences.  
Prerequisites: VET 201, VET 165, and VET 247
- VET 224(D) Animal Parasitology 4 credits**  
Covers representative species of the helminthes, arthropods, and protozoa of importance in domestic animals. Morphology; life cycles; pathology produced in the host; clinical signs of parasitic disease; treatment, prevention, and control of disease; and zoonotic importance (if any) are discussed. Fecal exams and various other laboratory techniques are used in lab. Laboratory sessions use fresh material when possible and applicable. Preserved specimens and prepared slides are used.  
Prerequisites: BIO 120 or VET 133 and VET 134, and BIO 112  
3 class hours and 3 laboratory hours
- VET 247 Animal Nursing 4 credits**  
Primarily concerned with surgical and non-surgical animal nursing practices. Designed to familiarize the student with the principles of good nursing. Emphasis is placed on surgical preparation and assistance, management of simple fractures and wounds, fluid therapy, and various types of emergency procedures. The purpose of the course is to enable the student to deal with these procedures as they are encountered in most veterinary practices. *Walking on field trips and working with large animals required.*  
*Restricted to Veterinary Technician students.*  
Prerequisites: VET 133, 134, 165; and current rabies and tetanus vaccination  
3 class hours and 3 laboratory hours

- VET 258 Clinical Competency for Veterinary Technicians 2 credits**  
 A clinical course designed to provide "hands-on" training for veterinary technicians. It offers an opportunity to use and perfect skills learned in other courses in a controlled situation under the direction of faculty. Graded on a Satisfactory/Unsatisfactory basis. *Dissection, walking on field trips, and working with large animals are required. Current rabies and tetanus vaccination required.*  
*Restricted to Veterinary Technician students.*  
 Prerequisites: VET 133, VET 134, VET 165, VET 247, VET 261, and VET 262  
 4 class hours/laboratory hours
- VET 261 Animal Facilities Management I 1 credit**  
 Principles of routine small animal husbandry. Small animal practices found in association with scientific facilities are also considered. Lab will require the daily care of animals. *Current rabies and tetanus vaccination required*  
*Restricted to Veterinary Technician students.*  
 1 lecture hour and laboratory by arrangement
- VET 262 Animal Facilities Management II 1 credit**  
 Principles of routine large animal husbandry. Laboratory animal practices found in association with scientific facilities are also considered. Lab will require the daily care of animals. *Walking on field trips and working with large animals is required.*  
*Restricted to Veterinary Technician students.*  
 Prerequisite: VET 165 and VET 261; and current rabies and tetanus vaccination  
 1 lecture hour and laboratory by arrangement
- VET 263 Exotic Pets 2 credits**  
 Provides knowledge and experience with exotic animals and unconventional pets. Emphasis is on the handling of animals, husbandry practices, diseases, types of medications used, and any unique biological factors of the animals--all of which are essential to the technician. *Walking on field trips required*  
*Restricted to Veterinary Technician students.*  
 Prerequisite: Permission of instructor  
 2 lecture/demonstration hours
- VET 264 Veterinary Pharmacology 3 credits**  
 Introduces the drugs used in veterinary medical practice, including their actions and possible interactions and side effects. Provides the knowledge needed to calculate drug dosages, administer treatments, dispense drugs to clients as prescribed by the veterinarian, and instruct clients about drug administration and precautions.  
*Restricted to Veterinary Technician students.*  
 Prerequisite: MTH 130 and VET 133 and VET 134
- VET 265 Veterinary Radiology 2 credits**  
 Introduces the principles of radiation as a diagnostic tool. X-rays and their production, differences in film types and intensifying screens, technique charts, position of the patient for radiographing, use and care of equipment, darkroom procedures and film storage, special radiographic procedures, and radiation poisoning and protection from radiation are covered. Proper methods of radiographing patients in order to produce a good quality radiograph with a minimum of risk are stressed. *Current rabies and tetanus vaccination required. Students will be required to participate in radiographing animals.*  
*Restricted to Veterinary Technician students.*  
 Prerequisite: Permission of instructor  
 2 lecture/laboratory hours
- VET 266 Veterinary Anesthesia 2 credits**  
 The various methods of anesthetizing animals are covered, including the different types of anesthetics available; the pre-op preparation of the patient; induction and monitoring of anesthesia; post-op care of the patient; and the operation and maintenance of anesthetic equipment. Technical proficiency in these areas is the focus of the course. *Students will be required to administer and monitor anesthesia during surgical procedures on animals. Current rabies and tetanus vaccination required.*  
*Restricted to Veterinary Technician students.*  
 Prerequisite: VET 247, 264  
 2 lecture hours/laboratory hours
- VET 268 Reproduction in Domestic Animals 2 credits**  
 Covers the principles of veterinary obstetrics and gynecology. Provides a working knowledge of normal reproductive cycles, pregnancy, gestation, and parturition, as well as of problems encountered in animal breeding. *Current rabies and tetanus vaccination required.*  
*Restricted to Veterinary Technician students.*  
 Prerequisite: Permission of instructor

- VET 276/**      **Veterinary Practice Externship**      **1-3 credits**  
**VET 277/**      **Vet 278**
- Veterinary science career students are placed in cooperating animal hospitals or related facilities. Under the guidance and direction of the practicing veterinarian or similar employer, they will have the opportunity to make practical application of their academic training by blending it with the routine functions of a veterinary technician. These functions will include laboratory and nursing duties in the medical, clinical, and surgical fields.
- Prerequisite:      VET 165, permission of instructor, documentation of health insurance, and current rabies and tetanus vaccination
- VET 282/**      **Biology Cooperative Education I and II**      **2-3 credits**  
**Vet 283**
- Provides the opportunity to exercise and expand students' skills as veterinary technicians. Co-op students work in a local veterinary practice, zoo, laboratory facility or similar curriculum-related center. Experience will include both administrative and clinical aspects of veterinary practice. Approximately 15-20 hours of work per week plus a weekly seminar are required. Seminar includes discussion of topics related to success on the job and career exploration.
- Prerequisites:      VET 153, 165, 224, 247, 261, 262, 264, 265, 266 and 280, permission of instructor, documentation of health insurance, and current rabies and tetanus vaccinations

# Glossary of Academic Policies, Procedures, and Terms

## **ABILITY TO BENEFIT POLICY**

Applicants who are at least sixteen years of age and do not have a high school diploma or General Equivalency Diploma (G.E.D.) are required to take a basic skills assessment prior to being considered for admission to the College. Applicants must meet the minimum passing scores established by the U.S. Department of Education to be admitted to the College and to be eligible for federal financial assistance. Students applying for the ESL Program are eligible for an assessment appropriate for non-native speakers of English. Although not required for graduation, it is strongly recommended that students passing the Ability to Benefit Test obtain their G.E.D. diploma prior to graduation. (You may encounter problems transferring to another college or gaining employment unless the G.E.D. is earned.)

## **ABSENCES – *See Attendance and Tardiness***

## **ACADEMIC INTEGRITY**

Academic integrity is expected of all students. Any dishonesty in the performance of course work, such as plagiarism or cheating in other forms, will be reported. In the event that a student is charged with some form of dishonesty, the Student Discipline Policy will be followed (*see the Student Policy Guide*). *See “Plagiarism” for additional information.*

## **ADD/DROP PERIOD – *See Student Handbook***

## **ADDING COURSES – *See Student Handbook***

## **ADVISING CENTER**

The Advising Center is a “one-stop” student service center for new and continuing students. The center offers academic advising, educational planning, college placement testing and assessment, and college enrollment services. The center, located in Frost 271, is open Monday through Friday, from 8:30 a.m. to 7:30 p.m. on a walk-in basis or by appointment. All services provided through the center are free. For information call 552-2722 or 552-2185. Students may also receive advising by email (advisingcenter@hcc.mass.edu).

## **ADVISORS, ACADEMIC**

Matriculated students enrolled in day-time, on campus classes are assigned to a faculty or staff member for the purpose of academic counseling. This academic advisor is familiar with the processes that will help students fulfill their academic requirements. Together, the advisor and the student plan the student’s Program of Study at the Priority Registration periods in the fall and spring. **However, the final responsibility for selecting courses fulfilling graduation requirements rests solely with the student.** Students are required to see their assigned advisors early in the fall and to maintain communication with them during their attendance at the College. Information regarding advisor assignments can be found in the Welcome Center (Frost 221) or the Academic Affairs Office (Frost 317).

Evening students may meet with an academic advisor in the Advising Center in Frost 271 as often as they want on a drop-in basis. Students should call 552-2722 or stop by Frost 271. Students may also receive advising by email (advisingcenter@hcc.mass.edu).

## **AREAS OF STUDY**

The college offers two degrees: Associate in Arts and Associate in Science, as well as a number of Certificate Programs. Degrees are earned by accumulating credits in over one hundred Areas of Study, which are further divided into Degree Programs and Program Options. These are fully explored in the AREAS OF STUDY portion of this catalog. (*See also Degree Requirements.*)

## **ARTICULATION AGREEMENTS**

The College has numerous Articulation Agreements with four-year institutions that make transfer and acceptance of HCC credits by these institutions both simple and convenient. Prospective transfer students should familiarize themselves with any agreements of interest as early as possible at HCC to ensure that requirements are met. (*See “Transfer Compact” and “Tri-County Tech Prep of Western Massachusetts Consortium.”*)

Some of the four-year institutions that Holyoke Community College currently has articulation agreements with are the Art Institution of Boston, Bay Path College, Bryant College, Charter Oak State College, Elms College, Johnson & Wales, Jones International University, Massachusetts College of Art, Nichols College, Pine Manor College, Plymouth University (England), Rensselaer Polytechnic Institute, Rivier College, Sacred Heart University, Saint Joseph's College, Smith College, Springfield College, Western New England College, and Westfield State College. For further information, contact the Transfer Counselor (Frost 221).

## **ATHLETICS AND RECREATION**

The David M. Bartley Center for Athletics and Recreation is the focal point of a variety of programs and opportunities for students. This multi-use facility, which is the site for numerous campus-wide events, includes a fitness and wellness center that features cardiovascular and strength equipment, a group exercise room, a three-court gymnasium, a seminar/classroom, a training and assessment room, and steam/sauna areas. Academic courses, varsity sports, intramurals, recreation, and wellness programs are among the offerings for students. Located adjacent to the outdoor track, fields and courts, the Bartley Center (B.C.) is a resource that enhances the educational experience and lifestyle of students through its programs and activities.

## **ATTENDANCE AND TARDINESS**

All students are required to report to all classes on time. Persistent absence or tardiness may result in grading penalties or the student's dismissal from class and a grade of AW (Administrative Withdrawal). Students will be informed in writing of each instructor's attendance policy at the start of classes and are required to adhere to them. **It is the prerogative of the instructor in cases of extended illness or serious accident whether or not the student will be allowed to continue in the course.**

### **Religious Belief Absences Policy**

Chapter 151 C, Section 2B, of the Massachusetts General Laws allows students who cannot attend classes, take examinations, study or fulfill work requirements on a particular day due to their religious belief, to be excused from such obligations. Students must be provided with opportunities to make up exams, and study or work requirements, provided that this does not create an unreasonable burden upon the instructor. Students may not be charged for such makeup opportunities, or be adversely or prejudicially affected for taking advantage of these provisions. Students should notify instructors in advance so that accommodations can be made if necessary.

## **AUDITING A COURSE**

Students auditing a course for no credit are expected to comply with the attendance regulations of the instructor or attend 80% of the classes, whichever is greater, but are relieved of completing written work (assignments, tests, and examinations). Laboratory classes may be excluded from this requirement at the discretion of the instructor. Permission to audit a course will be granted only when students are able to show that doing so is consistent with their educational objectives. An "Audit" grade cannot be used to satisfy a graduation requirement. A student registering for a course as an audit must complete a form available in the Welcome Center (Frost 221). Copies of the form will be given to the student and to the instructor. Students have the responsibility to inform the instructor in writing that they are auditing the course and to request the instructor's attendance policy and all requirements (excluding written work) that must be completed to receive a grade of "Audit."

**Students registering to audit a course may not change their status after the close of the add/drop period.**

Students who do not complete the requirements for an "Audit" in a course will have a grade of "W" recorded for that course.

## **BRIDGE TO BUSINESS - See *Transition Programs Under "General Information"***

## **CAREER PROGRAMS AND OPTIONS**

Career Programs and Options are designed for students who desire to enter one of the many careers for which an Associate Degree is sufficient preparation. Career programs serve a two-fold purpose: they offer a general education that provides an understanding of the world as well as preparation for a particular occupation. Because these programs are not designed for ease of transfer, but for career preparation, **not** all of the coursework may be transferable to four-year institutions.

## **CAREER SERVICES**

Career Services include career exploration, planning, counseling, job search, and job placement. The workshops, print materials, and computerized career resources in the Career Center help students to choose a career path based upon their abilities, interests, academic background, and job-market information.

The Center has print and computerized resources for career exploration and the assessment of student interests and aptitudes. Students also access the Massachusetts Career Information System (CIS), and FOCUS computerized assessment programs for information on specific occupations and a listing of careers/majors for which they would be best suited. In addition, they access the College Central Network for job search information.

Software programs in the Career Resource Center also include resume writing and a job-listing system that provides information on job openings with area employers. Career workshops are offered on a regular basis, and students are encouraged to use the Center's resources during their entire time at Holyoke Community College. Internet access is also available. Placement packets are available for graduating students.

The Career Center serves as a satellite for resources offered by CareerPoint, the federally-funded, one-stop career center located in downtown Holyoke. A computerized database of CareerPoint job opportunities and information is available. Students are also referred to CareerPoint staff for follow up. FutureWorks, the federally-funded, one stop career center in Springfield, also shares its job database with the Center.

Students interested in transfer information have access to the College Source software that provides access to virtually all U.S. colleges and many others worldwide. Students who choose to transfer should consult with the College's Transfer Counselor or attend a group workshop. Computerized financial aid information is also available.

## **CERTIFICATES - See "Areas of Study" Section**

### **CENTER FOR ACADEMIC PROGRAM SUPPORT (CAPS)**

The Center for Academic Program Support (CAPS) provides comprehensive academic support to meet the learning needs of all HCC students – inside and outside the classroom. CAPS' three centers include: Tutoring, Writing/ESL, and Math. CAPS, located in the Donahue building (DON 240) next to the HCC Library, provides a variety of academic support services for students who need help with reading, writing, math, study skills, college courses, and personal management skills relating to college. Centers are open the entire year during the day and in the evening, and services are free to all HCC students. Call (413) 552-2584 for information.

#### **Computer-Aided Instruction**

Computer-aided instruction is available in the CAPS Learning Lab, Donahue 248.

#### **Tutoring**

Free one-on-one and small group tutoring is available from 9:00 a.m. to 7:00 p.m. Monday through Thursday and from 9:00 a.m. to 2:00 p.m. on Friday. Tutoring addresses such concerns as understanding course content, reading textbooks, preparing for tests, or writing papers. To obtain a tutor, go to the Tutoring Center in Donahue 244. Tutoring is available by drop-in or by appointment.

#### **William Dwight Jr. Writing Center**

The Writing Center (Donahue 238) is open from 9:00 a.m. to 7:00 p.m. Monday through Thursday and 9:00 a.m. to 2:00 p.m. on Friday. The Writing Center also offers online tutoring to students enrolled in Distance Learning courses. Contact the Writing Center at 413-552-2599 for more information. The Writing Center offers students free drop-in consultation and assistance related to any college course that requires writing assignments such as essays, research papers, or literary analyses. Handouts, videos, and software dealing with the writing process, grammar, punctuation, and other topics are available.

#### **Math Center**

The Math Center offers free tutoring for any college math course and math topics related to science, business, health, and other fields. The Center, located in Donahue 246, is open for drop-in help from 9:00 a.m. to 7:00 p.m. Monday through Thursday, and 9:00 a.m. to 3:00 p.m. on Friday. The Center provides help with course content, study skills, problem-solving strategies, and ways to overcome math anxiety. Handouts, videos, and software dealing with algebra, basic math, calculus, and other topics are available. Students may also receive assistance by calling the Math Help Desk at 413-552-2423 or by accessing the online math tutoring, <http://webtide.hccdl.org>.

## **CHANGES OF CURRICULUM AND ENROLLMENT RESTRICTIONS**

Any curriculum change, such as a change of program or department, should be undertaken only after seeking the advice of the program coordinator, academic advisor, or career counselor. A Change of Major Form must then be

filled out in the Academic Affairs Office. In some cases, graduation may be delayed due to different program requirements.

Certain day programs have enrollment limitations and can be entered only with the Program Coordinator's approval. In some cases, applicants may be placed on a waiting list. These programs are:

Applied Technology	Nursing
Aviation Management	Pharmacy Technology
Early Childhood Education	Radiologic Technology
General Integrated Studies	Veterinary and Animal Science
Music	Visual Arts

## **COMMONWEALTH TRANSFER COMPACT - *See Transfer Compact***

### **COMMUNITY SERVICES**

Community Services provides programs, services and support that make a difference in people's lives. Whether it be professional development, enrolling in a fun evening class, preparing for the GED, summer programs for children, or lifelong learning for seniors, Community Services provides memorable learning experiences that address both the personal and organizational lifelong educational needs of all of our communities. We offer a wide variety of programs that offer tremendous value. Community Services also helps forge strong community partnerships and collaborations. We provide:

#### **CLEP**

The College Level Examination Program (CLEP) is a national examination administered by the College Entrance Board. Holyoke Community College is an authorized CLEP Testing Center and an approved CLEP testing site for military personnel. CLEP tests help you get college credit for what you know, regardless of where you learned it, whether on the job or through life experience. CLEP exams cover material that is taught in introductory-level courses at many colleges. The cost for each CLEP exam is \$55 plus a \$25 HCC testing fee. For more information and a schedule of CLEP testing dates, contact us at 552-2292.

#### **Continuing Education for Massachusetts Real Estate Brokers and Salespersons & Preparation for the Real Estate Exam**

We offer the state authorized Salespersons exam preparation course in the Spring, Summer and Fall semesters. For more information, visit the Community Services office in Frost 223 or call 552-2320.

#### **GED Testing Services**

As one of the largest GED Centers in MA, we offer all approved GED services and provide testing in the afternoon and evenings. Testing is offered over a 3-day period. Examinees must preregister and select specific testing dates. Generally, if you are not currently enrolled in high school and have never graduated, you are eligible to take the GED tests. The cost is \$65 for the battery of tests; each retest costs \$15. Applicants must register and pay all fees in advance. The minimum passing score per GED is 410 per subtest, with the minimum total score 2250. For more information contact GED Testing Services, Frost Building Room 223, (413) 552-2292.

#### **HCC Adult Learning Center at CareerPoint**

The HCC Adult Learning Center at CareerPoint on High Street in Holyoke offers evening Basic Literacy and Pre-GED classes that focus on reading, writing, math and test taking skills, as well as GED subject area knowledge. The Center offers GED Practice Testing for qualified students. To learn more about Basic Literacy and Pre-GED classes as well as GED Practice Tests, contact the Program Coordinator at 532-4900, x130.

#### **Ludlow Area Adult Learning Center**

The Ludlow Area Adult Learning Center is a community-based ABE program that offers levels of English for speakers of other languages. Classes are held in the evenings, 2 times a week, from 5:30 - 9:00pm. The Center also offers some individual or paired tutoring for those who cannot attend evening classes. New to the center are computer skills workshops, assistance with citizenship issues, and transitioning learners to college. All learners receive career counseling, academic counseling, and referrals as needed. Located at 221 East Street in Ludlow, for more information, contact the Program Coordinator at (413) 583-0320. All services are free.

#### **Non-Credit Courses**

Community Services offers something for everyone. These courses don't have grades or exams - just life enhancing learning experiences in a fun, enjoyable environment. A diverse array of students of all ages enroll in our courses, so attending is an excellent way to get acquainted with new people who have similar interests and talents to your own. For a complete listing of offerings, check the HCC Course Bulletin published every semester or check the college website under Community Services. We are located in Frost 223.

### **Professional Development for K-12 Educators**

Community Services offers accredited, CD-based PDP programs that are self-paced and user-friendly. These convenient, superior quality courses can be completed around your busy life in the comfort of your own home or office. And you don't even need Internet access while you have up to 6 months to complete your course. For more information or to register, call Community Services at 552-2320.

### **Youth Summer Athletic Programs**

Community Services offers programs for youth during the months of June, July and August. Families can select from separate 1-week programs in baseball, basketball, soccer, girl's softball, and more. For more information on these summer youth programs, contact us at 552-2320.

## **COMPUTER SKILLS**

Technology is clearly a fundamental part of the fabric of modern life. Because computer skills are essential to success in most career areas, Holyoke Community College has invested heavily in computer equipment and the human support necessary to make that equipment useful. The College has 14 computer labs, all with state-of-the-art computers and high-speed Internet access, four electronic LABS, areas on campus for wireless connection, and several "smart classrooms" wired for videoconferencing. In addition, Holyoke Community College has recently embarked on an initiative to expand its' distance learning options, offering more online classes than ever before. As a result, the opportunity to develop or enhance computer skills in two areas – word processing and information retrieval – is incorporated into the schedule of every student enrolled at the College. In addition, all students have numerous other opportunities to explore more advanced computer areas, such as graphic design, electronic media, geographic information systems, web page design, and many others.

## **CONTINUING EDUCATION UNITS (CEUS)**

CEUs are a measurement and record-keeping device for certain offerings and cannot be converted to credit. A CEU is equivalent to ten hours of planned learning activity having responsible sponsorship, capable direction, qualified instruction and some form of evaluation of the student. Grades recorded for CEUs are "S" (satisfactory) or "U" (unsatisfactory). A grade of "S" can be obtained only if the student satisfactorily completes the attendance and course requirements.

## **COOPERATING COLLEGES OF GREATER SPRINGFIELD (CCGS)**

Holyoke Community College has joined seven other area colleges, both public and private, to develop cooperative programs and services designed to enhance the educational experience. Included are student and faculty inter-college library privileges, joint student activities, and academic cooperation. Known as the Cooperating Colleges of Greater Springfield (CCGS), the association was formed in 1970 by the Presidents of each of the member institutions: American International College, Bay Path College, Elms College, Holyoke Community College, Springfield College, Springfield Technical Community College (STCC), Western New England College and Westfield State College (WSC).

Probably the most important cooperative endeavor is academic exchange. Each Fall and Spring term, any Day Division CCGS student carrying at least six credits may enroll at another CCGS college at no additional cost for any course not offered at his or her own institution, excluding DCE and summer offerings, on a space-available basis. The course is scheduled as part of the student's normal schedule credit load, and all records of the registration and grade are kept by the Registrar of the home college. This cross-registration includes an Army ROTC Program.

The three public colleges in the area, HCC, STCC, and WSC, have formed the Public College Collaborative in which sharing of resources and faculty, and student cross-registration, are encouraged.

## **COOPERATIVE EDUCATION**

Holyoke Community College offers the opportunity to supplement and enrich a traditional academic program with work experience related to various fields of study. These experiences provide students with knowledge and experience useful in making informed career decisions, setting career goals, and planning further education. It allows students the opportunity to put theory into practice and to develop the work skills needed for success. Approximately 35 percent of cooperative education (Co-op) students continue to be employed by their Co-op employers after graduation.

In some programs, periods of study and employment may alternate (one semester on campus, the next at work, etc.). In most programs, periods of employment run parallel with classes (students attend class part of the day and work part of the day). Students earn six academic credits for each semester of alternating co-op (Walt Disney World experiences are an example). In parallel programs, students who work and study concurrently earn three credits per

semester. Faculty coordinators conduct weekly co-op seminars and supervise the cooperative education experience through visits to work sites. The coordinator and the employer evaluate student learning and job performance.

Cooperative Education has the support of local businesses and community organizations. Approximately 200 employers participate each year. The Program is in its 34th year and has served as a model for other co-op programs at colleges throughout the country.

Cooperative Education is available in conjunction with the following Degree Programs, Program Options, and Certificates, each of which has specific course pre-requisites.

Accounting	Culinary Arts	Humanities
Administrative Professional Studies	Drama	Liberal Arts and Science
Art Education/Studio Art	Electronics and Computer Tech.	Music Education
Aviation Management	Elementary Education	Nursing
Building Materials Sales & Mgt.	Engineering	Office Technology
Business Administration	Environmental Science	Opticianry
Chemistry	Flight Training	Marketing Management
Communication	Geographic Information Systems	Social Sciences
Computer Information Systems	Graphics/Video/Photography	Veterinary and Animal Science
Criminal Justice	Hospitality Management	

The Cooperative Education Offices are located in KC 322. For information call 552-2322.

## CO-REQUISITE

A requirement that must be fulfilled at the same time as another requirement. All course co-requisites are listed in the COURSE DESCRIPTIONS section of this catalog. If none is listed by a course, none exists for it. (*See Pre-Requisite*)

Students may petition to be excused from co-requisites. To do so, they must present a written argument, using a form designed for this purpose, justifying their request and secure the agreement and signatures of both the course instructor and Division Dean or his/her designee.

## COUNSELING SERVICES

HCC offers counseling services for all students to assist in educational, career, and personal/social development. The goal of counseling services is to provide a supportive learning environment to help students overcome barriers to successful college performance and grow toward attaining a satisfying and meaningful lifestyle.

A staff of professional counselors assists students in exploring their educational and career goals, planning their educational programs, and identifying the various demands and implications of college life. Services are provided individually, in ongoing support groups, or in workshop formats.

Services such as psychological assessments and testing, clinical diagnosis and treatment, psychotherapy, family therapy, couples counseling, medications, or emergency after hours services are not provided by the College. Should a student require assistance outside the scope of college counseling services, referrals are made to appropriate community agencies.

The counseling staff utilizes the ethical standards of the American College Personnel Association and American Counseling Association. Accordingly, each individual's right to privacy is protected. Services are available daily 8:30 a.m. to 4:30 p.m. For information, contact the Counseling Services office at 552-2232, Frost 224.

## COURSE DESIGNATIONS

Code (A) English Composition

Code (C) Humanities and Fine Arts

Code (B) Behavioral and Social Science

Code (D) Natural or Physical Science; Mathematics

(*See "COURSE DESCRIPTIONS" section, beginning on page 142 for additional information*)

## COURSE LOAD

A full-time course load is twelve to eighteen credits; a part-time load is eleven or fewer credits. Students normally carry fifteen credits if they plan to graduate in two years and are enrolled each year in the two fourteen-week semesters. Students who wish to carry more than eighteen credits to accelerate their progress must have a cumulative quality point average of at least 3.0 and obtain written permission from the Office of Academic Affairs. When registering for classes, students should keep in mind that one credit normally requires at least three hours of study per week.

## **COURSE REQUIREMENTS**

Course requirements are determined by each instructor, based upon College-approved course syllabi. These requirements will be presented to students, in writing, at the beginning of the semester, and must be adhered to. They cover such things as attendance policy, course requirements and expectations, reading assignments, examination procedures, make-up procedures, grading policy, and the academic content of courses.

## **CREDIT**

Successful completion of most courses results in the awarding of a specific number of credits. Degrees or Certificates are awarded when enough credits are accumulated to meet specified requirements. (*See Transfer Credit*)

## **CREDIT BY EXAMINATION**

Holyoke Community College grants credit for sufficient scores on certain Advanced Placement<sup>1</sup> (AP), College-Level Examination Program (CLEP), DANTES, and ACT/PEP<sup>2</sup> examinations. An official score report must be sent directly from the testing agency to the College.

<sup>1</sup>The College accepts credits in many subject areas for Advance Placement scores of three or higher. The Registrar can provide more specific information upon request.

<sup>2</sup>The College accepts credit for certain ACT/PEP examinations, based on departmental recommendations.

### **Challenge Examinations**

The College grants transfer credit for satisfactory performance on challenge examinations produced and administered by the College. Challenge examinations are not offered for courses already tested by a CLEP Subject Exam or for courses that duplicate work offered by secondary schools (e.g., Algebra I and II, remedial English, or General Studies courses); or for studio art or music performance courses, which seek to improve skills rather than impart a body of knowledge.

Challenge examinations are administered by the individual Division offices. They are graded on Satisfactory/Unsatisfactory (S/U) basis and credit is awarded by the College after approval by the Vice President for Academic Affairs. The challenge examination fee is one-half of the full cost of the course.

### **Computerized College Level Entrance Examinations (CLEP)**

The College Level Examination Program's (CLEP) General and Subject Examination is a national examination system administered by the Educational Testing Services located in Princeton, New Jersey. Holyoke Community College is a testing center within this system.

The examinations are based on typical courses in a variety of colleges throughout the country. CLEP exams are given during various times during the Fall, Spring, and summer semesters.

Students may earn up to thirty (30) credits towards an Associate Degree through the CLEP Exams. The college credits granted by HCC from CLEP exams will be treated as transfer credits. Students will be subject to the following transfer policy regarding status of credit, standards of evaluation, and standards of granting and retention of credits:

1. Credits will only be granted for such course equivalents where the CLEP exam grade equals or exceeds the score of 50.
2. All credits granted through the CLEP Program are correlated with courses (or sets of courses) given at HCC, and may not exceed the credits granted in the comparable HCC course.
3. Subject Examinations should be chosen to correlate with those given at HCC. The completion of such introductory courses, whether before or after taking such a subject examination, shall be reason enough to consider the course content as having been repeated and CLEP credits shall then not be granted for the repeat.
4. CLEP credits for courses in the General Examination will not be granted if the student takes the Subject Examination or corresponding course (and visa versa).
5. Credits earned by examination cannot substitute for the College's laboratory science requirement.

\* Information regarding CLEP testing may be obtained from the Community Services office located in Frost 223 (552-2292).

## DEAN'S LIST - See Honors

### DEGREE AND CERTIFICATE REQUIREMENTS – (*Graduation Requirements*)

Upon recommendation of the faculty, candidates may be awarded the degree of Associate in Arts (A.A.) or Associate in Science (A.S.) as well as certificates. Candidates for degrees must fulfill the following requirements:

1. Complete the requirements of the Program or Option in which enrolled.
2. Present at least sixty credits, of which at least thirty must be earned at the College. **However, students may request a waiver of this requirement. Waivers are granted on a case-by-case basis. Waivers are requested through the Office of the Vice President for Academic Affairs.**
3. Achieve a cumulative quality point average of at least 2.0.
4. Satisfy all financial obligations to the College.
5. For Perkins Loan, Guaranteed Student Loan, and Nursing Student Loan recipients, complete an exit interview with the Student Aid Officer or representative.
6. **All students who begin their studies at Holyoke Community College in Fall 1998 or later and are seeking an A.A. or A.S. degree, will be required to demonstrate basic computational skills before earning their degree. These skills may be demonstrated by:**
  - a. achieving a score on the arithmetic portion of the Math Placement Exam sufficient to be excused from Basic Arithmetic and Pre-Algebra (MTH 070) or Basic Mathematics (MTH 075); or
  - b. passing Basic Arithmetic and Pre Algebra (MTH 070), or Basic Mathematics (MTH 075), or Business Math (BUS 170) (for Business students only) with a grade of “C-” or better; or
  - c. receiving transfer credit or CLEP exam credit for a college-level Math course; or
  - d. successfully completing any 100-level math course.

Candidates for certificates must fulfill the following requirements:

1. Complete the requirements of the Certificate Program in which enrolled.
2. Achieve a cumulative grade point average of at least 2.0.
3. Satisfy all financial obligations to the College.

Requirements for each Program and Option are established by the academic divisions of the College and approved by the Faculty. All students should examine their Program and Option descriptions and course sequences carefully. Each course listed must be successfully completed. Some Programs require more than the minimum 60 credits for the degree, and certain programs set minimum grades to be achieved in specific courses. Only six semester hours or two non-Arts and Science courses may be taken as general electives in any A.A. Arts and Science option, unless otherwise specified. Students may be excused from any requirement only by the Vice President for Academic Affairs and only for very compelling reasons, upon recommendation of the department chair and division dean.

Students matriculating in Associate of Arts (A.A.) Degree Programs at Holyoke Community College are required to complete the following core of 35 general education credits:

- English 101-102: Language & Literature 6 credits
- Two natural science laboratory courses (See Laboratory Science Requirement) (D) 8 credits
- Nine credits from any of the following: anthropology, economics, geography, government, history, psychology, social science or sociology. (B) 9 credits
- Math (100 level) (D) 3 credits
- Nine credits from any of the following: art, communications, English, French, German, history, honors, humanities, music, philosophy, Spanish, theater (C) 9 credits

Students matriculating in the Associate of Science (A.S.) or Associate of Arts in Music Degree Programs at Holyoke Community College are required to complete the following core of 20 general education credits:

- English 101-102: Language & Literature 6 credits
- Six credits from any of the following: anthropology, economics, geography, government, history, psychology, social science or sociology (B) 6 credits
- Two natural science laboratory courses (See Laboratory Science Requirement) (D) 8 credits

Students seeking an additional Associate Degree are required to complete at least 15 additional credits in the newly declared discipline. Note that credits earned in any “0”-level course taken after August 1990 will not count toward graduation.

### **Mathematics Competency**

All students who entered Holyoke Community College in Fall 1998 or later and are working towards an A.A. or A.S. degree will be required to satisfactorily complete a college-level math course (100-level) or demonstrate basic computational skills before graduating. Competency may be demonstrated by:

- a) Achieving a score on the arithmetic portion of the Math Placement Exam sufficient to be excused from Basic Arithmetic and Pre-Algebra (MTH 070) or Basic Mathematics (MTH 075); or
- b) Passing Basic Arithmetic and Pre-Algebra (MTH 070) or Basic Mathematics (MTH 075), or Business Math (BUS 170) (for Business Students only) with a grade of “C-” or better; or
- c) Receiving transfer credit or CLEP exam credit for a college-level Math course; or
- d) Successfully complete any 100-level math course.

### **DEVELOPMENTAL COURSES**

To determine whether students are adequately prepared to succeed in college-level English and Math courses, they are required to take a placement assessment upon admission to the College (*See “Placement Assessment” in the GENERAL INFORMATION section*). Students who do not successfully place into college-level (“100-level”) courses are required to take developmental or remedial courses. These courses are designed to develop and enhance students’ competence in English and Math.

Credits earned in developmental courses are used for the purposes of determining students’ status as full or part-time and their eligibility for financial aid; however, these credits do not count toward the total credits required for graduation in any area of study offered at Holyoke Community College. Effective with the 1998-1999 academic year, developmental course credits (courses numbered below 100), which do not currently count toward graduation, shall not be included in a student’s Earned Hours, Quality Hours, or Grade Point Average. Developmental course credits shall be included in Attempted Hours for Financial Aid purposes.

### **DISABILITIES, ASSISTANCE FOR STUDENTS WITH**

The Office for Students with Disabilities provides assistance for students with documented disabilities. Students should contact the office before beginning their first semester so that services can be provided in a timely manner. Each student’s instructors and appropriate campus services are involved in this process.

Available assistance may include assistive technology, academic counseling, and interpreting services for the Deaf and hard of hearing. For information call 552-2417. (*See Office for Students with Disabilities, in the GENERAL INFORMATION section.*)

**DISHONESTY - *See Academic Integrity***

**DISMISSAL - *See Probation And Dismissal, Academic***

**DROPPING A COURSE - *See Student Handbook***

### **ELECTIVES**

Electives are courses that support general education objectives or round out curricular requirements. The choice of electives is based on the following:

**Program/Option/Suggested Elective** -- Students choose from a restricted group of courses specified in the description of the Degree Program or Option.

**General Elective** -- Students elect any course found in the HCC Catalog or accepted in transfer from another college. A general elective, when included in a Program or Option, permits students to explore areas outside of their declared Area of Study.

### **ENGLISH AS A SECOND LANGUAGE (ESL)**

The English as a Second Language (ESL) Program at Holyoke Community College is an English language program of academic courses and support services for students whose native language is not English. The academic program offers language instruction in the areas of speaking and listening, reading and writing, grammar, and pronunciation. These courses are designed primarily to help students develop the necessary skills to pursue a college career. Up to fifteen ESL credits can be applied toward graduation depending on the degree program.

## ENROLLMENT RESTRICTIONS

– *See Changes of Curriculum and Enrollment Restrictions*

## EXAMINATIONS/MAKE-UPS

At least three, one-hour examinations or their equivalent in other written exercises are scheduled in each course each semester. Two-hour final examinations or their equivalent are also scheduled in each course and must be given during the final examination period. At the discretion of the instructor, students of superior achievement may be excused from taking the final examination.

Students who wish to make up an examination must consult with and receive permission from their instructor prior to the scheduled date of the examination. It is the student's responsibility to make the necessary arrangements with an instructor regarding all make-up examinations.

## FOREIGN LANGUAGES PLACEMENT

Students without foreign language experience will be placed into the first elementary course. Those who have studied a foreign language previously will be placed according to the following chart:

High School Study of Foreign Language	Course at HCC
0-1 year	SPA 101* or GER 101* or FRH 105
2 years, grades C or D	SPA 101* or GER 101* or FRH 105
2 years, grades A or B	SPA 102 or GER 101* or FRH 105
3 years, grades C or D	SPA 102 or FRH 105
3 years, grades A or B	
Native Spanish Speaker	SPA 201
4 years, grades C or D	SPA 201
4 years, grades A or B	SPA 202 and 205
4+ years, grades A or B	
Native Spanish Speaker	SPA 202

\*No credit shall be awarded in the 101 courses to a student with more than two years of previous study in that language.

**EXCEPTION:** If more than three years have passed from the time the student took the foreign language course, it is then recommended that he or she be placed in 101.

## FOREIGN LANGUAGE REQUIREMENTS

Because of the differences in techniques of language instruction among colleges, students should plan to complete all of the language requirements for the bachelor's degree either at HCC or at a transfer institution, rather than attempting to divide them between the two.

At the University of Massachusetts Amherst College of Arts and Science, the foreign language requirement is satisfied by any of the following:

1. Completion of a foreign language course at the intermediate level.
2. Satisfactory performance on the placement test.
3. Four high school units in one foreign language or three units in one and two units in another foreign language.
4. A year in a high school in which English is not the basic language.

*For information regarding foreign language placement tests, refer to the "GENERAL INFORMATION" section of this catalog.*

## FRESH START POLICY

Once in a lifetime, students returning to Holyoke Community College after being away at least three consecutive years, and who had a cumulative quality point average (G.P.A.) of less than 2.0 when they were previously at the College, may elect a "Fresh Start" option. The Option works as follows:

- Former work will remain on the student's transcript as a matter of record, but will not be used in calculating the student's G.P.A. If a student requesting financial aid is judged to be ineligible due to the Standards of Satisfactory Progress for Federal Financial Aid, he/she may appeal.
- Former work may be transferred into a new Program under the College's regular transfer policy. However, it will not be calculated in the G.P.A. A minimum of 15 credits must be completed after electing the Fresh Start option in order to earn a degree or certificate in the new Program.
- Students earning fewer than 30 credits in the Fresh Start Option cannot be graduated with honors.
- Students must select "Fresh Start" not later than 4:30 p.m. on the last scheduled day of classes of the semester in which they return to the College.
- Transcripts of "Fresh Start" students will include a statement explaining the "Fresh Start" Option.

Contact the Academic Affairs Office at 413-552-2770.

## **GENERAL REQUIREMENTS--BASIC COURSES FOR THE COMPLETION OF A DEGREE - See Degree and Certificate Requirements**

### **GRADING SYSTEM**

<b>Grade</b>	<b>Explanation</b>	<b>Numerical Score</b>	<b>Grade Points</b>
A	work of superior and outstanding quality	93-100	4.00
A-		90-92	3.65
B+	work decidedly above average	87-89	3.35
B		83-86	3.00
B-		80-82	2.65
C+		77-79	2.35
C	work of average quality	73-76	2.00
C-		70-72	1.65
D+		67-69	1.35
D	work decidedly below average, but passing	63-66	1.00
D-		60-62	0.65
F	work not passing, no credit earned	0-59	0.00
S	Satisfactory	70-100	--
U	Unsatisfactory	0-69	--
AU	Audit	--	--
I	Incomplete ( <i>see below</i> )	--	--
WX	Administratively withdrawn from class; never attended. Not calculated into the G.P.A.	--	--
AW	Dismissed from class by instructor for excessive absences. Not calculated into the GPA.	--	--
W	Student withdrew from class . Not calculated into the G.P.A.	--	--

*Effective Fall 1998, developmental course grades are preceded by X (example: XA)*

#### **Incomplete Grade**

The grade of "I" is given to a student who for good reason (e.g., illness) is temporarily unable to complete the work in a course.

The student has until the middle of the following semester (specified on the academic calendar) to complete work for Incomplete courses other than those that serve as a prerequisite for another course. Unless waived, prerequisite course requirements must be completed before the first day of the following semester/summer.

A grade of "F" will be recorded for work not completed as required.

### **Mid-Semester Progress Report**

Mid-semester grades are given to academic advisors to distribute to students during the priority-registration period. These grades provide some guidance in the selection of the next semester's courses. All grades, especially those representing below-average achievement, should be discussed with course instructors and academic advisors.

Mid-semester grades do not become part of permanent records, but are an important indicator of academic progress to date.

### **Grade Point Average (G.P.A.)**

The Grade Point Average is computed by multiplying the grade point value of each grade earned by the number of credits in the corresponding course, adding all course grade points together, then dividing the total by the number of Quality Hours. Effective with the 1998-1999 academic year, developmental courses (courses numbered below 100) are not included.

The grades of AW, W, I, Audit, and S-U grades are not included. Effective Fall 1999, FX grades are not included.

#### **Example:**

ENG 101 - 3 credits

Grade in ENG 101 = A (4.00 grade points)      3 credits x 4 grade points =      12.00 quality points

SOC 110 - 3 credits

Grade in SOC 110 = C (2.00 grade points)      3 credits x 2 grade points =      6.00 quality points  
6 credits      18.00 quality points

18 quality points ÷ 6 credits = 3.00 grade point average

### **Repeating Courses**

Students may repeat courses at HCC in an attempt to earn credit or improve their Grade Point Average. Credit may not be earned twice for a repeated course. Although all grades, including those in repeated courses, will appear on transcripts, students may petition the Registrar to have their G.P.A.s recalculated to exclude the previous grade and to reflect the current grade. This petition must be filed prior to mid-semester of the term in which the course is being repeated.

### **Satisfactory/Unsatisfactory (S/U) Option**

Students may elect to be graded on a Satisfactory-Unsatisfactory basis in one elective course per semester. This option should not be used in courses required in a student's intended concentration in a four-year institution. If the student passes the class, a grade of S is recorded; otherwise, a grade of U is recorded. Neither grade affects the G.P.A.

The appropriate form in the Welcome Center must be completed by the end of the add/drop period in order to elect the S-U Option.

Electing the S/U option may affect the transferability of a course.

## **GRADUATION REQUIREMENTS - *See Degree and Certificate Requirements***

## **GREEN KEY HONOR SOCIETY - *See Honors***

## **HONORS, ACADEMIC**

### **Dean's List (Full-time and Part-time)**

The Vice President for Academic Affairs recognizes superior scholarship through the Dean's List each semester. Each time a student accumulates twelve credits, that student is placed on the Dean's List if his/her G.P.A. is 3.2 or higher for that group of twelve credits. Each group of twelve credits is evaluated sequentially; no carryover of credits is allowed.

### **Green Key Honor Society**

The Green Key Honor Society is a leadership and service organization dedicated to representing HCC at community and college events. Members serve the entire college community as tour guides, hosts, and ushers at special events such as orientation, Honors Convocation, college fairs, and information sessions. To support other HCC students, Green Key members are committed to providing scholarships through fundraising events.

Faculty members, professional staff members, members of the present Green Key, or the Presidents of recognized student organizations are given an opportunity to nominate students who demonstrate excellence in the HCC community. Nominees must also have a 3.0 GPA and have earned at least twenty credits. Appointment to Green

Key occurs once a year and is a great way for students to enhance their academic career and develop leadership skills while serving the college community.

### **Honors at Graduation**

Graduating students who have earned a cumulative G.P.A. of 3.2 through 3.699 will be awarded the Associate degree with honors. Those who have earned a cumulative G.P.A. of 3.7 or better will be awarded the Associate degree with high honors.

### **Phi Theta Kappa**

Phi Theta Kappa is an international honor society for community and junior colleges. Its purpose is to recognize and encourage scholarship among associate-degree students. To be eligible for induction, a student must meet the following criteria:

1. have earned at least 30 credits at HCC (transfer credits and zero-level courses not included)
2. have a minimum G.P.A. of 3.50 (not counting the current semester)
3. never have graduated from Holyoke Community College

All students who meet these criteria are invited to join Alpha Xi Omega, the HCC chapter of Phi Theta Kappa. Induction takes place in the Fall semester at Honors Convocation. Holyoke Community College currently pays membership fees for all students. Limited scholarship and transfer benefits are available and members may wear the Phi Theta Kappa gold stole and tassel at commencement. For further information, contact Dr. Kim Hicks, Advisor to Phi Theta Kappa (Donahue 380, 552-2197).

## **HONORS PROGRAM**

The Honors Program offers opportunities for intellectual challenge to students in every discipline. For the student who excels academically and plans to transfer to one of the more competitive four-year institutions, the Honors Program provides a trial run, offering proof of what the student can achieve when intellectual challenge is intensified.

Entrance into the program is flexible. Usually, a student must enter the College as an Honors student (through enrollment in the fall Honors Learning Community) or achieve a G.P.A. of at least 3.50 after completing a minimum of twelve hours of college credit. All Honors courses emphasize reading, analytic writing, and critical and creative thinking across disciplines.

The Honors Program includes several different components: Honors Learning Communities, Honors Colloquia, Honors Projects, and the Honors Option. For current information, see our Web page at [www.hcc.mass.edu](http://www.hcc.mass.edu), or contact Dr. Kim Hicks, Coordinator of the Honors Program (Donahue 380, 552-2197).

### **Honors Learning Communities**

During their first year, students have the opportunity to work closely with faculty, a reference librarian, and each other on collaborative research projects as they are introduced to scientific and humanistic intellectual history. Honors Learning Communities integrate required courses in English (101 or 102) and laboratory science, and approach a central theme from multiple academic perspectives. Enrollment may be competitive.

### **Honors Colloquia**

Honors Colloquia are designed to bring together students from many academic disciplines to confront a theme or issue of current concern from a variety of perspectives. Honors Colloquia are 6-credit, multidisciplinary courses (e.g. Infinity, Visions of Nature, Monsters, Mind, Reality, The Millennium) that are competitively enrolled and limited to fifteen students. Colloquia generally offer field trips and a series of expert guest speakers. The Honors Program provides colloquium students with the course's required texts.

### **Honors Projects**

An Honors Project consists of independent work undertaken in addition to the regular requirement of a college course. Such work may consist of an extra paper, a paper of greater length or complexity, a research project, or creative work. When the student's completed project has been approved by the Honors Committee, s/he may then register for HON 201, a one-credit course that will bear the Project's title on the student's transcript.

### **Honors Option**

The Honors Option Area of Study recommends the completion of the Honors Learning Communities and an Honors Project. An Honors Colloquium, foreign language, and a minimum graduating G.P.A. of 3.5 are required. Students whose G.P.A. is lower than 3.5 at the time of graduation will be automatically transferred to the Liberal Arts & Sciences Option.

## **JOINT ADMISSION - See “General Information” section**

### **LABORATORY SCIENCE REQUIREMENT**

If not specified as part of an Area of Study, the laboratory science requirement may be fulfilled by:

1. Electing any two of the following laboratory science courses:

AST110 (D)	BIO112 (D)	BIO212 (D)	ENV137 (D)	ESC130 (D)
AST116 (D)	BIO115 (D)	BIO230 (D)	ENV138 (D)	PHS118 (D)
AST140 (D)	BIO 116 (D)	BIO243 (D)	ENV140 (D)	SEM110 (D)
BIO100 (D)	BIO 117 (D)	CHM111 (D)	ENV230 (D)	SEM116 (D)
BIO103 (D)	BIO 118 (D)	CHM119 (D)	ENV253 (D)	SEM118 (D)
BIO107 (D)	BIO120 (D)	EGR 110 (D)	ESC111 (D)	SEM130 (D)
BIO110 (D)	BIO130 (D)	ENV120 (D)	ESC120 (D)	VET224 (D)
BIO111 (D)	BIO203 (D)			

2. Electing one of the following two-course sequences in the order given:

PHS 101-102 (D) or PHS 111-112 (D)

CHM 101 (D), CHM 113 (D) or CHM 121 (D), AND

CHM 102 (D), CHM 114 (D), or CHM 124 (D)

The following sequences may be used only if they are specified or recommended as part of the student's area of study:

ELC 111-112    ELR 103-203

**Note: Courses with (D) designations meet Commonwealth Transfer Compact requirements.**  
(See “Transfer Compact”)

### **LEARNING COMMUNITIES**

For over a decade, Holyoke Community College has been helping students integrate their learning through Learning Communities (LCs). At their core, LCs have four essential features: interdisciplinary subject matter, collaborative learning pedagogy, team-teaching, and integrated assessment. They provide an alternative to traditional college general education course offerings by connecting courses often perceived as unrelated. In an LC a common theme or purpose is used to integrate courses and provide coherence, rather than subject matter alone. LCs strive to build both academic and social communities of learners. In LCs faculty teach together, while students learn cooperatively and collaborate on assignments. By all student, faculty and staff accounts, the Learning Communities Program is one of Holyoke Community College’s ongoing success stories. Learning Communities (LCs) help under-prepared students prepare, prepared students to advance, and advanced students to excel, while providing a transformational professional development opportunity for LC faculty.

### **LIBRARY**

The Holyoke Community College Library provides students with the resources and knowledge to fulfill their classroom assignments and to expand their education beyond the classroom into their daily living and working situations. The research strategies acquired while learning to use the Library effectively will provide students with lifelong learning skills to assist them in finding appropriate information, evaluating it critically, and synthesizing it into knowledge.

Located in the center of the education complex, the Library contains over 70,000 books, 100,000 microforms, over 250 periodicals, and 7,000 audiovisual items, including a growing VHS and DVD collection. The 6,800-volume reference collection contains a variety of encyclopedias, dictionaries, directories, handbooks, bibliographies, and other reference materials. The on-line catalog and 45 on-line databases, providing access to periodicals and newspapers both in the Library and from remote sites, make the HCC Library a true electronic library.

Holyoke Community College is a participating member of C/W MARS (Central/Western Massachusetts Automated Resource Sharing network) which augments the resources of the HCC Library by providing on-line access to the collections of over 140 academic and public libraries. Students at HCC may borrow from all C/W MARS libraries.

### **MATHEMATICS PLACEMENT EXAMINATION (MPE)**

*- See Placement Testing in the Mathematics section of “Course Descriptions”*

## **MENTOR HOURS**

All Day Division accounting courses include, as part of the regular instructional format, scheduled review sessions and tutoring conducted by qualified “mentors” to assist students to understand course material.

**MENTOR PROGRAM - See “General Information” section**

**NEW DIRECTIONS, NEW CAREERS - See “General Information” section**

**OPTIONS - See “Areas of Study” section**

## **ONLINE COURSES**

Online learning means that the student and the instructor do not have to be at the same place at the same time in order for teaching and learning to occur. Through HCC’s online learning platform, WebCT, your classroom is a web site that can be accessed from anywhere in the world, and the lectures are read instead of sitting and listening to the instructor. Your discussions with your instructor and classmates are typed instead of spoken, and you will need to log onto the class several times a week to see if there is anything new that pertains to your studies. Discussions and communication with the instructor takes place in a web-based message area within the course. Most courses require student participation on a minimum of 3 to 5 days a week. Online learn courses are comparable in content to other HCC classes.

**Brick and click** courses are a combination of traditional lecture courses and online learning. Students alternate between lecture one week and online learning the next, therefore, needing only to be on campus every other week. On the weeks that the student is not on campus, he/she will access their class notes and assignments via the internet and WebCT. The first class will meet on campus on the day listed on the semester schedule, and follow the regular academic calendar.

**On-site companion courses** are traditional onsite lecture courses with some web components. Students may be required to access class notes, assignments, quizzes, etc. via the internet and WebCT. Instructions will be given in class.

Students must have access to a computer with an Internet connection and email account to participate in an online course. Information and course login directions are available at <http://webtide.hccd1.org>. Please refer to "online courses" (page 144) in this catalog for computer requirements.

So that there may be better communications between students and faculty, all students are issued HCC email accounts at the beginning of each semester. Information concerning email accounts can be found at <http://neptune.hccd1.org>. Please note that email and distance learning accounts are not available until a few days before classes begin.

Being successful in an online course requires self-discipline and independent study skills. Students should also have good basic internet and computer skills. An online advisement and informational session entitled "Is Online Learning For Me?" is available at <http://webtide.hccd1.org/support/advise/intro.htm>. Academic advising for on-line learning is available at [dladvising@hcc.mass.edu](mailto:dladvising@hcc.mass.edu) or by calling 413-552-2236.

**PHI THETA KAPPA - See Honors, Academic**

## **PHYSICS PLACEMENT TEST**

**- See Placement Testing in the “General Information” section**

**PLACEMENT TESTING - See “General Information” section**

## **PLAGIARISM**

Plagiarism is a form of theft. It is the stealing of another's ideas, information, creative work, or words and passing them off as one's own. Examples of plagiarism include quoting from a published work without the use of quotation marks and identification of the author, and copying from another student's examination or report or from WEB resources. Students who are accomplices in the act of plagiarism are equally guilty of academic dishonesty, and may be subject to disciplinary action (*see the Student Policy Guide*).

## PORTFOLIO ASSESSMENT

The College grants credit for its courses when a student demonstrates the skills and knowledge normally gained through attending classes through the development and presentation of a portfolio. Students must however, first consider transferring credits in, or receiving credits by passing standardized national tests or college based Challenge exams.

Gaining credit through portfolio assessment entails submission by the student, of documented evidence in a “portfolio” style presentation that details past learning achieved through work, military, or other life experiences that are equivalent to the learning objectives of college credit course(s) from which the credit is requested. Credit will only be awarded for courses applicable to the graduation requirements of the student’s declared field of study. A faculty member with expertise in the subject area will review and evaluate the portfolio on a pass/fail basis and determine whether the student’s prior learning as detailed in the presentation is equivalent to the course(s) learning objectives. A workshop on portfolio development and technical guidance will be provided by the college to assist students in preparing their portfolios.

For further information contact Community Services at 552-2324.

## PRE-REQUISITE

A requirement that must be completed before some other steps can be taken; for example, a course that must be completed before one can enroll in another course. All course pre-requisites are listed in the COURSE DESCRIPTIONS section of this catalog. If none is listed by a course, none exists for it. (*See also Co-Requisite*)

Students may petition to be excused from course pre-requisites. To do so, they must present an argument justifying their request in writing, and secure the agreement and signature of both the course instructor and the Division Dean or his/her designee. Forms are available in Academic Division offices or the Welcome Center.

## PROBATION AND DISMISSAL, ACADEMIC

Academic probation or dismissal for students is determined by the cumulative Grade Point Average and Quality Hours, as follows (See Grading System):

Cumulative Quality Hours	Cumulative G.P.A. Required:
Below 9	No minimum
9-30	1.75
Above 30	2.0

### Probation

The first time a student fails to earn the minimum required G.P.A. (Grade Point Average) as listed above, he/she will be placed on Academic Probation.

### Dismissal

At the end of two semesters of probation, if the cumulative G.P.A. remains below the minimum standard, the student will be dismissed. However, the student will not be dismissed if, during a probationary semester, he/she earns a G.P.A. of 2.0 or better.

### Graduation

A minimum cumulative G.P.A. of 2.0 is required to graduate in degree and certificate programs.

## PROGRAM - See “Areas of Study” section

## REGISTRATION

### Add-Drop

Students must register for classes prior to the first week of each semester. There is also an add/drop period at the beginning of each semester, but admittance to courses is based upon available seating during this add/drop period.

Permission from a counselor is required prior to changing a course, and changes during the first week of classes may be subject to a late fee of \$3 per course addition. Alteration of a schedule without the approval of the Registrar will not be recognized by the College.

### **Priority-Registration**

There are two priority-registration periods for current students, one in March/April for the Fall semester, the other in October/November for the Spring semester. Exact dates are listed in the College Calendar and the College Guide and Handbook. All students expecting to return for the next semester must meet with their faculty advisors before pre-registering for the following semester. It is the student's responsibility to be familiar with departmental requirements before reporting priority-registration.

### **RELIGIOUS BELIEF ABSENCES - *See Attendance and Tardiness***

### **REPEATING COURSES - *See Grading System***

### **RESIDENCY STATUS**

Residency status is a determining factor in calculating Tuition and Educational Service Fees. However, Residency status is not a determining factor in calculating Tuition and Fees for credit courses held in the evening, weekends, or online. Charges for these classes are consistent with in-state residency statutes. See page 8 for specific information pertaining to Tuition, Fees, etc. The Board of Higher Education for Massachusetts Colleges has established the following residency classifications:

#### **In-State Status**

U.S. citizen or Permanent Resident who has lived in Massachusetts for at least six continuous months prior to the first day of the semester for which they apply and who intend to continue living in Massachusetts indefinitely.

#### **New England Regional Student Program Status (NERSP)**

U.S. citizen or permanent resident who has lived in one of the New England states for at least six continuous months prior to the first day of the semester for which they apply, and meets NERSP program requirements including those relating to the student's declared major and distance from the student's residence to the College (determined by the Admissions Office).

#### **Out-of-State Status**

U.S. citizen or permanent resident who does not reside in Massachusetts or who has lived in Massachusetts less than six continuous months prior to the first day of the semester for which they apply.

#### **International Status**

Non-Immigrant (F1 Student Visa). International students retain out-of-state status for the entire duration of their enrollment with the College.

#### **Change in Residency Status To Massachusetts Status**

A student originally registered under the Out-Of-State Status or New England Regional Student Program Status (NERSP) who qualifies to change their residency status with the College may do so through the Student Accounts Office. Proof of permanent residency in Massachusetts and effective date are required. More information may be obtained at the Student Accounts Office (Frost 201).

\*See page 8 for specific information pertaining to Tuition, Fees, etc.

### **SATISFACTORY/UNSATISFACTORY (S/U) - *See Grading System***

### **SELF-DEVELOPMENT COURSES**

Holyoke Community College offers a broad spectrum of educational opportunities. To ensure that students are prepared to derive the greatest benefit from their academic work at HCC, courses are offered each semester to help them to acquire basic skills and a sense of career direction. Two courses currently available are:

GSY 101 - Career Development      GSY 002 - How to Study Effectively

### **SENIORS PROGRAMS – *See “General Information” Section***

### **SERVICE-LEARNING**

Service-Learning is a method of instruction in which students learn by participating in hands-on homework assignments in the community. The work the students engage in is directly related to the objectives of their class and meets the need of the community organization.

The office of Community Service-Learning (CSL) can advise you about courses that offer SL as a requirement or option and make contacts for you with community agencies and organizations. Club members seeking to fulfill their

community service requirement may contact the coordinator for suggestions on how to meet that obligation. Students who are eligible for Federal Work Study may find a work placement in the community by contacting the Service Learning office which is located in Donahue 265. The coordinator may be reached by phone at 552-2714.

## **STUDENT AFFAIRS**

### **Mission Statement**

Enrollment Management and Student Affairs complement the overall institutional mission to promote student success. Its approach rests on a platform of core principles:

To serve students in the pursuit of their educational and career goals by providing:

- Professional excellence
- Friendly, personalized, technology-enhanced service
- Accessible, accurate and timely information
- Student-centered procedures and policies
- Sensitivity to diverse needs and interests

To work collaboratively with Academic Affairs in the support of students in the following areas:

- Educational-vocational preparation
- Cognitive/ intellectual growth
- Social/ interpersonal development
- Character and leadership building
- Physical and emotional well-being

To foster lifelong learning through the development and delivery of strategic programs and services:

- Outreach and access
- Educational Planning
- Personal/ social support
- Co-curricular and multi-cultural activities
- Athletics, health and wellness

## **TECH PREP**

– *See “General Information” section*

– *Tri-County Tech Prep of Western Massachusetts Consortium*

## **TRANSFER AGREEMENT - See Articulation Agreements**

## **TRANSFER COMPACT, COMMONWEALTH OF MASSACHUSETTS**

The Commonwealth Transfer Compact is an agreement between the four-year state colleges, universities and community colleges in Massachusetts. The Compact provides that course-work completed to earn an Associate Degree will be transferred as a unit to the transfer institution and applied toward a Baccalaureate Degree, provided a specific core of courses is included, and the student is accepted by the transfer institution.

The Transfer Compact Core of courses for students entering Holyoke Community College is as follows:

English Composition	(Code A)	6 credits
Behavioral and Social Science	(Code B)	9 credits
Humanities and Fine Arts	(Code C)	9 credits
Natural or Physical Science	(Code D)	8 credits
Mathematics	(Code D)	3 credits

Students are required to earn 60 credits exclusive of developmental coursework.

Transfer Compact Core course designations, A, B, C, and D, are included as part of the description of all courses meeting Transfer Compact requirements in the COURSE DESCRIPTION section of the College Catalog. A list of courses by designation appears in that section as well.

Other information:

1. Students must complete the Associate Degree in order to qualify for Transfer Compact status.
2. All requirements must be met prior to enrollment at the four-year institution
3. Transfer institutions have the right to require a full two years of upper division work for the Baccalaureate Degree and to impose major course requirements.

4. The grade of "D" will be accepted toward the Baccalaureate Degree, but will be credited toward a major only if it is also credited for students who enrolled in the four-year institution as first-year students.
5. Students must achieve a G.P.A. of not less than 2.0 at the Community College awarding the degree.
6. Transfer Compact status does not assure admission to any institution.

*(See also UMass/Amherst General Education Requirements, and the COURSE DESCRIPTIONS section.)*

## **TRANSFER CREDIT**

The College accepts transfer credit from other regionally accredited institutions of higher learning for courses which may be applied to the student's declared program of study if the courses are similar in content to those offered here. When transfer credit is awarded, the grades earned are not averaged into the student's Holyoke Community College GPA. Credit is granted for courses carrying C- or better, regardless of the cumulative GPA at the previous institution. The College will accept courses carrying D grades only in cases where the cumulative GPA at the previous institution was 2.0 or higher.

The College also grants credit for prior learning from other sources, including the military, according to guidelines issued by the American Council on Education (ACE) and the National Program on Non-collegiate Sponsored Instruction. For foreign transcripts, the College will provide the student with a list of agencies that evaluate foreign credentials for a fee; the credit award is based on the evaluation which the College receives directly from the agency and also on the applicability of the course work to the student's program.

The College grants credit for its courses when a student demonstrates the knowledge and/or skills, normally gained attending these courses, through the development and presentation of a portfolio deemed acceptable by the College. Students must first consider other means of transferring credit in or gaining it through standardized national or college tests, where they exist. Credit will be awarded only for courses applicable to the graduation requirements of the student's declared field of study. Individuals interested in this process should contact Ken White at 552-2324.

The limit of transfer credit from all sources is normally thirty credits, in accordance with the College's thirty-credit residency requirement. **However, students may request a waiver of this requirement. Waivers are granted on a case-by-case basis by the Vice President for Academic Affairs. Waivers are requested by submitting a Request for Exception to Graduation Requirement form to the Office of the Vice President for Academic Affairs.**

*(See also College Level Entrance Examinations, Transition Programs, Challenge Exams, and Tech Prep)*

## **TRANSFER PROGRAMS**

One of Holyoke Community College's primary missions is to provide the first two years of college-level study for students who wish to transfer to a four-year institution to complete a Baccalaureate degree. Many HCC programs are designed for this specific purpose, and most HCC courses are transferable whether or not they are part of such a program.

If the courses to be transferred correlate with Holyoke Community College courses, credit will be granted for courses taken in any branch of the military or through non-collegiate-sponsored instruction accredited by the American Council on Education in the lower division Bachelor/Associate Degree category.

Arrangements have been made with a number of four-year institutions for automatic transfer of all of the course work done to earn an Associate degree at HCC (See Transfer Compact). In other cases, students must apply to the college of their choice and arrange for the transfer of specific courses.

*(See UMass/Amherst General Education Requirements.)*

## **TRI-COUNTY TECH PREP OF WESTERN MASSACHUSETTS CONSORTIUM**

**– See “General Information” section**

## **UMASS/AMHERST GENERAL EDUCATION REQUIREMENTS**

The University of Massachusetts at Amherst requires all students to complete a set of general education courses to graduate. These requirements will be waived for students who transfer to the University with an Associate Degree that includes the Transfer Compact Core of courses (See Transfer Compact). However, all students will be required to complete all courses for their major, and students accepted into the College of Arts & Science will be required to complete the foreign language requirement. (See Foreign Language Requirement)

## WITHDRAWAL

Students are withdrawn from a course in the following ways:

**Add/Drop:** A student may drop a course during the Add/Drop Period (first 4 days of the semester) without being recorded as having been enrolled in that course. Refunds for dropped courses are made in accordance with the College's refund policy.

**Administrative Withdrawal from Course for Non-Attendance:** Instructors will notify the Registrar of any student on their class list who does not attend the course during the first two weeks. The student will be issued a WX grade and will be considered withdrawn from the course. A student who is issued a WX grade is not eligible for a refund of any part of the cost of the course concerned.

**Administrative Withdrawal from Course for Excessive Absences:** Instructors may dismiss a student from a class due to excessive absences, issuing an AW grade. AW is not calculated into the GPA and may not be removed by a student's later attempt to withdraw from the course.

**Course Withdrawal by Student:** The student must bring to the Welcome Center a completed course withdrawal form. For day courses, the form must include the course instructor's signature. An instructor must honor a student's request to withdraw from a course (provided no previous WX or AW grade was issued). A student may withdraw from a course at any time while classes are in session; however, no course withdrawal will be accepted by the Registrar after the last day of classes. The withdrawal grade assigned as the student's final grade is "W."

**Withdrawal from the College:** College withdrawals must occur before the last day of classes. Students taking day classes must meet with a counselor for an exit interview, then bring to the Welcome Center a completed withdrawal form carrying the counselor's signature. In exceptional cases, the exit interview may be conducted by telephone. The date the Registrar receives the completed form becomes the official withdrawal date. A withdrawal grade for each course is determined in accordance with the policy for course withdrawals. AW and WX grades which were previously issued in a course remain on record, even when a student withdraws from the College.

# Administration and Faculty

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