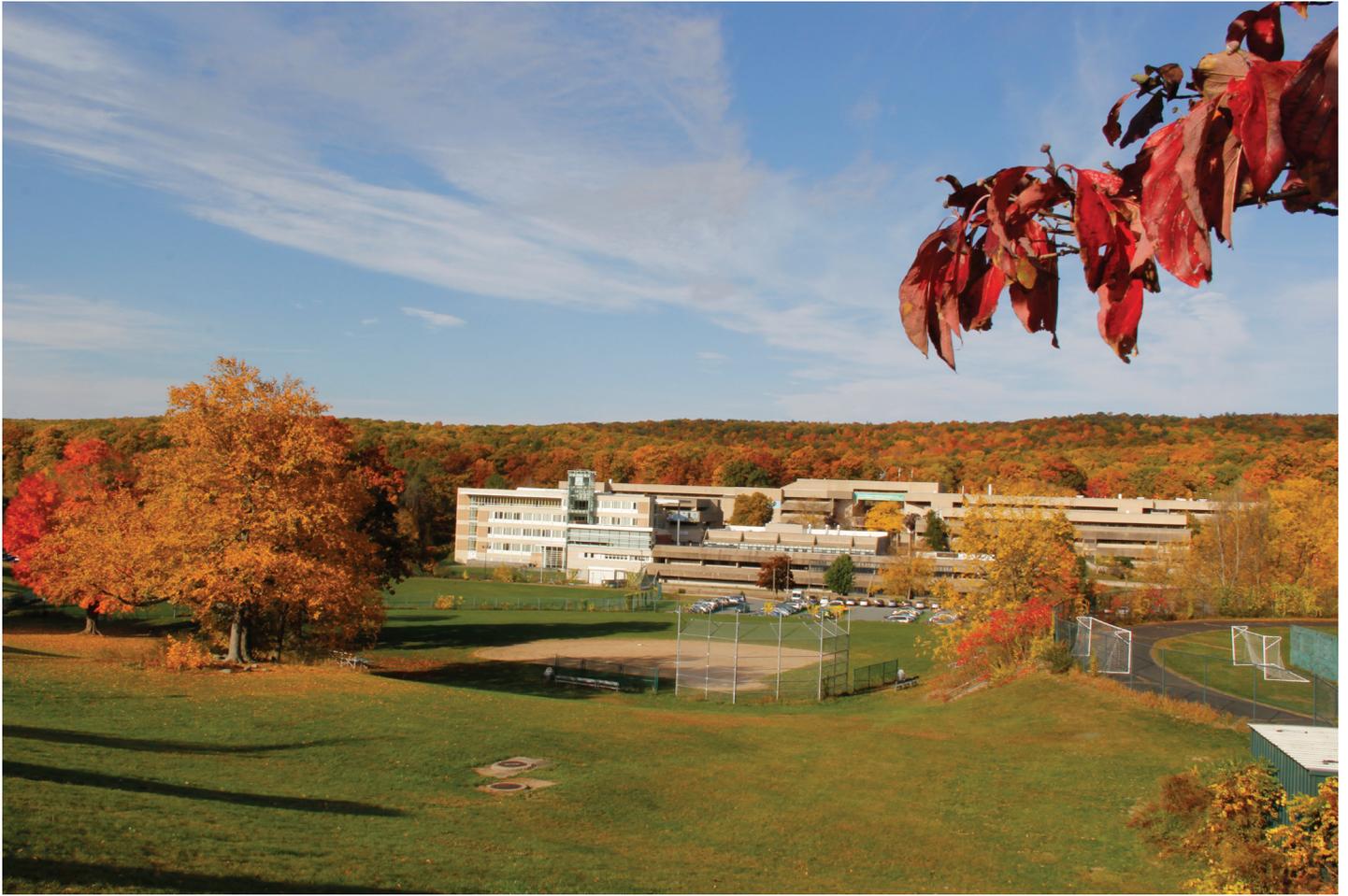


# College Catalog

2023-2024

# Holyoke Community College



# Welcome to HCC

**HOLYOKE**  
**COMMUNITY**  
**COLLEGE**

The first two-year college to be founded in the Commonwealth of Massachusetts, Holyoke Community College (HCC) is widely recognized as a leader in high-quality, affordable education that enables pathways to transfer or immediate entry into the workforce. A designated Hispanic Serving Institution, HCC serves a diverse community with more than 80 degree and certificate programs, and online, blended, evening, and Saturday classes that accommodate the busy lives of our students. The HCC Center for Health Education and Simulation, Kittredge Center for Business and Workforce Education, HCC MGM Culinary Arts Institute, and Campus Center provide students with state-of-the-art resources and the knowledge and skills they need to be successful.

Throughout the year, HCC is home to numerous recreational and cultural activities and events that are open to the community. View an art exhibit at the Taber Art Gallery, catch a live performance at the Leslie Phillips Theater, enjoy the annual HCC Jazz Festival, or come watch one of the HCC competitive varsity athletic games. HCC has the largest disc golf course in western Massachusetts, and it's free and open to the public. We invite you to visit and get to know us!

# ACCREDITATION STATEMENT

Holyoke Community College (HCC) is accredited by the New England Commission of Higher Education, Inc. (NECHE), a non-governmental membership association that serves as an institutional accreditor and promotes educational excellence and quality assurance to its member institutions. NECHE is one of seven accrediting commissions in the United States that provide institutional accreditation on a regional basis. Accreditation is voluntary and applies to the institution as a whole. The Commission, which is recognized by the U.S. Department of Education, accredits approximately 200 institutions in the six-state New England region and across the globe. HCC has been accredited by the Commission since 1970.

Accreditation of an institution by NECHE indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one that has available the necessary resources to achieve its stated purpose through appropriate education programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by NECHE is not partial, but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered.

Questions regarding the status of HCC's accreditation may be directed to [kcholeva@hcc.edu](mailto:kcholeva@hcc.edu)

or

**New England Commission of Higher Education**

3 Burlington Woods Drive, Suite 100

Burlington, MA 01803-4531

Email: [info@neche.org](mailto:info@neche.org)

*The information contained in this catalog is available in other formats for those who require an accommodation.*

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## ACCESSIBILITY

HCC is committed to accessibility and inclusion, and to ensuring that all are able to participate in college programs, activities, and events. Information on parking, getting around campus, accessible restrooms, and aids and services is available at <https://www.hcc.edu/about/visit-hcc/accessibility>

## SMOKE-FREE CAMPUS

HCC is a smoke-free campus everywhere, all the time. This policy applies to all students, faculty, staff, and visitors.

## DISCLAIMERS

All policies related and relevant to College Standards can be found in the HCC Student Handbook on the HCC Publications page.

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.

Estudiantes cuya lengua natal sea español y cuyo nivel de comprensión del idioma inglés sea limitado, deben referirse a la página 8 para más información.

# MISSION, VISION, AND VALUES

Our Mission, Vision, Values, and Student Experience statements in our FY19-22 inaugural strategic plan emerged from an intensive, 18-month process with input from the entire HCC community. We believe they are simple, direct, and express the depth of commitment we have to our students and our community.

## MISSION

Educate. Inspire. Connect.

## VISION

Holyoke Community College aspires to be a college of academic excellence known for helping students overcome barriers to success.

## VALUES

- Innovation
- Collaboration
- Kindness
- Inclusion
- Trust

Kindness, inclusion, and trust are the foundations of the work that we do together. Innovation and collaboration enable us to explore and implement the ideas that will shape our future.

## STUDENT EXPERIENCE

Holyoke Community College commits to delivering a transformational student experience characterized by:

- A “connection network” that draws people, services, and knowledge together to address students’ fundamental needs and thus ensure their readiness to succeed at HCC
- An affordable, relevant education provided by talented faculty and resulting in career and transfer opportunities that enable students to thrive
- An approach to educating the whole person that continuously meets students where they are - socially, financially, educationally, and geographically - and engaging them in real-world learning experiences
- A vibrant, connected college community that enriches the learning experience, delivers relentless encouragement, and builds life-long connections.

Faculty and staff of Holyoke Community College commit to support this transformative experience through:

- Accessible, guided, and intuitive services that support students and their families
- Efficient and effective processes supported by contemporary technologies
- Data and predictive analytics that enable HCC to deliver personalized, proactive, and responsive programs and services
- An agile and supportive culture that recognizes the importance of training and professional development to build knowledge, skills, and abilities.

# GENERAL INFORMATION

## ADMISSION

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 Education Development (GED) or HiSET certificate, or completion of an approved home schooling program. Students must be beyond the age of compulsory school attendance in Massachusetts (16 years old).

In addition to the general requirements, some academic programs require additional application materials or have specific testing requirements. These programs include, but are not limited to: Nursing, Practical Nursing, Radiologic Technology, Graphic Design, Medical Assistant, Medical Billing & Coding, Culinary Arts, and Veterinary Technician. Coursework for most programs begins each fall, spring, and/or summer. Individual academic programs and program start dates can be reviewed online at: <http://www.hcc.edu/courses-and-programs>.

Students who have been away from HCC for two or more semesters (excluding summer) must apply for readmission at [hcc.edu/apply](http://hcc.edu/apply). Official transcripts from any college or university attended while away from HCC are required for consideration of any transfer credit.

All applicants to Holyoke Community College are encouraged to meet with an admission counselor to discuss program choices and requirements.

## APPLICATION PROCEDURES

1. Review the admission and academic requirements for your program of choice. Some programs require special admission procedures and/or prerequisite course work. Review requirements at the Degrees & Certificates page.
2. New applicants are encouraged to meet with an admissions counselor and schedule a college tour. Contact Admissions at [admissions@hcc.edu](mailto:admissions@hcc.edu) or by phone at 413.552.2321.
3. Complete the Holyoke Community College admission application at [www.hcc.edu/apply](http://www.hcc.edu/apply). Start by creating an account and then follow the steps to submit your application online.
4. Applicants should have an official high school diploma, home school, GED or HiSET certificate, and college transcripts mailed to: Holyoke Community College, Admissions Office, 303 Homestead Avenue, Holyoke, MA 01040.
5. Applicants will receive confirmation via email once the application has been submitted. Log back in to the account you created to view and submit any required supplemental items.
6. Your application will be reviewed for acceptance once your application file is complete. A decision letter and/or acceptance packet will be sent by email with information regarding your next steps. All degree or certificate-seeking students are required to show proof that they meet the eligibility requirements for courses they are interested in taking. Students may do this by providing one or more of the following that apply to them: AP math scores, AP English scores, SAT scores, GED results, or prior college transcripts. If you do not have those documents, you may also take the HCC Placement Tests in Math and English, or provide College Board Accuplacer scores from an approved testing site. Students seeking readmission to HCC may be required to complete the placement test based on the amount of time outside of the institution.

7. Once accepted into a program, you will follow program guidelines as outlined in the College Catalog that are in effect during your initial acceptance term. Program requirements are also outlined in DegreeWorks. A break in enrollment of two or more semesters (excluding summer) will require you to apply for readmission. If readmitted, you will follow the program requirements for the College Catalog that are in effect during your readmission term. Subsequent changes to the academic program requirements in the future will not affect your program requirements as long as you are continuously enrolled (excluding summer term).
8. Massachusetts Law Part I, Title XII, Chapter 76, Section 15C requires that all full-time students carrying 12 or more credits must submit proof, within 30 days of registering for courses, of immunization against measles, mumps, rubella (need two MMR shots), pertussis-containing tetanus shot (Tdap, administered after 2007), hepatitis B (need 3 shots), and varicella (chickenpox, need 2 shots). Some programs (health, veterinary, and education) may require additional immunizations or blood tests for their students, regardless of credit load or age. If you need assistance with this, please visit or contact HCC Student Records, Frost 221, 413.552.2319.

Applicants may self-certify fulfillment of admission requirements on the application for admission. Current high school seniors are required to submit a final high school transcript or a copy of the high school diploma after high school graduation. HCC reserves the right to request official documentation from all applicants. Applicants wishing to matriculate into a college degree or certificate program and receive federal and state financial aid must fulfill general admissions requirements (high school diploma, GED or HiSET certificate, or completion of an approved home schooling program).

For all applicants under eighteen years of age, a parent/legal guardian signature is required on the application for admission.

## INTERNATIONAL STUDENT APPLICATION PROCESS

Holyoke Community College is committed to enrolling a diverse group of individuals whose backgrounds and talents enhance each others' educational experience. Students at HCC are afforded many academic and personal growth opportunities. International students seeking an F1 student visa or to transfer their F1 visa to HCC should refer to the International Student Application for more information.

## HOME SCHOOL APPLICANTS

Homeschooled students without a high school diploma, GED or HiSET certificate, 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. Home school applicants shall submit a letter from the school superintendent on official letterhead indicating participation in an approved education plan. An official home school transcript with graduation date may be requested. Applicants under the age of 16 must see the Dean of Enrollment Management for consideration of factors relating to course and program participation.

## TRANSFERRING CREDIT TO HCC AND CREDIT FOR PRIOR LEARNING

### TRANSFERRING CREDIT TO HCC

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 at HCC. When transfer credit is awarded, the grades earned are not averaged into the student's grade point average at HCC. Credit is granted for courses carrying a grade of C- or better, regardless of the cumulative GPA at the previous institution. To have prior transcribed credit evaluated for transfer to a program of study at HCC, send your official transcript to: HCC Admissions Office, CC 148, 303 Homestead Ave., Holyoke, MA 01040.

In order to be considered for transfer credit, courses must meet the following criteria:

- Be completed at an institution with current/active accreditation from one of the seven regional accrediting agencies, as recognized by the Council for Higher Education Accreditation (CHEA)
- Be taken for degree-level credit; courses determined to be developmental in nature will only be considered for placement purposes as applicable
- Have been completed with a grade of "C-" or higher. Grades of "Satisfactory" (S), "Pass" (P), or similar grades will be considered for transfer only if the official transcript clearly indicates that such grades are equivalent to a grade of "C-" or higher.

Students must provide official transcripts from the institution where the credit was completed for it to be considered for transfer.

Students who have completed postsecondary coursework at an international institution must follow the following steps to have their coursework considered for transfer credit:

- Submit all official transcripts from this institution to an approved credential evaluation agency as listed on the NACES website ([www.naces.org](http://www.naces.org))
- HCC strongly encourages students to provide course descriptions whenever possible for any completed coursework

### RE-EVALUATION OF TRANSCRIPTS

Students are entitled to request a reevaluation of their transcripts if they believe an error or omission occurred during the initial evaluation, or if they have changed their program of study. To make this request, students can submit the "Transcript Reevaluation Request Form" located on the Student Records webpage (<https://www.hcc.edu/student-records>)

### CREDIT FOR PRIOR LEARNING

Holyoke Community College recognizes that not all learning occurs within the walls of a traditional classroom setting. Therefore, HCC students may be eligible for Credit for Prior Learning (CPL) based on knowledge gained through academically-related employment, training, military service, or other relevant life experience.

Examples of CPL that HCC will consider awarding credit for include (but are not necessarily limited to):

- Advanced Placement (AP) Examinations
- College Level Exam Program (CLEP) Examinations
- DANTES/DSST Examinations

- HCC Challenge Examinations
- Industry Credentials in Computer Science, Culinary Arts, Education, and Health Sciences
- Internal Articulation agreements between the HCC Academic/Student Affairs Division and the HCC Business/Community Services Division (i.e. Gateway to College and Transition to College and Careers)
- International Baccalaureate (IB) Examinations
- Joint Services Transcript
- Portfolio Review Assessments

Your next step to explore whether your life experience might be equal to college credit is to contact our CPL Specialist. This specialist will be able to walk you through the options that are available based on your program of study. Our CPL Specialist is Eric Farrell, Coordinator of Student Records, and he may be reached at 413.552.2185 or [efarrell@hcc.edu](mailto:efarrell@hcc.edu)

For more information about CPL, please visit the CPL webpage at HCC (<https://www.hcc.edu/admission/credit-for-prior-learning>) or the My Experience Counts website (<https://myexperiencecounts.mass.edu/home>)

## DUAL ENROLLMENT PROGRAM

The Dual Enrollment program offers juniors and seniors enrolled in a high school or a home school program the opportunity to enroll in college courses prior to high school graduation. The program offers a unique true-to-life college academic experience, allowing high school students the chance to earn credits towards completing a degree or certificate while completing their high school requirements. Students participating in Dual Enrollment are considered HCC students, and as such, will be awarded the same privileges as HCC students.

Dual Enrollment funding is available through the Commonwealth Dual Enrollment Partnership (CDEP), private foundations, and Holyoke Community College. Funding is limited and contingent upon grant availability. Dual Enrollment funds cover the cost of one course per student on a first-come, first-serve basis. Students not eligible for dual enrollment funding or those taking more than one course will pay the full cost of tuition and fees. Current tuition and fee rates are available online at [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees) and are subject to change. Students are responsible for all other costs associated with their education, which may include books, lab fees, materials, and transportation. Dual Enrollment students are not eligible for financial aid.

Dual Enrollment students will meet with their HCC advisor to register for classes and throughout the semester, as needed. Students may enroll in a maximum of 16 credits each semester. A student whose semester GPA falls below 2.0 during any one semester may be ineligible to continue in the Dual Enrollment program and will forfeit Dual Enrollment funding for the following semester. Students must comply with all HCC policies in the HCC Student Handbook.

When a semester has been successfully completed, students will earn college credits, which are transferable to many two- and four-year public and private colleges or universities. Students may also receive credit from their participating high schools to meet high school graduation requirements. Priority will be to place students in courses required by their high schools for graduation. Students are responsible for ensuring that HCC coursework will be acceptable for high school graduation through their school counselor. If you have a disability and may require accommodations in order to participate

fully in the program activities, please contact the Admissions Office at 413.552.2321.

## DUAL ENROLLMENT APPLICATION PROCESS

Students can apply to the Dual Enrollment program by creating an HCC Account and completing an online Dual Enrollment application at [www.hcc.edu/apply](http://www.hcc.edu/apply). The course registration deadline to qualify for a free course through Dual Enrollment funding is June 30th for fall and December 15th for spring enrollment. All applicants must submit an official high school transcript and will require both parent/guardian and school counselor approval prior to registering for classes. Placement testing is encouraged for all Dual Enrollment applicants and takes place at Holyoke Community College or remotely with a virtual proctor. In addition, applicants must meet all prerequisite requirements for selected courses.

## RESIDENCY STATUS (FOR TUITION CLASSIFICATION PURPOSES)

For the purpose of assessing tuition and fees, each student shall be classified as a “Massachusetts resident” or a “Non-Massachusetts resident”. At Holyoke Community College, a person shall be classified as a Massachusetts resident if he or she (or the parent of an unemancipated student) shall have resided in the Commonwealth of Massachusetts for purposes other than attending an educational institution for six months immediately preceding the student’s entry or reentry as a student. A person having his or her residency elsewhere than in Massachusetts shall not be eligible for classification as a Massachusetts resident for tuition purposes, and will be classified as a non-Massachusetts resident.

Each case will be decided on the basis of all facts submitted with qualitative rather than quantitative emphasis. A number of factors are required for residency to determine the intention of the person to maintain permanent residence in Massachusetts. No single indicium is decisive. The burden of proof rests on the student seeking classification as a Massachusetts resident. The following shall be indicia of residence for tuition purposes:

- For unemancipated persons, the residency of parents, having custody, within Massachusetts
- Certified copies of federal and state income tax returns
- Permanent employment in a position not normally filled by a student
- Reliance on Massachusetts sources for financial support
- Possession of a Massachusetts high school diploma
- Continuous physical presence in Massachusetts during periods when not an enrolled student
- Military home of record
- All other material of whatever kind or source which may have a bearing on determining residency

Eligibility: the following individuals shall be eligible for in-state tuition:

- Any person who is registered at an institution as a Massachusetts resident shall be eligible for continued classification as a Massachusetts resident for tuition purposes (until attainment of the degree for which he or she is enrolled) during continuous attendance at the institution.
- The spouse of any person who is classified or is eligible for classification as a Massachusetts resident is likewise eligible for classification as a Massachusetts resident. This provision will not

apply in the case of a spouse in the United States on a non-immigrant visa.

- A person who is a lawful immigrant or permanent resident of the United States (or is eligible to apply and has applied for such status) is eligible to be considered for Massachusetts residency for tuition purposes, provided that he/she meets the same requirements for establishing residency in Massachusetts as are required of a United States citizen. Non-citizens who are in (or who are eligible to apply and who have applied for) refugee/asylum status are likewise eligible to be considered for Massachusetts residency for tuition purposes, provided that they meet the same requirements for establishing residency in Massachusetts as are required of a United States citizen. All non-citizens must provide appropriate United States Citizenship and Immigration Services documentation to verify their status.
- Those students whose higher education pursuits are funded by the Department of Institutional Assistance, the Massachusetts Rehabilitation Commission, or any of the other Commonwealth of Massachusetts public assistance programs.
- A member of the Armed Forces of the United States who is stationed in Massachusetts on active duty pursuant to military orders, his or her spouse, and dependent children. A person does not gain or lose in-state status solely by reason of his or her presence in any state or country while a member of the Armed Forces of the United States.
- Full-time faculty, professional staff, and classified staff employees of the public higher education system and their spouses and dependent students.

For more information, including definitions, appeal process, and reclassification procedures, please see the Massachusetts In-State College Residency Tuition Policy offered by the Board of Higher Education (Residency Policy).

## **NEW ENGLAND REGIONAL STUDENT PROGRAM STATUS (NERSP)**

Students who reside in a New England state other than Massachusetts may qualify for tuition classification status through the New England Regional Student Program. Students must meet the same residency requirements for tuition purposes (reside in New England state for 6 months for purposes other than attending an educational institution immediately prior to enrolling as a student) and be enrolled in an approved degree or certificate program. For more information on the New England Regional Student Program, including eligible programs of study, see the Tuition Break overview on the NEBHE website.

## **CHANGE IN RESIDENCY STATUS TO MASSACHUSETTS RESIDENT STATUS**

A student may at any time request the institution to reclassify him or her as a Massachusetts resident, if the factual basis for his or her classification as a non-resident or NERSP has changed. To do so, the student shall submit a "Change of Residency" form to the Admissions Office for its review and final classification as a resident or non-resident student.

## **(CORI) CRIMINAL OFFENDER RECORD INFORMATION / (SORI) SEX OFFENDER REGISTRY INFORMATION**

Students will be subject to a CORI and SORI check for 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: Deaf Studies, Education, Human Services, Medical Assistant, Nursing, or Radiologic Technology. The results of this report may or may not disqualify a student from completing a program. Specific details and a complete copy of the college policy can be found in the current edition of the HCC Student Handbook.

## **COURSE PLACEMENT**

In alignment with revised DHE Accuplacer Cut Score Working Group Recommendations issued January 2019, and in accordance with HCC's Strategic Plan, Strategy 2, Objective 2, Action 1 (2.2.1) "Expand access to college courses using multiple measures for placement"; the following options for college-level eligibility are in place at HCC:

### **ENGLISH - Options for ENG 101 eligibility:**

- core of 3 or higher on the AP English Literature and Composition or English Language and Composition exam
- SAT Evidence-Based Reading and Writing (EBRW) section score of 480 or higher
- ACT English score of 18 or higher
- Earned Associate's or Bachelor's degree from a regionally accredited U.S. college/university
- course placement established by HCC English placement test taken January 28, 2019, or later
- course placement established by Accuplacer Classic version taken before January 28, 2019
- score of 245 or higher on the Next Generation Reading Accuplacer AND WritePlacer score of 5 or higher
- score of 259 or higher on the Next Generation Reading Accuplacer AND WritePlacer score of 4 or higher

### **MATHEMATICS - Options for College-level Eligibility:**

- High School GPA of 2.7 or higher: eligible to enroll in Math 125 (Number Systems), Math 130 (Drugs and Dosages), or Math 142 (Statistics)
- High School GPA of 2.7 or higher and a grade of B or higher in Algebra 2: eligible to enroll in Math 104 (College Algebra). The department strongly recommends that students choosing this option take the HCC Math placement test.
- SAT Math score of 530 or higher
- ACT Math score of 22 or higher
- GED Mathematical Reasoning score of 165 or higher
- All students are eligible to enroll in Math 155 (Topics in Mathematics)
- course placement established by HCC Mathematics placement test taken January 28, 2019, or later\*\*
- course placement established by Accuplacer Classic version taken before January 28, 2019\*\*

\*\* HCC math placement test scores and Accuplacer Classic math placement test scores are valid for two years from the date of the test.

Students who do not meet one or more of the options listed above will take the HCC placement test in either or both English and Mathematics. This placement test will determine appropriate course level placement.

## STUDENT RIGHT-TO-KNOW GRADUATION AND TRANSFER RATES

The federal government mandates that all institutions participating in Title IV or HEA programs disclose to current and prospective students the graduation and transfer-out rates of first-time, full-time degree/certificate seeking (FTFTDS) students.

In compliance with these mandates, HCC followed 684 first-time, full-time students who enrolled in one of HCC's degree or certificate programs in fall 2019. As of fall 2022, 25% of these students had graduated, 14% transferred to another institution prior to graduating from HCC, and 12% are still enrolled at HCC. In sum, 50% of the first-time, full-time degree/certificate seeking college students entering HCC in fall 2019 have, as of fall 2022, graduated or continued their studies at HCC or at another public or private university in the United States. Rates are based on status at 150% "time-to-credential" (i.e. 1.5 years for certificates and 3 years for degrees).

Graduation and transfer-out rates disaggregated by gender, race/ethnicity, and financial aid received can be found online on the Consumer Information page on the HCC website, [www.hcc.edu/about/consumer-information](http://www.hcc.edu/about/consumer-information).

## EXPENSES

### 2023-2024 ACADEMIC YEAR FEES

The estimated annual cost of attendance at Holyoke Community College is \$10,769 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. In addition, 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
Student Service Fee (\$145 per semester)	\$290
Health Insurance (Annual)	\$3,599
Educational Services Fee (\$2,352 per semester)	\$4,704
Books and Supplies (Annual)	\$1,600
<b>ESTIMATED ANNUAL COST</b>	<b>\$10,769</b>

### TUITION, FEES AND CHARGES\*

#### Application Fee (non-refundable)

Massachusetts Resident	No Charge
Out-of-state Resident	No Charge
International	\$100

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

Massachusetts Residents and Out-of-state Residents	No Deposit
International Students	No Deposit

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

Massachusetts Resident	\$288
Massachusetts Resident/per credit	\$24
Out-of-state Residents and International Students/per semester	\$2,760
Out-of-state Residents and International Students/per credit	\$230

#### Health Insurance (per year)

\$3,599

#### Educational service fee (\$2,352 per semester)

\$196 per credit

#### Distance learning fee (fully online courses only)

\$20 per credit

#### CEM Fee (Course, Equipment & Materials)—Designated courses only

\$50 per course, when applicable; \$100 max per semester

#### Music Fee

for 50-minute private lessons	\$665
for ½-hour private lessons	\$385

#### Late Payment Fee

\$20

#### Bus Pass Replacement Fee

\$7

#### NSF Check Fee

\$20

#### Late Registration Fee

No Charge

\*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. Registering students should be aware that the fiscal challenges facing the college for the 2022-2023 year may require increases to the amounts listed. 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 online, or in person at the college's Student Account Services Office. Please forward all payments to:

Holyoke Community College  
ATTN: Student Account Services, Frost 221  
303 Homestead Avenue  
Holyoke, MA 01040-1099

Online payments by personal check or credit card can be made by logging onto HCC's Online Services at [www.hcc.edu](http://www.hcc.edu).

## TUITION AND FEE\* REFUNDS

(visit [www.hcc.edu/tuition-and-aid/billing-and-refund](http://www.hcc.edu/tuition-and-aid/billing-and-refund) for refund schedule)

A Course Withdrawal, College Withdrawal, or Add/Drop form must be completed to receive any refund. Refunds are based on the date the form is received, regardless of registration date or attendance.

### Full-term and Flex Start Courses:

1. Prior to and including the first week of classes: **100% of tuition/ESF/fees**
2. During the second week of classes: **50% of tuition/ESF only**
3. After the second week of classes: **No refund (outstanding balance due in full)**

ESF = Educational Service Fees

The following fees are not refundable after the first week of classes, as published in the academic calendar:

- Student Services Fee, Transportation Fee, and CEM Fee.
- The Bus Pass Replacement, NSF Check, Late Payment, and HCC Monthly Payment Plan enrollment fees are non-refundable in conjunction with withdrawal from the college at any time, including prior to the start of the semester.

**\*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 and/or federal refund payments.**

## TUITION EXEMPTIONS

### SENIOR WAIVER

Massachusetts residents 60 years old or older may attend Holyoke Community College on a space-available basis for \$50 per semester (credit classes only; fee is nonrefundable). Non-credit classes are charged at the catalog rate. Seniors can only start to register for

courses two weeks prior to the start of the semester in which they are planning to enroll. Registrations will not be accepted after the end of the add/drop period. For more information, contact the ACT Center at 413.552.2722

### NATIONAL GUARD

Massachusetts residents who are members in good standing of the National Guard are eligible for a tuition and fee waiver for credit-bearing classes. Students are responsible to pay for all additional course fees (i.e. music lessons, nursing fees, etc.). Contact the Veterans Certifying Official (DON 105) at 413.552.2189 or at [veterans@hcc.edu](mailto:veterans@hcc.edu). Visit Veterans Services for more information.

### VETERANS

Eligible veterans, reservists, disabled veterans, and dependents of veterans may qualify for an educational benefit from the Veterans Administration. Certain eligible veterans residing in Massachusetts are also entitled to a tuition waiver for credit classes. Students with tuition waivers are responsible for all fees other than tuition. Contact the Veterans Certifying Official (DON 105) at 413.552.2189 or at [veterans@hcc.edu](mailto:veterans@hcc.edu). Visit Veterans Services for more information about waivers and benefits.

### OTHER CATEGORICAL AND NON-CATEGORICAL TUITION WAIVERS

All Native American, Massachusetts Rehabilitation Commission, Massachusetts Commission for the Blind, and State Tuition Remission waivers must be received by the Student Account Services Office, (Frost 221), before the first day of the semester.

# FINANCIAL AID

## 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. A student 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.

## HOW TO APPLY

Financial aid applicants are required to annually submit a properly completed Free Application for Federal Student Aid (FAFSA) for the appropriate school year. This federal application can be submitted electronically through FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Applicants are welcome to use the self-service computers in the lobby of the HCC's Financial Aid Office, Frost 201, to submit the application.

In order to meet both the HCC priority deadline and the state MASSGrant deadline, the student's FAFSA must reach the federal 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, s/he must submit other supporting documents, such as Verification Worksheets, directly to the HCC Financial Aid Office.

If a student misses the May 1st priority deadline, s/he should apply as soon as possible thereafter even if not starting school until the following spring. In addition to completing the general financial aid application requirements described above, applicants should:

- **PROMPTLY** respond to all requests for additional information.
- **GET ADMITTED** to a degree program or to an eligible certificate program\*.
- **PREREGISTER** for courses as early as possible.
- **RESPOND** to award offers by accepting or declining awards online at Online Services, found under the MyHCC menu at [www.hcc.edu](http://www.hcc.edu).

\*Not all certificate programs are eligible for financial aid.

Additional financial aid information such as policies, resources, eligibility, and deadlines are available online at [www.hcc.edu/finaid](http://www.hcc.edu/finaid) or by contacting the Financial Aid Office, Frost 201, 413.552.2150, [financialaid@hcc.edu](mailto:financialaid@hcc.edu).

## AWARD PACKAGING POLICIES

Holyoke Community College makes every attempt to award financial aid funds up to each student's financial need. 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.

This example is a financial aid package for a full-time, dependent student (MA resident) with an EFC of \$1,000:

\$6,445	Federal Pell Grant
\$1,500	MASS State Aid or other Grant Aid
\$3,000	Federal Work Study (optional)
\$2,193	Direct Subsidized Loan (optional)
\$1,000	Direct Unsubsidized Loan (optional)

Read the catalog online at [www.hcc.edu/catalog](http://www.hcc.edu/catalog)

To receive the amounts above, the student must apply on time and be eligible for both federal and state financial aid.

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

Since grants often exceed the cost of tuition, fees and books, the excess funds are available to help with out-of-pocket costs.

If a student does not qualify for enough grant aid to cover direct costs, educational loans can be accepted to cover the shortfall. Students may also borrow loan funds for other educationally-related expenses such as transportation, daycare costs, and other living expenses. The low interest rate of Direct Subsidized and Direct Unsubsidized educational loans make them a beneficial option in place of a high interest credit card payment.

All Federal Direct Stafford Loan applicants must have a complete financial aid file. In addition, all first-time borrowers at HCC must sign a Master Promissory Note (MPN) and complete online entrance counseling at <https://studentaid.gov> in order to ensure that their rights and responsibilities as student loan borrowers are understood. Direct Loan borrowers are also required to complete an Annual Student Loan Acknowledgment before receiving the first disbursement on the Direct Loan borrowed for each new award year.

The following awarding policies are also followed:

1. Federal SEOG's are normally restricted to students with EFCs = \$0.
2. College-based grants based on need are not reduced for private scholarships unless required by regulations.
3. Aid for students with bachelor degrees (or higher) is restricted to loans and work-study.
4. Students simultaneously enrolled in high school and HCC are not eligible for any financial aid
5. Students cannot receive financial aid for audited courses or courses the student never attended.
6. Financial aid can only pay for up to 30 credits of remedial/developmental coursework.

The college reserves the right to adjust awards due to changes in students' eligibility or the availability of funds.

For more detailed information regarding federal, state, and institutional student aid programs, the student should check the following websites:

- Tuition & Aid
- U. S. Department of Education ([www.studentaid.gov](http://www.studentaid.gov))
- Massachusetts Office of Student Financial Assistance ([www.mass.edu/osfa](http://www.mass.edu/osfa))

The following link provides information on financial aid assistance from other state agencies:

- Department of Education State Contacts

## BOOK ADVANCES

A student who has expected financial aid that exceeds his/her tuition and fee charges is automatically issued a financial aid book

advance for the purchase of books and supplies. Approximately 3 weeks before the start of a semester, a student's eligibility for the book advance is calculated based on the student's billed charges minus pending financial aid. Once calculated, the book advance is posted to the student's account. The amount of the book advance can be viewed by logging into Online Services. To use the advance, the student can go to the bookstore and purchase books and supplies using their student ID. Students not able to come to campus may also purchase their course materials online to be shipped to their home for an additional cost. Please visit [hcc.bnccollege.com](http://hcc.bnccollege.com) for more information. Books and supplies can be purchased with the advance through the first 3 weeks of the semester. After the 3-week period, the book advance is removed and the actual charges are placed on the student's account.

If a student uses his or her book advance, the student is considered to have authorized the use of financial aid funds to pay books and supplies and no additional written authorization is required.

## SATISFACTORY ACADEMIC PROGRESS

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

### QUALITATIVE GPA STANDARD

Cumulative Grade Point Hours	Required Cumulative G.P.A.*
Below 9	N/A
9-30	1.75
Above 30	2.0

\*The financial aid G.P.A is computed using grades received for all HCC courses, including developmental courses and courses taken prior to being approved for an academic "Fresh Start."

### QUANTITATIVE STANDARD

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

### INCREMENTAL PACE PROGRESS

The student must successfully complete at least two-thirds of cumulative attempted semester hours, calculated at 0.67.

### MAXIMUM TIME FRAME

The student must be able to complete his/her program of study within 150% of the number of semester hours required at HCC to complete his/her degree or certificate.

### REPEAT POLICY

Financial aid can only pay for one repeat of a previously passed course.

### APPEAL PROCESS

A student who believes that extraordinary circumstances prevented him/her from attaining satisfactory academic progress may submit an appeal to the Satisfactory Academic Progress Appeals Committee.

## FINANCIAL AID PROBATION

If a student is granted an appeal, s/he is considered to be on financial aid probation. A student on financial aid probation will be eligible to receive financial aid for one semester. To receive financial aid beyond that point, s/he must meet normal SAP standards and/or fulfill the requirements of an academic plan.

### WARNING PERIOD

Students who fail to meet the incremental pace standard and/or the G.P.A standard for the very first time are granted a one semester warning period. Students in this category are warned of their failed status but do not lose their financial aid for the semester.

A complete statement of the Holyoke Community College policy on SAP is available in the Financial Aid Office, Frost 201, online at [www.hcc.edu/sap](http://www.hcc.edu/sap), and the HCC Student Handbook.

## AID DISBURSEMENTS AND THE RETURN OF UNEARNED AID

A student's financial aid eligibility for each term is generally based on the student's enrollment status at the end of the first add/drop period of the semester. (For the summer this normally means the very first add/drop period, and for the intersession/spring term this normally means the first add/drop period of the traditional spring term).

For grant aid, the enrollment status for students who are awarded after the add/drop period is determined based on the number of credits the student is enrolled in at the time the award is calculated.

For student loans, the enrollment status for students awarded after the first add/drop period is based on the number of credits the student is enrolled in at the end of the first add/drop period. If the student is not enrolled as of that date (at the end of the first add/drop period), then the enrollment status is based on the number of credits at the time the award is made. Students must always be enrolled in at least 6 credits at the time the loan is processed.

The first aid disbursement for a term normally takes place approximately 30 days after classes start. A student with a credit balance on his/her account resulting from aid in excess of balances due will have this credit balance paid to him/her within fourteen days of the aid disbursement.

If the student stops attending classes before completing 60% of the term, the student is 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. Any grant aid that is due back from the student is considered an overpayment.

Until resolved, federal financial aid 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.

Federal 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 the Course/College Withdrawal form from the Student Records Office with the intention to completely withdraw from school. If a student stops attending, and fails to officially withdraw from classes, the school normally uses the 50% point of the term as the "withdrawal date," although a

different date may be used if the school has received a last date of attendance from an instructor.

Federal rules also require the return of financial aid in cases where a student withdraws from a course that does not span the entire semester, if at the time of withdrawal from the course the student is not currently attending other classes.

Additional financial aid information such as policies, resources, eligibility, and deadlines are available online at [www.hcc.edu/finaid](http://www.hcc.edu/finaid) or contact the Financial Aid Office, Frost 201, 413.552.2150, [financialaid@hcc.edu](mailto:financialaid@hcc.edu).

## FINANCIAL AID PROGRAMS

Students applying for financial aid according to the procedures described under “Expenses” are considered for a wide variety of financial aid programs briefly described below. In addition, students may apply for a variety of scholarships through the HCC Foundation at [www.hccscholarships.org](http://www.hccscholarships.org). The college also awards a limited number of talent grants without requiring an application.

## GRANTS

### FEDERAL PELL GRANT

During 2023-2024, Pell Grants range up to \$7,395 a year for full-time, \$5,546 for three-quarter time, \$3,698 for half-time, and \$1,849 for less than half-time enrollment. Recipients are restricted to a lifetime limit of 12 full-time semesters of awards. Undergraduate students only.

FUNDING: U.S. Gov’t.

### MASSGRANT

Awards at Massachusetts Community Colleges are expected to range up to \$2,000 during 2023-2024, depending on financial need and remaining eligibility. Eligibility for the MASSGrant is restricted to 4 semesters if enrolled in a two-year undergraduate program, and 2 semesters if enrolled in a 1-year certificate or diploma program. Full-time undergraduate students only.

FUNDING: State of Mass.

### MASSGRANT PLUS

Award amounts vary depending on student need (gap) to meet tuition/fee costs. 2023-2024 eligibility is limited to students who file the 2022-2023 Free Application for Federal Student Aid (FAFSA) by November 1, 2023, and who enroll in 6 credits or more per semester. Undergraduate students only.

FUNDING: State of Mass.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

Grants normally do not exceed \$400 at HCC. Preference to self-supporting Pell-eligible students with zero EFCs living away from home. Undergraduate students only.

FUNDING: U.S. Gov’t.

### FINANCIAL AID NEED-BASED TUITION WAIVER

Tuition Waivers reduce tuition charges and can range up to the full amount of in-state tuition. Undergraduate students only.

FUNDING: State of Mass.

### MASS FURCOLO ACCESS GRANT

Awards cannot exceed tuition and fees, currently \$212 per credit. Undergraduate students only.

FUNDING: State of Mass.

### INSTITUTIONAL GRANT

Grants are normally limited to direct educational costs. Undergraduate students only.

FUNDING: HCC

### HCC EDUCATIONAL ACCESS GRANT

Award offers can be up to \$1,500. Undergraduate students only.

FUNDING: HCC

## LOANS

### FEDERAL DIRECT STAFFORD LOANS

First year dependent students may borrow up to \$5,500 in Federal Direct Stafford Loans, with a subsidized limit of \$3,500. Second year students may borrow up to \$6,500 per year, with a \$4,500 subsidized limit. Independent students can borrow up to an additional \$4,000 in unsubsidized loans, for a maximum amount of \$9,500 for freshmen and \$10,500 for sophomores, if eligible. Repayment begins six months after the borrower ceases at least half-time enrollment. Interest is not charged on Subsidized Loans until the borrower ceases to be at least a half-time student. Interest accrues on Unsubsidized Loans from the time the loan is disbursed until it is paid in full.

FUNDING: U.S. Gov’t.

### FEDERAL DIRECT PLUS LOANS

A loan for parents of dependent students. The maximum loan amount is the student’s cost of attendance (determined by the school) minus any other financial aid received. The loan enters repayment once the loan has been fully disbursed (paid out). The loan requires a credit check.

FUNDING: U.S. Gov’t.

## JOBS

### FEDERAL WORK STUDY (FWS)

FWS will be offered for eligible students. FWS awards typically allow students to work an average of 10 to 12 hours per week during the academic year. Sometimes additional hours are available during the summer, spring, and winter breaks, but total hours would rarely exceed 30 per week. Payroll is every two weeks.

FUNDING: U.S. Gov’t. & HCC

### FEDERAL WORK STUDY (COMMUNITY SERVICE)

Community service federal work study provides work opportunities that are designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. Students employed in community service positions work at public or nonprofit agencies that offer the following types of services: health care, child care, literacy training,

tutoring, welfare, social services, public safety, crime prevention and control, disability services, elder care, recreation, community improvement, and emergency preparedness and response. Students who are eligible for federal work study may inquire about community service positions by contacting Andrea Picard, Frost 278, apicard@hcc.edu, 413.552.2342.

## **PROGRAMS & SERVICES**

### **ACT CENTER - ADVISING AND TRANSFER CENTER (CAMPUS CENTER 102)**

An additional resource for assistance with academic advising and transferring to a four-year college. Your one-stop resource center for assistance with academic advising, choosing a major, and assistance transferring to a four-year college.

### **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, recreation, and wellness programs are among the offerings for students. Located adjacent to the outdoor track and soccer field, the Bartley Center (BC) is a resource that enhances the educational experience and lifestyle of students through its programs and activities. For more information, visit BC 204, or call 413.552.2161, [www.hcc.edu/student-life/athletics](http://www.hcc.edu/student-life/athletics)

### **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. CAPS' three centers include: Tutoring, Writing/ESL, and Math. CAPS provides a variety of academic support services for students who need help with content-related matters, reading, writing, and math. Learning Coaches are also available which can assist students with strategies related to studying, time management, note-taking, and stress reduction skills. CAPS also provides Supplemental Instruction (SI)- a nontraditional tutoring support that focuses on collaborative group study, learning-strategies, preparing for quizzes/tests, and providing content tutoring.

The Centers' hours vary and are open in person Monday - Thursday 9:00 a.m. - 5:00 p.m., Friday 9:00 a.m. - 2:00 p.m. They are open virtually Monday-Friday [Monday - Thursday 9:00 a.m. - 8:00 p.m.,] and some Saturdays. Services are free to all HCC students. Schedules are available on Moodle and Navigate. CAPS is located in the Donahue building (DON 240). Call 413.552.2584 or email CAPS@hcc.edu for information. CAPS provides a safe and friendly environment in which all students can learn.

### **MENTAL HEALTH COUNSELING**

HCC provides free counseling services for students through a partnership with the Center for Human Development (CHD). CHD provides services through a unique, multicultural approach using evidence-based practices designed for college students who are grappling with mental health distress. CHD provides their services in both English and Spanish. In addition to one-on-one counseling, CHD also provides facilitated support groups. CHD is located on campus in the Frost Building, Room 232. Their phone number is 413.552.2626.

## LIBRARY

The Holyoke Community College Library provides students with the assistance and resources to fulfill their classroom assignments and expand their education beyond the classroom and into their daily lives. 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.

The library's knowledgeable staff is available to work with students one-on-one, in teams, and in the classroom. Library services can be accessed in person at our service desks or by phone, email, or text message. Located in the center of the College complex, the Library offers two computer labs, two photocopiers with scan-to-email abilities, two group study rooms, and a quiet study area. Students have access to print and electronic books, online periodicals, and streaming educational videos. HCC faculty may place course materials on reserve at the circulation desk for student use. The library also lends technology including Chromebooks, laptops, WiFi hot spots, and calculators. The online catalog and online databases are accessible from both in the Library and from off campus. Easy 24/7 remote access to the Library's electronic collection means that the Library is always open when you need it.

Holyoke Community College is a founding member of HELM (Higher Education Libraries of Massachusetts) which augments the resources of the HCC Library by providing access to the collections of member libraries. Students at HCC may borrow from HELM libraries by requesting material to be delivered to the HCC Library.

## MULTICULTURAL ACADEMIC SERVICES (MAS)

The Multicultural Academic Services (MAS) program is designed with the goal of helping students of underrepresented groups find the pathways that will help them succeed in college. It caters to students challenged by issues of language, cultural identity, and isolation. Through a one-on-one approach, students are encouraged to develop skills that promote self-authorship, self-advocacy, and leadership. The MAS Program serves as a pipeline for students transitioning from ESL, local high schools, and alternative high schools.

Participants from targeted high schools are identified as soon as they are accepted at HCC. Students receive a variety of services: tips to prepare for the College Placement Test, one-on-one guidance and support on paperwork requirements from the college, support from a freshmen college student mentor who recently graduated from high school, on campus meet and greets in the summer, and direct access to an academic advisor as soon as they apply to the college.

MAS students are eventually encouraged to seek transfer support from the Pathways Program or to transfer to a four-year institution.

MAS also provides support and services to all international students on a student visa. International students are guided, monitored, and advised on their career path and the academic policies and procedures to maintain their student visa.

El Centro is a student-empowering space to gather, network, and provide educational and recreational workshops and talks, in addition to study, rest, and pray. El Centro houses the MAS program and the Orientation and New Students Program. The two programs collaborate to assist new incoming students.

For more information about MAS stop by Campus Center 248 or call 413.552.2346. You can also contact Myriam Quiñones at 413.552.2539, [mquinones@hcc.edu](mailto:mquinones@hcc.edu) or via text at 413.475.6024.

## Hours of operation:

Monday - Friday, 8:30am - 4:30pm

Bilingual Professional Staff: English/Spanish

## NEW DIRECTIONS FOR ADULT LEARNERS

HCC's New Directions college success program serves students age 24 and older, parents, and veterans, including those who have been out of school for many years. We recognize that adults often need help balancing college life with career, family, personal, and/or military responsibilities. New Directions is free - our only goal is to help you succeed at HCC, define your career and educational goals, and discover opportunities for transfer to a four-year college or university. Services include:

- pre-enrollment counseling
- help navigating the admissions process
- information about financial aid
- academic advising
- orientation workshops
- transition to college support
- career and transfer guidance
- assistance with unemployment benefits

Our program includes the Elaine Marieb Center, which is a lounge and study space for non-traditional women.

New Directions also offers a comprehensive "Smart Start" program each semester that assists new students with transitioning academically and socially to college life.

New Directions for Adult Learners, Frost 262, 413.552.2346, <https://www.hcc.edu/courses-and-programs/academic-support/new-directions-for-adult-learners>.

## OFFICE FOR STUDENTS WITH DISABILITIES AND DEAF SERVICES

The Office for Students with Disabilities and Deaf Services (OSDDS) provides assistance to deaf and disabled students with documented disabilities through assessment of individual academic needs and implementation of accommodations for all college programs and services, classrooms, and campus access, as well as telework/study. Students are encouraged to contact the office during their application process. Early collaboration with OSDDS will assure timely services and assistive technology training. Students should contact the office before beginning their first semester so that services can be provided in a timely manner. Each student's instructor and appropriate campus services are involved in this process.

Typical accommodations available to students include: arrangement of extended time or proctored testing services, ASL interpreters and C-Print Captionists, and introduction to the HCC assistive technology services. Accommodation plans are developed in conjunction with faculty and community support services, as well as HCC campus services. Additional support services such as electronic/alternative texts, tutorial assistance, and transfer counseling are available through campus or community service providers. For information about services, contact OSDDS at [osd@hcc.edu](mailto:osd@hcc.edu) or 413.552.2417.

## PATHWAYS PROGRAM

The Pathways Program wants you to dream big! We are a transfer support program that helps promising students succeed at HCC and explore transfer opportunities to selective liberal arts colleges such as Amherst, Hampshire, Cornell, Mount Holyoke, Smith, and beyond. The Pathways Program helps students every step of the way with academic and personal advising, workshops, college visits, and assistance with the transfer process. For more information, contact Pathways, Frost 264, at 413.552.2857. For more information visit [www.hcc.edu/pathways](http://www.hcc.edu/pathways). It is never too early to think about transfer!

## PERKINS SECONDARY TO POST-SECONDARY INITIATIVES

The college has established numerous articulation agreements between HCC and local high schools in Career Technical Education (CTE) programs. These articulation agreements enable students to receive college credits at HCC for courses taken in high school through eligible Chapter 74 approved programs. Recent graduates from the following high schools may be eligible for college credit:

- Agawam High School
- Chicopee Comprehensive High School
- Dean Technical High School
- Easthampton High School
- Franklin County Technical High School
- Gateway Regional High School
- Holyoke High School
- Ludlow Senior High School
- Minnechaug Regional High School
- Pathfinder Vocational Technical High School
- Putnam Vocational Technical High School
- Quaboag Regional High School
- Smith Vocational and Agricultural High School
- South Hadley High School
- Southwick Regional School
- Tantasqua Regional Vocational High School
- Westfield Technical Academy

Please contact the office of Admissions at [admissions@hcc.edu](mailto:admissions@hcc.edu) or 413.552.2321 for more information.

## STUDENT ENGAGEMENT

The Student Engagement 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, National Society of Leadership and Success, MassPIRG, and over 25 active clubs and organizations. To learn more, visit Student Engagement at [www.hcc.edu/campus-life/student-activities](http://www.hcc.edu/campus-life/student-activities). Students, faculty, and staff participate in a wide variety of programs (multicultural events, music, dance, speakers, and campus celebrations) during the weekly Wednesday activity period (11:00 a.m. to 12:15 p.m.). Anyone wishing to participate is encouraged to contact Student Engagement at 413.552.2536 or [clubs@hcc.edu](mailto:clubs@hcc.edu).

## THRIVE STUDENT RESOURCE CENTER

The Thrive Student Resource Center offers an array of free services for students facing non-academic barriers to participation in academics and campus life. Services include: daily Grab-n-Go snacks, access to the HCC Food Pantry, free and confidential assistance with applications for SNAP (food assistance) and MassHealth benefits, financial literacy coaching and referrals to community resources such as housing assistance programs, Community Legal Aid, and VITA (free tax prep). For more information visit [www.hcc.edu/thrive](http://www.hcc.edu/thrive) or stop by the Thrive Center, Frost 233. To make an appointment, contact 413.552.2783 or [thrive@hcc.edu](mailto:thrive@hcc.edu).

## TRIO STUDENT SUPPORT SERVICES

TRIO Programs are federally-funded programs designed to assist students in graduating from HCC and transferring to a four-year institution by providing academic support services that promote and encourage academic excellence and success.

TRIO Student Support Services program provides guidance and individualized support to assist students in course selections, improve financial and economic literacy, transfer to four-year institution and graduation. The goal is to increase college retention and graduation rates amongst our program participants.

TRIO/STEM-Health Sciences SSS program provides guidance and individualized support specifically for students majoring in science, technology, engineering, mathematics, and health science fields.

To be eligible for TRIO services:

- Students must be enrolled in three or more classes (9 credits or more) and need academic or financial support.
- Students must qualify under at least one of the following three eligibility factors:
  - First generation to college (neither parent(s)/guardian has received a Bachelor's degree),
  - Demonstrate financial need (low-income), or
  - Have a documented disability

For more information about the TRIO Programs, please call 413.552.2505 or email [trio@hcc.edu](mailto:trio@hcc.edu). A program overview and student application are available online at <https://www.hcc.edu/trio> or in the TRIO SSS Office (Donahue 240).

## VETERAN SERVICES

### SERVICES

Thank you for your service! The Veteran Services office is here to assist our Veterans, Active-Duty, Reservists, Guard members, and military-affiliated dependents navigating the transition to college life. The Veterans and Military Services Counselor is here to help you navigate the Veterans Administration (VA), Commonwealth, and National Guard education benefits. Eligible veterans, active-duty personnel, reservists, disabled veterans, and dependents of deceased or 100% total and permanently disabled veterans may qualify for monthly educational benefit payments from the Veterans Administration.

To ensure that our recently discharged veterans and their eligible family members will not have to bear the cost of out-of-state charges while using their Post 9/11 GI Bill® and Montgomery GI Bill® education benefits, HCC is fully compliant with Section 702 of the Veterans Access, Choice & Accountability Act of 2014. Any

# BUSINESS AND COMMUNITY SERVICES

## CANNABIS EDUCATION CENTER

Prepare for a new career in a growing industry – the Cannabis Education Center provides career skills training to prepare participants for positions in the cannabis industry as employees and entrepreneurs. We connect industry experts and growing businesses with a skilled workforce, and create events to educate and include the public. For more information, please contact Community Services at 413-552-2123 or visit [cannabiseducationcenter.org](http://cannabiseducationcenter.org)

## COMMUNITY EDUCATION

Community Education provides programs, services, and support that make a positive difference in people's lives. Whether it be professional development, enrolling in a fun evening or weekend course, preparing for the HiSET Exam, summer programs for youth, or lifelong learning for seniors in our Living Fully at 55+ program, Community Education provides memorable learning experiences that address both the personal and organizational lifelong educational needs of all residents. We offer a wide variety of programs that offer tremendous value. Community Education also helps forge strong community partnerships and collaborations. We provide:

## COMPUTER & TECHNOLOGY COURSES

Community Education offers over 35 different non-credit courses for both novices and technologically-savvy lifelong learners that run from 1 week to 5 weeks. Choose from programs utilizing Microsoft Windows, Word, Excel, Access, and PowerPoint software. We offer both beginning and advanced levels of QuickBooks and the Adobe CS6 suite of programs, including Photoshop, Illustrator, and InDesign software classes. For more information, please call Community Education at 413.552.2324.

## CONTINUING EDUCATION UNITS (CEU'S)

CEU's are a measurement and a 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 CEU's are "S" (satisfactory) or "U" (unsatisfactory). A grade of "S" can be obtained only if the student satisfactorily completes the attendance and course requirements.

## CORPORATE TRAINING

HCC offers affordable, custom employee training and organizational planning and assessment and is a one-of-a-kind collaboration serving for profit and non-profit businesses in the Pioneer Valley. Services include:

- Employee training & coaching skills
- Supervisor & management training
- Customized workforce training
- Organizational planning

HCC Corporate Training equips organizations of all sizes to succeed-and thrive – through a variety of professional development training and services. More information can be found at Business and Community Services at 413-552-2320

individual who is entitled to educational assistance under Chapter 31 or 33 that has provided a certificate of eligibility will not have any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrows additional funds because of the individual's inability to meet their financial obligations to the institution due to the delayed disbursement of payment from the VA. Certain eligible veterans residing in Massachusetts are also entitled to a Categorical Tuition Waiver to cover the tuition cost for classes. Students with only tuition waivers are responsible for all fees other than tuition. Veterans may also be eligible for health benefits to satisfy HCC's health insurance requirement. Massachusetts National Guard members in good standing are eligible for a tuition and fee waiver for classes.

Veteran Services consists of the Veteran and Military Services Counselor office, The Bunker, and the Veterans Lounge. The Bunker, located in Donahue 105, is a designated "quiet study zone" that offers separate student access computers with webcams and headphones, a printer, and a student study lounge. The Veterans lounge in Donahue 138 provides a kitchenette, pantry, and tables and chairs that create the perfect atmosphere for a casual conversation or meeting.

Contact the Veterans Certifying Official (DON 105) at 413.552.2189, [veterans@hcc.edu](mailto:veterans@hcc.edu), or visit the HCC Veterans Services webpage, <https://www.hcc.edu/student-life/veteran-services>, for more information.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs. More information about educational benefits offered by the VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>*

*Pursuant to 38 USC § 3675 and 387 CFR 21.4253. Holyoke Community College operates the following sites under a VA-assigned facility code by the Massachusetts State Approving Agency.*

- **HCC Main Campus** - 303 Homestead Avenue, Holyoke MA 01040 - Owned by HCC - Commonwealth of MA.
- **Picknelly Adult and Family Education Center** - 206 Maple Street Holyoke, MA 01040 - Leased by HCC
- **HCC MGM Culinary Arts Institute** - 164 Race Street Holyoke MA 01040 - Leased by HCC
- **Springfield Adult Learning Center** - One Armory Square Springfield MA 01105 - Licensed to HCC by STCC
- **Ludlow Area Adult Learning Center** - operating remotely through HCC main campus 303 Homestead Avenue Holyoke MA 01040
- **Education to Employment (E2E)** - 23 W. Main Street, Ware MA 01082 - Licensed to HCC by the Quaboag Valley Community CDC

We are a certified Workforce Training Fund vendor. For a free consultation or to learn more about how we can assist you with training, please contact Jeffrey Hayden at 413.552.2587 or jhayden@hcc.edu.

## **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)**

In addition to the ABE and ESOL efforts of the Juntos Collaborative, HCC offers free, community-based ESOL classes for adult English language learners through the Ludlow Area Adult Learning Center and the Springfield Adult Learning Center (in partnership with Springfield Technical Community College) and classes in West Springfield at the Public Library. Skilled teachers offer morning and evening classes for beginner through advanced ESOL students at both locations. In addition, both locations offer wrap-around advising and other academic support that help students persist in the program and transition to further education or training. Students range in age from 18 - 80 and are from 30+ countries each year. For more information, contact Pasha Black at 413.583.0320 or pblack@hcc.edu.

In addition, HCC offers three ESOL Workforce Development career-focused programs: Accelerated Career English, ESOL Culinary and ESOL Nursing Assistant. For more information, contact Pasha Black at 413.583.0320 or pblack@hcc.edu.

## **E2E (EDUCATION TO EMPLOYMENT)**

The Education to Employment (E2E) Quaboag Region Workforce Training & Community College Center is a collaboration between HCC and the Quaboag Valley Community Development Corporation. The initiative is supported by the Ware Business Association, Country Bank, Baystate Health Eastern Region, and many other area businesses. Workforce training programs, personal enrichment classes, civic events, and student support activities are available to persons interested in college online certificate and degree programs. The learning commons has public computer access, support for HCC's online students, workforce development programs, personal enrichment classes, and a variety of student support services.

Programming at the E2E Center includes professional development, personal enrichment, and free workshops. For more information please call 413.552.2500.

## **GATEWAY TO COLLEGE**

Gateway to College is a dual enrollment program at Holyoke Community College in which high school students for whom traditional high school was not a good fit have a college schedule with a combination of credit and noncredit classes. The goal is for participants to achieve their high school diplomas while exploring careers and interests and earning some college credits at the same time. This is not a high school equivalency program; students who complete the Gateway program earn a high school degree from their school district, and often graduate with some college credit.

Part of a national network that includes 31 programs in 18 states, HCC's Gateway program has earned national recognition for its extraordinary success. More than 500 students from 14 different local school districts have graduated from Gateway to date. Before entering Gateway, most had a high school GPA below 2.0. Some had left school entirely, while others were behind their cohort and unlikely to complete. In addition to finishing high school through the Gateway program, these students accumulated on average 12 college credits. Most Gateway graduates continue in college.

Students complete an in-depth application process with Gateway, including essays, testing, and a personal interview.

The two most critical pieces of the application process are the genuine desire to finish high school, and a commitment to the changes necessary to become successful college students.

Gateway is rigorous. Students take a fulltime course load, with classes that match their high school requirements, MCAS needs, and career interests. They may attend classes in four terms: fall, inter-session (January), spring, and summer. They need to meet the same standards as students on federal financial aid: successful completion of 67% of attempted courses, with a minimum GPA of 2.0.

Gateway students are college students, and have a flexible college schedule. Gateway applicants need to have the maturity to handle this flexibility, as well as the rights and responsibilities of college life. Attendance, communication, and the openness to using resources are key components of college success. Gateway is an amazing opportunity that requires tremendous effort and commitment. Gateway asks each student to move beyond their high school identities and begin a new chapter in their lives. Gateway students are college students who transform into scholars and leaders who fully expect to make a difference in their communities.

Gateway is open to students ages 16-20 years of age (must complete by 21, or 22 if they have an IEP).. Interested students MUST attend an information session to start the application process. Students must come from school districts with a contract with Gateway to College. For more information, contact Vivian Ostrowski at [vostrowski@hcc.edu](mailto:vostrowski@hcc.edu).

## **HCC ADULT LEARNING CENTER AT THE PICKNELLY ADULT AND FAMILY EDUCATION CENTER**

The HCC Adult Learning Center is a community-based ABE program located at The Picknelly Adult and Family Education Center, 3rd Floor, 206 Maple Street, in Holyoke. The Center's programs are partially funded by the MA Department of Elementary and Secondary Education and offers Pre-HiSET Preparation, HiSET and GED exam Preparation leading to jobs and/or higher education. All learners receive career counseling, one on one tutoring, academic counseling, and referrals as needed at this time classes are offered in the evening hours only. To learn more about our services, contact Marisol Fontanez at 413.552.2990. All services are free.

## **HCC TESTING AND WORKFORCE CERTIFICATION CENTER**

The HCC Testing & Workforce Certification Center is a state-of-the-art testing site that provides HCC students, area businesses, and the community at-large with the optimal testing experience.

Our mission is to ensure that all test candidates are treated with respect and dignity, and are provided with national test vendor-required accommodations in a clean, quiet, and accessible space that offers flexible testing hours. Our testing center staff strives to consistently provide informative, accurate, and friendly customer service to all, and strictly adheres to the Professional Standards and Guidelines as set forth by the National College Testing Association (NCTA). Our site has achieved the Test Center Certification, which indicates that a test center operates under the highest accepted standards and procedures for all types of testing.

Tuesday, Thursday, Friday 9 a.m. - 2 p.m.

Please email [testing@hcc.edu](mailto:testing@hcc.edu) for evening and Saturday hours. Please refer to the college website for additional scheduling information

## CONTACT

Beverlyn Blanchard, Coordinator  
Phone: 413.552.2112  
Email: [bblanchard@hcc.edu](mailto:bblanchard@hcc.edu)  
413.552.2112; [testing@hcc.edu](mailto:testing@hcc.edu)

For a list of available testing, please contact the Testing Center at [www.hcc.edu/testing](http://www.hcc.edu/testing). To schedule exam appointments or for more information please contact Beverlyn Blanchard at 413-552-2112.

## HISET/GED PREPARATION

### HIGH SCHOOL EQUIVALENCY TEST

HCC provides an opportunity to earn your high school equivalency certificate through the HiSET Exam. The tests are online, though a paper test option is available. Sample questions and practice tests are available to help you prepare. Test takers can also access career counseling and learn more about furthering their education. Information regarding testing fees and requirements can be found on the HiSET website at [hiset.ets.org](http://hiset.ets.org). If you feel you would benefit from classes to prepare you for the HiSET exam, please contact Marisol Fontanez at 413.552.2990.

### WHAT'S ON THE HISET/GED EXAM?

In order to obtain high school equivalency, you can take the HiSET or GED exams.

Each test is timed differently and is offered on the computer or a paper version. Please visit the websites listed below for detailed test information.

To register for the HiSET test, you must visit the HiSET website at [www.hiset.ets.org](http://www.hiset.ets.org) and create an account. After creating an account, you can register for the test. You may also download free preparation materials and information about HiSET testing procedures.

To register for the GED test, you must visit the GED website at [www.gedtestingservice.com](http://www.gedtestingservice.com) here you will also find on-line preparation material and directions to guide you. For preparation classes please contact 413-552-2500.

For more information, please contact Beverlyn Blanchard, Chief Examiner & Test Administrator, at [bblanchard@hcc.edu](mailto:bblanchard@hcc.edu) or 413.552.2112.

## JUMP START-OCCUPATIONAL SKILLS TRAINING

Jump Start offers a variety of professional development and refresh classes to aid in improved individual employability.

For more information please contact Jump Start at [jumpstart@hcc.edu](mailto:jumpstart@hcc.edu) or call 413-552-2005.

<https://www.hcc.edu/courses-and-programs/workforce-development/free-job-training-programs/jump-start>

## KITTREDGE CENTER FOR BUSINESS AND WORKFORCE DEVELOPMENT

The Kittredge Center for Business and Workforce Development is the Pioneer Valley's premier resource for workforce training, professional development, and personal growth. It provides innovative and affordable programming that helps businesses, organizations, and incumbent workers and job-seekers to achieve their goals.

A variety of workforce skills training programs, professional development, and grant funding training courses are available at [www.hcc.edu/workforce](http://www.hcc.edu/workforce) or by calling 413.552.2500. Courses include, but are not limited to: Pharmacy Technician, Nursing Assistant, User Support Technician, Cybersecurity Technician and Analyst, EMT, Medical Interpreter, Hospitality Occupations, and Cannabis Occupations.

In addition to housing HCC's Business Department's degree and certificate programs (popular for a career or transfer), the Kittredge Center also houses various adult education programs--including, but not limited to: workforce development, ESOL, HiSET and GED preparation, and contract training. The Kittredge Center's "smart" classrooms and state-of-the-art training facilities, meeting, and conference rooms are available for use by companies and community organizations. For more information, contact the Kittredge Center at 413.552.2500.

## LUDLOW AREA ADULT LEARNING CENTER

The Ludlow Area Adult Learning Center is a community-based ABE program that offers ESOL (English for Speakers of Other Languages) classes during the day and evening. The Center also offers 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. For more information, contact the director Pasha Black at 413.583.0320 or [pblack@hcc.edu](mailto:pblack@hcc.edu). All services are free.

## MINDEDGE ONLINE NON-CREDIT CERTIFICATE PROGRAMS

MindEdge Online courses are developed by business school professors, industry professionals, and subject matter experts. Available 24 hours a day, they are designed to enable web-based learning and the development of management skills and competencies through interactive exercises, mini-cases, video, and focused readings.

Some examples:

- Certificate in Nonprofit Management (with Simulation)
- Certificate in Business Communications
- Certificate in Innovation & Critical Thinking
- Certificate In Cyber Security
- Certificate in Agile Project Management
- Security Awareness Training

For more information and to register, go to <https://hcc.mindedgeonline.com/partner/courses/>

## PERSONAL ENRICHMENT (NON-CREDIT) COURSES

Community Education offers something for everyone. These courses do not 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 Publications. We are located in the Kittredge Center, Room 221. For more information, or to inquire about new offerings, contact Jeffrey Hayden at 413.552.2587 or explore the website here.

- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing

For more information and to register, go to <http://www.ed2go.com/holyoke/>

## PROFESSIONAL DEVELOPMENT FOR K-12 EDUCATORS

Community Services offers online, VESI® interactive courses, which are convenient, superior quality courses packed with practical applications for the classroom. Earn MA PDPs in these accredited, self-paced, and user-friendly programs and you will have six months to complete the course. In addition to “Undergraduate Professional Development Level” (UPDL), VESI professional development programs at the “Graduate Professional Development Level” (GPDL) are available. For information, contact Community Services at 413.552.2123.

## TRANSITION TO COLLEGE & CAREERS

Transition to College & Careers (TCC) is a free, non-credit program offered both days and evenings that help adult students 18+ prepare for college and identify a career path. The program includes intensive academic preparation in English reading and writing, math, study strategies, and computers in a college context. We offer college navigation, career advising, and tutoring in an environment conducive to learning.

For more information, please contact Marie Troppe at 413.552.2728 or [tcc@hcc.edu](mailto:tcc@hcc.edu).

## YOUTH SUMMER PROGRAMS

Community Education offers a variety of programs for youth ages 7-16 during the months of June, July, and August. Families can select from separate 1-week programs in basketball, soccer, as well as a variety of academic offerings. For more information on the summer youth programs, visit their website: <https://www.hcc.edu/courses-and-programs/personal-enrichment/youth-programs>

## 100'S OF ONLINE COURSES WITH ED2GO

In partnership with ed2go, we offer a wide range of highly interactive non-credit courses that you can take entirely online. Courses include expert instructors, many of whom are nationally known authors. Ed2go online courses are affordable, fun, fast, convenient, and geared just for you! These practical and highly effective ed2go online courses cover just about every topic you can imagine. Some examples:

- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Healthcare and Medical

# ENGLISH AS A SECOND LANGUAGE (ESL)

## ESL ACADEMIC COURSES

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

The English as a Second Language (ESL) Department offers three levels of Academic ESL for students who are working toward an Associate degree or certificate at HCC. Courses are offered in English Writing and Grammar; Reading, Speaking, and Listening; Pronunciation; and Topics. ESL credits may be used as elective credit for graduation in some programs of study. This is a credit-bearing curriculum that focuses on student academic advancement.

## ESL SUPPORT SERVICES/BILINGUAL SERVICES

HCC offers a comprehensive ESL curriculum in a supportive environment. Our services include:

- Individual and group tutoring
- Bilingual academic advising
- Student advocacy and referrals
- Orientation seminars
- Bilingual academic and career counseling
- Language assessment/placement
- Self-directed and computerized lab instruction

To learn more about ESL Support Services stop by the office in the Donahue 203, call 413.552.2553 or 413.552.2234, or email [gmontero@hcc.edu](mailto:gmontero@hcc.edu).

## CURSOS ACADÉMICOS DE ESL

HCC ofrece Cursos Académicos de Inglés como Segundo idioma, este brinda una serie de servicios para ayudar a los estudiantes a tener una experiencia positiva y exitosa. Los cursos académicos de Inglés como Segundo idioma preparan a los estudiantes para obtener un grado asociado o un certificado.

El Departamento de Inglés como Segundo Idioma (ESL), ofrece tres niveles académicos para estudiantes que desean lograr un grado asociado o certificado en HCC. Los cursos que se ofrecen son: Gramática, Escritura, Lectura y Conversación. Los créditos de ESL pueden ser usados como las electivas requeridas para graduación en algunos programas de estudio. Nuestro currículo tiene créditos que se enfocan en el aprovechamiento académico del estudiante.

## SERVICIOS DE APOYO

HCC ofrece un currículo de ESL en un ambiente acogedor. Nuestros servicios incluyen:

- Tutoría individual y en grupo
- Consejería académica bilingüe
- Asesoría estudiantil y referidos
- Seminarios de orientación
- Consejería bilingüe sobre carreras

- Evaluación de lenguaje/ubicación
- Laboratorio de instrucción auto-dirigida computarizada

**Para Mayor Información** Para saber más sobre los servicios del Programa de Apoyo de Inglés como Segundo Idioma, visite nuestra oficina en el edificio Donahue 203, o llame al 413.552.2553 ó 413.552.2234. Email: [gmontero@hcc.edu](mailto:gmontero@hcc.edu).

## КУРСЫ ПО АНГЛИЙСКОМУ ЯЗЫКУ

Департамент по английскому языку предлагает четыре уровня обучения английскому для студентов, которые хотят получить Диплом (Associate Degree) или Сертификат (Professional Certificate) в колледже (HCC). ESL курсы предлагаются в следующих разделах: грамматика, чтение, письмо, разговорная речь, восприятие на слух. ESL кредиты могут быть засчитаны в некоторые программы для получения диплома.

## УСЛУГИ ESL ПРОГРАММЫ

Колледж предлагает услуги, которые помогут вам быть успешными студентами:

- Индивидуальные и групповые занятия с репетиторами
- Помощь на испанском и русском языках
- Ориентация для вновь поступивших студентов
- Определение уровня знания английского языка
- Занятия с использованием компьютера
- Оценка знания языка (тестирование)
- Консультации по учебе и карьере на испанском и русском языках

**Для получения дополнительной информации об ESL** услугах остановитесь в здании Donahue, комната 203, или позвоните по телефонам 413.552.2553 или 413.552.2234.

Email: [mkorchevska@hcc.edu](mailto:mkorchevska@hcc.edu)

# ONLINE AND HYBRID LEARNING

## FLEXIBLE AND CONVENIENT

HCC's online degrees and certificates make it easier for busy people to earn a degree, and our partnerships with four-year colleges and universities make transfer simple! In addition to our 100% online programs, many degrees and certificates can be completed 50%-80% online.

At HCC, our goal is to provide an exceptional educational experience for our students, whether on campus, hybrid, or online. HCC online courses are taught by the same highly qualified faculty that report to the academic departments, and the classes are of the same high quality as our face to face offerings.

## HOW IT WORKS

Students use a variety of devices in taking online classes, but you'll need access to the internet on a device that can perform basic functions such as word processing, document uploading, and viewing of video materials. HCC currently uses the learning management platform Canvas to deliver its online classes and provide a digitally-engaged space for students.

Online classes are not self-paced, so students have due dates similar to an on campus class. Online classes do not require students to be online together at a specific time but do provide asynchronous opportunities for students to interact with each other. Hybrid classes are a combination of scheduled on campus meetings and online coursework.

## ARE YOU A GOOD CANDIDATE FOR ONLINE COURSES?

Successful students are organized, self-directed, and able to work well independently. Though you may be working online, you are never alone. There is always someone who can help if you get stuck! In addition to your professor and classmates, online tutoring, academic advising, career guidance, and our Help Desk are all available to assist students.

## DEGREES (100% ONLINE)

- Applied Technology Option, Liberal Studies, A.S.
- Business Administration Option, Business Administration, A.S.
- Business Administration Mass Transfer Option, Business Administration, A.S.
- Criminal Justice, A.S.
- General Integrated Studies Option, Liberal Studies, A.S.
- Hospitality Management Career Option, Hospitality and Culinary Arts, A.S.
- Hospitality Management Transfer Option, Hospitality and Culinary Arts, A.S.
- Human Resource Management Option, Business Administration, A.S.
- Liberal Arts and Science Option, Arts and Science, A.A.
- Marketing Option, Business Administration, A.S.

## CERTIFICATES (100% ONLINE)

- Addiction Studies Certificate
- Developmental Disabilities Direct Support Certificate

- Hospitality Management Certificate
- Human Resource Management Certificate
- Human Services Certificate
- Marketing Certificate
- Mental Health Studies Certificate

## READY TO START THE PROCESS?

Contact Admissions: [admissions@hcc.edu](mailto:admissions@hcc.edu), 413.552.2321.

## STATE AUTHORIZATION RECIPROCITY AGREEMENT (SARA)

The U.S. Department of Education requires higher education institutions to be authorized to provide post-secondary educational instruction in their states. Many of these state laws and regulations also apply to online, distance, and correspondence educational instruction offered in that state.

Holyoke Community College is a member of the State Authorization Reciprocity Agreement (SARA). SARA is an agreement among member states, districts, and territories of the United States. It establishes national standards for the interstate offering of distance education courses and programs. It simplifies the process of taking online classes at an institution of higher education based in another state. The New England Board of Higher Education (NEBHE) is one of four regional education compacts and is the compact that administers SARA for institutions located in Massachusetts. A national council (NC-SARA) oversees SARA and the regional compacts.

*Holyoke Community College (HCC) was approved by the Commonwealth of Massachusetts to participate in SARA, and became a SARA institution in 2019. At this time, only California is not a member state. If you reside in California and are interested in taking an online class at HCC, please contact Admissions by email.*

## Complaint Procedure

HCC is required to provide current and prospective online learning students with contact information for filing complaints. Students who desire to resolve a grievance should use this HCC Online Student Complaint Form.

For other complaints, please click on the relevant link below to contact each office for more information, or email [kcholeva@hcc.edu](mailto:kcholeva@hcc.edu).

- Financial Aid
- Billing and Refunds
- Academic Grade Disputes

## For Massachusetts Residents and Online Students in Non-SARA Member States and Territories

Online students from Massachusetts or non-SARA member states may also file a complaint using the HCC Online Student Complaint Form. As well, the student may file a complaint with the Massachusetts Department of Higher Education (DHE) by using the general complaint form at any time. The DHE general complaint form should be used by students who are located in:

- Massachusetts
- Non-SARA Member States or Territories (e.g., California, Guam, etc.)

## **For Online Students Located in SARA Member States and Territories**

After the student has exhausted the complaint procedures made available by Holyoke Community College, located on this webpage, if the complaint has not been resolved, the student may file a complaint with the DHE by using the SARA complaint form. The DHE SARA complaint form should be used by students who are located in SARA member states and territories. This includes all students who are located in SARA member states and territories for the purposes of completing out-of-state learning placements, such as internships, clinical experiences, etc. in SARA member states and territories outside Massachusetts.

Additional information from the DHE's SARA complaint website is below:

The SARA complaint process is as follows:

1. Students must first attempt to resolve their complaint using internal administrative procedures offered by the SARA institution.
2. After all administrative remedies have been exhausted with the MA-SARA institution, the student may submit a SARA Complaint via the URL below.
3. The Department shall send a copy of the complaint to the institution that is the subject of the complaint;
4. Within 30 days of the date that the Department sends a copy of the complaint to the institution, the institution must provide a written response to the student and the Department.

More information about DHE's complaint processes can be found Mass. Dept. of Education Complaint Policy and Process.

# MASS TRANSFER BLOCK GENERAL EDUCATION REQUIREMENTS

Students interested in fulfilling the MassTransfer Block must complete the following requirements. Additional information is available in this catalog under “Degree and Degree Requirements,” in the Glossary.

Students may also see the transfer counselor for more information.

- English Composition: 6 credits
- Social Sciences: 9 credits
- Humanities / Fine and Performing Arts: 9 credits
- Mathematics / Natural & Physical Sciences: 3-4 credits
- Natural & Physical Sciences: 8 credits

## ENGLISH COMPOSITION: 6 CREDITS

- ENG 101(A) - Composition I Credit(s): 3
- ENG 102(A) - Composition II Credit(s): 3
- ENG 104(A) - Composition I & II Credit(s): 6

## SOCIAL SCIENCES: 9 CREDITS

- ANT 101(B) - Cultural Anthropology Credit(s): 3
- ANT 110(B) - Introduction to Anthropology Credit(s): 3
- ANT 114(B) - Understanding Diversity and Valuing Similarities Credit(s): 3
- ANT 150(B) - Topics in Anthropology Credit(s): 3
- ANT 250(B) - Topics in Anthropology Credit(s): 3
- ANT 255(B) - UnNatural Causes: Is Inequality Making Us Sick? Credit(s): 3
- CRJ 117(B) - Criminology Credit(s): 3
- CRJ 200(B) - Contemporary Issues in Criminal Justice Credit(s): 3
- CRJ 208(B) - Juvenile Justice Credit(s): 3
- CRJ 209(B) - Police and Society Credit(s): 3
- CRJ 210(B) - Human Relations: Diversity and Ethical Issues Credit(s): 3
- CRJ 217(B) - Women, Crime, and Justice Credit(s): 3
- ECN 100(B) - Introduction to Economics Credit(s): 3
- ECN 101(B) - Introduction to Macroeconomics Credit(s): 3
- ECN 102(B) - Introduction to Microeconomics Credit(s): 3
- ECN 104(B) - Introduction to Macro AND Micro Economics Credit(s): 6
- ECN 105(B) - Introduction to Political Economy Credit(s): 3
- ECN 150(B) - Topics in Economics Credit(s): 3
- ECN 250(B) - Topics in Economics Credit(s): 3
- EDU 100(B) - Education in America Credit(s): 3
- EDU 104(B) - Child Growth and Development Credit(s): 3
- EDU 113(B) - Children, Families, Schools, and Communities Credit(s): 3
- EDU 202(B) - Culturally Sustaining Practices in Education Credit(s): 3
- GEO 110(B) - World Regional Geography Credit(s): 3
- HON 204(B,C) - Ideas that Change the World Credit(s): 3
- HON 206(B,C,E) - Honors Colloquium Credit(s): 6
- HSV 110(B) - Introduction to the Study of Aging Credit(s): 3
- HSV 120(B) - Introduction to Addiction Studies Credit(s): 3
- HSV 205(B) - Family Violence Credit(s): 3
- HSV 208(B) - Substance Abuse Credit(s): 3
- HSV 212(B) - Group Dynamics and Practice Credit(s): 3
- HTH 102(B) - Introduction to Public Health Credit(s): 3
- POL 110(B) - U.S. National Government Credit(s): 3
- POL 120(B) - State and Local Government Credit(s): 3
- POL 140(B) - Civil Liberties and Civil Rights Credit(s): 3
- POL 150(B) - Topics in Political Science Credit(s): 3
- POL 210(B) - Latinx Politics Credit(s): 3
- POL 230(B) - Topics in Political Science Credit(s): 3
- PSY 110(B) - Introduction to Psychology Credit(s): 3

- PSY 202(B) - Ecopsychology Credit(s): 3
- PSY 203(B) - Human Sexuality Credit(s): 3
- PSY 210(B) - Social Psychology Credit(s): 3
- PSY 215(B) - Child Psychology Credit(s): 3
- PSY 216(B) - Human Development Credit(s): 3
- PSY 217(B) - Abnormal Psychology Credit(s): 3
- PSY 218(B) - Adolescent Psychology Credit(s): 3
- PSY 222(B) - Research Methods in Psychology Credit(s): 3
- PSY 224(B) - Psychology of Women Credit(s): 3
- PSY 226(B) - Health Psychology Credit(s): 3
- PSY 230(B) - Topics in Psychology Credit(s): 3
- PSY 240(B) - Forensic Psychology Credit(s): 3
- PSY 242(B) - Essential Counseling Skills Credit(s): 3
- PSY 260(B) - Personality Credit(s): 3
- PSY 265(B) - Cognitive Psychology Credit(s): 3
- SOC 110(B) - Introduction to Sociology Credit(s): 3
- SOC 130(B) - Intimate Relationships, Marriage, and Family Credit(s): 3
- SOC 150(B) - Topics in Sociology Credit(s): 3
- SOC 208(B) - Substance Abuse Credit(s): 3
- SOC 213(B) - Urban Sociology Credit(s): 3
- SOC 214(B) - Social Problems Credit(s): 3
- SOC 215(B) - Sociology of Sex and Gender Credit(s): 3
- SOC 220(B) - Race and Ethnicity Credit(s): 3
- SOC 235(B) - Sociology of the Family Credit(s): 3
- SOC 250(B) - Topics in Sociology Credit(s): 3
- SSN 104(B) - Soul of a Citizen: Topics in Community Service Learning Credit(s): 3
- SSN 120(B) - Conflict Resolution and Mediation Credit(s): 3
- WST 100(B) - Introduction to Women's Studies Credit(s): 3

## HUMANITIES / FINE AND PERFORMING ARTS: 9 CREDITS

- ART 110(C) - Visual Fundamentals Credit(s): 3
- ART 121(C) - Basic Drawing Credit(s): 3
- ART 122(C) - Drawing Composition Credit(s): 3
- ART 125(C) - 2D: Two Dimensional Design Credit(s): 3
- ART 126(C) - 3D: Three Dimensional Design-Sculptural Form Credit(s): 3
- ART 130(C) - Digital Studio Credit(s): 3
- ART 131(C) - History of Art: Prehistory-Gothic Credit(s): 3
- ART 132(C) - History of Art: Renaissance-Modern Credit(s): 3
- ART 140(C) - Basic Still Photography Credit(s): 3
- ART 141(C) - Advanced Photography Credit(s): 3
- ART 145(C) - Critical Survey of Photography Credit(s): 3
- ART 147(C) - Women and Art Credit(s): 3
- ART 148(C) - Introduction to Digital Fine Art Photography Credit(s): 3
- ART 150(C) - Topics in World Art Credit(s): 3
- ART 151(C) - Topics in American Art Credit(s): 3
- ART 222(C) - Figure Drawing I Credit(s): 3
- ART 225(C) - Great Film Directors Credit(s): 3
- ART 230(C) - Moving Pictures: Art and Artists in Film Credit(s): 3
- ART 231(C) - Painting I Credit(s): 3
- ART 232(C) - Painting II Credit(s): 3
- ART 235(C) - History of Modern Art Credit(s): 3
- ART 241(C) - Sculpture I Credit(s): 3
- ART 250(C) - Topics in Studio Art Credit(s): 3
- ART 253(C) - Printmaking/Relief Credit(s): 3
- ART 254(C) - Printmaking/Intaglio Credit(s): 3
- ART 255(C) - Printmaking/Lithography Credit(s): 3
- ART 261(C) - Ceramics I Credit(s): 3
- ART 262(C) - Ceramics II Credit(s): 3
- ART 274(C) - Alternative Photographic Processes Credit(s): 3
- ASL 101(C) - American Sign Language I Credit(s): 3
- ASL 102(C) - American Sign Language II Credit(s): 3
- ASL 201(C) - American Sign Language III Credit(s): 3

- ASL 202(C) - American Sign Language IV Credit(s): 3
  - COM 109(C) - Introduction to Digital Media Credit(s): 3
  - COM 117(C) - Interactive Digital Storytelling Credit(s): 3
  - COM 121(C) - Introduction to Communication Credit(s): 3
  - COM 126(C) - History and Criticism of Film Credit(s): 3
  - COM 127(C) - Podcasting Credit(s): 3
  - COM 131(C) - Mass Communication Credit(s): 3
  - COM 150(C) - Public Speaking Credit(s): 3
  - COM 205(C) - Gender and Communication Credit(s): 3
  - COM 214(C) - Social Media: More Than Just Friends Credit(s): 3
  - COM 217(C) - Intercultural Communication Credit(s): 3
  - COM 235(C) - Topics in Communication, Media, and Theater Arts Credit(s): 3
  - DFS 101(C) - Introduction to Deaf Studies Credit(s): 3
  - DFS 104(C) - Deaf Culture Credit(s): 3
  - DFS 108(C) - Deaf History Credit(s): 3
  - DFS 205(C) - Deaf Literature Credit(s): 3
  - ENG 117(C) - Introduction to Creative Writing Credit(s): 3
  - ENG 203(C) - Environmental Literature Credit(s): 3
  - ENG 208(C) - Latinx Literature Credit(s): 3
  - ENG 211(C) - American Writers I Credit(s): 3
  - ENG 212(C) - American Writers II Credit(s): 3
  - ENG 214(C) - The Short Story Credit(s): 3
  - ENG 217(C) - Creative Writing Credit(s): 3
  - ENG 218(C) - Advanced Academic Writing Credit(s): 3
  - ENG 224(C) - Children's Literature Credit(s): 3
  - ENG 227(C) - Creative Writing for the Theater Credit(s): 3
  - ENG 230(C) - Current Themes in Literature Credit(s): 3
  - ENG 231(C) - Creative Nonfiction Credit(s): 3
  - ENG 232(C) - Topics in Creative Writing Credit(s): 3
  - ENG 235(C) - African-American Literature Credit(s): 3
  - ENG 245(C) - Women, Gender, and Sexuality in Literature Credit(s): 3
  - ENG 250(C) - The World in Literature Credit(s): 3
  - FRH 101(C) - Elementary French I Credit(s): 3
  - FRH 102(C) - Elementary French II Credit(s): 3
  - FRH 206(C) - Topics in French Credit(s): 3
  - HIS 101(C) - History of Western Civilization I Credit(s): 3
  - HIS 102(C) - History of Western Civilization II Credit(s): 3
  - HIS 103(C) - History of World Civilization I Credit(s): 3
  - HIS 104(C) - History of World Civilization II Credit(s): 3
  - HIS 105(C) - History of World War II Credit(s): 3
  - HIS 107(C) - History of Puerto Rico and the Caribbean Credit(s): 3
  - HIS 108(C) - Deaf History Credit(s): 3
  - HIS 109(C) - African-American History Credit(s): 3
  - HIS 111(C) - History of the United States I Credit(s): 3
  - HIS 112(C) - History of the United States II Credit(s): 3
  - HIS 114(C) - Immigrant City: Community Organizing in Holyoke Credit(s): 3
  - HIS 115(C) - History of Social Justice Movements Credit(s): 3
  - HIS 121(C) - History of Animal Advocacy in the United States, 1865-Present Credit(s): 3
  - HIS 130(C) - U.S. Women's History Credit(s): 3
  - HIS 150(C) - Topics in History Credit(s): 3
  - HIS 162(C) - History of The Civil War Credit(s): 3
  - HIS 220(C) - History of the World Since 1900 Credit(s): 3
  - HIS 225(C) - American Environmental History Credit(s): 3
  - HIS 250(C) - Topics in History Credit(s): 3
  - HON 204(B,C) - Ideas that Change the World Credit(s): 3
  - HON 206(B,C,E) - Honors Colloquium Credit(s): 6
  - HUM 200(C) - Special Topics in Humanities Credit(s): 3
  - LAX 107(C) - History of Puerto Rico and the Caribbean Credit(s): 3
  - LAX 110(C) - Introduction to Latinx Studies Credit(s): 3
  - LAX 208(C) - Latinx Literature Credit(s): 3
  - MUS 100(C) - Music Fundamentals Credit(s): 3
  - MUS 105(C) - Music Theory I Credit(s): 3
  - MUS 106(C) - Introduction to World Music Credit(s): 3
  - MUS 107(C) - Music Theory II Credit(s): 3
  - MUS 110(C) - Introduction to Classical Music Credit(s): 3
  - MUS 126(C) - Rock and Pop Music in America Credit(s): 3
  - MUS 140(C) - Introduction to Jazz Credit(s): 3
  - MUS 150(C) - Topics in Music Credit(s): 3
  - MUS 208(C) - Music Theory III Credit(s): 3
  - MUS 209(C) - Music Theory IV Credit(s): 3
  - MUS 250(C) - Advanced Topics in Music Credit(s): 3
  - MUS 259(C) - Music Literature I Credit(s): 3
  - MUS 260(C) - Music Literature II Credit(s): 3
  - PHI 100(C) - Mythology Credit(s): 3
  - PHI 101(C) - Introduction to Philosophy Credit(s): 3
  - PHI 103(C) - Clear Thinking/Sound Reasoning Credit(s): 3
  - PHI 110(C) - Comparative Religion Credit(s): 3
  - PHI 120(C) - Ethics Credit(s): 3
  - PHI 130(C) - Topics in Philosophy Credit(s): 3
  - PHI 230(C) - Topics in Philosophy Credit(s): 3
  - SPA 101(C) - Elementary Spanish I Credit(s): 3
  - SPA 102(C) - Elementary Spanish II Credit(s): 3
  - SPA 201(C) - Intermediate Spanish I Credit(s): 3
  - SPA 202(C) - Intermediate Spanish II Credit(s): 3
  - SPA 203(C) - Spanish for Heritage Speakers I Credit(s): 3
  - SPA 209(C) - Introduction to Latin American Cultures and Civilizations Credit(s): 3
  - SPA 210(C) - Topics in Spanish Credit(s): 3
  - SPA 214(C) - The Spanish Short Story Credit(s): 3
  - THE 100(C) - Introduction to Theater Credit(s): 3
  - THE 110(C) - Fundamentals of Acting Credit(s): 3
  - THE 124(C) - Stagecraft: Construction and Technology Credit(s): 4
  - THE 125(C) - Stagecraft: Fundamentals of Design for Theater Credit(s): 4
  - THE 220(C) - Script Analysis Credit(s): 3
  - THE 227(C) - Creative Writing for the Theater Credit(s): 3
  - THE 235(C) - Topics in Communication, Media, and Theater Arts Credit(s): 3
- MATHEMATICS / NATURAL & PHYSICAL SCIENCES: 3-4 CREDITS**
- MTH 104(D) - College Algebra Credit(s): 4
  - MTH 108(D) - Precalculus Credit(s): 4
  - MTH 113(D) - Calculus I Credit(s): 4
  - MTH 114(D) - Calculus II Credit(s): 4
  - MTH 125(D) - Number Systems Credit(s): 3
  - MTH 135(D) - Patterns, Reasoning and Algebra Credit(s): 3
  - MTH 142(D) - Statistics Credit(s): 3
  - MTH 155(D) - Topics in Mathematics Credit(s): 3
  - MTH 162(D) - Applied Calculus Credit(s): 3
  - MTH 190(D) - Introduction to Data Science Credit(s): 3
  - MTH 205(D) - Linear Algebra Credit(s): 4
  - MTH 213(D) - Calculus III Credit(s): 4
  - MTH 214(D) - Differential Equations Credit(s): 4
  - MTH 230(D) - Discrete Mathematics Credit(s): 4
  - PSY 142(D) - Statistics for Psychology Credit(s): 4
- NATURAL & PHYSICAL SCIENCES: 8 CREDITS**
- AST 110(E) - Introduction to Astronomy Credit(s): 4
  - BIO 101(E) - General Biology for Non-Majors: The Processes of Life Credit(s): 4
  - BIO 102(E) - Biology in Your World Credit(s): 4
  - BIO 106(E) - Introduction to Biotechnology Credit(s): 4
  - BIO 107(E) - General Biology I: Introduction to Cell Functions Credit(s): 4
  - BIO 108(E) - General Biology II: Diversity of Life on Earth Credit(s): 4
  - BIO 110(E) - General Botany Credit(s): 4
  - BIO 111(E) - Human Biology Credit(s): 4
  - BIO 120(E) - General Zoology Credit(s): 4

- BIO 130(E) - Conservation Biology Credit(s): 4
- BIO 217(E) - Human Anatomy and Physiology I Credit(s): 4
- BIO 218(E) - Human Anatomy and Physiology II Credit(s): 4
- BIO 229(E) - Microbiology Credit(s): 4
- BIO 230(E) - Ecology Credit(s): 4
- BIO 234(E) - Evolution Credit(s): 4
- BIO 240(E) - Cell Culture and Protein Purification Credit(s): 4
- BIO 243(E) - Genetics Credit(s): 4
- CHM 101(E) - General Chemistry I Credit(s): 4
- CHM 115(E) - The Science of Food Preparation Credit(s): 4
- CHM 121(E) - Chemistry for Science and Engineering Students I Credit(s): 4
- CHM 124(E) - Chemistry for Science and Engineering Students II Credit(s): 4
- CHM 221(E) - Organic Chemistry I Credit(s): 4
- CHM 222(E) - Organic Chemistry II Credit(s): 4
- EGR 110(E) - Introduction to Robotics I Credit(s): 4
- EGR 111(E) - Introduction to Robotics II Credit(s): 4
- ENV 120(E) - Introduction to Environmental Science Credit(s): 4
- ENV 124(E) - The Natural History of New England Credit(s): 4
- ENV 137(E) - Environmental Geology Credit(s): 4
- ENV 138(E) - Soil and the Environment Credit(s): 4
- ENV 140(E) - People and the Environment Credit(s): 4
- ENV 253(E) - Aquatic Ecology and Pollution Credit(s): 4
- ESC 110(E) - Introduction to Geology & Oceanography Credit(s): 4
- ESC 111(E) - Introduction to Meteorology Credit(s): 4
- ESC 115(E) - Dinosaurs of New England: A Geologic History of the Pioneer Valley Credit(s): 4
- ESC 120(E) - Introduction to Geology: Earth Processes Credit(s): 4
- ESC 130(E) - Introduction to Oceanography Credit(s): 4
- FRS 100(E) - Introduction to Forensic Science (Non-Majors) Credit(s): 4
- FRS 110(E) - Insects and Forensics Credit(s): 4
- FRS 111(E) - Forensic Anthropology Credit(s): 4
- PHS 101(E) - General Physics I Credit(s): 4
- PHS 111(E) - Physics for Engineers and Science Majors I Credit(s): 4
- PHS 112(E) - Physics for Engineers and Science Majors II Credit(s): 4
- SEM 115(E) - The Science of Food Preparation Credit(s): 4
- SEM 130(E) - Topics in Science Credit(s): 4
- SUS 101(E) - Introduction to Sustainability Studies Credit(s): 4
- SUS 102(E) - Introduction to Clean Energy Resources Credit(s): 4
- SUS 116(E) - Sustainable Agriculture I Credit(s): 4
- SUS 121(E) - Sustainable Watersheds Credit(s): 4
- SUS 124(E) - Introduction to Regenerative Agriculture Credit(s): 4
- SUS 216(E) - Food Systems Credit(s): 4
- VET 133(E) - Anatomy & Physiology of Domestic Animals I Credit(s): 4
- VET 134(E) - Anatomy & Physiology of Domestic Animals II Credit(s): 4

# ARTS & SCIENCE ELECTIVES

*Students choose an elective from the areas of Social Science, Math/Science, and/or Humanities. The following qualify as Arts & Science Electives*

## SOCIAL SCIENCES

ANT	Anthropology
DVD	Developmental Disabilities
ECN	Economics
GEO	Geography
GRT	Gerontology
HIS	History (HCC only - counted as Humanities for Transfer Compact)
HSV	Human Services
POL	Political Science
PSY	Psychology
SOC	Sociology
SSN	Social Sciences
WST	Women Studies

## LAB SCIENCES

AST	Astronomy
BIO	Biology
CHM	Chemistry
ENV	Environmental Science
ESC	Earth Science
FRS	Forensic Science
PHS	Physics
SEM	Science and Technology
SUS	Sustainability

## HUMANITIES

ART	Art
ASL	American Sign Language
COM	Communications
DFS	Deaf Studies
ENG	English
ESL	English as a Second Language
FRH	French
HIS	History (for Transfer Compact only)
HON	Honors
HUM	Humanities
LAX	Latinx Studies
MUS	Music
PHI	Philosophy
SPA	Spanish
THE	Theater

## MISCELLANEOUS

CRJ	Criminal Justice (selected courses only)
EDU	Education (selected courses only)
EGR	Engineering
MTH	Mathematics

# DEGREES & CERTIFICATES

HCC offers Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Applied Science (A.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 usually be transferred to a degree program.

The following pages include information on the degree and certificate programs offered at Holyoke Community College. The program requirements and a contact person are listed should you need additional information.

Accounting, A.S.....	25	Physics General Transfer Option, Arts and Science, A.S.....	101
Applied Technology Option, Liberal Studies, A.S.....	27	Physics Mass Transfer Option, Arts and Science, A.S.....	102
Behavioral Neuroscience Transfer Option, Arts and Science, A.A.....	28	Psychology Option, Arts and Science, A.A.....	103
Biology Option, Arts and Science, A.S.....	30	Radiologic Technology, A.S.....	105
Biotechnology Option, Arts and Science, A.A.....	32	Sociology Option, Arts and Science, A.A.....	107
Business Administration Mass Transfer Option, Business Administration, A.S.....	34	Sport Management, A.S.....	109
Business Administration Option, Business Administration, A.S.....	36	Theater Arts Option, Arts and Science, A.A.....	110
Chemistry Option, Arts and Science, A.A.....	38	University Without Walls Option, Liberal Studies, A.S.....	112
Child and Family Studies, Liberal Studies, A.S.....	39	Veterinary Technician Option, Veterinary & Animal Science, A.S.....	113
Communication Option, Arts and Science, A.A.....	40	Visual Art, A.S.....	115
Communication, Media & Theater Arts Integrated Studies (CMTA) Option, Arts and Science, A.A.....	42	Accounting Certificate.....	117
Computer Science Option, Computer Information Systems, A.S.....	44	Addiction Studies Certificate.....	118
Creative Writing Option, Arts and Science, A.A.....	45	Child Development Certificate.....	119
Criminal Justice, A.S.....	46	Community Health Worker Certificate.....	120
Critical Social Thought Option, Arts and Science, A.A.....	48	Culinary Arts Certificate.....	122
Culinary Arts, Applied Science, A.A.S.....	52	Cyber Security Certificate.....	123
Cyber Security & Digital Forensics Option, Computer Information Systems, A.S.....	53	Deaf Studies Certificate.....	124
Deaf Studies Option, Arts and Science, A.S.....	52	Developmental Disabilities Direct Support Certificate.....	125
Early Childhood Education, Early Childhood Education, A.S.....	54	Graphic Design Certificate.....	126
Early Education and Care Option, Early Childhood Education, A.S.....	56	Hospitality Management Certificate.....	127
Education - Elementary Education Option, Liberal Studies, A.S.....	58	Human Resource Management Certificate.....	128
Education - Secondary Education Option, Arts and Science, A.A.....	60	Human Services Certificate.....	129
Engineering Option, Engineering Studies, A.S.....	63	Infant/Toddler and/or Preschool Certificate.....	130
Engineering Science Option, Engineering Studies, A.S.....	65	Marketing Certificate.....	132
English Option, Arts and Science, A.A.....	67	Medical Assistant Certificate.....	133
Environmental Science Field Technician Option, Environmental Science, A.S.....	69	Medical Billing & Coding Certificate.....	134
Environmental Science Transfer Option, Environmental Science, A.S.....	71	Mental Health Studies Certificate.....	135
Foundations of Health Career, A.S.....	73	Music Performance Certificate.....	136
General Integrated Studies Option, Liberal Studies, A.S.....	75	Practical Nursing Certificate.....	138
Geoscience Transfer Option, Environmental Science, A.S.....	76	Veterinary Assistant Certificate.....	139
Graphics Option, Visual Art, A.S.....	77		
Hospitality Management Career Option, Hospitality and Culinary Arts, A.S.....	78		
Hospitality Management Transfer Option, Hospitality and Culinary Arts, A.S.....	79		
Human Resource Management Option, Business Administration, A.S.....	80		
Human Services, A.S.....	82		
Information Technology Management Option, Computer Information Systems, A.S.....	84		
Latinx Studies Option, Arts and Science, A.A.....	85		
Liberal Arts and Science Option, Arts and Science, A.A.....	88		
Marketing Option, Business Administration, A.S.....	90		
Mathematics General Transfer Option, Arts and Science, A.S.....	92		
Mathematics Mass Transfer Option, Arts and Science, A.S.....	94		
Music, A.A.....	96		
Natural Resources Studies Transfer Option, Environmental Science, A.S.....	98		
Nursing, A.S.....	100		

# ACCOUNTING, A.S.

## CONTACT

Leah Russell, 413.552.2312, lrussell@hcc.edu

## PROGRAM OVERVIEW

Accounting is an associate degree program that includes foundational business courses and specialized accounting courses. Many baccalaureate institutions accept this program as a transfer option into their accounting programs.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- possess the skills needed to secure a full-charge bookkeeper position
- analyze and interpret basic financial statements
- evaluate accounting data
- integrate the disciplines of accounting and management

## GENERAL EDUCATION REQUIREMENTS: 23 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
  
- ECN 101(B) - Introduction to Macroeconomics *Credit(s): 3*
- or**
- ECN 102(B) - Introduction to Microeconomics *Credit(s): 3*
  
- BUS 170 - Mathematics for Business Decisions *Credit(s): 3*
- or**
- MTH 142(D) - Statistics *Credit(s): 3*
  
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 36 CREDITS

- ACC 111 - Principles of Accounting I *Credit(s): 3*
- ACC 112 - Principles of Accounting II *Credit(s): 3*
- ACC 115 - Computerized Accounting *Credit(s): 3*
- ACC 201 - Intermediate Accounting I *Credit(s): 3*
- ACC 205 - Managerial Accounting *Credit(s): 3*
- ACC 212 - Federal Income Taxation *Credit(s): 3*
- ACC 215 - Certified Bookkeeper Preparation *Credit(s): 3*
- select 3 of the following:**
- BUS 112 - Professional Etiquette *Credit(s): 1*
- BUS 113 - Ethics in Business *Credit(s): 1*
- BUS 114 - Money Management *Credit(s): 1*
- BUS 117 - Introduction to Digital Assets and Cryptocurrency *Credit(s): 1*
  
- BUS 215 - Spreadsheets *Credit(s): 3*
- BUS 220 - Business Communications *Credit(s): 3*
- LAW 211 - Business Law *Credit(s): 3*
- MGT 230 - Principles of Management *Credit(s): 3*

## PROGRAM ELECTIVES: 3 CREDITS

**Select from the following**

ACC, BUS, HCA, LAW, MGT, MKT, SPO

## TOTAL: 62 CREDITS

## NOTES

Students who intend to transfer to a baccalaureate program should look at the following options:

- Business Administration MassTransfer Option--transfer to state universities including UMass and Westfield State University
- Hospitality Management Transfer Option--transfer to state universities including UMass and Johnson and Wales University
- Sport Management Transfer Option--transfer to state and private universities

Read the catalog online at [www.hcc.edu/catalog](http://www.hcc.edu/catalog)

Depending on course selection, 80% of this program can be completed online. Go to Online Learning for more information.

(B016)

# APPLIED TECHNOLOGY OPTION, LIBERAL STUDIES, A.S.

## CONTACT

Idelia Smith, 413.552.2228, ismith@hcc.edu

## PROGRAM OVERVIEW

This program was developed for students who wish to create a program of study that will enhance and support their occupational interest with a specific focus on science and technology. Students will select and design their program after meeting with an advisor. This design will become a contract agreement. Students must meet the general education requirements but may select courses that complement their employment and provide them with a college degree. Coursework can be selected from any career or technical area but must have a concentration on STEM courses.

This degree option was not designed for transfer; however, depending on the courses selected, it may meet the Massachusetts State Colleges and University general education requirements.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- achieve proficiency in the desired discipline of focus
- acquire the ability to conduct research and analyze information
- evaluate problems and develop solutions
- develop collegiate-level reading and writing skills
- use scientific methods to interpret and think critically about scientific reports, news, or other media

## GENERAL EDUCATION REQUIREMENTS: 23-24 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Mathematics Elective (D) *Credit(s): 3-4*
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 36-38 CREDITS

36-38 credits selected in consultation with advisor. Up to 45 credits of HCC-approved technical/training credits can be transferred from another institution

- Applied Technology Program Course *Credit(s): 3-4*

## TOTAL: 60-62 CREDITS

## NOTES

Depending on course selection, 100% of this program can be completed online. Go to Online Learning for more information.

(C002)

# BEHAVIORAL NEUROSCIENCE TRANSFER OPTION, ARTS AND SCIENCE, A.A.

## CONTACT

Michelle Williams, 413.552.2334, mwilliams@hcc.edu

## PROGRAM OVERVIEW

The Behavioral Neuroscience Transfer Option is a transfer curriculum within the Psychology Department that prepares students for transfer to a four-year college with a major in behavioral neuroscience, neuroscience, neuropsychology, or a related field. The Behavioral Neuroscience Transfer Option provides students with a strong foundation in psychology, while also ensuring a substantial background in biology and chemistry. The program addresses the student learning goals and outcomes developed by the Psychology Department in accordance with the American Psychological Association's current guidelines for undergraduate programs in psychology as well as foundational concepts in biology and chemistry.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- demonstrate fundamental knowledge and comprehension of the major concepts, theoretical perspectives, historical trends, and empirical findings to discuss how psychological principles apply to behavioral problems (APA Goal 1: Knowledge Base in Psychology)
- demonstrate foundational knowledge and comprehension of major concepts in biology and chemistry
- demonstrate scientific reasoning and problem solving, including effective research methods. (APA Goal 2: Scientific Reasoning and Critical Thinking)
- demonstrate ethically and socially responsible behaviors for personal and professional settings in an increasingly diverse world. (APA Goal 3: Ethical and Social Responsibility in a Diverse World)
- demonstrate competence in written, oral, and interpersonal communication skills. (APA Goal 4: Communication)
- apply psychology-specific content and skills, effective self-reflection, project management skills, and teamwork skills in order to succeed in academic settings (in preparation for graduate education and professional settings). (APA Goal 5: Professional Development)

## GENERAL EDUCATION REQUIREMENTS: 36 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- PSY 110(B) - Introduction to Psychology *Credit(s): 3*
- PSY 222(B) - Research Methods in Psychology *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- PSY 142(D) - Statistics for Psychology *Credit(s): 4*
- BIO 107(E) - General Biology I: Introduction to Cell Functions *Credit(s): 4*
- BIO 108(E) - General Biology II: Diversity of Life on Earth *Credit(s): 4*

## PROGRAM REQUIREMENTS: 12 CREDITS

- PSY 200(B) - Information Literacy in Psychology *Credit(s): 3*
- PSY 215(B) - Child Psychology *Credit(s): 3*

### *select 1-2 of the following:<sup>1</sup>*

- PSY 217(B) - Abnormal Psychology *Credit(s): 3*
- PSY 265(B) - Cognitive Psychology *Credit(s): 3*

### *select 0-1 of the following:<sup>1</sup>*

- PSY 202(B) - Ecopsychology *Credit(s): 3*
- PSY 203(B) - Human Sexuality *Credit(s): 3*
- PSY 210(B) - Social Psychology *Credit(s): 3*
- PSY 224(B) - Psychology of Women *Credit(s): 3*
- PSY 226(B) - Health Psychology *Credit(s): 3*
- PSY 230(B) - Topics in Psychology *Credit(s): 3*
- PSY 240(B) - Forensic Psychology *Credit(s): 3*
- PSY 260(B) - Personality *Credit(s): 3*

## PROGRAM ELECTIVES: 12 CREDITS

- CHM 121(E) - Chemistry for Science and Engineering Students I *Credit(s): 4*
- CHM 124(E) - Chemistry for Science and Engineering Students II *Credit(s): 4*

**select 1 of the following:**

- MTH 104(D) - College Algebra *Credit(s): 4*
- MTH 108(D) - Precalculus *Credit(s): 4*
- MTH 113(D) - Calculus I *Credit(s): 4*
- MTH 114(D) - Calculus II *Credit(s): 4*

**TOTAL: 60 CREDITS****NOTES**

<sup>1</sup>Students must complete a total of 6 credits from these two groups of electives.

Only 6 non-Arts and Science credits may be taken towards an A.A. degree.

Students are encouraged to take an additional course in Mathematics should time permit, such that they advance through the MTH 104/MTH 108/MTH 113/MTH 114 sequence as far as possible prior to transfer.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 80% of this program can be completed online. Go to Online Learning for more information

(H061)

# BIOLOGY OPTION, ARTS AND SCIENCE, A.S.

## CONTACT

Donna Mastroianni, 413.552.2463, dmastroianni@hcc.edu

## PROGRAM OVERVIEW

For students who want a strong foundation in the life sciences and who intend to pursue their interest in biology beyond the associates degree. Possible areas of concentration at the four-year college include: biology, genetics, botany, zoology, microbiology, biochemistry, marine biology, and wildlife conservation. Program flexibility allows students to follow their interests and to match coursework with the requirements of their selected transfer institution.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- demonstrate a comprehension of the following core concepts from the molecular to ecosystem level:
  - Evolution: change over time and mechanisms involved
  - Structure and Function: how physical structure affects performance
  - Energy transformation: energy capture, use, and transfer
  - Information flow: transmission and processing of biological and environmental information
  - Systems: interaction and organization of components
- apply the process of science
- apply quantitative reasoning to biological questions
- work effectively as a team
- properly use laboratory and field equipment and techniques in an accurate, safe manner
- contextualize scientific topics as they relate to society, using scientific literature
- converse with those who have differing viewpoints and perspectives in a collegial and respectful manner
- communicate ideas effectively both orally and in writing

## GENERAL EDUCATION REQUIREMENTS: 26 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- BIO 107(E) - General Biology I: Introduction to Cell Functions *Credit(s): 4*
- BIO 108(E) - General Biology II: Diversity of Life on Earth *Credit(s): 4*

## PROGRAM REQUIREMENTS: 15 CREDITS

- CHM 121(E) - Chemistry for Science and Engineering Students I *Credit(s): 4*
- CHM 124(E) - Chemistry for Science and Engineering Students II *Credit(s): 4*
- MTH 142(D) - Statistics *Credit(s): 3*

### **select 1 of the following:**

- MTH 104(D) - College Algebra *Credit(s): 4*
- MTH 108(D) - Precalculus *Credit(s): 4*
- MTH 113(D) - Calculus I *Credit(s): 4*

## PROGRAM ELECTIVES: 20 CREDITS

### **select 2 of the following:**

- BIO 229(E) - Microbiology *Credit(s): 4*
- BIO 230(E) - Ecology *Credit(s): 4*
- BIO 234(E) - Evolution *Credit(s): 4*
- BIO 243(E) - Genetics *Credit(s): 4*

### **select 12 credits from the following:<sup>1</sup>**

- BIO 106(E) - Introduction to Biotechnology *Credit(s): 4*
- BIO 110(E) - General Botany *Credit(s): 4*
- BIO 111(E) - Human Biology *Credit(s): 4*
- BIO 120(E) - General Zoology *Credit(s): 4*
- BIO 130(E) - Conservation Biology *Credit(s): 4*
- BIO 217(E) - Human Anatomy and Physiology I *Credit(s): 4*
- BIO 218(E) - Human Anatomy and Physiology II *Credit(s): 4*
- BIO 229(E) - Microbiology *Credit(s): 4*
- BIO 230(E) - Ecology *Credit(s): 4*
- BIO 234(E) - Evolution *Credit(s): 4*
- CHM 221(E) - Organic Chemistry I *Credit(s): 4*
- CHM 222(E) - Organic Chemistry II *Credit(s): 4*

- MTH 113(D) - Calculus I *Credit(s): 4*
- MTH 114(D) - Calculus II *Credit(s): 4*
- PHS 111(E) - Physics for Engineers and Science Majors I *Credit(s): 4*
- PHS 112(E) - Physics for Engineers and Science Majors II *Credit(s): 4*

**TOTAL: 61 CREDITS**

#### **NOTES**

<sup>1</sup>CHM 221/CHM 222, MTH 113/MTH 114, or PHS 111/PHS 112 are highly suggested for transfer to most state institutions. For students interested in human biology and health careers, BIO 111 or BIO 217/BIO 218 are recommended.

This program qualifies for the MassTransfer STEM block, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer grants students automatic acceptance to certain Massachusetts state colleges and universities by achieving the minimum grade point average and the HCC degree. Students who enroll in programs with the 28-credit MassTransfer STEM block will need to complete the associate's degree in order to waive the general education requirements at a Massachusetts State University. In addition to the completion of the associate's degree and the STEM block at HCC, students will need to complete an additional 12 credits in general education at the four-year college. If a student does not complete the associate's degree prior to transferring, it is recommended that they complete the 34-credit MassTransfer block. Students should meet with Mark Broadbent, Coordinator of Transfer Affairs, to discuss their transfer plans.

Depending on course selection, 50% of this program can be completed online. Go to Online Learning for more information.

(X060)

# BIOTECHNOLOGY OPTION, ARTS AND SCIENCE, A.A.

## CONTACT

Emily Rabinsky, 413.552.2470, erabinsky@hcc.edu

## PROGRAM OVERVIEW

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 this option will have acquired the necessary laboratory skills and theoretical background for transfer to 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.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- describe the basic biological principles that underlie the field of biotechnology
- perform common laboratory techniques and calculations relevant to biotechnology
- collect and analyze experimental results
- use laboratory equipment safely and properly
- follow Standard Operating Procedures (SOP's) and proper documentation guidelines
- demonstrate effective written and oral communication skills
- collaborate with others to complete tasks
- apply critical thinking skills to troubleshoot issues that arise in the lab

## GENERAL EDUCATION REQUIREMENTS: 30 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*<sup>1</sup>
- Social Science Elective (B) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*<sup>2</sup>
- Humanities Elective (C) *Credit(s): 3*
  
- MTH 104(D) - College Algebra *Credit(s): 4*
- or**
- MTH 108(D) - Precalculus *Credit(s): 4*
- or**
- MTH 113(D) - Calculus I *Credit(s): 4*
  
- BIO 107(E) - General Biology I: Introduction to Cell Functions *Credit(s): 4*
- BIO 108(E) - General Biology II: Diversity of Life on Earth *Credit(s): 4*

## PROGRAM REQUIREMENTS: 24 CREDITS

- BIO 106(E) - Introduction to Biotechnology *Credit(s): 4*
- BIO 229(E) - Microbiology *Credit(s): 4*
- BIO 240(E) - Cell Culture and Protein Purification *Credit(s): 4*
- CHM 121(E) - Chemistry for Science and Engineering Students I *Credit(s): 4*
- CHM 124(E) - Chemistry for Science and Engineering Students II *Credit(s): 4*
- CRC 101 - Career Readiness Competencies *Credit(s): 1*
- MTH 142(D) - Statistics *Credit(s): 3*

## PROGRAM ELECTIVES: 8 CREDITS

**select 2 of the following:**

- BIO 243(E) - Genetics *Credit(s): 4*
- CHM 221(E) - Organic Chemistry I *Credit(s): 4*<sup>3</sup>
- CHM 222(E) - Organic Chemistry II *Credit(s): 4*<sup>3</sup>
- MTH 108(D) - Precalculus *Credit(s): 4*
- MTH 113(D) - Calculus I *Credit(s): 4*
- PHS 111(E) - Physics for Engineers and Science Majors I *Credit(s): 4*<sup>4</sup>
- PHS 112(E) - Physics for Engineers and Science Majors II *Credit(s): 4*<sup>4</sup>

## TOTAL: 62 CREDITS

## NOTES

<sup>1</sup>ECN 101: Suggested Social Science Elective

<sup>2</sup>PHI 120: Suggested Humanities Elective

<sup>3</sup>Students selecting CHM 221 must also then take CHM 222

<sup>4</sup>Students selective PHS 111 must also then take PHS 112

Only 6 non-Arts and Science credits may be taken towards an A.A. degree.

This program qualifies for the MassTransfer STEM block, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer grants students automatic acceptance to certain Massachusetts state colleges and universities by achieving the minimum grade point average and the HCC degree. Students who enroll in programs with the 28 credit MassTransfer STEM general education foundation block will need to complete the associate degree in order to waive the general education requirements at a Massachusetts State University. In addition to the completion of the associate's degree and the STEM general education foundation at Holyoke Community College, students will need to complete an additional 12 credits in general education requirements at the four-year college. If a student will not complete the degree before transferring it is recommended that they complete the 34 credit MassTransfer general education foundation block. Students should meet with Mark Broadbent, Coordinator of Transfer Affairs to discuss their transfer plans.

Depending on course selection, 50% of this program can be completed online. Go to Online Learning for more information.

(X012)

# BUSINESS ADMINISTRATION MASS TRANSFER OPTION, BUSINESS ADMINISTRATION, A.S.

## CONTACT

Kelly O'Connor, 413.552.2315, koconnor@hcc.edu

## PROGRAM OVERVIEW

The Business Administration MassTransfer Option is for students who plan on transferring to the University of Massachusetts Amherst or any other Massachusetts State College or University. Students who are unsure of their future transfer plans should also enroll in this program.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- interpret accounting data
- analyze financial statements and solve complex accounting scenarios
- apply the marketing concept
- appreciate the role of law in business
- define traditional functions of management and their contributions to strategic planning
- calculate and quantify data to make business decisions

## GENERAL EDUCATION REQUIREMENTS: 32 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
  
- ECN 101(B) - Introduction to Macroeconomics *Credit(s): 3*
- and**
- ECN 102(B) - Introduction to Microeconomics *Credit(s): 3*
- or**
- ECN 104(B) - Introduction to Macro AND Micro Economics *Credit(s): 6*
  
- Social Science Elective (B) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 30-31 CREDITS

- ACC 111 - Principles of Accounting I *Credit(s): 3*
- ACC 112 - Principles of Accounting II *Credit(s): 3*
- ACC 205 - Managerial Accounting *Credit(s): 3*
- BUS 101 - Introduction to Business *Credit(s): 3*
  
- BUS 115 - Computer Applications *Credit(s): 3*
- or**
- CSI 111 - Computer Concepts with Applications *Credit(s): 4*
  
- LAW 211 - Business Law *Credit(s): 3*
- MGT 230 - Principles of Management *Credit(s): 3*
- MKT 240 - Principles of Marketing *Credit(s): 3*
- MTH 142(D) - Statistics *Credit(s): 3*
- MTH 162(D) - Applied Calculus *Credit(s): 3*<sup>1</sup>

## TOTAL: 62-63 CREDITS

## NOTES

<sup>1</sup>Students who do not directly test into MTH 162 must take MTH 104 as a prerequisite.

Students wishing to transfer to the Isenberg School of Management at UMass Amherst must earn grades of B- or better in all ECN and ACC classes as well as C or better in MTH 162. Students with prior four-year college experience with a cumulative GPA of less than 3.0 may not be eligible for transfer to the Isenberg School.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree (2.5 GPA required; 3.0 GPA required for UMASS Amherst).

Depending on course selection, 100% of this program can be completed online. Go to Online Learning for more information.

(B023)

# BUSINESS ADMINISTRATION OPTION, BUSINESS ADMINISTRATION, A.S.

## CONTACT

Kelly O'Connor, 413.552.2315, koconnor@hcc.edu

## PROGRAM OVERVIEW

The Business Administration Program focuses on general business and prepares students for entry level managerial positions within various types of organizations. This degree will transfer to many 4 year institutions, but also is appropriate for the student who is ready to enter the workforce directly from HCC.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- communicate in a variety of business environments and situations
- interpret accounting data and analyze financial statements
- enter the workforce prepared for entry level jobs in a wide range of industries
- apply the marketing concept
- appreciate the role of law in business
- define traditional functions of management and their contributions to strategic planning
- calculate and quantify data to make business decisions
- demonstrate proficiency in creating electronic documentation
- understand and appreciate information literacy, critical thinking, effective communication, knowledge of diversity, and quantitative reasoning

## GENERAL EDUCATION REQUIREMENTS: 23-24 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3<sup>1</sup>*
  
- ECN 101(B) - Introduction to Macroeconomics *Credit(s): 3*
- or**
- ECN 102(B) - Introduction to Microeconomics *Credit(s): 3*
  
- BUS 170 - Mathematics for Business Decisions *Credit(s): 3*
- or**
- MTH 104(D) - College Algebra *Credit(s): 4*
- or**
- MTH 142(D) - Statistics *Credit(s): 3*
  
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 27 CREDITS

- ACC 111 - Principles of Accounting I *Credit(s): 3*
- ACC 112 - Principles of Accounting II *Credit(s): 3*
- BUS 101 - Introduction to Business *Credit(s): 3*
- select 3 of the following:**
- BUS 112 - Professional Etiquette *Credit(s): 1*
- BUS 113 - Ethics in Business *Credit(s): 1*
- BUS 114 - Money Management *Credit(s): 1*
- BUS 117 - Introduction to Digital Assets and Cryptocurrency *Credit(s): 1*
  
- BUS 115 - Computer Applications *Credit(s): 3*
- BUS 220 - Business Communications *Credit(s): 3*
- LAW 211 - Business Law *Credit(s): 3*
- MGT 230 - Principles of Management *Credit(s): 3*
- MKT 240 - Principles of Marketing *Credit(s): 3*

## PROGRAM ELECTIVES: 9 CREDITS

- Business Elective *Credit(s): 3<sup>2</sup>*
- Business Elective *Credit(s): 3<sup>2</sup>*
- Business Elective *Credit(s): 3<sup>2</sup>*

**GENERAL ELECTIVES: 3 CREDITS**

- General Elective *Credit(s)*: 3<sup>1</sup>, 3<sup>3</sup>

**TOTAL: 62-63 CREDITS****NOTES**

<sup>1</sup>Knowledge of Diversity course is strongly encouraged

<sup>2</sup>Business Electives: select from ACC, BUS, HCA, LAW, MGT, MKT, or SPO

<sup>3</sup>Students are strongly encouraged to select courses from the following: ACC, BUS, ECN, HCA, LAW, MGT, MKT, or SPO. However, any course in the HCC catalog is acceptable.

Students who intend to transfer to a baccalaureate program should refer to that institution's transfer requirements before selecting their courses. Students intending to transfer should also consider the following HCC options:

- Business Administration MassTransfer Option: transfer to state universities, including UMASS and Westfield State University
- Hospitality Management Transfer Option: transfer to state universities, including UMASS, and to Johnson and Wales University
- Sport Management Option: transfer to state and private universities

Depending on course selection, 100% of this program can be completed online. Go to Online Learning for more information.

(B020)

# CHEMISTRY OPTION, ARTS AND SCIENCE, A.A.

## CONTACT

Diane Stengle, 413.552.2532, dstengle@hcc.edu

## PROGRAM OVERVIEW

An A.A. degree in chemistry will allow students to transfer to a program offering either a B.A. or B.S. degree in chemistry or related science. The A.A. degree in chemistry also leads to work as a laboratory technician in such areas as biotechnology, environmental studies, and food technology.

Transfer students must determine their electives, particularly the foreign language, based on the requirements of the institute to which the student is transferring.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- understand the methods employed by science, along with their applications and limitations
- apply general scientific principles and theories to the solution of problems and to the decisions made in our technological society
- develop the skills needed for work in a scientific laboratory setting
- develop a contemporary view of the physical environment, as well as obtain an appreciation of the human effort involved in developing that view
- form a foundation for further study in chemistry and other sciences
- develop mathematical skills in quantitative problem solving
- experience and appreciate group learning as a method of professional interaction in the laboratory

## GENERAL EDUCATION REQUIREMENTS: 36 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- MTH 113(D) - Calculus I *Credit(s): 4*
- CHM 121(E) - Chemistry for Science and Engineering Students I *Credit(s): 4*
- CHM 124(E) - Chemistry for Science and Engineering Students II *Credit(s): 4*

## PROGRAM REQUIREMENTS: 8 CREDITS

- CHM 221(E) - Organic Chemistry I *Credit(s): 4*
- CHM 222(E) - Organic Chemistry II *Credit(s): 4*

## SUGGESTED ELECTIVES: 16 CREDITS

**Sufficient to complete 60 credit graduation requirement<sup>1</sup>; any course listed in the catalog is acceptable**

- ENG 218(C) - Advanced Academic Writing *Credit(s): 3*
- FRH 101(C) - Elementary French I *Credit(s): 3*
- FRH 102(C) - Elementary French II *Credit(s): 3*
- MTH 114(D) - Calculus II *Credit(s): 4*
- MTH 213(D) - Calculus III *Credit(s): 4*
- PHS 101(E) - General Physics I *Credit(s): 4*

## TOTAL: 60 CREDITS

## NOTES

<sup>1</sup> If planning to transfer to a 4-year institution as a chemistry major, PHS 111-PHS 112 is recommended as a substitute for PHS 101-PHS 102 .

Only 6 non-arts and science credits may be taken as general electives.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 50% of this program can be completed online. Go to Online Learning for more information.

(N012)

# CHILD AND FAMILY STUDIES, LIBERAL STUDIES, A.S.

## CONTACT

Tricia Kiefer, 413.552.2450, tkiefer@hcc.edu

## PROGRAM OVERVIEW

Child and Family Studies is an exciting interdisciplinary major that prepares students to make positive impacts in the fields of child and family advocacy, family services, youth development, early intervention, human services, social work, and nonprofit leadership. When you complete this degree, you can either enter the workforce directly or transfer into a Bachelor's degree in Child and Family Studies. Our courses emphasize culturally sustaining practices and pedagogy, with a focus on diversity, inclusion, and social justice for children, adolescents, families, schools, and communities.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- identify typical and atypical educational and developmental needs of children
- recognize risk factors for children and families and research appropriate preventions/interventions
- examine their attitudes, beliefs, behaviors and skills to work effectively with children and families
- research current events and topics that impact children and families
- discover and assess community programs and resources for children and families
- explore career fields that relate to working with children and families

## GENERAL EDUCATION REQUIREMENTS: 23-24 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- PSY 110(B) - Introduction to Psychology *Credit(s): 3*
- SOC 110(B) - Introduction to Sociology *Credit(s): 3*
- Mathematics Elective (D) *Credit(s): 3-4*
- Laboratory Science Elective (E) *Credit(s): 4<sup>1</sup>*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 15 CREDITS

- EDU 113(B) - Children, Families, Schools, and Communities *Credit(s): 3*

### **Select 1 of the following:**

- EDU 104(B) - Child Growth and Development *Credit(s): 3*
- PSY 215(B) - Child Psychology *Credit(s): 3*
- PSY 216(B) - Human Development *Credit(s): 3*
- PSY 218(B) - Adolescent Psychology *Credit(s): 3*

### **Select 1 of the following:**

- ANT 114(B) - Understanding Diversity and Valuing Similarities *Credit(s): 3*
- CRJ 210(B) - Human Relations: Diversity and Ethical Issues *Credit(s): 3*
- EDU 202(B) - Culturally Sustaining Practices in Education *Credit(s): 3*
- SOC 220(B) - Race and Ethnicity *Credit(s): 3*

### **Select 1 of the following:**

- DVD 110 - Introduction to Developmental Disabilities *Credit(s): 3*
- EDU 208 - Inclusionary Practice in Education *Credit(s): 3*
- PSY 217(B) - Abnormal Psychology *Credit(s): 3*

### **Select 1 of the following:**

- HSV 141 - Foundations of Trauma and Trauma Informed Care/Services *Credit(s): 3*
- HSV 205(B) - Family Violence *Credit(s): 3*

## GENERAL ELECTIVES: 22 CREDITS

**Sufficient to complete 60 credit graduation requirement; any course listed in the catalog is acceptable**

## TOTAL: 60-61 CREDITS

## NOTES

<sup>1</sup>BIO 111 is strongly recommended

You will work closely with the Program Coordinator to design a unique plan of study based on your professional and educational goals.

You may be required to complete a CORI/SORI and background check for courses that require field work.

Depending on course selection, 80% of this program can be completed online. Go to Online Learning for more information.

(C012)

Read the catalog online at [www.hcc.edu/catalog](http://www.hcc.edu/catalog)

# COMMUNICATION OPTION, ARTS AND SCIENCE, A.A.

## CONTACT

Timothy Cochran, 413.552.2484, [tcochran@hcc.edu](mailto:tcochran@hcc.edu)

## PROGRAM OVERVIEW

The communication option provides a foundational understanding of communication in society and in our everyday lives, as well as the opportunity for students to develop skills in digital media production.

Goals of the program are both skills-based and analytical:

- To introduce students to a variety of perspectives from which human communication may be studied
- To foster communication competence in a variety of personal and professional contexts
- To stimulate cultural awareness by fostering a greater understanding and appreciation of intercultural differences
- To develop an understanding of media institutions, media history, and the effects of media on society and individuals
- To communicate ideas effectively using a variety of digital media.

The program prepares students for transfer to a 4-year institution, and is suited for students who wish to pursue careers in the field of:

- Advertising
- Broadcasting
- Business
- Communication
- Digital content creation
- Education
- Film
- Journalism
- Politics
- Public relations
- Social Media
- Theater

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- communicate effectively a variety of contexts (e.g. interpersonal, group, public and professional communication, and mass media)
- adapt communication to diverse social situations
- apply critical thinking through observing, analyzing, and assessing communication
- recognize diverse perspectives and the ways they influence communication
- demonstrate skill in audio and video production, digital imaging, and storytelling

## GENERAL EDUCATION REQUIREMENTS: 35-36 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Mathematics Elective (D) *Credit(s): 3-4*
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 9 CREDITS

- COM 121(C) - Introduction to Communication *Credit(s): 3*
- COM 131(C) - Mass Communication *Credit(s): 3*
- COM 150(C) - Public Speaking *Credit(s): 3*

## PROGRAM ELECTIVES: 12 CREDITS

**Select from the following:**

- COM 109(C) - Introduction to Digital Media *Credit(s): 3*
- COM 110 - Fundamentals of Video *Credit(s): 3*
- COM 113 - Journalism I *Credit(s): 3*
- COM 117(C) - Interactive Digital Storytelling *Credit(s): 3*
- COM 126(C) - History and Criticism of Film *Credit(s): 3*
- COM 127(C) - Podcasting *Credit(s): 3*
- COM 141 - Practicum in Communication, Media, or Theater Arts *Credit(s): 1-3*<sup>1</sup>
- COM 142 - Practicum in Journalism *Credit(s): 1-3*<sup>1</sup>
- COM 205(C) - Gender and Communication *Credit(s): 3*

- COM 214(C) - Social Media: More Than Just Friends *Credit(s): 3*
- COM 235(C) - Topics in Communication, Media, and Theater Arts *Credit(s): 3*
- THE 110(C) - Fundamentals of Acting *Credit(s): 3*
- THE 218 - Voice and Diction *Credit(s): 3*

**SUGGESTED ELECTIVES: 4 CREDITS**

***Sufficient to complete 60 credit graduation requirement; any course listed in the catalog is acceptable***

**TOTAL: 60-61 CREDITS**

**NOTES**

<sup>1</sup> A maximum of 6 practicum credits can be used towards this degree.

Only 6 non-Arts and Science credits may be taken towards an A.A. degree.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 50% of this program can be completed online. Go to Online Learning for more information.

(H012)

# COMMUNICATION, MEDIA & THEATER ARTS INTEGRATED STUDIES (CMTA) OPTION, ARTS AND SCIENCE, A.A.

## CONTACT

Timothy Cochran, 413.552.2484, tcochran@hcc.edu

## PROGRAM OVERVIEW

The CMTA Integrated Studies Option is designed to allow students to create their own program of study integrating different areas within Communication, Media, Theater Arts, and other fields.

Students interested in this option must meet with a member of the Communication, Media, and Theater Arts Department to design their course of study that will provide the best foundation for transferring to a four-year institution, or for entering the job market. The program prepares students who wish to pursue careers in the fields of:

- Advertising
- Animation
- Broadcasting/Broadcast Media
- Business
- Communication
- Digital Audio Production
- Education
- Film
- Government
- Government Relations
- Graphic Design
- Journalism
- Media
- Multimedia Design
- Photography
- Politics
- Public Relations
- Sales/Marketing
- Social Media
- Theater
- Video
- Web Design

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- communicate effectively in different contexts (interpersonal, intercultural, group, public communication, on stage, and using mass media)
- demonstrate analytical and critical thinking
- recognize diverse perspectives and the ways they influence communication
- evaluate messages using ethical principles
- demonstrate skill in the creative use of communication

## GENERAL EDUCATION REQUIREMENTS: 35-36 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Mathematics Elective (D) *Credit(s): 3-4*
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 21 CREDITS

- COM 150(C) - Public Speaking *Credit(s): 3*
- CMTA Elective *Credit(s): 3*

**GENERAL ELECTIVES: 4 CREDITS**

*Sufficient to complete 60 credit graduation requirement; any course listed in the catalog is acceptable*

**TOTAL: 60-61 CREDITS****NOTES**

Only 6 non-Arts and Science credits may be taken towards an A.A. degree.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 80% of this program can be completed online. Go to Online Learning for more information.

(H043)

# COMPUTER SCIENCE OPTION, COMPUTER INFORMATION SYSTEMS, A.S.

## CONTACT

Jon Ventulett, 413.552.2306, jventulett@hcc.edu

## PROGRAM OVERVIEW

This two-year program prepares students to enter the field of computer programming in an entry-level position, or transfer to a four-year Computer Science program.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- create computer applications in a variety of modern, high-level programming languages
- work in both independent and group coding environments
- create programs that conform to modern industry standards for computer science
- model mathematic and scientific principles in a computer environment
- adapt to the ever-changing field by mastering core programming concepts

## GENERAL EDUCATION REQUIREMENTS: 26 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- PHS 111(E) - Physics for Engineers and Science Majors I *Credit(s): 4*
- PHS 112(E) - Physics for Engineers and Science Majors II *Credit(s): 4*

## PROGRAM REQUIREMENTS: 31 CREDITS

- CSI 106 - Programming Fundamentals I *Credit(s): 4*
- CSI 111 - Computer Concepts with Applications *Credit(s): 4*
- CSI 218 - Programming Fundamentals II *Credit(s): 4*
- CSI 242 - Applied Database Management *Credit(s): 3*
- CSI 254 - Java Programming I *Credit(s): 4*
- CSI 258 - Data Structures *Credit(s): 4*
- MTH 113(D) - Calculus I *Credit(s): 4*
- MTH 114(D) - Calculus II *Credit(s): 4*

## PROGRAM ELECTIVES: 6-8 CREDITS

*select 2 of the following:*

- CSI 105 - Principles of Information Security and Assurance *Credit(s): 3*
- CSI 121 - Foundations of Linux *Credit(s): 4*
- CSI 214 - Systems Analysis and Design *Credit(s): 3*
- CSI 251 - Network Development *Credit(s): 3*
- CSI 252 - Introduction to Web Site Development *Credit(s): 3*
- CSI 264 - Disaster Recovery *Credit(s): 3*
- MTH 108(D) - Precalculus *Credit(s): 4*
- MTH 190(D) - Introduction to Data Science *Credit(s): 3*
- MTH 205(D) - Linear Algebra *Credit(s): 4*
- MTH 213(D) - Calculus III *Credit(s): 4*
- MTH 230(D) - Discrete Mathematics *Credit(s): 4*

## TOTAL: 63-65 CREDITS

## NOTES

This program qualifies for the MassTransfer STEM block, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer grants students automatic acceptance to certain Massachusetts state colleges and universities by achieving the minimum grade point average and the HCC degree. Students who enroll in programs with the 28-credit MassTransfer STEM block will need to complete the associate's degree in order to waive the general education requirements at a Massachusetts State University. In addition to the completion of the associate's degree and the STEM block at HCC, students will need to complete an additional 12 credits in general education at the four-year college. If a student does not complete the associate's degree prior to transferring, it is recommended that they complete the 34-credit MassTransfer block. Students should meet with Mark Broadbent, Coordinator of Transfer Affairs, to discuss their transfer plans.

Depending on course selection, 50% of this program can be completed online. Go to Online Learning for more information.

(N052)

# CREATIVE WRITING OPTION, ARTS AND SCIENCE, A.A.

## CONTACT

Dave Champoux, 413.552.2364, dchampoux@hcc.edu

## PROGRAM OVERVIEW

HCC's Creative Writing Option is one of only a few of its kind in the country for students pursuing an Associate 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 Associate of Arts degree, including the MassTransfer general education transfer block, which guarantees credit transfer to Massachusetts state colleges and universities.

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.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- produce at least one college-level piece of writing in each of the four creative writing genres (poetry, fiction, drama, and creative non-fiction)
- demonstrate an understanding of conventional forms/concepts within each genre and be able to work with these forms/concepts in their own writing
- explore their writing in their own ways by producing a series of pieces reflecting their emerging personal aesthetic
- effectively critique the creative work of others (other students and established writers) from the perspective of being creative writers themselves
- reflect on, critique, and/or analyze their own work

## GENERAL EDUCATION REQUIREMENTS: 26-27 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Mathematics Elective (D) *Credit(s): 3-4*
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 18 CREDITS

- ENG 217(C) - Creative Writing *Credit(s): 3*
- ENG 227(C) - Creative Writing for the Theater *Credit(s): 3*
- ENG 231(C) - Creative Nonfiction *Credit(s): 3*
- 200 - Level English Literature Course *Credit(s): 3*
- CMTA (Communication, Media, Theater) Elective *Credit(s): 3*
- CMTA (Communication, Media, Theater) Elective *Credit(s): 3*

## SUGGESTED ELECTIVES: 16 CREDITS

**Sufficient to complete 60 credit graduation requirement; any course listed in the catalog is acceptable**

- General Elective *Credit(s): 1<sup>1</sup>*
- General Elective *Credit(s): 3*

## TOTAL: 60-61 CREDITS

## NOTES

<sup>1</sup>Students are advised to choose one of the one-credit fieldwork courses (COM 141, COM 142, ENG 238, or HUM 276).

Only 6 non-Arts and Science credits may be taken towards an A.A. degree.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 80% of this program can be completed online. Go to Online Learning for more information.

(H015)

# CRIMINAL JUSTICE, A.S.

## CONTACT

Nicole Hendricks, 413.552.2175, nhendricks@hcc.edu

## PROGRAM OVERVIEW

The mission of the Criminal Justice Program is to educate and mentor students in a learning community which fosters ethical decision-making and the skills necessary to transfer to a four-year institution. Grounded in the social sciences, the program seeks to inspire a commitment to public service through a comprehensive academic understanding of criminal legal systems. Our program equips students to think critically, recognize systemic inequalities in the criminal legal system, and develop an appreciation for the importance of human rights in a diverse society.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- demonstrate an understanding of the historical development, functions, and roles of each component of the criminal legal system
- express themselves in a clear and coherent manner and be able to discuss, in written and non-written forms, issues related to the criminal legal system
- identify dimensions of diversity, including, race, gender identity or expression, age, ethnicity, language, class, culture, sexual orientation, ability, size, etc. and the ways in which oppression, privilege, discrimination, and social and economic disadvantage contribute to inequalities and injustices within criminal legal systems
- demonstrate a critical understanding of scholarly research and governmental crime statistics used to measure public policies, practices, and outcomes in criminal legal systems
- identify, locate, evaluate, and responsibly use appropriate legal, sociological, and other sources in papers and assignments
- identify and understand theories of ethics and apply them to criminal legal system policy, practices, and decision-making

## GENERAL EDUCATION REQUIREMENTS: 26 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- PSY 110(B) - Introduction to Psychology *Credit(s): 3*
- SOC 110(B) - Introduction to Sociology *Credit(s): 3*
  
- POL 110(B) - U.S. National Government *Credit(s): 3*
- or
- POL 120(B) - State and Local Government *Credit(s): 3*
  
- MTH 142(D) - Statistics *Credit(s): 3*
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 21 CREDITS

- CRJ 100 - Introduction to Criminal Justice *Credit(s): 3*
- CRJ 103 - Introduction to Corrections *Credit(s): 3*
- CRJ 112 - Criminal Law and Procedure *Credit(s): 3*
- CRJ 117(B) - Criminology *Credit(s): 3*
- CRJ 209(B) - Police and Society *Credit(s): 3*
- CRJ 210(B) - Human Relations: Diversity and Ethical Issues *Credit(s): 3*
- CRJ 230 - Capstone in Criminal Justice *Credit(s): 3*

## PROGRAM ELECTIVES: 15 CREDITS

- CRJ 105 - Introduction to Security *Credit(s): 3*
- CRJ 200(B) - Contemporary Issues in Criminal Justice *Credit(s): 3*
- CRJ 208(B) - Juvenile Justice *Credit(s): 3*
- CRJ 217(B) - Women, Crime, and Justice *Credit(s): 3*
- PSY 240(B) - Forensic Psychology *Credit(s): 3*
- SOC 213(B) - Urban Sociology *Credit(s): 3*
- SOC 214(B) - Social Problems *Credit(s): 3*
- SOC 220(B) - Race and Ethnicity *Credit(s): 3*
- SSN 104(B) - Soul of a Citizen: Topics in Community Service Learning *Credit(s): 3*
- SSN 278 - Social Sciences Internship *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*

## TOTAL: 62 CREDITS

## NOTES

Students selecting this major are advised that employers in Criminal Justice and related fields conduct CORI and SORI checks pursuant to Massachusetts General Laws, Chapter 6, Sections 172-178 and regulations promulgated to such statutes.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 100% of this program can be completed online. Go to Online Learning for more information.

(S080)

# CRITICAL SOCIAL THOUGHT OPTION, ARTS AND SCIENCE, A.A.

## CONTACT

Jessica Hill, 413.552.2197, jhill@hcc.edu

## PROGRAM OVERVIEW

This program meets the freshman and sophomore requirements of most colleges and universities. It is especially designed to develop the reading, writing, speaking, and thinking skills of students by engaging them in critical examinations that cross disciplinary boundaries to raise fundamental questions, often marginalized in traditional academic discourse, about the complex power dynamics, inequalities, and inequities of both past and present societies. This program of study will also provide an excellent preparation for the workplace, civic engagement, and a meaningful life in a challenging, diverse, and increasingly interconnected world. With its strong inter- and cross-disciplinary focus, this program will cultivate free and intellectually rigorous inquiry on a broad range of issues.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- think independently and critically about issues surrounding diversity, inclusion, social, economic and political freedom, equality, and equity
- examine prevailing assumptions related to societal structures surrounding power, beliefs, identity, and gender, race, and class constructions
- read, write, and communicate more effectively
- acknowledge and appreciate diverse perspectives
- promote participation in civil discourse
- locate, assess, and employ both qualitative and quantitative data analysis
- demonstrate competency and proficiency in assessing relevant data across disciplines, especially within the social sciences

## GENERAL EDUCATION REQUIREMENTS: 35 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3<sup>1</sup>*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3<sup>2</sup>*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- MTH 142(D) - Statistics *Credit(s): 3*
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 21 CREDITS

- POL 210(B) - Latinx Politics *Credit(s): 3*
- **select 2 of the following:**
- ECN 100(B) - Introduction to Economics *Credit(s): 3*
- ECN 101(B) - Introduction to Macroeconomics *Credit(s): 3*
- **and**
- ECN 102(B) - Introduction to Microeconomics *Credit(s): 3*
- **or**
- ECN 104(B) - Introduction to Macro AND Micro Economics *Credit(s): 6*
- ECN 105(B) - Introduction to Political Economy *Credit(s): 3*
- ECN 150(B) - Topics in Economics *Credit(s): 3*
- ECN 250(B) - Topics in Economics *Credit(s): 3*
- **select 2 of the following:**
- HIS 101(C) - History of Western Civilization I *Credit(s): 3*
- HIS 111(C) - History of the United States I *Credit(s): 3*
- HIS 130(C) - U.S. Women's History *Credit(s): 3*
- HIS 225(C) - American Environmental History *Credit(s): 3*
- **select 2 of the following:**
- PHI 100(C) - Mythology *Credit(s): 3*
- PHI 101(C) - Introduction to Philosophy *Credit(s): 3*
- PHI 103(C) - Clear Thinking/Sound Reasoning *Credit(s): 3*
- PHI 110(C) - Comparative Religion *Credit(s): 3*
- PHI 120(C) - Ethics *Credit(s): 3*
- PHI 130(C) - Topics in Philosophy *Credit(s): 3*
- PHI 230(C) - Topics in Philosophy *Credit(s): 3*

**GENERAL ELECTIVES: 4 CREDITS**

*Sufficient to complete 60 credit graduation requirement; any course listed in the catalog is acceptable*

**TOTAL: 60 CREDITS****NOTES**

<sup>1</sup>POL 110 or LAX 110 is strongly recommended

<sup>2</sup>COM 121, COM 150, or COM 205 are recommended

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 50% of this program can be completed online. Go to Online Learning for more information.

(H073)

# CULINARY ARTS, APPLIED SCIENCE, A.A.S

## CONTACT

Tracy Carter, 413.552.2548, tcarter@hcc.edu

## PROGRAM OVERVIEW

The A.A.S. in Culinary Arts provides a degree-earning pathway for students who have completed the Certificate in Culinary Arts.

The A.A.S. builds upon fundamental culinary techniques and principles developed in the certificate program and provides academic instruction in general education.

Students graduating with an A.A.S. are positioned for professional growth within the food service industry. The A.A.S. in Culinary Arts is not designed as a transfer program.

## PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

- apply the following:
  - principles of food preparation to produce a variety of food products
  - knowledge of laws and regulations relating to safety and sanitation in the kitchen
  - fundamentals of baking science to the preparation of a variety of products
  - principles of menu planning and layout to the development of menus for a variety of types of facilities and service
  - principles to maximize nutrient retention in food preparation and storage, and apply the principles of nutrition throughout the life cycle to menu planning and food preparation
  - purchasing and receiving practices in food service operations, implement quality standards and regulations to the purchasing function, and receive and store food and non-food items properly
- demonstrate the following:
  - competency and skills in knife, tool, and equipment handling, and how to operate food service equipment safely and correctly
  - the importance of a variety of sustainability practices and be able to implement them in food service operations
- perform the following:
  - mathematical functions related to food service operations
  - dining room service functions using a variety of types of service and demonstrate an understanding of quality customer service
- develop skills in producing a variety of cold food products and prepare items appropriate for buffet presentation, including decorative pieces
- evaluate styles of leadership and develop skills in human relations
- identify the organizational structure and define the basic functions of departments within hospitality and food service establishments
- work effectively in commercial food production environments such as: restaurants, hotels and resorts, private clubs and institutional food service, catering, and other food-related businesses
- explain laws and procedures related to responsible alcohol service

### SEMESTER ONE: 15 CREDITS

- CUL 100 - Culinary Fundamentals I *Credit(s): 2*
- CUL 101 - Culinary Fundamentals II *Credit(s): 2*
- CUL 104 - Professional Standards for the Food Service Industry *Credit(s): 2*
- CUL 111 - Sanitation and Safety *Credit(s): 2*
- CUL 114 - Baking and Pastry Arts I *Credit(s): 2*
- CUL 115 - Culinary Math *Credit(s): 2*
- ENG 101(A) - Composition I *Credit(s): 3*

### SEMESTER TWO: 15 CREDITS

- CUL 107 - Pantry and Garde Manger *Credit(s): 2*
- CUL 108 - Stocks, Soups, and Sauces *Credit(s): 2*
- CUL 109 - Entree Preparation and Presentation *Credit(s): 2*
- CUL 113 - Introduction to Food Service Operations *Credit(s): 2*
- CUL 214 - Baking and Pastry Arts II *Credit(s): 2*
- CUL 290 - Topics in Culinary Arts *Credit(s): 2*
- ENG 102(A) - Composition II *Credit(s): 3*

### SEMESTER THREE: 18 CREDITS

- CUL 112 - Dining Room Service: Theory and Application *Credit(s): 2*
- CUL 203 - Nutrition for Food Service Professionals *Credit(s): 3*
- CUL 215 - Food Service Cost Control *Credit(s): 3*
- CUL 250 - Banquet Cookery and Service: Plated Meals and Table-Side *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3<sup>1</sup>*
- Laboratory Science Elective (E) *Credit(s): 4*

### SEMESTER FOUR: 15 CREDITS

- CUL 230 - A La Carte Cooking and Service *Credit(s): 6*
- CUL 291 - Food Styling and Marketing *Credit(s): 2*
- Social Science Elective (B) *Credit(s): 3<sup>1</sup>*

- Laboratory Science Elective (E) *Credit(s): 4*

**TOTAL: 63 CREDITS**

**NOTES**

'One Social Science elective must be a Knowledge of Diversity course

Students must achieve a minimum grade of C- in all CUL prefix courses.

Students must pass the NRAEF Manager Certificate ServSafe exam in order to complete the requirements for attaining the certificate. Credit for CUL 111 may be awarded for an earned and valid ServSafe Manager Certificate, provided by the student during the application/admission process.

(B113)

# CYBER SECURITY & DIGITAL FORENSICS OPTION, COMPUTER INFORMATION SYSTEMS, A.S.

## CONTACT

Jon Ventulett, 413.552.2306, jventulett@hcc.edu

## PROGRAM OVERVIEW

With the world making the move to become a truly digital society, we can now see the cracks that exist within today's technology. Without cyber security professionals, the world would be at the mercy of cyber criminals.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- understand modern computer architecture
- become proficient with entry-level Linux usage
- design and implement databases and explore data organization techniques
- become familiar with the foundations of criminal justice and forensic investigation
- create programs using a modern, high-level programming language
- implement disaster-recovery mechanisms and policies in relation to computer technology
- understand the fundamentals of computer networks
- understand the foundations of modern computer security threats and how to prevent them
- gain the general skills and knowledge needed to transfer into a four-year program and continue their education

## GENERAL EDUCATION REQUIREMENTS: 35-36 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Humanities Elective (C) *Credit(s):3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- MTH 104(D) - College Algebra *Credit(s): 4*
- **or**
- MTH 142(D) - Statistics *Credit(s): 3*
- EGR 110(E) - Introduction to Robotics I *Credit(s): 4*
- FRS 100(E) - Introduction to Forensic Science (Non-Majors) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 27 CREDITS

- CRJ 100 - Introduction to Criminal Justice *Credit(s): 3*
- CSI 105 - Principles of Information Security and Assurance *Credit(s): 3*
- CSI 106 - Programming Fundamentals I *Credit(s): 4*
- CSI 111 - Computer Concepts with Applications *Credit(s): 4*
- CSI 121 - Foundations of Linux *Credit(s): 4*
- CSI 242 - Applied Database Management *Credit(s): 3*
- CSI 251 - Network Development *Credit(s): 3*
- CSI 264 - Disaster Recovery *Credit(s): 3*

## TOTAL: 62-63 CREDITS

## NOTES

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 50% of this program can be completed online. Go to Online Learning for more information.

(N042)

# DEAF STUDIES OPTION, ARTS AND SCIENCE, A.S.

## CONTACT

Claire Sanders, 413.650.5368, csanders@hcc.edu

## PROGRAM OVERVIEW

The two-year program prepares students to work with the deaf and hard-of-hearing population in a variety of entry-level positions.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- communicate with Deaf/hard-of-hearing people at an advanced level in American Sign Language
- show respect for and an in-depth understanding towards the Deaf/hard-of-hearing population
- obtain a rich knowledge of the culture, history, and literature of Deaf people
- possess a practicum experience at a setting involving the Deaf community

Students will use these ASL competencies and knowledge to help them further study at a four-year institution or pursue an entry-level career. Entry-level career opportunities include, but are not limited to: para-educators, dormitory residential advisors, job coaches, and communication specialists.

## GENERAL EDUCATION REQUIREMENTS: 26-27 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- PSY 110(B) - Introduction to Psychology *Credit(s): 3*
- SOC 110(B) - Introduction to Sociology *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Mathematics Elective (D) *Credit(s): 3-4*
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 30 CREDITS

- ASL 101(C) - American Sign Language I *Credit(s): 3*
- ASL 102(C) - American Sign Language II *Credit(s): 3*
- ASL 201(C) - American Sign Language III *Credit(s): 3*
- ASL 202(C) - American Sign Language IV *Credit(s): 3*
- DFS 101(C) - Introduction to Deaf Studies *Credit(s): 3*
- DFS 104(C) - Deaf Culture *Credit(s): 3*
- DFS 108(C) - Deaf History *Credit(s): 3*
- DFS 204 - Pre-Practicum in Deaf Studies *Credit(s): 3*
- DFS 205(C) - Deaf Literature *Credit(s): 3*
- DFS 213 - Deaf Studies Practicum *Credit(s): 3*

## PROGRAM ELECTIVES: 3 CREDITS

### *Select 1 of the following:*

- ANT 101(B) - Cultural Anthropology *Credit(s): 3*
- POL 140(B) - Civil Liberties and Civil Rights *Credit(s): 3*
- PSY 210(B) - Social Psychology *Credit(s): 3*
- PSY 216(B) - Human Development *Credit(s): 3*
- SOC 214(B) - Social Problems *Credit(s): 3*
- SSN 120(B) - Conflict Resolution and Mediation *Credit(s): 3*

## GENERAL ELECTIVE: 0-1 CREDITS

**Sufficient to complete 60 credit graduation requirement; any course listed in the catalog is acceptable**

- General Elective *Credit(s): 0-1*

## TOTAL: 60 CREDITS

## NOTES

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 50% of this program can be completed online. Go to Online Learning for more information.

(H080)

# EARLY CHILDHOOD EDUCATION, GRADES PREK-2, EARLY CHILDHOOD EDUCATION, A.S.

## CONTACT

Sheila Gould, 413.552.2501, sgould@hcc.edu

## PROGRAM OVERVIEW

This program is designed for students interested in beginning the pursuit of a license in Early Childhood Education (Pre-K through Grade 2) in the Massachusetts Public School System through the Department of Elementary and Secondary Education (DESE). Students in this program will be on a track to transfer to a four year institution to continue toward eligibility for public school licensure. Graduates of this program are also eligible to apply for teacher credentialing through the Massachusetts Department of Early Education and Care (DEEC).

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- demonstrate and apply knowledge of child development
- identify children who demonstrate behaviors or skill acquisition variations that may require intervention
- apply appropriate and effective behavior management strategies in an early childhood setting
- develop age-appropriate, inclusive, scaffolded, and culturally responsive lesson plans and materials
- apply the principles of Universal Design for Learning to curricular and environmental decisions
- demonstrate competent and professional oral and written communication skills
- apply interpersonal and job performance skills that reflect the professionalism in the education field
- apply critical thinking and problem solving skills

## GENERAL EDUCATION REQUIREMENTS: 35 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*<sup>1</sup>
  - ENG 102(A) - Composition II *Credit(s): 3*<sup>1</sup>
  - EDU 100(B) - Education in America *Credit(s): 3*
  - GEO 110(B) - World Regional Geography *Credit(s): 3*
  - PSY 110(B) - Introduction to Psychology *Credit(s): 3*
- or**
- EDU 202(B) - Culturally Sustaining Practices in Education *Credit(s): 3*

### **select 1 of the following:**

- HIS 101(C) - History of Western Civilization I *Credit(s): 3*
  - HIS 111(C) - History of the United States I *Credit(s): 3*
  - HIS 112(C) - History of the United States II *Credit(s): 3*
  - Humanities Elective (C) *Credit(s): 3*<sup>2</sup>
  - Humanities Elective (C) *Credit(s): 3*<sup>2</sup>
  - MTH 125(D) - Number Systems *Credit(s): 3*
  - BIO 101(E) - General Biology for Non-Majors: The Processes of Life *Credit(s): 4*
- or**
- ENV 120(E) - Introduction to Environmental Science *Credit(s): 4*
  - Laboratory Science Elective (E) *Credit(s): 4*<sup>3</sup>

## PROGRAM REQUIREMENTS: 26 CREDITS

- EDU 101 - Introduction to Early Childhood *Credit(s): 3*
- EDU 104(B) - Child Growth and Development *Credit(s): 3*
- EDU 120 - Guiding Children's Behavior *Credit(s): 3*
- EDU 175 - MTEL-CLS Test Preparation *Credit(s): 1*<sup>4</sup>
- EDU 208 - Inclusionary Practice in Education *Credit(s): 3*
- EDU 210 - Curriculum in Early Education *Credit(s): 4*
- EDU 213 - Student Teaching Practicum and Seminar *Credit(s): 6*<sup>5</sup>
- MTH 135(D) - Patterns, Reasoning and Algebra *Credit(s): 3*

## TOTAL: 61 CREDITS

## NOTES

<sup>1</sup>Check with your transfer institution for minimum GPA requirements.

<sup>2</sup>Select from the following: ENG 208, ENG 224, ENG 226 , ENG 235, ENG 250, HIS 107, HIS 109, LAX 110, MUS 106, MUS 140

<sup>3</sup>Select from the following prefixes: AST, CHM, ESC, PHS

<sup>4</sup>Credit for Prior Learning can be earned for EDU 175. Contact Student Records for more information.

<sup>5</sup> Upon registration, students taking EDU 213 must meet with the HCC Practicum Supervisor to discuss practicum placement.

Students must achieve a minimum grade of "C" in all EDU prefix courses in order to graduate from this program.

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

Students enrolled in EDU courses may be subject to CORI/SORI background checks and review pursuant to the Criminal Record 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. 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 Handbook.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 80% of this program can be completed online. Go to Online Learning for more information.

(M015)

# EARLY EDUCATION AND CARE OPTION, BIRTH-AGE 8, EARLY CHILDHOOD EDUCATION, A.S.

## CONTACT

Sheila Gould, 413.552.2501, sgould@hcc.edu

## PROGRAM OVERVIEW

Graduates of this program more than satisfy the course and experience requirements for "Lead Teacher" status in programs licensed by the Massachusetts Department of Early Education and Care (DEEC).

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- demonstrate knowledge of child development
- assess typical child development through formal observations, informal developmental checklists, and discussions with colleagues and families
- provide a safe, healthy, and nurturing early childhood setting for children and families that exceeds current EEC standards
- identify children who demonstrate behaviors or skill acquisition difficulties that may require intervention
- apply appropriate, research-based, and culturally responsive strategies to encourage appropriate behavior in an early education and care setting
- apply content knowledge to the development of age-appropriate lesson plans and materials
- demonstrate competent and professional oral and written communication skills
- understand inclusive and culturally responsive pedagogy in early education and care
- understand how to build family and community relationships
- apply interpersonal and job performance skills that reflect the professionalism demanded by early child care centers
- apply critical thinking and problem solving skills
- understand how to apply the principles of UDL in early education and care settings

## GENERAL EDUCATION REQUIREMENTS: 23 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- EDU 100(B) - Education in America *Credit(s): 3*
  
- ANT 114(B) - Understanding Diversity and Valuing Similarities *Credit(s): 3*
- or**
- EDU 202(B) - Culturally Sustaining Practices in Education *Credit(s): 3*
- or**
- PSY 110(B) - Introduction to Psychology *Credit(s): 3*
  
- MTH 125(D) - Number Systems *Credit(s): 3*
- or**
- MTH 135(D) - Patterns, Reasoning and Algebra *Credit(s): 3*
  
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 34 CREDITS

- EDU 101 - Introduction to Early Childhood *Credit(s): 3*
- EDU 104(B) - Child Growth and Development *Credit(s): 3*
- EDU 113(B) - Children, Families, Schools, and Communities *Credit(s): 3*
- EDU 120 - Guiding Children's Behavior *Credit(s): 3*
- EDU 203 - Health, Safety, and Nutrition for Young Children *Credit(s): 3*
  
- EDU 208 - Inclusionary Practice in Education *Credit(s): 3*
- or**
- EDU 209 - Early Intervention and Inclusion: Birth to age 5 *Credit(s): 3*
  
- EDU 210 - Curriculum in Early Education *Credit(s): 4*
- EDU 213 - Student Teaching Practicum and Seminar *Credit(s): 6*
- EDU 217 - Infant and Toddler Development, Learning, and Care *Credit(s): 3*
- HSV 141 - Foundations of Trauma and Trauma Informed Care/Services *Credit(s): 3*

## GENERAL ELECTIVES: 3 CREDITS

**sufficient to complete the 60 credit graduation requirement; any course listed in the catalog is acceptable**

- General Elective *Credit(s): 3*<sup>1</sup>

**TOTAL: 60 CREDITS****NOTES**

General Electives: ANT 114, ASL 101, ASL 102, COM 150, MGT 235, NTR 101, SOC 130, or any EDU course are recommended. However, any course listed in the college catalog is acceptable.

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

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

Students enrolled in EDU courses may be subject to CORI/SORI background checks and review pursuant to the Criminal Record 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. 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 Handbook.

Depending on course selection, 80% of this program can be completed online. Go to Online Learning for more information.

(M018)

# EDUCATION - ELEMENTARY EDUCATION OPTION, GRADES 1-6, LIBERAL STUDIES, A.S.

## CONTACT

April Graziano, 413.552.2016, agraziano@hcc.edu

## PROGRAM OVERVIEW

This program is designed for students interested in teaching elementary school, Grades 1 through 6. These students will transfer to many state and private institutions after receiving their Associate's Degree.

Students who want to teach special education (PreK-8) can use this degree for transfer as well as students who want to work as paraprofessionals in elementary (1-6) classrooms.

Graduates of HCC Elementary and Secondary Education programs are expected to demonstrate developing skills toward all required teacher competencies. Students will demonstrate a foundational level of practice for the Professional Standards for Teachers from the Massachusetts Department of Elementary and Secondary Education.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- promote the learning and growth of all students through instructional practices that establish high expectations, create a safe and effective classroom environment, and demonstrate cultural proficiency
- provide high quality and coherent instruction
- design and administer authentic and meaningful student assessments
- analyze student performance and growth data and use this data to improve instruction
- provide students with constructive feedback on an ongoing basis
- promote the learning and growth of all students by developing effective partnerships with families, caregivers, community members, and organizations
- promote the learning and growth of all students through the use of ethical, culturally proficient, skilled, and collaborative practices continuously refine learning objectives

## GENERAL EDUCATION REQUIREMENTS: 35 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*<sup>1</sup>
- ENG 102(A) - Composition II *Credit(s): 3*<sup>1</sup>
- EDU 100(B) - Education in America *Credit(s): 3*
- GEO 110(B) - World Regional Geography *Credit(s): 3*
- PSY 110(B) - Introduction to Psychology *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*<sup>2</sup>
- HIS 101(C) - History of Western Civilization I *Credit(s): 3*
- HIS 111(C) - History of the United States I *Credit(s): 3*<sup>3</sup>
- or
- HIS 112(C) - History of the United States II *Credit(s): 3*<sup>3</sup>
- MTH 125(D) - Number Systems *Credit(s): 3*
- Laboratory Science Elective (E) *Credit(s): 4*<sup>4</sup>
- BIO 101(E) - General Biology for Non-Majors: The Processes of Life *Credit(s): 4*<sup>5</sup>
- or
- ENV 120(E) - Introduction to Environmental Science *Credit(s): 4*<sup>5</sup>

## PROGRAM REQUIREMENTS: 19 CREDITS

- EDU 175 - MTEL-CLS Test Preparation *Credit(s): 1*<sup>6</sup>
- EDU 202(B) - Culturally Sustaining Practices in Education *Credit(s): 3*
- EDU 208 - Inclusionary Practice in Education *Credit(s): 3*
- EDU 260 - Foundations of Teaching and Learning *Credit(s): 3*
- EDU 271 - Introduction to Teaching Reading and Writing *Credit(s): 3*
- MTH 135(D) - Patterns, Reasoning and Algebra *Credit(s): 3*
- PSY 215(B) - Child Psychology *Credit(s): 3*

## PROGRAM ELECTIVES: 6 CREDITS

sufficient to complete 60 credit graduation requirement; recommended courses are listed below; however, any course in the catalog is acceptable<sup>7</sup>

- DFS 108(C) - Deaf History *Credit(s): 3*
- EDU 276 - Education Internship *Credit(s): 1*
- ENG 208(C) - Latinx Literature *Credit(s): 3*

- ENG 224(C) - Children's Literature *Credit(s): 3*
- ENG 235(C) - African-American Literature *Credit(s): 3*
- ENG 250(C) - The World in Literature *Credit(s): 3*
- HIS 107(C) - History of Puerto Rico and the Caribbean *Credit(s): 3*
- HIS 109(C) - African-American History *Credit(s): 3*
- HSV 141 - Foundations of Trauma and Trauma Informed Care/Services *Credit(s): 3*
- LAX 110(C) - Introduction to Latinx Studies *Credit(s): 3*
- MUS 106(C) - Introduction to World Music *Credit(s): 3*
- MUS 140(C) - Introduction to Jazz *Credit(s): 3*
- PHI 110(C) - Comparative Religion *Credit(s): 3<sup>7</sup>*

**TOTAL: 60 CREDITS**

**NOTES**

<sup>1</sup>Check with your transfer institution for minimum GPA requirements.

<sup>2</sup>Select one from the following: ENG 208, ENG 226 , ENG 235, ENG 250, HIS 107, HIS 109, LAX 110, MUS 106, MUS 140

<sup>3</sup>HIS 111 is recommended.

<sup>4</sup>Select from the following prefixes: AST, CHM, ESC, PHS.

<sup>5</sup>For students transferring to Westfield State, ENV 120 is recommended.

<sup>6</sup>Credit for Prior Learning (CPL) can be earned for EDU 175. Contact Student Records for more information.

<sup>7</sup>For students transferring to Elms, PHI 110 is recommended.

Students should work closely with their advisor and transfer institution to determine the most appropriate choices listed within the program requirements and electives.

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

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

Students enrolled in all EDU courses will be subject to a CORI/SORI check and review pursuant to the Criminal Record 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. 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 Handbook.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 80% of this program can be completed online. Go to Online Learning for more information.

(C010)

# EDUCATION - SECONDARY EDUCATION OPTION, GRADES 5-12 AND SPECIALIZATIONS, ARTS AND SCIENCE, A.A.

## CONTACT

April Graziano, 413.552.2016, agraziano@hcc.edu

## PROGRAM OVERVIEW

For transfer students interested in receiving a teaching license for middle school, high school, and specialized subjects from the Massachusetts Department of Elementary & Secondary Education. These students will transfer to many state and private institutions after receiving their Associate's Degree. This program leads to teacher licensure for art (PreK-8 or 5-12), biology (8-12), chemistry (8-12), Earth & space science (8-12), English (5-12), general science (5-8), history (5-12), math (5-8 or 8-12), MS humanities (5-8), MS math/science (5-8), music (all), physical education (PreK-8 or 5-12), physics (8-12), or technology/engineering (8-12).

Students who want to teach special education (5-12) can use this degree for transfer. It is also appropriate for students who want to work as paraprofessionals in middle or high school (5-12) classrooms.

## PROGRAM OUTCOMES

Graduates of HCC Elementary and Secondary Education programs are expected to demonstrate developing skills toward all required teacher competencies. Students will demonstrate a foundational level of practice for the Professional Standards for Teachers from the Massachusetts Department of Elementary & Secondary Education.

Upon completion of this program, students will be able to:

- promote the learning and growth of all students by providing high quality and coherent instruction
- design and administer authentic and meaningful student assessments
- analyze student performance and growth data and use this data to improve instruction
- provide students with constructive feedback on an ongoing basis
- continuously refine learning objectives
- promote the learning and growth of all students through instructional practices that establish high expectations, create a safe and effective classroom environment, and demonstrate cultural proficiency
- promote the learning and growth of all students through effective partnerships with families, caregivers, community members, and organizations
- promote the learning and growth of all students through ethical, culturally proficient, skilled, and collaborative practices

## GENERAL EDUCATION REQUIREMENTS: 35-36 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*<sup>1</sup>
- ENG 102(A) - Composition II *Credit(s): 3*<sup>1</sup>
- EDU 100(B) - Education in America *Credit(s): 3*
- PSY 110(B) - Introduction to Psychology *Credit(s): 3*
- PSY 218(B) - Adolescent Psychology *Credit(s): 3*
  
- HIS 111(C) - History of the United States I *Credit(s): 3*<sup>2</sup>
- or
- HIS 112(C) - History of the United States II *Credit(s): 3*<sup>2</sup>
  
- Humanities Elective (C) *Credit(s): 3*<sup>3</sup>
- Humanities Elective (C) *Credit(s): 3*<sup>3</sup>
- Mathematics Elective (D) *Credit(s): 3-4*<sup>4</sup>

### **select 1 of the following:**

- BIO 101(E) - General Biology for Non-Majors: The Processes of Life *Credit(s): 4*
- BIO 107(E) - General Biology I: Introduction to Cell Functions *Credit(s): 4*
- CHM 121(E) - Chemistry for Science and Engineering Students I *Credit(s): 4*
- PHS 111(E) - Physics for Engineers and Science Majors I *Credit(s): 4*

### **select 1 of the following:**

- AST 110(E) - Introduction to Astronomy *Credit(s): 4*
- BIO 108(E) - General Biology II: Diversity of Life on Earth *Credit(s): 4*
- CHM 124(E) - Chemistry for Science and Engineering Students II *Credit(s): 4*
- ESC 110(E) - Introduction to Geology & Oceanography *Credit(s): 4*
- ESC 111(E) - Introduction to Meteorology *Credit(s): 4*
- ESC 120(E) - Introduction to Geology: Earth Processes *Credit(s): 4*
- ENV 120(E) - Introduction to Environmental Science *Credit(s): 4*
- PHS 112(E) - Physics for Engineers and Science Majors II *Credit(s): 4*

**PROGRAM REQUIREMENTS: 14 CREDITS**

- EDU 175 - MTEL-CLS Test Preparation *Credit(s): 1*
- EDU 202(B) - Culturally Sustaining Practices in Education *Credit(s): 3*
- EDU 208 - Inclusionary Practice in Education *Credit(s): 3*
- EDU 276 - Education Internship *Credit(s): 1*
- Arts and Science Elective *Credit(s): 3<sup>5</sup>*
- Arts and Science Elective *Credit(s): 3*

**PROGRAM ELECTIVES: 12 CREDITS**

**(Select 12 credits from ONE AREA listed below; sufficient to complete 60 credit graduation requirement):**

**Art (Visual), PK-8; 5-12:** ART 121, ART 125, ART 131, ART 132, ART 241, ART 253, ART 261, ART 262

**Biology, 8-12:** BIO 107, BIO 108, BIO 217, BIO 229, BIO 230, BIO 243, CHM 121, CHM 124, CHM 221, MTH 104, MTH 108, MTH 113, MTH 114, MTH 142

**Chemistry, 8-12:** CHM 121, CHM 124, CHM 221, CHM 222, MTH 104, MTH 108, MTH 113, MTH 114, PHS 111, PHS 112

**Earth & Space, 8-12:** AST 110, ESC 110, ESC 111, ESC 115, ESC 120, ESC 130, MTH 104, MTH 108, MTH 113, MTH 114

**English, 5-12:** ENG 211, ENG 212, ENG 214, ENG 217, ENG 218, ENG 224, ENG 226, ENG 227, ENG 230, ENG 231, ENG 235, ENG 245, ENG 250, COM 150

**General Science, 5-8:** AST 110, BIO 101, BIO 111, CHM 121, CHM 124, ENV 120, ESC 110, ESC 111, ESC 120, MTH 104, MTH 108, MTH 113, MTH 114, PHS 101

**History, 5-12:** ECN 101, ECN 102, ECN 104, ECN 105, GEO 110, HIS 101, HIS 102, HIS 103, HIS 104, HIS 105, HIS 107, HIS 109, HIS 111, HIS 112, HIS 130, HIS 150, HIS 162, HIS 220, HIS 250, POL 110, POL 120, POL 150, POL 210, POL 230, SOC 110

**MS Humanities, 5-8:** COM 150, ECN 101, ECN 102, ECN 104, ECN 105, ENG 211, ENG 212, ENG 214, ENG 217, ENG 218, ENG 224, ENG 226, ENG 227, ENG 230, ENG 231, ENG 235, ENG 245, ENG 250, GEO 110, HIS 101, HIS 102, HIS 103, HIS 104, HIS 105, HIS 107, HIS 109, HIS 111, HIS 112, HIS 130, HIS 150, HIS 162, HIS 220, HIS 250, POL 110, POL 120, POL 150, POL 210, POL 230, SOC 110

**Math, 5-8; 8-12:** MTH 104, MTH 108, MTH 113, MTH 114, MTH 205, MTH 213, MTH 214, MTH 230, PHS 111, PHS 112

**MS Math/Science, 5-8:** AST 110, BIO 101, BIO 111, CHM 121, CHM 124, ENV 120, ESC 110, ESC 111, ESC 120, MTH 104, MTH 108, MTH 113, MTH 114, MTH 205, MTH 213, MTH 214, MTH 230, PHS 101

**Music, ALL:** MUS 105, MUS 107, MUS 131, MUS 132, any 200-level MUS course

**Physical Education, PK-8; 5-12:** BIO 107, BIO 217, BIO 218, MTH 104, MTH 108, MTH 113, MTH 114, PSY 250

**Physics, 8-12:** CHM 121, CHM 124, CHM 221, CHM 222, MTH 104, MTH 108, MTH 113, MTH 114, PHS 111, PHS 112

**Technology/Engineering, 5-12:** CHM 121, CHM 124, EGR 110, EGR 111, MTH 104, MTH 108, MTH 113, MTH 114, MTH 205, MTH 213, MTH 214, MTH 230

**TOTAL: 61-62 CREDITS****NOTES**

<sup>1</sup>Students should contact their transfer institution for minimum GPA requirements.

<sup>2</sup>HIS 111 is recommended

<sup>3</sup>COM 150 is recommended as one of the Humanities (C) electives.

<sup>4</sup>Math Elective will vary based on which track is chosen. Please see below for your options:

- Art (Visual): any 100-level math
- Biology: MTH 104, MTH 108, MTH 113, or MTH 142
- Chemistry: MTH 104, MTH 108, MTH 113, or MTH 114
- Earth & Space: MTH 104, MTH 108, MTH 113, or MTH 114
- English: any 100-level math
- General Science: MTH 104, MTH 108, MTH 113, or MTH 114
- History: MTH 142
- Humanities: MTH 142
- Math: MTH 104, MTH 108, MTH 113, or MTH 114
- MS Math/Science: MTH 104, MTH 108, MTH 113, or MTH 114
- Music: any 100-level math
- Physical Education: MTH 104, MTH 108, MTH 113, or MTH 114
- Physics: MTH 104, MTH 108, MTH 113, or MTH 114

Read the catalog online at [www.hcc.edu/catalog](http://www.hcc.edu/catalog)

- Technology/Engineering: MTH 104, MTH 108, MTH 113, or MTH 114

<sup>5</sup>LAX 110 is recommended

Secondary Education students should work closely with an advisor and transfer institution to define course selections based on licensing track area. Licensing tracks include: art, biology, chemistry, Earth/Space, English, general science, history, humanities, math, music, physical education, physics, and technology/engineering. Select a licensing area and courses to equal a minimum of 60 credits.

Students must achieve a minimum grade of "C" in all EDU prefix courses in order to graduate from this program.

Language electives--students should check with their transfer institution to see if language courses are required.

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

Students enrolled in all EDU courses will be subject to a CORI/SORI check and review pursuant to the Criminal Record 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. 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 Handbook.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 80% of this program can be completed online. Go to Online Learning for more information.

(M023)

# ENGINEERING OPTION, ENGINEERING STUDIES, A.S.

## CONTACT

Thomas Barrup, 413.552.2119, tbarrup@hcc.edu

## PROGRAM OVERVIEW

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.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- apply knowledge of mathematics, science, and engineering
- design and conduct experiments, as well as to analyze and interpret data
- function on multidisciplinary teams
- identify, formulate, and solve problems
- communicate effectively
- understand the impact of engineering in a global, economic, environmental, and societal context
- engage in life-long learning
- comprehend contemporary issues

## GENERAL EDUCATION REQUIREMENTS: 20 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3<sup>1</sup>*
- Social Science Elective (B) *Credit(s): 3*
- PHS 111(E) - Physics for Engineers and Science Majors I *Credit(s): 4*
- PHS 112(E) - Physics for Engineers and Science Majors II *Credit(s): 4*

## PROGRAM REQUIREMENTS: 26-27 CREDITS

- MTH 113(D) - Calculus I *Credit(s): 4*
- MTH 114(D) - Calculus II *Credit(s): 4*
- MTH 213(D) - Calculus III *Credit(s): 4*
- CHM 121(E) - Chemistry for Science and Engineering Students I *Credit(s): 4*

- CHM 124(E) - Chemistry for Science and Engineering Students II *Credit(s): 4<sup>2</sup>*

or

Any 4-credit BIO course *Credit(s): 4<sup>2</sup>*

- EGR 109 - Introduction to Electronic Digital Circuits with Verilog *Credit(s): 4<sup>3</sup>*

or

- EGR 117 - Introduction to Engineering with Computer Applications *Credit(s): 3<sup>3</sup>*

- EGR 221 - Mechanics I - Statics *Credit(s): 3*

## PROGRAM ELECTIVES: 12-23 CREDITS

Choose all of the courses in any one of the following three groups:

### MECHANICAL, CIVIL OR INDUSTRIAL ENGINEERING: 13-14 CREDITS

- MTH 214(D) - Differential Equations *Credit(s): 4*

#### **select 3 of the following:**

- EGR 203 - Introduction to Materials Science *Credit(s): 3*
- EGR 222 - Mechanics II - Strength of Materials *Credit(s): 3*
- EGR 223 - System Analysis (Circuit Analysis I) *Credit(s): 4*
- EGR 250 - Thermodynamics *Credit(s): 3*

### ELECTRICAL ENGINEERING OR COMPUTER SYSTEMS: 23-24 CREDITS

- MTH 205(D) - Linear Algebra *Credit(s): 4*
- MTH 214(D) - Differential Equations *Credit(s): 4*
- MTH 230(D) - Discrete Mathematics *Credit(s): 4*
- EGR 118 - Introduction to Engineering with JAVA *Credit(s): 4*
- EGR 223 - System Analysis (Circuit Analysis I) *Credit(s): 4*

#### **select 1 of the following:**

- EGR 203 - Introduction to Materials Science *Credit(s): 3*

Read the catalog online at [www.hcc.edu/catalog](http://www.hcc.edu/catalog)

- EGR 222 - Mechanics II - Strength of Materials *Credit(s): 3*
- EGR 224 - System Analysis (Circuit Analysis II) *Credit(s): 4*

### GENERAL ENGINEERING: 12 CREDITS

- Chemistry Course(s) *Credit(s): 4-12*<sup>4</sup>
- Engineering Course(s) *Credit(s): 4-12*<sup>5</sup>
- Mathematics Course(s) *Credit(s): 3-12*<sup>6</sup>
- Biology: Any 100 or 200 level Biology Course (s) *Credit(s): 4-12*

### GENERAL ELECTIVE: 0-2 CREDITS

**Sufficient to complete 60 credit graduation requirement; any course listed in the catalog is acceptable**

- General Elective *Credit(s): 0-2*

### TOTAL: 60-71 CREDITS

### NOTES

<sup>1</sup>Students intending to transfer to UMASS Amherst are strongly suggested to select a course that meets diversity requirements. See transfer counselor for list.

<sup>2</sup>Students intending to transfer to UMASS Amherst for Mechanical, Industrial, Electrical, or Computer Engineering should take one course in Chemistry and one in Biology. Students intending to transfer for UMASS Amherst for Civil Engineering should take 2 semesters of Chemistry and one of Biology.

<sup>3</sup>Students intending to transfer to UMASS Amherst should take EGR 109. Students intending to transfer to Western New England University for Mechanical, Civil, or Industrial Engineering should take EGR 117.

<sup>4</sup>Students may select from Chemistry courses: CHM 124, CHM 221, CHM 222 (these courses may not count as both a program requirement and program elective).

<sup>5</sup>Students may select from Engineering courses: EGR 110, EGR 111, EGR 203, EGR 222, EGR 224, EGR 250.

<sup>6</sup>Students may select from Mathematics courses: MTH 205, MTH 214, MTH 230.

Students must achieve a minimum grade of "C" in all CHM, EGR, MTH, PHS courses in order to graduate from this program.

All students are encouraged to check with their transfer institution as to what their requirements are for their particular area of interest so they do not have to take more courses than are needed.

We advise that students start their mathematics courses as soon as they enter the program.

This major is intended for students transferring to UMass Amherst. For students transferring to UMass Amherst, the minimum GPA is 2.7.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

(N079)

## CONTACT

Thomas Barrup, 413.552.2119, tbarrup@hcc.edu

## PROGRAM OVERVIEW

This program offers an alternative Engineering option to those students who are interested in Engineering, but not yet committed to one of the traditional engineering fields.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- apply knowledge of mathematics, science, and engineering
- design and conduct experiments, as well as to analyze and interpret data
- function on multidisciplinary teams
- identify, formulate, and solve problems
- communicate effectively
- understand the impact of engineering in a global, economic, environmental, and societal context
- engage in life-long learning
- comprehend contemporary issues

Students interested in transferring to WNEU should enroll in this program.

All students are encouraged to check with their transfer institution as to what their requirements are for their particular area of interest so they do not have to take more courses than are needed.

We advise that students start their mathematics courses as soon as they enter the program.

## GENERAL EDUCATION REQUIREMENTS: 20 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*<sup>1</sup>
- Social Science Elective (B) *Credit(s): 3*
- PHS 111(E) - Physics for Engineers and Science Majors I *Credit(s): 4*
- PHS 112(E) - Physics for Engineers and Science Majors II *Credit(s): 4*

## PROGRAM REQUIREMENTS: 15-16 CREDITS

- MTH 113(D) - Calculus I *Credit(s): 4*
- MTH 114(D) - Calculus II *Credit(s): 4*

### *select 2 of the following:*

- EGR 109 - Introduction to Electronic Digital Circuits with Verilog *Credit(s): 4*
- EGR 110(E) - Introduction to Robotics I *Credit(s): 4*
- EGR 117 - Introduction to Engineering with Computer Applications *Credit(s): 3*
- EGR 118 - Introduction to Engineering with JAVA *Credit(s): 4*

## PROGRAM ELECTIVES: 21-28 CREDITS

### *select 7 of the following:*

- AST 110(E) - Introduction to Astronomy *Credit(s): 4*
- SEM 130(E) - Topics in Science *Credit(s): 4*
- Chemistry Course(s) *Credit(s): 4-12*<sup>2</sup>
- Engineering Course(s) *Credit(s): 4-12*<sup>3</sup>
- Mathematics Course(s) *Credit(s): 3-12*<sup>4</sup>
- Biology Course(s) *Credit(s): 4-12*
- Environmental Science Course(s) *Credit(s): 4-12*
- Sustainability Course(s) *Credit(s) 4-12*<sup>5</sup>

## GENERAL ELECTIVES: 0-4 CREDITS

**Sufficient to complete 60 credit graduation requirement; any course listed in the catalog is acceptable**

- General Elective *Credits: 0-4*

## TOTAL: 60-64 CREDITS

## NOTES

<sup>1</sup> Social Science Electives: Students are strongly suggested to select 1 course that meets diversity requirements if they are transferring to UMASS. See transfer counselor for list.

<sup>2</sup> Students may select from Chemistry courses: CHM 121, CHM 124, CHM 221, CHM 222

<sup>3</sup> Students may select from Engineering courses: EGR 109, EGR 110, EGR 111, EGR 117, EGR 118, EGR 203, EGR 221, EGR 222, EGR 223, EGR 224, EGR 250 (these courses may not count as both a program requirement and program elective).

<sup>4</sup> Students may select from Mathematics courses: MTH 205, MTH 213, MTH 214, MTH 230.

<sup>5</sup> Students may select from Sustainability courses: SUS 101, SUS 102

Students must achieve a minimum grade of C in all CHM, EGR, MTH, and PHS prefix courses when planning to transfer to another institution.

Students intending to transfer to UMASS Amherst for Mechanical, Industrial, Electrical or Computer Engineering should take one course in Chemistry and one in Biology.

Students intending to transfer to UMASS Amherst for Civil Engineering should take 2 semesters of Chemistry and one of Biology.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 50% of this program can be completed online. Go to Online Learning for more information.

(N082)

# ENGLISH OPTION, ARTS AND SCIENCE, A.A.

## CONTACT

Naomi Lesley, 413.552.2527, nlesley@hcc.edu

## PROGRAM OVERVIEW

The English option is designed for students who wish to broaden and deepen their love of literature while earning an associate's degree in liberal arts. Students who pursue the English option will discover important literary works in a variety of voices, genres, and styles while gaining valuable skills in critical thinking and effective communication. The English option provides transfer students with a strong academic foundation, enabling them to pursue a bachelor's degree in English or numerous other disciplines.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- become familiar with major authors, genres, styles, and movements
- understand a range of literary issues in historical, social, political, and cultural contexts
- develop close reading and critical thinking skills
- develop a clear academic writing style
- develop strong research skills
- expand knowledge and understanding of human condition and culture
- become familiar with common critical approaches to literature

## GENERAL EDUCATION REQUIREMENTS: 35-36 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- ENG 218(C) - Advanced Academic Writing *Credit(s): 3*
  
- ENG 211(C) - American Writers I *Credit(s): 3*
- or**
- ENG 212(C) - American Writers II *Credit(s): 3*
  
- Mathematics Elective (D) *Credit(s): 3-4*
- Laboratory Science Elective (E) *Credit(s): 3*
- Laboratory Science Elective (E) *Credit(s): 3*

## PROGRAM REQUIREMENTS: 9 CREDITS

### **Select 2 of the following: literature elective**

- ENG 203(C) - Environmental Literature *Credit(s): 3*
- ENG 208(C) - Latinx Literature *Credit(s): 3*
- ENG 211(C) - American Writers I *Credit(s): 3*
- ENG 212(C) - American Writers II *Credit(s): 3*
- ENG 214(C) - The Short Story *Credit(s): 3*
- ENG 224(C) - Children's Literature *Credit(s): 3*
- ENG 230(C) - Current Themes in Literature *Credit(s): 3*
- ENG 235(C) - African-American Literature *Credit(s): 3*
- ENG 245(C) - Women, Gender, and Sexuality in Literature *Credit(s): 3*
- ENG 250(C) - The World in Literature *Credit(s): 3*

### **Select 1 of the following: literature/journalism/creative writing elective**

- SPA 214(C) - The Spanish Short Story *Credit(s): 3*
- ENG 113 - Journalism I *Credit(s): 3*
- ENG 203(C) - Environmental Literature *Credit(s): 3*
- ENG 208(C) - Latinx Literature *Credit(s): 3*
- ENG 211(C) - American Writers I *Credit(s): 3*
- ENG 212(C) - American Writers II *Credit(s): 3*
- ENG 214(C) - The Short Story *Credit(s): 3*
- ENG 217(C) - Creative Writing *Credit(s): 3*
- ENG 224(C) - Children's Literature *Credit(s): 3*
- ENG 227(C) - Creative Writing for the Theater *Credit(s): 3*
- ENG 230(C) - Current Themes in Literature *Credit(s): 3*
- ENG 231(C) - Creative Nonfiction *Credit(s): 3*

Read the catalog online at [www.hcc.edu/catalog](http://www.hcc.edu/catalog)

- ENG 232(C) - Topics in Creative Writing *Credit(s): 3*
- ENG 235(C) - African American Literature *Credit(s): 3*
- ENG 245(C) - Women, Gender, and Sexuality in Literature *Credit(s): 3*
- ENG 250(C) - The World in Literature *Credit(s): 3*

**PROGRAM ELECTIVES: 12 CREDITS**

- Arts and Science Elective *Credit(s): 3*

**GENERAL ELECTIVES: 4 CREDITS**

**sufficient to complete 60 credit graduation requirement; any course listed in the catalog is acceptable**

- General Elective *Credit(s): 4*

**TOTAL: 60-61 CREDITS****NOTES**

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 80% of this program can be completed online. Go to Online Learning for more information.

(H016)

# ENVIRONMENTAL SCIENCE FIELD TECHNICIAN OPTION, ENVIRONMENTAL SCIENCE, A.S.

## CONTACT

Laurel Carpenter, 413.552.2263, lcarpenter@hcc.edu

## PROGRAM OVERVIEW

This option 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 groundwater 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.

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.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- understand the biological, chemical, and physical aspects of air, water, and land pollution and be able to describe human roles in producing those pollution types
- describe how environmental systems and human systems function
- describe local, national, and international case studies of environmental pollution and be able to describe aspects of environmental justice and ethics surrounding those studies
- organize, present, and write environmental science topics using scientific formatting that would be expected from a career professional
- use computer technology, field, and laboratory equipment to conduct physical, chemical and biological environmental analyses
- understand the importance of accurate data collection, recording and analysis
- use knowledge of scientific methods to interpret and think critically about scientific reports, news, or other media

## GENERAL EDUCATION REQUIREMENTS: 20 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- POL 120(B) - State and Local Government *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3<sup>1</sup>*
  
- CHM 101(E) - General Chemistry I *Credit(s): 4*
- or**
- CHM 121(E) - Chemistry for Science and Engineering Students I *Credit(s): 4*
  
- ENV 120(E) - Introduction to Environmental Science *Credit(s): 4*

## PROGRAM REQUIREMENTS: 36-37 CREDITS

- ENV 115 - Environmental Seminar *Credit(s): 1*
- ENV 124(E) - The Natural History of New England *Credit(s): 4*
- ENV 125 - Mapping with Geographic Information Systems *Credit(s): 3*
- ENV 137(E) - Environmental Geology *Credit(s): 4*
- ENV 138(E) - Soil and the Environment *Credit(s): 4*
- ENV 140(E) - People and the Environment *Credit(s): 4*
- ENV 230 - Principles of Environmental Site Assessment *Credit(s): 3*
- ENV 253(E) - Aquatic Ecology and Pollution *Credit(s): 4*
- ENV 270 - Environmental Internship *Credit(s): 3*
- HIS 225(C) - American Environmental History *Credit(s): 3*
- Mathematics Elective (D) *Credit(s): 3-4<sup>2</sup>*

## PROGRAM ELECTIVES: 4 CREDITS

Select from the following; sufficient to complete the 60 credit graduation requirement

BIO, CHM, ENV, ESC, MTH, PHS, SUS

## TOTAL: 60-61 CREDITS

## NOTES

<sup>1</sup>SOC 110 is strongly recommended in order to fulfill the HCC Knowledge of Diversity graduation requirement. If SOC 110 is not taken, students may elect to take an additional course beyond the program requirements to fulfill the Knowledge of Diversity requirement.

<sup>2</sup>Students should choose one of the following courses with the advice and consent of an Environmental Science advisor based on results of the Math Placement Exam and individual career goals: MTH 104, MTH 108, MTH 113, MTH 114 or MTH 142.

Students must achieve a minimum grade of "C" in all ENV prefix courses in order to graduate from this option.

(M036)

# ENVIRONMENTAL SCIENCE TRANSFER OPTION, ENVIRONMENTAL SCIENCE, A.S.

## CONTACT

Laurel Carpenter, 413.552.2263, lcarpenter@hcc.edu

## PROGRAM OVERVIEW

The Environmental Science and Technology Transfer Option is focused on providing a strong foundation in environmental science and equipping the student for an efficient transfer to a 4-year institution by fulfilling the Massachusetts statewide transfer policy known as MassTransfer. Graduates of the program are trained in a wide spectrum of sophisticated technical procedures used in the laboratory and in the field. They are exposed to a broad knowledge base in air quality, surface water and ground water quality, hazardous waste technologies, and computer applications like geographic information systems (GIS). As a result, such individuals are highly organized and have strong comprehension and communication skills. Through this expansive knowledge base, graduates are astute problem solvers, which is an essential element in the assessment and protection of the environment.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- understand the biological, chemical, and physical aspects of air, water, and land pollution and be able to describe human roles in producing those pollution types
- describe how environmental systems and human systems function
- describe local, national, and international case studies of environmental pollution and be able to describe aspects of environmental justice and ethics surrounding those studies
- organize, present, and write environmental science topics using scientific formatting that would be expected from a career professional
- use computer technology, field, and laboratory equipment to conduct physical, chemical, and biological environmental analyses
- understand the importance of accurate data collection, recording, and analysis
- use knowledge of scientific methods to interpret and think critically about scientific reports, news, or other media

## GENERAL EDUCATION REQUIREMENTS: 20 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- POL 120(B) - State and Local Government *Credit(s): 3*
- SOC 110(B) - Introduction to Sociology *Credit(s): 3*
- CHM 121(E) - Chemistry for Science and Engineering Students I *Credit(s): 4*
- CHM 124(E) - Chemistry for Science and Engineering Students II *Credit(s): 4*

## PROGRAM REQUIREMENTS: 39-41 CREDITS

- ENV 115 - Environmental Seminar *Credit(s): 1*
- ENV 120(E) - Introduction to Environmental Science *Credit(s): 4*
- ENV 125 - Mapping with Geographic Information Systems *Credit(s): 3*
- ENV 137(E) - Environmental Geology *Credit(s): 4*
- ENV 138(E) - Soil and the Environment *Credit(s): 4*
- ENV 140(E) - People and the Environment *Credit(s): 4*
- ENV 230 - Principles of Environmental Site Assessment *Credit(s): 3*
- ENV 253(E) - Aquatic Ecology and Pollution *Credit(s): 4*
- HIS 111(C) - History of the United States I *Credit(s): 3*
- HIS 225(C) - American Environmental History *Credit(s): 3*
- Mathematics Elective (D) *Credit(s): 3-4<sup>1</sup>*
- Mathematics Elective (D) *Credit(s): 3-4<sup>1</sup>*

## PROGRAM ELECTIVES: 6-8 CREDITS

- Program Elective *Credit(s): 3-4<sup>2</sup>*
- Program Elective *Credit(s): 3-4<sup>2</sup>*

## TOTAL: 65-69 CREDITS

## NOTES

<sup>1</sup>Student planning to transfer to UMASS Amherst should either complete the mathematics sequence of MTH 113-MTH 114 or fulfill the prerequisites for MTH 113-MTH 114 prior to transfer. These students are also recommended to complete the BIO 107-BIO 108 sequence prior to transferring. Students planning to transfer to Westfield State University are recommended to take MTH 142 and one additional 100-level mathematics course.

<sup>2</sup>Select any course from the following designations: BIO, CHM, EGR, ENV, ESC, MTH, PHS, SEM, SUS.

Students must achieve a minimum grade of "C" in all ENV prefix courses in order to graduate from this degree option. Course may be repeated to obtain a grade of "C" or better.

This program qualifies for the MassTransfer STEM block, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer grants students automatic acceptance to certain Massachusetts state colleges and universities by achieving the minimum grade point average and the HCC degree. Students who enroll in programs with the 28-credit MassTransfer STEM block will need to complete the associate's degree in order to waive the general education requirements at a Massachusetts State University. In addition to the completion of the associate's degree and the STEM block at HCC, students will need to complete an additional 12 credits in general education at the four-year college. If a student does not complete the associate's degree prior to transferring, it is recommended that they complete the 34-credit MassTransfer block. Students should meet with Mark Broadbent, Coordinator of Transfer Affairs, to discuss their transfer plans.

Depending on course selection, 50% of this program can be completed online. Go to [Online Learning](#) for more information.

(M031)

# FOUNDATIONS OF HEALTH, A.S.

## CONTACT

Patti Mantia, 413.552.2449, pmantia@hcc.edu

## PROGRAM OVERVIEW

The Foundations of Health Degree is designed for students with an interest in working in Allied Health. Although the program is geared towards health careers, it allows students a degree of flexibility within the curriculum to prepare for:

- certification and/or licensure in Allied Health fields such as Nursing Assistant, Community Health Worker, etc.
- entrance into a specialized academic program such as nursing, radiologic technology, veterinary technology and animal sciences
- career readiness and gainful employment
- transfer/entrance into a four-year college or university Allied and/or Public Health program

Students will follow a course of study that includes science, math, social sciences, humanities, and practice skills appropriate for the intended career. As there are many career paths and opportunities within Allied Health, it is important for students to work closely with an advisor to outline and follow an individualized academic plan.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- explain the United States Health Care and Public Health systems and policies.
- define the code of ethics for medical practitioners and explain the importance of adhering to guidelines.
- explain the consequences of behaviors that do not follow the code of ethics.
- demonstrate effective written and interpersonal communication skills.
- explain the scientific process and the importance of using the scientific approach versus non-scientific approaches and/or sources.
- explain how culture may influence (positively and negatively) health behaviors and practices.
- identify how personal biases may influence health care and discuss strategies to ensure inclusivity and equity in all realms of health care.
- demonstrate critical thinking skills and apply these skills to health care practices and policies.
- demonstrate practical skills appropriate to the certification/licensure and/or degree.

## GENERAL EDUCATION REQUIREMENTS: 35-36 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- ANT 255(B) - UnNatural Causes: Is Inequality Making Us Sick? *Credit(s): 3*
- PSY 110(B) - Introduction to Psychology *Credit(s): 3*
- SOC 110(B) - Introduction to Sociology *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*

- MTH 104(D) - College Algebra *Credit(s): 4<sup>1</sup>*

**or**

- MTH 142(D) - Statistics *Credit(s): 3<sup>1</sup>*
- Laboratory Science Elective (E) *Credit(s): 4<sup>2</sup>*
- Laboratory Science Elective (E) *Credit(s): 4<sup>2</sup>*

## PROGRAM REQUIREMENTS: 13 CREDITS

- HTH 101 - Introduction to Health Careers *Credit(s): 3<sup>3</sup>*
- HTH 102(B) - Introduction to Public Health *Credit(s): 3*
- NTR 101 - Introduction to Nutrition *Credit(s): 3*
- Laboratory Science Elective (E) *Credit(s): 4<sup>4</sup>*

## PROGRAM ELECTIVES: 12-15 CREDITS

**select from the following; additional courses may be considered for electives; see your advisor or department chair for more information**

- ANT 114(B) - Understanding Diversity and Valuing Similarities *Credit(s): 3*
- BIO 229(E) - Microbiology *Credit(s): 4*
- BUS 112 - Professional Etiquette *Credit(s): 1*
- DVD 110 - Introduction to Developmental Disabilities *Credit(s): 3*
- HSV 120(B) - Introduction to Addiction Studies *Credit(s): 3*
- HSV 141 - Foundations of Trauma and Trauma Informed Care/Services *Credit(s): 3*
- HSV 212(B) - Group Dynamics and Practice *Credit(s): 3*
- HTH 114 - Medical Terminology *Credit(s): 3*
- HTH 124 - Core Competencies & Health Topics for CHW's *Credit(s): 6*
- HTH 202 - Epidemiology *Credit(s): 3*
- HTH 210 - Field Experience *Credit(s): 6*
- LAX 110(C) - Introduction to Latinx Studies *Credit(s): 3*

Read the catalog online at [www.hcc.edu/catalog](http://www.hcc.edu/catalog)

- MTH 142(D) - Statistics *Credit(s): 3*
- PSY 216(B) - Human Development *Credit(s): 3*
- SPA 101(C) - Elementary Spanish I *Credit(s): 3*
- SPA 102(C) - Elementary Spanish II *Credit(s): 3*
- SPA 201(C) - Intermediate Spanish I *Credit(s): 3*
- SPA 202(C) - Intermediate Spanish II *Credit(s): 3*

**TOTAL: 60-64 CREDITS**

**NOTES**

<sup>1</sup>Students planning to enter a specialized program such as nursing, radiologic technology, and veterinary technician should refer to those program requirements when making a math selection

<sup>2</sup>Students with established allied health careers may be waived from this course requirement. Documentation will be required. See your advisor or department chair for further information.

<sup>3</sup>Students with established allied health careers may be waived from this course requirement. Documentation will be required. See your advisor or department chair for further information.

<sup>4</sup>Lab science electives must be from biology, chemistry, or physics. Students planning to enter nursing, radiologic technology, or veterinary technician should refer to those program requirements when making a lab science selection.

Students intending to apply for selective programs (Nursing, Radiologic Technology, Veterinary Technology) must complete all lab science coursework within 7 years of the start of the program. Other health programs may also require lab sciences within this 7-year window. This requirement cannot be waived, so students with lab science coursework older than 7 years are strongly encouraged to repeat prior to application. Please check with your academic advisor for more details.

Final admission to the program is dependent on successful submission of health records, passage of a CORI/SORI check, drug screening, and fingerprinting.

Some courses may appear in both the degree and certificate requirements; these courses only need to be taken once.

For more information on selective programs and their admission requirements, please visit their program webpages:

- Medical Assistant
- Medical Billing and Coding
- Nursing (ADN and LPN)
- Radiologic Technology
- Veterinary Technology

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 80% of this program can be completed online. Go to Online Learning for more information.

(M087)

# GENERAL INTEGRATED STUDIES OPTION, LIBERAL STUDIES, A.S.

## CONTACT

Idelia Smith, 413.552.2228, ismith@hcc.edu

## PROGRAM OVERVIEW

Designed for students whose educational interests are not met by other degree options. Students and their academic advisor plan a personally-tailored course of study that is established by individual contract. General education requirements are selected based on the student's needs and establishing the prerequisites for the courses selected in the student's program contract. This degree is generally selected by the individual that has a work history that requires a degree for promotion or career advancement and the program of study selected is specific to their industry. This degree option is not designed for transfer; however, depending on course selection, can meet the Massachusetts State College and University general education requirements.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- achieve proficiency in the desired discipline of focus
- acquire the ability to conduct research and analyze information
- evaluate problems and develop solutions
- express oneself with clarity
- develop collegiate-level reading and writing skills

## GENERAL EDUCATION REQUIREMENTS: 23-24 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Mathematics Elective (D) *Credits(s): 3-4*
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 36-37 CREDITS

**Selected and agreed upon by contract between student and program coordinator; sufficient to complete 60 credit graduation requirement**

- Program Requirement *Credit(s): 3*

## TOTAL: 60 CREDITS

## NOTES

Depending on course selection, 100% of this program can be completed online. Go to Online Learning for more information.

(C001)

# GEOSCIENCE TRANSFER OPTION, ENVIRONMENTAL SCIENCE, A.S.

## CONTACT

Laurel Carpenter, 413.552.2263, lcarpenter@hcc.edu

## PROGRAM OVERVIEW

The Geoscience Transfer Option provides a strong foundation in the earth and environmental sciences, and equips the student for an efficient transfer to a four-year institution by fulfilling the MassTransfer policy requirements. Graduates of the program receive a solid background in both the geosciences (physical and historical geology, oceanography) and environmental sciences that interface the Earth's atmosphere, hydrosphere, and biosphere. This degree places a strong emphasis on hands-on, undergraduate research experiences that integrate the earth and environmental sciences.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- apply fundamental knowledge from the physical and historical geosciences and environmental sciences
- communicate effectively
- comprehend new and emerging issues in the earth and environmental sciences, particularly climate and climate-change science
- describe how Earth's environmental systems and human systems interact
- function on multidisciplinary teams
- identify, formulate, and solve geoscientific/environmental problems
- understand the impact of geoscience in a global, economic, environmental, and societal context

## GENERAL EDUCATION REQUIREMENTS: 26 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3<sup>1</sup>*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- CHM 121(E) - Chemistry for Science and Engineering Students I *Credit(s): 4*
- CHM 124(E) - Chemistry for Science and Engineering Students II *Credit(s): 4*

## PROGRAM REQUIREMENTS: 37-39 CREDITS

- ENV 115 - Environmental Seminar *Credit(s): 1*
- ENV 125 - Mapping with Geographic Information Systems *Credit(s): 3*
- ENV 138(E) - Soil and the Environment *Credit(s): 4*
- ENV 140(E) - People and the Environment *Credit(s): 4*
- ENV 214 - Climate Change *Credit(s): 3*
- ESC 115(E) - Dinosaurs of New England: A Geologic History of the Pioneer Valley *Credit(s): 4*
- ESC 120(E) - Introduction to Geology: Earth Processes *Credit(s): 4*
- ESC 130(E) - Introduction to Oceanography *Credit(s): 4*
- SUS 121(E) - Sustainable Watersheds *Credit(s): 4*
- Mathematics Elective (D) *Credit(s): 3-4<sup>2</sup>*
- Mathematics Elective (D) *Credit(s): 3-4<sup>2</sup>*

## TOTAL: 63-65 CREDITS

## NOTES

<sup>1</sup>SOC 110 is strongly recommended in order to fulfill the HCC Knowledge of Diversity graduation requirement. If SOC 110 is not taken, students may elect to take an additional course beyond the program requirements to fulfill the Knowledge of Diversity requirement.

<sup>2</sup>Students planning to transfer to UMASS Amherst should take MTH 113 and MTH 114

Students must achieve a minimum grade of "C" in all ENV and ESC prefix courses in order to graduate from this degree option. Courses may be repeated to obtain a grade of "C" or better.

This program qualifies for the MassTransfer STEM block, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer grants students automatic acceptance to certain Massachusetts state colleges and universities by achieving the minimum grade point average and the HCC degree. Students who enroll in programs with the 28-credit MassTransfer STEM block will need to complete the associate's degree in order to waive the general education requirements at a Massachusetts State University. In addition to the completion of the associate's degree and the STEM block at HCC, students will need to complete an additional 12 credits in general education at the four-year college. If a student does not complete the associate's degree prior to transferring, it is recommended that they complete the 34-credit MassTransfer block. Students should meet with Mark Broadbent, Coordinator of Transfer Affairs, to discuss their transfer plans.

(M033)

# GRAPHICS OPTION, VISUAL ART, A.S.

## CONTACT

Benj Gleeksman, 413.552.2572, bgleeksman@hcc.edu

## PROGRAM OVERVIEW

The Graphics Option prepares students for transfer, leading to a BA or BFA degree and for the workplace. Students will develop the knowledge and skills necessary for success in the dynamic and rapidly changing field of Graphic Design. Students successfully completing the Graphics Option will produce a portfolio that demonstrates an understanding of the elements and principles of Graphic Design.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- apply the concepts and principles of Graphic Design to specific design projects
- understand the importance of both traditional and computer layout
- design artistically and with technical proficiency
- understand the importance of keeping up-to-date with changing computer programs and digital design tools
- employ various methodologies (formal, iconographic, and contextual) in order to discuss and analyze objects from the history of art
- talk critically about works of art, including their own
- appreciate the power images exert over us and better navigate the visual world
- transfer into a four-year graphic design program
- enter the professional field of Graphic Design

## GENERAL EDUCATION REQUIREMENTS: 26-27 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Mathematics Elective (D) *Credit(s): 3-4*
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 24 CREDITS

- ART 121(C) - Basic Drawing *Credit(s): 3*
- ART 125(C) - 2D: Two Dimensional Design *Credit(s): 3*
- ART 126(C) - 3D: Three Dimensional Design-Sculptural Form *Credit(s): 3*
- ART 131(C) - History of Art: Prehistory-Gothic *Credit(s): 3*
- ART 132(C) - History of Art: Renaissance-Modern *Credit(s): 3*
- ART 252 - Typography *Credit(s): 3*
- ART 256 - Digital Design I *Credit(s): 3*
- ART 263 - Graphic Design Foundations *Credit(s): 3*

## PROGRAM ELECTIVES: 12 CREDITS

- ART 257 - Digital Design II *Credit(s): 3*
- ART 264 - Introduction to Motion Graphics *Credit(s): 3*
- ART 265 - Digital Imaging *Credit(s): 3*
- ART 266 - Interactive Design *Credit(s): 3*

## TOTAL: 62-63 CREDITS

## NOTES

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 50% of this program can be completed online. Go to Online Learning for more information.

(H042)

# HOSPITALITY MANAGEMENT CAREER OPTION, HOSPITALITY AND CULINARY ARTS, A.S.

## CONTACT

Kelly O'Connor, 413.552.2315, koconnor@hcc.edu

## PROGRAM OVERVIEW

The Hospitality Management Career Option 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.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to :

- use general business skills as well as functionally-based hospitality industry skills to define relationships between situations and understand professional terminology and concepts within the industry
- use mathematics and a business-oriented approach to identify, define, respond to, and evaluate global hospitality industry problems
- understand the current ethical and social issues in the hospitality industry
- communicate effectively with colleagues and customers using a variety of information resources
- possess the tools to work effectively in an organization and as a member of a team
- give first-hand industry experience

## GENERAL EDUCATION REQUIREMENTS: 20 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
  
- SOC 110(B) - Introduction to Sociology *Credit(s): 3*
- or**
- PSY 110(B) - Introduction to Psychology *Credit(s): 3*
  
- Social Science Elective (B) *Credit(s): 3*
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 34 CREDITS

- ACC 111 - Principles of Accounting I *Credit(s): 3*
- BUS 115 - Computer Applications *Credit(s): 3*
- BUS 220 - Business Communications *Credit(s): 3*
- HCA 101 - Introduction to Hospitality *Credit(s): 3*
- HCA 130 - Food Production Management *Credit(s): 4*
- HCA 202 - Lodging Operations *Credit(s): 3*
- HCA 205 - Meetings and Events *Credit(s): 3*
- HCA 232 - Food and Beverage Operations *Credit(s): 3*
- MGT 230 - Principles of Management *Credit(s): 3*
- MGT 231 - Human Resource Management *Credit(s): 3*
- MKT 227 - Sales and Customer Service *Credit(s): 3*

## PROGRAM ELECTIVES: 6 CREDITS

- Program Elective *Credit(s): 3*<sup>1</sup>
- Program Elective *Credit(s): 3*<sup>1</sup>

## TOTAL: 60 CREDITS

## NOTES

<sup>1</sup>Choose 2 courses from the following: ACC, BUS, CUL, HCA, LAW, MGT, MKT, MTH, NTR, SPO

Students who intend to transfer should look at the following option: Hospitality Management Transfer. The hospitality transfer option is a MassTransfer degree intended for UMass (2.7 GPA required) and other state schools, and is also the best option for transferability to other four-year programs.

Depending on course selection, 100% of this program can be completed online. Go to Online Learning for more information.

(B056)

# HOSPITALITY MANAGEMENT TRANSFER OPTION, HOSPITALITY AND CULINARY ARTS, A.S.

## CONTACT

Kelly O'Connor, 413.552.2315, koconnor@hcc.edu

## PROGRAM OVERVIEW

The Hospitality Management Transfer Option prepares students to transfer to the University of Massachusetts Amherst's Isenberg School of Management as a third-year Hospitality and Tourism Management major, as well as other 4-year colleges and universities. 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.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- use generic business skills as well as functionally-based hospitality industry skills to define relationships between situations
- understand professional terminology and concepts within the industry
- use mathematics and a business-oriented approach to identify, define, respond to, and evaluate global industry problems
- understand the current ethical and social issues in the hospitality industry
- communicate effectively with colleagues and customers using a variety of information resources

## GENERAL EDUCATION REQUIREMENTS: 35 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
  
- ECN 101(B) - Introduction to Macroeconomics *Credit(s): 3*
- and**
- ECN 102(B) - Introduction to Microeconomics *Credit(s): 3*
- or**
- ECN 104(B) - Introduction to Macro AND Micro Economics *Credit(s): 6*
  
- Social Science Elective (B) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- MTH 142(D) - Statistics *Credit(s): 3*
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 25 CREDITS

- ACC 111 - Principles of Accounting I *Credit(s): 3*
- ACC 112 - Principles of Accounting II *Credit(s): 3*
- ACC 205 - Managerial Accounting *Credit(s): 3*
- HCA 101 - Introduction to Hospitality *Credit(s): 3*
- HCA 130 - Food Production Management *Credit(s): 4*
- HCA 202 - Lodging Operations *Credit(s): 3*
- HCA 205 - Meetings and Events *Credit(s): 3*
- HCA 232 - Food and Beverage Operations *Credit(s): 3*

## PROGRAM ELECTIVES: 3 CREDITS

Program Elective *Credit(s): 3*<sup>1</sup>

## TOTAL: 63 CREDITS

## NOTES

<sup>1</sup>Select from: ACC, BUS, CUL, HCA, LAW, MGT, MKT, MTH, NTR, OR SPO. Students planning to attend UMASS Amherst are urged to select MGT 231.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 100% of this program can be completed online. Go to Online Learning for more information.

(B051)

# HUMAN RESOURCE MANAGEMENT OPTION, BUSINESS ADMINISTRATION, A.S.

## CONTACT

Kelly O'Connor, 413.552.2315, koconnor@hcc.edu

## PROGRAM OVERVIEW

This two-year associate degree option prepares students for careers in human resource management. Students will learn human resource inventory management, recruiting and retention, and organizational behavior.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- interpret accounting data and analyze financial statements
- apply the marketing concept
- appreciate the role of law in business
- define traditional functions of management and its contribution to strategic planning

## GENERAL EDUCATION REQUIREMENTS: 26 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
  
- ECN 101(B) - Introduction to Macroeconomics *Credit(s): 3*
- or**
- ECN 102(B) - Introduction to Microeconomics *Credit(s): 3*
  
- PSY 110(B) - Introduction to Psychology *Credit(s): 3*
- SOC 110(B) - Introduction to Sociology *Credit(s): 3*
  
- BUS 170 - Mathematics for Business Decisions *Credit(s): 3*
- or**
- MTH 142(D) - Statistics *Credit(s): 3*
  
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 33 CREDITS

- ACC 111 - Principles of Accounting I *Credit(s): 3*
- ACC 112 - Principles of Accounting II *Credit(s): 3*
- BUS 101 - Introduction to Business *Credit(s): 3*

### **select 3 of the following:**

- BUS 112 - Professional Etiquette *Credit(s): 1*
- BUS 113 - Ethics in Business *Credit(s): 1*
- BUS 114 - Money Management *Credit(s): 1*
- BUS 117 - Introduction to Digital Assets and Cryptocurrency *Credit(s): 1*
  
- BUS 115 - Computer Applications *Credit(s): 3*
- BUS 220 - Business Communications *Credit(s): 3*
- LAW 211 - Business Law *Credit(s): 3*
- LAW 218 - Employment Law *Credit(s): 3*
- MGT 230 - Principles of Management *Credit(s): 3*
- MGT 231 - Human Resource Management *Credit(s): 3*
- MKT 240 - Principles of Marketing *Credit(s): 3*

## PROGRAM ELECTIVES: 3 CREDITS

- Business Elective *Credit(s): 3<sup>1</sup>*

## TOTAL: 62 CREDITS

## NOTES

<sup>1</sup>Select from ACC, BUS, HCA, LAW, MKT, MGT, or SPO.

Students who intend to transfer should look at the following options:

- Business Administration Mass Transfer Option--transfer to UMass and Westfield State University; (GPA 3.0 required for UMass)

- Hospitality Management Transfer Option--transfer to state universities including UMASS and to Johnson & Wales University
- Sport Management Option--transfer to state and private universities

Depending on course selection, 100% of this program can be completed online. Go to Online Learning for more information.

(B011)

# HUMAN SERVICES, A.S.

## CONTACT

Donna Rowe, 413.552.2029, drowe@hcc.edu

## PROGRAM OVERVIEW

The Human Services program provides the academic work and field experience needed for successful careers in human services, as well as a strong foundation for transfer to four-year colleges and universities for programs in social work, human services, or other related majors. This program has been developed to align with the Mass Transfer Pathways Human Services to Social Work pathway.

The program combines course work in the social sciences, primarily psychology and sociology, with human services courses. Students gain knowledge of the field and develop professional skills such as: communication, observation, listening, report writing, behavior modification, and human relations. Students are provided with learning opportunities to help them develop as multiculturally competent and ethical practitioners. Students are encouraged to build upon their unique abilities to work collaboratively with individuals, families, and communities. The program fosters the development of the skills necessary for practitioners in human services through active learning strategies, clinical field placements, community research projects, and case studies. Students have the opportunity to explore career options working with children, elders, and people with physical and intellectual disabilities, mental health and substance use needs, minority and refugee populations, homeless individuals and families, and other groups in need.

Upon graduation students are qualified for entry level positions such as: residential case manager, outreach worker, gerontology assistant, crisis intervention worker, family and child advocate, and community organizer. Graduates are also prepared to transfer to 4-year degree programs in Social Work or Human Services, in accordance with the agreement of the Mass Transfer A2B Pathway.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- demonstrate an understanding of the historical and contemporary field of U.S. human services, social work, and social welfare systems, as well as the role the employee and agency plays in these systems
- develop effective and professional communication skills, both orally and in writing
- develop as multiculturally competent and skilled practitioners working with individuals, families, and groups in community-based and organizational settings
- demonstrate the importance of ethical and professional behavior in the field of human services and social work
- develop basic interviewing, interpersonal, crisis intervention, and trauma-informed service and delivery skills necessary to helping relationships
- demonstrate an understanding of the primary data sources and research methods used to measure best practices in the human service and social work professions in U.S. society

## GENERAL EDUCATION REQUIREMENTS: 35-36 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- PSY 110(B) - Introduction to Psychology *Credit(s): 3*
- PSY 216(B) - Human Development *Credit(s): 3*
- SOC 110(B) - Introduction to Sociology *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Mathematics Elective (D) *Credit(s): 3-4<sup>1</sup>*
- BIO 111(E) - Human Biology *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 16 CREDITS

- HSV 113 - Introduction to Human Services *Credit(s): 3*
- HSV 120(B) - Introduction to Addiction Studies *Credit(s): 3*
- HSV 122 - Diversity and Social Justice for the Service Practitioner *Credit(s): 3*
- HSV 123 - Helping Skills, Techniques, and Ethics in Human Services and Social Work *Credit(s): 3*
- HSV 288 - Practicum in Human Services I *Credit(s): 4*

## PROGRAM ELECTIVES: 12-13 CREDITS

**select 4 of the following:**

- ANT 101(B) - Cultural Anthropology *Credit(s): 3*
- ANT 114(B) - Understanding Diversity and Valuing Similarities *Credit(s): 3*
- CRJ 100 - Introduction to Criminal Justice *Credit(s): 3*
- DVD 110 - Introduction to Developmental Disabilities *Credit(s): 3*
- DVD 210 - Current Issues in Developmental Disabilities *Credit(s): 3*
- EDU 203 - Health, Safety, and Nutrition for Young Children *Credit(s): 3*
- EDU 208 - Inclusionary Practice in Education *Credit(s): 3*
- HTH 101 - Introduction to Health Careers *Credit(s): 3*
- HTH 102(B) - Introduction to Public Health *Credit(s): 3*
- NTR 101 - Introduction to Nutrition *Credit(s): 3*
- SSN 120(B) - Conflict Resolution and Mediation *Credit(s): 3*

- SPA 101(C) - Elementary Spanish I *Credit(s): 3*
- SPA 102(C) - Elementary Spanish II *Credit(s): 3*
- Any HSV, PSY, or SOC course *Credit(s): 3*
- Any HSV, PSY, or SOC course *Credit(s): 3*
- Any HSV, PSY, or SOC course *Credit(s): 3*
- Any HSV, PSY, or SOC course *Credit(s): 3*

**TOTAL: 63-65 CREDITS**

#### **NOTES**

<sup>1</sup>Students interested in transferring to a Massachusetts State College/University or UMASS campus are advised to enroll in MTH 142

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

CORI (Criminal Offender Record Information) and SORI (Sexual Offender Registry Information) background checks may be required prior to field work and practicum placement and will be conducted by specific agencies in accordance with state regulations. CORI and SORI results are confidential.

Depending on course selection, 80% of this program can be completed online. Go to Online Learning for more information.

(H049)

# INFORMATION TECHNOLOGY MANAGEMENT OPTION, COMPUTER INFORMATION SYSTEMS, A.S.

## CONTACT

Jon Ventulett, 413.552.2306, jventulett@hcc.edu

## PROGRAM OVERVIEW

This two-year program prepares students to enter the field of Information Technology in an entry-level position, or transfer to a four-year CIS, MIS, or IT program.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- work with technology from a variety of disciplines, including hardware, software, programming, and networking
- understand the role of technology in business and how it is applied
- work and communicate successfully in a business computing environment
- create, maintain, and interface with relational databases
- create programs using modern, high-level languages
- adapt to the ever-changing field by mastering core computing concepts that can be applied to a variety of IT situations

## GENERAL EDUCATION REQUIREMENTS: 35-36 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
  
- ECN 101(B) - Introduction to Macroeconomics *Credit(s): 3*
- and**
- ECN 102(B) - Introduction to Microeconomics *Credit(s): 3*
- or**
- ECN 104(B) - Introduction to Macro AND Micro Economics *Credit(s): 6*
  
- SSN 120(B) - Conflict Resolution and Mediation *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Mathematics Elective (D) *Credit(s): 3-4*
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 27-28 CREDITS

- CSI 106 - Programming Fundamentals I *Credit(s): 4*
- CSI 111 - Computer Concepts with Applications *Credit(s): 4*
- CSI 121 - Foundations of Linux *Credit(s): 4*
- CSI 214 - Systems Analysis and Design *Credit(s): 3*
- CSI 242 - Applied Database Management *Credit(s): 3*
- CSI 251 - Network Development *Credit(s): 3*
- MGT 230 - Principles of Management *Credit(s): 3*

### Select 1 of the following:

- CSI 218 - Programming Fundamentals II *Credit(s): 4*
- CSI 252 - Introduction to Web Site Development *Credit(s): 3*
- CSI 254 - Java Programming I *Credit(s): 4*

## TOTAL: 62-64 CREDITS

## NOTES

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 50% of this program can be completed online. Go to Online Learning for more information.

(N066)

# LATINX STUDIES OPTION, ARTS AND SCIENCE, A.A.

## CONTACT

Raúl D. Gutiérrez, 413.552.2817, rgutierrez@hcc.edu

## PROGRAM OVERVIEW

Latinx Studies is the interdisciplinary study of the historical, social, cultural, political, and economic forces that have shaped and continue to shape the development of Americans of Latinx origin and ancestry over the last 500 years. People of Latinx origin include a diverse population; these are communities who trace their ancestry to Mexico, Central America, South America and the Caribbean. This program's focus is on people of Latin American descent within the Western Hemisphere, in particular within the United States. Courses in Latinx studies consider the intersections of race, ethnicity, class, gender, and sexuality and how they affect the lives of Latinx people. The emphasis in these courses is on the experience of Latinx as residents and citizens of the United States and not on their countries of origin or descent.

The curriculum in Latinx studies provides a critical civic engagement and an understanding and appreciation of the language, culture, literature, and creative (art, dance, drama, film, music) accomplishments of Latinx communities. Latinx studies contributes to many fields and is appropriate for anyone planning to work with diverse communities and cultures. Latinx studies draws from and is informed by the humanities and social sciences and prepares students for jobs in a range of fields and for transfer to four-year baccalaureate programs.

The program prepares students for transfer to a 4-year institution, and is suited for students who wish to pursue careers in the field of:

- City and Urban planning
- Community Arts
- Counseling
- Environmental Justice
- Grassroots/Union organizing
- Immigrant rights
- International Relations
- Law/Advocacy
- Legal Advocacy
- Policy Analysis
- Youth work

As demonstrated by the curricular map below, this area of study will give students the opportunity to apply and integrate the HCC General Education Competencies: Critical Thinking, Information Literacy, Effective Communication, Knowledge of Diversity, and Quantitative Reasoning

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- engage with the histories, communities, and experiences of US Latinos
- analyze literary works within cultural, social, and historical contexts
- explain the relationship between race, class, gender, and ethnicity in Latinx communities
- identify cultures, histories, and languages in Latinx populations to prepare them for the demands of a global society
- gain practical experience by working with Latinx community organizations and leaders through service learning and internships

## GENERAL EDUCATION REQUIREMENTS: 35-36 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- ANT 114(B) - Understanding Diversity and Valuing Similarities *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- LAX 110(C) - Introduction to Latinx Studies *Credit(s): 3*
- Mathematics Elective (D) *Credit(s): 3-4*
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

### select 2 of the following:

- SPA 101(C) - Elementary Spanish I *Credit(s): 3*
- SPA 102(C) - Elementary Spanish II *Credit(s): 3*
- SPA 201(C) - Intermediate Spanish I *Credit(s): 3*
- SPA 202(C) - Intermediate Spanish II *Credit(s): 3*
- SPA 203(C) - Spanish for Heritage Speakers I *Credit(s): 3*

## PROGRAM REQUIREMENTS: 12 CREDITS

- HIS 107(C) - History of Puerto Rico and the Caribbean *Credit(s): 3*
- or
- LAX 107(C) - History of Puerto Rico and the Caribbean *Credit(s): 3*
- ENG 208(C) - Latinx Literature *Credit(s): 3*

Read the catalog online at [www.hcc.edu/catalog](http://www.hcc.edu/catalog)

or

- LAX 208(C) - Latinx Literature *Credit(s): 3*
- POL 210(B) - Latinx Politics *Credit(s): 3*
- HUM 278 - Humanities Internship *Credit(s): 3*

or

- SSN 278 - Social Sciences Internship *Credit(s): 3*

### PROGRAM ELECTIVES: 9 CREDITS

**select 3 of the following:**

- ANT 101(B) - Cultural Anthropology *Credit(s): 3*
- ANT 255(B) - UnNatural Causes: Is Inequality Making Us Sick? *Credit(s): 3*
- COM 150(C) - Public Speaking *Credit(s): 3*
- COM 205(C) - Gender and Communication *Credit(s): 3*
- ENG 235(C) - African-American Literature *Credit(s): 3*
- ENG 245(C) - Women, Gender, and Sexuality in Literature *Credit(s): 3*
- ENG 250(C) - The World in Literature *Credit(s): 3*
- HIS 108(C) - Deaf History *Credit(s): 3*
- HIS 109(C) - African-American History *Credit(s): 3*
- HIS 114(C) - Immigrant City: Community Organizing in Holyoke *Credit(s): 3*
- HIS 130(C) - U.S. Women's History *Credit(s): 3*
- HSV 113 - Introduction to Human Services *Credit(s): 3*
- HSV 122 - Diversity and Social Justice for the Service Practitioner *Credit(s): 3*
- LAX 111 - Introduction to Community Organizing *Credit(s): 3*
- SOC 110(B) - Introduction to Sociology *Credit(s): 3*
- SOC 220(B) - Race and Ethnicity *Credit(s): 3*
- SPA 101(C) - Elementary Spanish I *Credit(s): 3*
- SPA 102(C) - Elementary Spanish II *Credit(s): 3*
- SPA 201(C) - Intermediate Spanish I *Credit(s): 3*
- SPA 202(C) - Intermediate Spanish II *Credit(s): 3*
- SPA 203(C) - Spanish for Heritage Speakers I *Credit(s): 3*
- SPA 209(C) - Introduction to Latin American Cultures and Civilizations *Credit(s): 3*
- SPA 210(C) - Topics in Spanish *Credit(s): 3*
- SPA 214(C) - The Spanish Short Story *Credit(s): 3*
- SSN 120(B) - Conflict Resolution and Mediation *Credit(s): 3*
- WST 100(B) - Introduction to Women's Studies *Credit(s): 3*

### GENERAL ELECTIVES: 3-4 CREDITS

**sufficient to complete 60 credit graduation requirement; any course listed in the catalog is acceptable**

- General Elective *Credit(s): 3-4*

### TOTAL: 60-61 CREDITS

### NOTES

Transfer opportunities exist with integrated programs at numerous colleges and universities including the following regional institutions:

1. **Westfield State University** - Ethnic and Gender Studies Program, Language and Cultural Studies Program: <https://www.hcc.edu/courses-and-programs/advising-career-and-transfer-center/transfer/transfer-after-hcc/articulation-agreements>
2. **University of Massachusetts Amherst** - Latin American, Caribbean and Latino Studies Certificate or Minor Program. (Certificate)
3. **Western New England University** - American Studies (Major)
4. **Salem State University** - Latin American and Latino Studies (Minor)
5. **University of Massachusetts Boston** - Latino Studies Program (Major & Minor)
6. **Amherst College** - Latinx & Latin American Studies Program (Major & Minor)
7. **Smith College** - Latin American and Latina/o Studies Program (Major & Minor)
8. **Mount Holyoke College** - Spanish, Latin American and Latino Studies Program (Major in Latin American Studies & Minor in Latino Studies)
9. **Williams College** - Latino/a Studies Program (Concentration)
10. **Rutgers University** - Department of Latino and Caribbean Studies (Major & Minor)
11. **University at Albany, SUNY** - The Department of Latin American, Caribbean, and US Latino Studies (LACS) (Major & Minor)
12. **El Instituto: Institute of Latina/o, Caribbean, and Latin American Studies, UCONN** (Major in Latin American Studies and Minor in Latino Studies)
13. **The City College of New York** - Latin American and Latino Studies (Major & Minor)

There is an agreement in place at Westfield State--please see the attached link above for more details. No agreements are in place at any other institution; these are only possible schools and programs.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 80% of this program can be completed online. Go to Online Learning for more information.

(H076)

# LIBERAL ARTS AND SCIENCE OPTION, ARTS AND SCIENCE, A.A.

## CONTACT

Mónica Torregrosa, 413.552.2363, mtorregrosa@hcc.edu

## PROGRAM OVERVIEW

Meets the freshman and sophomore requirements of most 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. Also an excellent preparation for the workplace, civic engagement, and a successful, meaningful life in a rapidly changing, increasingly diverse and interconnected world. Students will choose from a broad range of courses across the arts and humanities, social sciences, and natural sciences, and will be challenged by free inquiry and intellectual rigor.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- examine assumptions
- frame searching questions
- consider great ideas from a variety of academic and cultural perspectives
- think critically
- locate, evaluate, and utilize information
- communicate effectively
- have an intellectual awareness of the enriching aspects of cultural pluralism and diversity
- have the ability to reason and solve quantitative problems from a wide array of authentic contexts and everyday life situations

## GENERAL EDUCATION REQUIREMENTS: 35-36 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Mathematics Elective (D) *Credit(s): 3-4*
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 19 CREDITS

- Arts and Science Elective *Credit(s): 3<sup>1</sup>*
- Arts and Science Elective *Credit(s): 4<sup>1</sup>*

## GENERAL ELECTIVES: 6 CREDITS

**sufficient to complete 60 credit graduation requirement; any course in the catalog is acceptable**

- General Elective *Credit(s): 3*
- General Elective *Credit(s): 3*

## INTEGRATIVE LEARNING REQUIREMENT: 6 CREDITS

A minimum of 6 credit hours of an Integrative Learning Experience (ILE) is a requirement for graduation for students enrolled in the Liberal Arts and Sciences Program. Courses that fulfill this requirement can be Learning Communities, courses that require Service Learning, and Honors courses. Other courses may apply.

Note: These 6 credits are not in addition to the total credits. ILE courses can also satisfy the General Education and Program Requirements.

- ILE Course *Credit(s): 3<sup>2</sup>*
- ILE Course *Credit(s): 3<sup>2</sup>*

## TOTAL: 60-61 CREDITS

## NOTES

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

- Humanities: ART, ASL, COM, EMS, DFS, ESL, ENG, FRH, GER, HIS (for MassTransfer), HON, HUM, LAX, MUS, PHI, SPA, SPE, THE
- Social Sciences: ANT, DVD, ECN, GEO, GRT, HSV, HIS (HCC only - counted as Humanities for Transfer Compact and MassTransfer), POL, PSY, SOC, SSN, WST
- Lab Sciences: AST, BIO, CHM, ENV, ESC, FRS, PHS, PSC, SEM, SUS

- Miscellaneous: EGR, ENV, MTH

<sup>2</sup>Learning Community courses are highly recommended.

Only 6 non-Arts and Science credits may be taken towards an A.A. degree.

Some baccalaureate programs require a foreign language. Check with the transfer counselor to find out if yours does.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 100% of this program can be completed online. Go to Online Learning for more information.

(H010)

# MARKETING OPTION, BUSINESS ADMINISTRATION, A.S.

## CONTACT

Kelly O'Connor, 413.552.2315, koconnor@hcc.edu

## PROGRAM OVERVIEW

This associate degree option prepares students for careers in marketing management, advertising, and retail management. Students will learn marketing principles, advertising strategies, sales and customer service skills, and retail management objectives.

## PROGRAM OUTCOMES

- Upon completion of this program, students will be able to:
- interpret accounting data and analyze financial statements
- perform contemporary computing functions
- appreciate the role of law in business
- define traditional functions of management and its contribution to strategic planning
- identify and analyze marketing principles
- develop advertising strategies
- develop sales and customer service skills
- determine retail management objectives

## GENERAL EDUCATION REQUIREMENTS: 23 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
  
- PSY 110(B) - Introduction to Psychology *Credit(s): 3*
- or**
- SOC 110(B) - Introduction to Sociology *Credit(s): 3*
  
- ECN 101(B) - Introduction to Macroeconomics *Credit(s): 3*
- or**
- ECN 102(B) - Introduction to Microeconomics *Credit(s): 3*
  
- MTH 142(D) - Statistics *Credit(s): 3*
- or**
- BUS 170 - Mathematics for Business Decisions *Credit(s): 3*
  
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 36 CREDITS

- ACC 111 - Principles of Accounting I *Credit(s): 3*
- ACC 112 - Principles of Accounting II *Credit(s): 3*
- BUS 101 - Introduction to Business *Credit(s): 3*

### **select 3 of the following:**

- BUS 112 - Professional Etiquette *Credit(s): 1*
- BUS 113 - Ethics in Business *Credit(s): 1*
- BUS 114 - Money Management *Credit(s): 1*
- BUS 117 - Introduction to Digital Assets and Cryptocurrency *Credit(s): 1*
  
- BUS 115 - Computer Applications *Credit(s): 3*
- or**
- BUS 215 - Spreadsheets *Credit(s): 3*
  
- BUS 220 - Business Communications *Credit(s): 3*
- LAW 211 - Business Law *Credit(s): 3*
- MGT 230 - Principles of Management *Credit(s): 3*
- MKT 110 - Retailing and e-Commerce *Credit(s): 3*
- MKT 226 - Advertising and Promotion *Credit(s): 3*
- MKT 227 - Sales and Customer Service *Credit(s): 3*
- MKT 240 - Principles of Marketing *Credit(s): 3*

**PROGRAM ELECTIVES: 3 CREDITS*****select 1 of the following:***

- ART 130(C) - Digital Studio *Credit(s): 3*
- COM 109(C) - Introduction to Digital Media *Credit(s): 3*
- COM 110 - Fundamentals of Video *Credit(s): 3*
- COM 131(C) - Mass Communication *Credit(s): 3*

**TOTAL: 62 CREDITS****NOTES**

Students who intend to transfer to a baccalaureate program should look at the following options:

- Business Administration Mass Transfer Option--transfer to state universities including UMass and Westfield State University
- Hospitality Management Transfer Option--transfer to state universities including UMass and to Johnson & Wales University
- Sport Management Option--transfer to state and private universities

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 100% of this program can be completed online. Go to Online Learning for more information.

(B038)

# MATHEMATICS GENERAL TRANSFER OPTION, ARTS AND SCIENCE, A.S.

## CONTACT

Ileana Vasu, 413.552.2438, ivasu@hcc.edu

## PROGRAM OVERVIEW

This option prepares students to transfer to mathematics programs at four-year colleges and universities **outside the Massachusetts state system**.

With a bachelor's or graduate degree in mathematics, one can qualify for a broad range of careers in industry, business, government, and teaching.

The primary function of this program is to prepare the student to transfer to a four-year college and major in mathematics. The program can also serve as a first step towards pursuing a four year degree in a related field where a strong background in mathematics is needed, such as engineering, computer science, actuarial science, business management, and finance.

Regardless of their future plans, this program is intended to provide all students with the opportunity to expand their knowledge of mathematics and improve their skills in problem solving and critical thinking. The ability to solve problems and figure things out is of tremendous value in so many areas, and in life in general, that this program can serve as a first step towards a career in many different fields.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- demonstrate a solid knowledge of mathematics which exhibits breadth and depth in calculus I, II, III and courses from linear algebra, differential equations, discrete mathematics, and others
- be able to identify, formulate, and solve problems by means of creativity, guessing, proofs, and modeling
- model real data and build or use mathematical models via technology or otherwise
- cooperate as part of disciplinary and multidisciplinary teams
- communicate mathematical ideas in both written and oral form effectively
- understand the global, economic, and societal impact and power of mathematics
- understand career possibilities for mathematics majors
- have participated in professional development such as the AMATYC competition and honors projects
- comprehend contemporary issues related to access, equity, and diversity in the field of mathematics
- be lifelong learners
- transfer to a four year school

## GENERAL EDUCATION REQUIREMENTS: 20 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Laboratory Science Elective (E) *Credit(s): 4<sup>1</sup>*
- Laboratory Science Elective (E) *Credit(s): 4<sup>1</sup>*

## PROGRAM REQUIREMENTS: 16 CREDITS

- MTH 113(D) - Calculus I *Credit(s): 4*
  - MTH 114(D) - Calculus II *Credit(s): 4*
  - MTH 213(D) - Calculus III *Credit(s): 4*
  
  - MTH 205(D) - Linear Algebra *Credit(s): 4*
- or**
- MTH 230(D) - Discrete Mathematics *Credit(s): 4*

## SUGGESTED ELECTIVES: 23-24 CREDITS

See note<sup>2</sup>

- CSI 106 - Programming Fundamentals I *Credit(s): 4*
- CSI 111 - Computer Concepts with Applications *Credit(s): 4*
- CSI 254 - Java Programming I *Credit(s): 4*
- EGR 118 - Introduction to Engineering with JAVA *Credit(s): 4*
- MTH 205(D) - Linear Algebra *Credit(s): 4*
- MTH 214(D) - Differential Equations *Credit(s): 4*
- MTH 230(D) - Discrete Mathematics *Credit(s): 4*

## GENERAL ELECTIVE: 0-1 CREDITS

**Sufficient to complete 60 credit graduation requirement; any course listed in the catalog is acceptable**

- General Elective *Credit(s)*: 0-1

**TOTAL: 60 CREDITS**

**NOTES**

<sup>1</sup> PHS 111-PHS 112 or CHM 121-CHM 124 recommended.

<sup>2</sup> CSI 106, CSI 111, CSI 254, EGR 118, MTH 205, MTH 214, and MTH 230 are recommended. Transfer institutions require courses such as MTH 205, MTH 214, or MTH 230 in their first 2 years of college. However, any course listed in the college catalog may be used to complete 60 credit graduation requirement.

Students should check with their intended transfer institution. Students planning to transfer to a college or university within the Massachusetts State System should consider the Mathematics Mass Transfer Option instead.

Depending on course selection, 50% of this program can be completed online. Go to Online Learning for more information.

(N017)

# MATHEMATICS MASS TRANSFER OPTION, ARTS AND SCIENCE, A.S.

## CONTACT

Ileana Vasu, 413.552.2438, ivasu@hcc.edu

## PROGRAM OVERVIEW

This option prepares students to transfer to mathematics programs at four-year colleges and universities within the Massachusetts State System.

With a bachelor's or graduate degree in mathematics, one can qualify for a broad range of careers in industry, business, government, and teaching.

The primary function of this program is to prepare the student to transfer to a four-year college and major in mathematics. The program can also serve as a first step towards pursuing a four year degree in a related field where a strong background in mathematics is needed, such as engineering, computer science, actuarial science, business management, and finance.

Regardless of their future plans, this program is intended to provide all students with the opportunity to expand their knowledge of mathematics and improve their skills in problem solving and critical thinking. The ability to solve problems and figure things out is of tremendous value in so many areas, and in life in general, that this program can serve as a first step towards a career in many different fields.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- demonstrate a solid knowledge of mathematics which exhibits breadth and depth in calculus I, II, III and courses from linear algebra, differential equations, discrete mathematics, and others
- be able to identify, formulate, and solve problems by means of creativity, guessing, proofs and modeling
- model real data and build or use mathematical models via technology or otherwise
- cooperate as part of disciplinary and multidisciplinary teams
- communicate mathematical ideas in both written and oral form effectively
- understand the global, economic, and societal impact and power of mathematics
- understand career possibilities for mathematics majors
- have participated in professional development such as the AMATYC competition and honors projects
- comprehend contemporary issues related to access, equity, and diversity in the field of mathematics
- be lifelong learners
- transfer to a four year school

## GENERAL EDUCATION REQUIREMENTS: 20 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Laboratory Science Elective (E) *Credit(s): 4<sup>1</sup>*
- Laboratory Science Elective (E) *Credit(s): 4<sup>1</sup>*

## PROGRAM REQUIREMENTS: 28 CREDITS

- MTH 113(D) - Calculus I *Credit(s): 4*
  - MTH 114(D) - Calculus II *Credit(s): 4*
  - MTH 213(D) - Calculus III *Credit(s): 4*
  
  - MTH 205(D) - Linear Algebra *Credit(s): 4*
- or**
- MTH 230(D) - Discrete Mathematics *Credit(s): 4*
  
  - Social Science Elective (B) *Credit(s): 3*
  - Humanities Elective (C) *Credit(s): 3*
  - Humanities Elective (C) *Credit(s): 3*
  - Humanities Elective (C) *Credit(s): 3*

## SUGGESTED ELECTIVES: 11-12 CREDITS

See note<sup>2</sup>

- CSI 106 - Programming Fundamentals I *Credit(s): 4*
- CSI 111 - Computer Concepts with Applications *Credit(s): 4*
- CSI 254 - Java Programming I *Credit(s): 4*
- EGR 118 - Introduction to Engineering with JAVA *Credit(s): 4*
- MTH 205(D) - Linear Algebra *Credit(s): 4*

- MTH 214(D) - Differential Equations *Credit(s): 4*
- MTH 230(D) - Discrete Mathematics *Credit(s): 4*

**GENERAL ELECTIVES: 0-1 CREDITS**

**Sufficient to complete 60 credit graduation requirement; any course listed in the catalog is acceptable**

- General Elective *Credit(s): 0-1*

**TOTAL: 60 CREDITS**

**NOTES**

<sup>1</sup>PHS 111-PHS 112 or CHM 121-CHM 124 recommended.

<sup>2</sup>CSI 106, CSI 111, CSI 254, EGR 118, MTH 205, MTH 214, and MTH 230 are recommended. Transfer institutions require courses such as MTH 205, MTH 214, or MTH 230 in their first 2 years of college. However, any course listed in the college catalog maybe used to complete 60 credit graduation requirement.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 80% of this program can be completed online. Go to Online Learning for more information.

(N015)

# MUSIC, A.A.

## CONTACT

Elissa Brill Pashkin, 413.552.2291, ebrill@hcc.edu

## PROGRAM OVERVIEW

This program, designed for transfer to bachelor's degree programs in music at other colleges and universities, provides students with a comprehensive foundation in music. Upon completion of the program, students will be prepared for further college-level study in music. Students receive a rich perspective of music through exposure to many artistic and culturally diverse styles. The department offers free public concerts, hosts guest performers and speakers, and sponsors an annual jazz festival, all of which develop a strong bond with the surrounding community.

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

National Association of Schools of Music  
11250 Roger Bacon Drive, Suite 21  
Reston, VA 20190  
703.437.0700

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- perform at a college level on an instrument or in voice in either jazz or classical styles, both as a soloist and in ensembles
- demonstrate knowledge of traditional harmony and analyze musical examples from the Baroque period through the twenty-first century
- demonstrate keyboard skills appropriate to four semesters of Class Piano study
- demonstrate vocal skills appropriate to four semesters of College Chorale
- conduct and sight-sing melodies
- attain knowledge of the history and selected literature of a variety of musical traditions
- achieve basic computer literacy for music notation and analysis
- contribute to the cultural life of their community
- pursue further study in a variety of music-related careers, including performance, music education, music business, composition and arranging, sound recording, and music therapy

## GENERAL EDUCATION REQUIREMENTS: 26-27 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Mathematics Elective (D) *Credit(s): 3-4*
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 38 CREDITS

- MUS 105(C) - Music Theory I *Credit(s): 3<sup>1</sup>*
- MUS 107(C) - Music Theory II *Credit(s): 3*
- MUS 208(C) - Music Theory III *Credit(s): 3*
- MUS 209(C) - Music Theory IV *Credit(s): 3*
- MUS 131 - Aural Skills I *Credit(s): 1*
- MUS 132 - Aural Skills II *Credit(s): 1*
- MUS 233 - Aural Skills III *Credit(s): 1*
- MUS 234 - Aural Skills IV *Credit(s): 1*
- MUS 135 - Class Piano I *Credit(s): 1<sup>2</sup>*
- MUS 136 - Class Piano II *Credit(s): 1<sup>2</sup>*
- MUS 237 - Class Piano III *Credit(s): 1<sup>2</sup>*
- MUS 238 - Class Piano IV *Credit(s): 1<sup>2</sup>*
- MUS 259(C) - Music Literature I *Credit(s): 3*
- MUS 260(C) - Music Literature II *Credit(s): 3*
- MUS 171 - Applied Music for Majors I *Credit(s): 2*
- MUS 172 - Applied Music for Majors II *Credit(s): 2*
- MUS 273 - Applied Music for Majors III *Credit(s): 2*
- MUS 274 - Applied Music for Majors IV *Credit(s): 2*
- MUS 161 - College Chorale I *Credit(s): 1*
- MUS 162 - College Chorale II *Credit(s): 1*
- MUS 263 - College Chorale III *Credit(s): 1*
- MUS 264 - College Chorale IV *Credit(s): 1*

**PROGRAM ELECTIVES: 4 CREDITS**

- Music Elective *Credit(s): 1-3*<sup>3</sup>
- Music Elective *Credit(s): 1-3*<sup>3</sup>
- Music Elective *Credit(s): 1-3*<sup>3</sup>

**TOTAL: 68-69 CREDITS****NOTES**

<sup>1</sup>Students not prepared to enter MUS 105 will be required to complete MUS 100 in addition to all other degree requirements.

<sup>2</sup>The Class Piano requirements may be waived for students who demonstrate in an audition that they already possess the necessary piano skills.

<sup>3</sup>Select from Ensembles, Jazz Improvisation, and Methods courses. If choosing 1-credit ensembles, at least 2 credits (2 semesters) of the course sequence must be taken. Please consult with your academic advisor when selecting Program Electives

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

(H025)

# NATURAL RESOURCES STUDIES TRANSFER OPTION, ENVIRONMENTAL SCIENCE, A.S.

## CONTACT

Laurel Carpenter, 413.552.2263, lcarpenter@hcc.edu

## PROGRAM OVERVIEW

This program applies towards a Natural Resources Conservation degree at four year colleges. In particular, this program is designed for direct transfer to the Natural Resource Conservation, Wildlife Conservation, and Fisheries Conservation majors in the Department of Environmental Conservation at the University of Massachusetts.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- understand the biological, chemical, and physical aspects of air, water, and land pollution and be able to describe human roles in producing those pollution types
- describe how environmental systems and human systems function
- describe local, national, and international case studies of environmental pollution and be able to describe aspects of environmental justice and ethics surrounding those studies
- explain why biodiversity is critical to ecosystem functioning
- use concepts of population ecology to understand both wildlife and human population growth and the resulting impacts
- apply the concepts of ecology, energy flow, and material cycling to specific environmental problems
- organize, present, and write environmental science topics using scientific formatting that would be expected from a career professional
- use computer technology, field, and laboratory equipment to conduct physical, chemical, and biological environmental analyses
- understand the importance of accurate data collection, recording, and analysis
- use knowledge of scientific methods to interpret and think critically about scientific reports, news, or other media

## GENERAL EDUCATION REQUIREMENTS: 30 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- POL 120(B) - State and Local Government *Credit(s): 3*
- SOC 110(B) - Introduction to Sociology *Credit(s): 3*
- HIS 225(C) - American Environmental History *Credit(s): 3*
- Any HIS elective *Credit(s): 3*
- MTH 104(D) - College Algebra *Credit(s): 4*
- ENV 120(E) - Introduction to Environmental Science *Credit(s): 4*
- ENV 140(E) - People and the Environment *Credit(s): 4*

## PROGRAM REQUIREMENTS: 30 CREDITS

- BIO 107(E) - General Biology I: Introduction to Cell Functions *Credit(s): 4*
- BIO 108(E) - General Biology II: Diversity of Life on Earth *Credit(s): 4*
- CHM 121(E) - Chemistry for Science and Engineering Students I *Credit(s): 4*
- CHM 124(E) - Chemistry for Science and Engineering Students II *Credit(s): 4*
- ENV 125 - Mapping with Geographic Information Systems *Credit(s): 3*

- ENV 137(E) - Environmental Geology *Credit(s): 4<sup>1</sup>*

or

- ESC 130(E) - Introduction to Oceanography *Credit(s): 4<sup>1</sup>*

- ENV 253(E) - Aquatic Ecology and Pollution *Credit(s): 4*
- MTH 142(D) - Statistics *Credit(s): 3*

## PROGRAM ELECTIVES: 4 CREDITS

**select 1 of the following:**

- BIO 130(E) - Conservation Biology *Credit(s): 4*
- BIO 230(E) - Ecology *Credit(s): 4*
- ENV 138(E) - Soil and the Environment *Credit(s): 4*
- MTH 108(D) - Precalculus *Credit(s): 4*

## TOTAL: 64 CREDITS

## NOTES

<sup>1</sup>Recommended choice will depend on the student's intended transfer institution. Please consult either the program coordinator or transfer coordinator for proper advisement.

This program qualifies for the MassTransfer STEM block, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer grants students automatic acceptance to certain Massachusetts state colleges and universities by achieving the minimum grade point average and the HCC degree. Students who enroll in programs with the 28-credit MassTransfer STEM block will need to complete the associate's degree in order to waive the general education requirements at a Massachusetts State University. In addition to the completion of the associate's degree and the STEM block at HCC, students will need to complete an additional 12 credits in general education at the four-year college. If a student does not complete the associate's degree prior to transferring, it is recommended that they complete the 34-credit MassTransfer block. Students should meet with Mark Broadbent, Coordinator of Transfer Affairs, to discuss their transfer plans.

Depending on course selection, 50% of this program can be completed online. Go to Online Learning for more information.

(M032)

# NURSING, A.S.

## CONTACT

Health Sciences and Culinary Arts Division, 413.552.2030

## PROGRAM OVERVIEW

Nursing is the art and science of caring. Nursing is an interpersonal process based on values, beliefs, and standards of the profession. Nursing is a profession which utilizes nursing knowledge and principles from the humanities and the biological, behavioral, and social sciences to assist individuals, groups, and communities in promoting, maintaining, and restoring health.

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

The Associate in Science in Nursing Program is accredited by the Accreditation Commission for Education in Nursing.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- utilize the nursing process to provide safe, effective, and evidence-based nursing care that is appropriate to the needs of the patient or population
- practice professional nursing within the legal, ethical, and regulatory framework of the profession
- design and implement priority-based, patient-centered care that respects the patient's individual preferences, values, and needs
- demonstrate leadership skills when directing the interdisciplinary team, using appropriate communication techniques, to achieve quality patient care

The application for the Nursing Program can be found either by contacting the Admissions office, 413.552.2321 or by going to the HCC website: <http://www.hcc.edu>.

## GENERAL EDUCATION REQUIREMENTS: 30 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- PSY 110(B) - Introduction to Psychology *Credit(s): 3*
- PSY 216(B) - Human Development *Credit(s): 3*
- SOC 110(B) - Introduction to Sociology *Credit(s): 3*
- BIO 217(E) - Human Anatomy and Physiology I *Credit(s): 4*
- BIO 218(E) - Human Anatomy and Physiology II *Credit(s): 4*
- BIO 229(E) - Microbiology *Credit(s): 4*
- NTR 101 - Introduction to Nutrition *Credit(s): 3*

## PROGRAM REQUIREMENTS: 40 CREDITS

- NUR 170 - Fundamentals of Nursing *Credit(s): 9*
- NUR 180 - Health Promotion and Maintenance *Credit(s): 9*
- NUR 270 - Acute Care Across the Lifespan *Credit(s): 8*
- NUR 280 - Complex Care Across the Lifespan *Credit(s): 8*
- NUR 282 - Role Development II *Credit(s): 2*
- PHM 171 - Pharmacology I *Credit(s): 1*
- PHM 181 - Pharmacology II *Credit(s): 1*
- PHM 271 - Pharmacology III *Credit(s): 1*
- PHM 281 - Pharmacology IV *Credit(s): 1*

## TOTAL: 70 CREDITS

## NOTES

For a comprehensive list of requirements for both admission and completion of this program, please visit the Nursing page on the HCC website.

Nursing students must achieve a C+ or better in all NUR, PHM and BIO courses to graduate from the HCC Nursing Programs. Sciences courses need to be completed within seven years of applying to the program.

Final admission to the program is dependent on successful completion and passing of the COR/SORI check, Drug Screening, and Fingerprinting.

(M066)

# PHYSICS GENERAL TRANSFER OPTION, ARTS AND SCIENCE, A.S.

## CONTACT

Robert Greeney, 413.552.2368, rgreeney@hcc.edu

## PROGRAM OVERVIEW

The Physics General Transfer Option prepares students for transfer to public or private four year colleges or universities with a major in physics. Physics majors can also transfer into programs in other areas of science and non-science.

Physicists find employment opportunities in industry, government, and education in fields such as, physics, engineering, computer software, and business.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- use the terms, concepts, relationships, principles, and laws of mechanics, electricity and magnetism, and mathematics to solve quantitative word problems
- use the terms, concepts, relationships, principles, and laws of mechanics, electricity and magnetism, and mathematics to explain the results of laboratory investigations and other real world phenomenon
- state and explain the terms, concepts, relationships, principles, and laws of mechanics, electricity and magnetism using spoken language, written language, equations, mathematics, diagrams, and examples
- use written instructions to construct and carry out laboratory investigations in physics
- design and carry out laboratory or field investigations that lead to the understanding and predictability of basic physical phenomenon
- be prepared to transfer to a four-year college or university program and successfully complete the courses required to acquire a bachelor's degree in physics

## GENERAL EDUCATION REQUIREMENTS: 20 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- PHS 111(E) - Physics for Engineers and Science Majors I *Credit(s): 4*
- PHS 112(E) - Physics for Engineers and Science Majors II *Credit(s): 4*

## PROGRAM REQUIREMENTS: 12 CREDITS

- MTH 113(D) - Calculus I *Credit(s): 4*
- MTH 114(D) - Calculus II *Credit(s): 4*
- MTH 213(D) - Calculus III *Credit(s): 4*

## SUGGESTED ELECTIVES: 28 CREDITS

**Sufficient to complete 60 credit graduation requirement; any course listed in the catalog is acceptable**

- CHM 121(E) - Chemistry for Science and Engineering Students I *Credit(s): 4*
- CHM 124(E) - Chemistry for Science and Engineering Students II *Credit(s): 4*
- MTH 205(D) - Linear Algebra *Credit(s): 4*
- MTH 214(D) - Differential Equations *Credit(s): 4*
- Social Science Elective (B) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*

## TOTAL: 60 CREDITS

## NOTES

Depending on course selection, 50% of this program can be completed online. Go to Online Learning for more information.

(N014)

# PHYSICS MASS TRANSFER OPTION, ARTS AND SCIENCE, A.S.

## CONTACT

Robert Greeney, 413.552.2368, rgreeney@hcc.edu

## PROGRAM OVERVIEW

The Physics Mass Transfer Option prepares students for transfer to public or private four-year colleges or universities with a major in physics. This option satisfies the requirements of the MassTransfer Program, facilitating transfer to four-year baccalaureate programs at state universities and the University of Massachusetts. Physicists find employment opportunities in industry, government, and education in fields such as, physics, engineering, computer software, and business.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- use the terms, concepts, relationships, principles, and laws of mechanics, electricity and magnetism, and mathematics to solve quantitative word problems
- use the terms, concepts, relationships, principles, and laws of mechanics, electricity and magnetism, and mathematics to explain the results of laboratory investigations and other real world phenomenon
- state and explain the terms, concepts, relationships, principles, and laws of mechanics, electricity and magnetism using spoken language, written language, equations, mathematics, diagrams, and examples
- use written instructions to construct and carry out laboratory investigations in physics
- design and carry out laboratory or field investigations that lead to the understanding and predictability of basic physical phenomenon
- be prepared to transfer to a Massachusetts Public University and successfully complete the courses required to acquire a bachelor's degree in physics

## GENERAL EDUCATION REQUIREMENTS: 36 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- MTH 113(D) - Calculus I *Credit(s): 4*
- PHS 111(E) - Physics for Engineers and Science Majors I *Credit(s): 4*
- PHS 112(E) - Physics for Engineers and Science Majors II *Credit(s): 4*

## PROGRAM REQUIREMENTS: 8 CREDITS

- MTH 114(D) - Calculus II *Credit(s): 4*
- MTH 213(D) - Calculus III *Credit(s): 4*

## PROGRAM ELECTIVES: 16 CREDITS

- Any 4-Credit BIO Course *Credit(s): 4*
- Any 4-Credit Physical Science Course *Credit(s): 4*
- MTH 205(D) - Linear Algebra *Credit(s): 4*
- MTH 214(D) - Differential Equations *Credit(s): 4*

## TOTAL: 60 CREDITS

## NOTES

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 50% of this program can be completed online. Go to Online Learning for more information.

(N016)

# PSYCHOLOGY OPTION, ARTS AND SCIENCE, A.A.

## CONTACT

Michelle Williams, 413.552.2334, mwilliams@hcc.edu

## PROGRAM OVERVIEW

The Psychology Option is designed to prepare students to transfer and achieve academic success at four-year colleges and universities. The program addresses the student learning goals and outcomes developed by the Psychology Department in accordance with the American Psychological Association's current guidelines for undergraduate programs in psychology.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- demonstrate fundamental knowledge and comprehension of the major concepts, theoretical perspectives, historical trends, and empirical findings to discuss how psychological principles apply to behavioral problems (APA Goal 1: Knowledge Base in Psychology)
- demonstrate scientific reasoning and problem solving, including effective research methods (APA Goal 2: Scientific Reasoning and Critical Thinking)
- demonstrate ethically and socially responsible behaviors for personal and professional settings in an increasingly diverse world (APA Goal 3: Ethical and Social Responsibility in a Diverse World)
- demonstrate competence in written, oral, and interpersonal communication skills (APA Goal 4: Communication)
- apply psychology-specific content and skills, effective self-reflection, project management skills, and teamwork skills in order to succeed in academic settings (in preparation for graduate education and professional settings) (APA Goal 5: Professional Development)

## GENERAL EDUCATION REQUIREMENTS: 36 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- PSY 110(B) - Introduction to Psychology *Credit(s): 3*
- PSY 222(B) - Research Methods in Psychology *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- PSY 142(D) - Statistics for Psychology *Credit(s): 4*
  
- BIO 101(E) - General Biology for Non-Majors: The Processes of Life *Credit(s): 4*
- **or**
- BIO 107(E) - General Biology I: Introduction to Cell Functions *Credit(s): 4*
- **or**
- BIO 111(E) - Human Biology *Credit(s): 4*
  
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 12-15 CREDITS

- PSY 200(B) - Information Literacy in Psychology *Credit(s): 3*

### **select 1 of the following:**

- PSY 215(B) - Child Psychology *Credit(s): 3*
- PSY 216(B) - Human Development *Credit(s): 3*
- PSY 218(B) - Adolescent Psychology *Credit(s): 3*

### **select 1-3 of the following:<sup>1</sup>**

- PSY 210(B) - Social Psychology *Credit(s): 3*
- PSY 217(B) - Abnormal Psychology *Credit(s): 3*
- PSY 260(B) - Personality *Credit(s): 3*
- PSY 265(B) - Cognitive Psychology *Credit(s): 3*

### **select 0-2 of the following:<sup>1</sup>**

- PSY 202(B) - Ecopsychology *Credit(s): 3*
- PSY 203(B) - Human Sexuality *Credit(s): 3*
- PSY 224(B) - Psychology of Women *Credit(s): 3*
- PSY 226(B) - Health Psychology *Credit(s): 3*
- PSY 230(B) - Topics in Psychology *Credit(s): 3*
- PSY 240(B) - Forensic Psychology *Credit(s): 3*

**PROGRAM ELECTIVES: 3-6 CREDITS**

*must be an Arts and Science-designated course; it is suggested that students choose courses other than PSY-designated courses to meet this requirement*

**GENERAL ELECTIVES: 6 CREDITS**

*Sufficient to complete 60 credit graduation requirement; any course listed in the catalog is allowed; it is suggested that students choose non PSY-designated courses*

**TOTAL: 60 CREDITS****NOTES**

<sup>1</sup>Student must take a minimum of 6 credits and a maximum of 9 credits from these two categories

Only 6 non-Arts and Science credits may be taken towards an A.A. degree.

Program Requirements: It is recommended that students do not take more psychology courses than required by the psychology program. Most four-year colleges and universities limit the number of psychology course credits accepted from institutions prior to transfer in order to ensure that students complete a sufficient number of psychology credits after transfer.

**Students transferring to UMASS Amherst** should note The College of Natural Science foreign language requirement:

- Satisfactory completion in high school or college of either a fourth-level foreign language course, or of a third-level course in one language and a second-level course in another language.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 80% of this program can be completed online. Go to Online Learning for more information.

(H060)

# RADIOLOGIC TECHNOLOGY, A.S.

## CONTACT

Mary Buckley, 413.552.2448, mbuckley@hcc.edu

## PROGRAM OVERVIEW

The HCC Radiologic Technology Program prepares graduates to immediately enter the workforce as a professional in the field of diagnostic medical imaging. The Radiologic Technology Program provides a well-structured, academic, and competency-based curriculum that prepares students to practice in the discipline of radiography. Through classroom, laboratory, and clinical coursework, students develop an understanding and competency of the following content areas: patient care, radiation physics, radiobiology, radiation protection, image production, equipment operation, quality assurance, and various radiographic procedures. Students who successfully complete the program will receive an Associate of Science degree in Radiologic Technology, meeting the American Registry of Radiologic Technologists education requirement for certification as a registered radiologic technologist. The Radiologic Technology program is fully accredited by:

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive Suite 2850  
Chicago, IL 60606-3182  
Telephone: 312.704.5300  
<https://www.jrcert.org/>

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- demonstrate proficiency in positioning
- understand and use proper radiographic techniques
- understand and apply proper radiation protection practices
- demonstrate effective verbal communication with clinical instructors, staff, patients, and other students
- demonstrate effective written communication skills
- demonstrate critical thinking and problem solving skills
- adapt positioning to non-routine situations
- modify radiographic technique settings based on image critique and patient factors
- demonstrate a desire for professional growth and development
- demonstrate a professional attitude and behavior at their clinical sites and places of employment

For more information about the HCC Radiologic Technology Program, including admission criteria, programmatic mission and goals, program effectiveness data, and the student handbook, please visit the HCC Radiologic Technology program website.

## GENERAL EDUCATION REQUIREMENTS: 24 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- MTH 104(D) - College Algebra *Credit(s): 4*
- BIO 217(E) - Human Anatomy and Physiology I *Credit(s): 4*
- BIO 218(E) - Human Anatomy and Physiology II *Credit(s): 4*

## PROGRAM REQUIREMENTS: 46 CREDITS

- HTH 114 - Medical Terminology *Credit(s): 3*
- RDL 115 - Patient Care *Credit(s): 3*
- RDL 122 - Radiographic Techniques and Control I *Credit(s): 3*
- RDL 123 - Radiographic Techniques and Control II *Credit(s): 3*
- RDL 132 - Radiographic Positioning and Related Anatomy I *Credit(s): 3*
- RDL 133 - Radiographic Positioning and Related Anatomy II *Credit(s): 3*
- RDL 141 - Clinical Education and Lab Experience I *Credit(s): 2*
- RDL 142 - Clinical Education and Lab Experience II *Credit(s): 3*
- RDL 158 - Clinical Internship I *Credit(s): 1*
- RDL 190 - Radiologic Instrumentation *Credit(s): 3*
- RDL 221 - Advanced Procedures and Techniques I *Credit(s): 3*
- RDL 233 - Special Radiology Studies *Credit(s): 3*
- RDL 234 - Advanced Procedures and Techniques II *Credit(s): 3*
- RDL 241 - Clinical Education and Lab Experience III *Credit(s): 3*
- RDL 242 - Clinical Education and Lab Experience IV *Credit(s): 3*
- RDL 251 - Clinical Internship II *Credit(s): 4*

## TOTAL: 70 CREDITS

## NOTES

A grade of "C+" or better is required in all RDL and BIO courses to remain in and graduate from this program. To count towards degree completion, BIO 217 and BIO 218 must be dated no more than seven years prior to the program start date.

Read the catalog online at [www.hcc.edu/catalog](http://www.hcc.edu/catalog)

Admitted students are required to complete additional requirements including, but not limited to: successful passage of a COR/SORI check and Drug Screening. Additional requirements may be needed; please refer to the program webpage for the most up-to-date list of requirements.

(M096)

# SOCIOLOGY OPTION, ARTS AND SCIENCE, A.A.

## CONTACT

Tracy Ross, 413.552.2348, tross@hcc.edu

## PROGRAM OVERVIEW

The Sociology Option is intended for students desiring a solid liberal arts education as well as those interested in transferring to four-year colleges in the social sciences. Students select courses from areas such as family, religion, government, the environment, social changes, social deviance, social problems, substance abuse, social inequality, diversity, disability, race, class, and gender.

The Department of Sociology at Holyoke Community College seeks to provide a thorough grounding in the historical and theoretical development of the field of sociology and to give students the tools to make this knowledge relevant to the world around them. The program is designed to prepare students for professional careers in a number of arenas, including research, education, social work, human services, law enforcement, probation and corrections, government, non-profit organizations, labor relations, business management, personnel administration, and market analysis.

The Sociology program provides the opportunity to combine a liberal arts education with a unique focus on the study of human societies--including social dynamics, institutions, diversity, and inequality. Through its use of scientific methods and systematic theory, sociologists seek to identify and explain the underlying patterns of social relations. This knowledge base allows students to gain insights into and challenge assumptions about the fundamental elements of human systems behavior. Sociologists are particularly concerned with understanding diversity in our social world and addressing inequality.

The program goals of the Sociology Department were established to support the student learning outcomes established by Holyoke Community College:

### **Critical thinking/Writing: Students will be able to:**

- present opposing viewpoints and alternative hypotheses on various issues
- identify basic premises in particular arguments
- move easily from remembering through analysis and application to synthesis and evaluation
- examine one's own cultural practices, beliefs, and values
- write a clear and concise report of the findings from sociological data analysis
- write a clear and concise sociological analysis and account of a social event, issue, or problem

### **Information Literacy/Effective Communication: Students will be able to:**

- use online databases to find published and peer-reviewed research
- use the internet, email, software, and web pages to communicate to others and find course-related materials

### **Knowledge of Diversity: Students will be able to:**

- demonstrate awareness of the effects of domestic and global forces on social institutions, on one's life, and on the lives of other individuals and groups
- distinguish between data and ideology
- build an appreciation of the "sociological imagination" and utilize this knowledge in relation to one's own biography and how it relates to time and history, as well as to the social structure in which one finds her/himself
- discern vested interest in a particular social order
- comprehend the processes by which prejudice and discrimination are created and perpetuated, as well as utilize techniques geared towards interrupting this cycle
- be able to explain how societal structural factors influence individual behavior and the development of self

### **Quantitative/Qualitative Reasoning: Students will be able to:**

- recognize how one uses the scientific method in social science and develop hypotheses relevant to the discipline
- know the difference between an independent and dependent variable
- identify the basic methodological approaches for gathering data
- link method and theory, as well as critically assess a published research report
- produce a research report that utilizes relevant sociological databases and statistics
- understand the ethical issues involved in social science research

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- demonstrate an understanding of and command over fundamental concepts and data regarding diversity, culture, and society
- exhibit an appreciation for and actively apply sociological theory
- understand fundamental theoretical approaches and key disciplinary concepts
- critically evaluate social research
- display a working knowledge of quantitative and qualitative research methods
- understand the sociological methods of research design, data gathering, and analysis
- communicate sociological knowledge in an appropriate oral, audio, written, visual, and/or graphic form
- exhibit critical thinking skills in evaluating sociological research
- formulate a thesis and assemble relevant peer reviewed background research

- utilize an annotated bibliography and/or literature review and be able to support their thesis including the background assumptions, appropriateness of methods used, and the strength of explanatory evidence
- demonstrate in-depth knowledge of a substantive area within sociology (i.e. social movements, urban sociology, environmental sociology, social and economic equity, migration patterns, health-based outcomes, racial, and ethnic relations)
- utilize the "sociological imagination" when analyzing current events, political, economic, and cultural news and apply this knowledge within both private and public spheres

#### GENERAL EDUCATION REQUIREMENTS: 36 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- PSY 110(B) - Introduction to Psychology *Credit(s): 3*
- SOC 110(B) - Introduction to Sociology *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- PSY 142(D) - Statistics for Psychology *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

#### PROGRAM REQUIREMENTS: 15 CREDITS

##### **Select any 5 SOC-designated courses**

- SOC Elective *Credit(s): 3*

#### SUGGESTED ELECTIVES: 9 CREDITS

**Sufficient to complete 60 credit graduation requirement; any course listed in the catalog is acceptable**

- Program Elective *Credit(s): 3<sup>1</sup>*
- Program Elective *Credit(s): 3<sup>1</sup>*
- Program Elective *Credit(s): 3<sup>1</sup>*

#### TOTAL: 60 CREDITS

#### NOTES

<sup>1</sup> Recommended courses: SOC 213, SOC 214, SOC 215, SOC 220, and SOC 235

Only 6 non-Arts and Science credits may be taken toward an A.A. degree.

Most four-year colleges require two years of a foreign language. It is recommended that students complete or begin their foreign language study at Holyoke Community College.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 80% of this program can be completed online. Go to Online Learning for more information.

(H070)

# SPORT MANAGEMENT, A.S.

## CONTACT

Kelly O'Connor, 413.552.2315, koconnor@hcc.edu

## PROGRAM OVERVIEW

This degree prepares students to transfer to a four-year baccalaureate institution.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- define the sport and recreation industry
- interpret accounting data and analyze financial statements
- apply the marketing concept
- appreciate the role of law in the sport and recreation industry
- define traditional functions of management and their contribution to strategic planning
- calculate and quantify data to make business decisions
- plan sporting events

## GENERAL EDUCATION REQUIREMENTS: 32 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
  
- ECN 101(B) - Introduction to Macroeconomics *Credit(s): 3*
- and**
- ECN 102(B) - Introduction to Microeconomics *Credit(s): 3*
- or**
- ECN 104(B) - Introduction to Macro AND Micro Economics *Credit(s): 6*
  
- SOC 110(B) - Introduction to Sociology *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 30 CREDITS

- ACC 111 - Principles of Accounting I *Credit(s): 3*
- ACC 112 - Principles of Accounting II *Credit(s): 3*
- BUS 101 - Introduction to Business *Credit(s): 3*
- BUS 115 - Computer Applications *Credit(s): 3*
- HCA 205 - Meetings and Events *Credit(s): 3*
- MGT 230 - Principles of Management *Credit(s): 3*
- MKT 240 - Principles of Marketing *Credit(s): 3*
- MTH 142(D) - Statistics *Credit(s): 3*
- SPO 110 - Introduction to Sport Management *Credit(s): 3*
- SPO 211 - Sport Law *Credit(s): 3*

## TOTAL: 62 CREDITS

## NOTES

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Students planning to transfer to other four-year institutions should check with either their academic advisor or the Coordinator of Transfer Affairs in selecting their courses.

Students planning a transfer to UMASS Amherst must complete this program with a minimum 3.0 GPA to be considered for transfer admission.

Depending on course selection, 80% of this program can be completed online. Go to Online Learning for more information.

(B096)

# THEATER ARTS OPTION, ARTS AND SCIENCE, A.A.

## CONTACT

Timothy Cochran, 413.552.2484, [tcochran@hcc.edu](mailto:tcochran@hcc.edu)

## PROGRAM OVERVIEW

The theater option is committed to providing students with broad-based training and study in theater arts, including foundational classes in acting, technical theater, and dramaturgy. The faculty at HCC is committed to providing students with a practical application of study by collaborating on the production of various theater performances on campus.

The program prepares students for transfer to a 4-year institution, and is suited for students who wish to pursue careers in the fields of:

- Advertising
- Broadcasting
- Business
- Communication
- Education
- Film
- Government Relations
- Journalism
- Photography
- Politics
- Public Relations
- Sales/Marketing
- Theater

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- collaborate and participate in all aspects of the rehearsal process and production of a play
- write critically about performance while utilizing theater-specific vocabulary
- demonstrate the techniques required to create performance and scenic elements that serve the dramatic function of a play
- perform scenes and monologues, and utilize improvisational techniques
- design, paint, and build stage scenery
- read and write about significant works in theater and be able to differentiate various styles of theater
- demonstrate effective communication while working in a production process

## GENERAL EDUCATION REQUIREMENTS: 35-36 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Mathematics Elective (D) *Credit(s): 3-4*
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 19 CREDITS

- COM 150(C) - Public Speaking *Credit(s): 3*
- THE 100(C) - Introduction to Theater *Credit(s): 3*
- THE 110(C) - Fundamentals of Acting *Credit(s): 3*
- THE 124(C) - Stagecraft: Construction and Technology *Credit(s): 4*
- THE 125(C) - Stagecraft: Fundamentals of Design for Theater *Credit(s): 4*
- THE 141 - Practicum in Theater Arts I *Credit(s): 1*
- THE 142 - Practicum in Theater Arts II *Credit(s): 1*

## PROGRAM ELECTIVES: 8 CREDITS

**Select from the following:**

- THE 181 - Musical Theater Workshop I *Credit(s): 3*
- THE 182 - Musical Theater Workshop II *Credit(s): 3*
- THE 210 - Acting II *Credit(s): 3*
- THE 218 - Voice and Diction *Credit(s): 3*
- THE 220(C) - Script Analysis *Credit(s): 3*
- THE 227(C) - Creative Writing for the Theater *Credit(s): 3*
- THE 235(C) - Topics in Communication, Media, and Theater Arts *Credit(s): 3*
- THE 243 - Practicum in Theater Arts III *Credit(s): 1*
- THE 244 - Practicum in Theater Arts IV *Credit(s): 1*

**TOTAL: 62-63 CREDITS****NOTES**

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 50% of this program can be completed online. Go to Online Learning for more information.

(H011)

# UNIVERSITY WITHOUT WALLS OPTION, LIBERAL STUDIES, A.S.

## CONTACT

Idelia Smith, 413.552.2228, ismith@hcc.edu

## PROGRAM OVERVIEW

This option was designed to prepare students to transfer into University without Walls programs at UMass and other colleges and universities that grant credit for prior learning. The program also meets the Mass Transfer requirements, which guarantees transfer to all state colleges and universities. This option is designed to prepare students to develop a comprehensive portfolio of written documentation that reflects the students' professional experience which is evaluated for college credit by the transfer university.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- appreciate diversity of thought in the context of a college graduate
- develop the ability to express their experience in written format
- convey thoughts at a collegiate level
- develop a clear academic writing style
- enhance their intellectual capacity
- locate, evaluate, and utilize information

## GENERAL EDUCATION REQUIREMENTS: 35-36 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3<sup>1</sup>*
- Social Science Elective (B) *Credit(s): 3<sup>1</sup>*
- Social Science Elective (B) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Mathematics Elective (D) *Credit(s): 3-4<sup>2</sup>*
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 9 CREDITS

- BUS 115 - Computer Applications *Credit(s): 3*
- COM 150(C) - Public Speaking *Credit(s): 3*
- ENG 218(C) - Advanced Academic Writing *Credit(s): 3*

## PROGRAM ELECTIVES: 3 CREDITS

- ANT 101(B) - Cultural Anthropology *Credit(s): 3*

or

- ANT 114(B) - Understanding Diversity and Valuing Similarities *Credit(s): 3*

## GENERAL ELECTIVES: 13 CREDITS

- General Elective *Credit(s): 3*
- General Elective *Credit(s): 1*

## TOTAL: 60-61 CREDITS

## NOTES

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

<sup>2</sup> MTH 142 is strongly recommended

\*The A.S. concentration in Liberal Arts is one path to University Without Walls but other degree options can be pursued as well.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 80% of this program can be completed online. Go to Online Learning for more information.

(C008)

# VETERINARY TECHNICIAN OPTION, VETERINARY & ANIMAL SCIENCE, A.S.

## CONTACT

Jennifer York, 413.552.2459, jyork@hcc.edu

## PROGRAM OVERVIEW

The Holyoke Community College Veterinary Technician program equips paraprofessional personnel to become effective, knowledgeable, and compassionate members of veterinary medical teams in a variety of animal healthcare settings.

The HCC Veterinary Technician program is fully accredited by the American Veterinary Medical Association Council on Veterinary Technician Education and Activities. Graduates are eligible to take the Veterinary Technician National Exam in order to become Certified Veterinary Technicians upon graduation.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- demonstrate knowledge in the care and handling of animals, in the basic principles of normal and abnormal life processes, and in routine laboratory and animal health care procedures
- assist in the practice of veterinary medicine under the direction and supervision of veterinarians
- exhibit knowledge of underlying principles of animal care, normal values, and basic disease processes of different species
- apply appropriate techniques in performing animal restraint and care
- utilize, operate, and maintain medical instruments and equipment
- exhibit knowledge of pharmacological substances and maintenance of a pharmacy
- fill, properly calculate, label, and dispense prescription medication
- prepare and assist in surgery and demonstrate knowledge of common surgical procedures
- perform dental prophylaxis and assist with dental procedures
- calculate and administer anesthetics
- properly maintain patients under anesthesia and monitor the recovery of patients
- collect laboratory samples and specimens through venipuncture, fecal collection, cystocentesis, and skin scraping
- use appropriate techniques for collection, handling, and identification of specimens
- follow oral and written instructions
- report results and keep accurate records according to established procedures
- demonstrate the ability to communicate appropriately with clients
- perform radiographic imaging techniques
- retain composure and efficiency under stress
- demonstrate initiative, such as offering assistance with other tasks when assigned tasks are completed
- abide by the ethics of all medical professionals in the matter of confidential information regarding patients and test results
- demonstrate professional attitudes in the area of: appearance and hygiene, attendance, punctuality, telephone technique, acceptance of constructive criticism, and communication with the public

## ADMISSION REQUIREMENTS

The Veterinary Technician Program has selective admissions with one class admitted per year, beginning in the fall. Please refer to the following link for additional admissions requirements: [Veterinary and Animal Science](#). As admissions requirements are periodically changing, students interested in this program should contact the Office of Admissions (413.552.2321) for current details.

## GENERAL EDUCATION REQUIREMENTS: 23 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3<sup>1</sup>*
  
- Social Science Elective (B) *Credit(s): 3<sup>1</sup>*
  
- or**
- HIS 121(C) - History of Animal Advocacy in the United States, 1865-Present *Credit(s): 3*
  
- MTH 130 - Math That Matters: Drugs and Dosages *Credit(s): 3*
- VET 133(E) - Anatomy & Physiology of Domestic Animals I *Credit(s): 4*
- VET 134(E) - Anatomy & Physiology of Domestic Animals II *Credit(s): 4*

## PROGRAM REQUIREMENTS: 44 CREDITS

- VET 140 - Principles of Animal Health Care *Credit(s): 1*
- VET 145 - Veterinary Medical Terminology *Credit(s): 1*
- VET 147 - Veterinary Practice Management *Credit(s): 3*
- VET 153 - Animal Diseases *Credit(s): 4*
- VET 160 - Veterinary Laboratory Procedures I *Credit(s): 4*
- VET 165 - Veterinary Laboratory Procedures II *Credit(s): 4*

Read the catalog online at [www.hcc.edu/catalog](http://www.hcc.edu/catalog)

- VET 202 - Animal Science Seminar *Credit(s): 1*
- VET 247 - Animal Nursing I *Credit(s): 4*
- VET 248 - Animal Nursing II *Credit(s): 4*
- VET 258 - Clinical Competency for Veterinary Technicians *Credit(s): 2*
- VET 261 - Animal Facilities Management *Credit(s): 1*
- VET 263 - Exotic Pets *Credit(s): 2*
- VET 264 - Veterinary Pharmacology *Credit(s): 4*
- VET 265 - Veterinary Radiology *Credit(s): 2*
- VET 268 - Reproduction and Large Animal Medicine *Credit(s): 2*
- VET 282 - Externship for Veterinary Technicians I *Credit(s): 2*
- VET 283 - Externship for Veterinary Technicians II *Credit(s): 3*

**TOTAL: 67 CREDITS****NOTES**

<sup>1</sup>Students will need to take one KOD-designated course. Please work with your advisor to ensure that all graduation requirements are met.

All students must achieve a minimum grade of "C" in all VET and BIO prefix courses and a minimum grade of "A" in MTH 130 in order to remain in and graduate from the curriculum.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

(X036)

# VISUAL ART, A.S.

## CONTACT

Felice Caivano, 413.552.2193, fcaivano@hcc.edu

## PROGRAM OVERVIEW

The Visual Art program prepares students for transfer leading to a BA or BFA degree and continued studio practice. Students successfully completing the Visual Art program will produce a portfolio of two- and three-dimensional artwork that demonstrates an understanding of form and content. This will include effective use of the elements and principles of art making to convey the dynamics of figure/ground relationships, expression of volumetric structure, and spatial qualities of value and color, among other skills and concepts. Students will also develop strategies for visual communication and personal artistic expression. In Art History classes, students will look intensely at works of art and consider their cultural and social significance.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- work with a broad range of materials and techniques
- apply the fundamentals of two- and three-dimensional design to projects
- solve visual problems
- think creatively
- communicate visually
- employ various methodologies (formal, iconographic, and contextual) in order to discuss and analyze objects from the history of art
- talk critically about works of art, including their own
- appreciate the power images exert over us and better navigate the visual world

## GENERAL EDUCATION REQUIREMENTS: 26-27 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- ENG 102(A) - Composition II *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Social Science Elective (B) *Credit(s): 3*
- Mathematics Elective (D) *Credit(s): 3-4*
- Laboratory Science Elective (E) *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

## PROGRAM REQUIREMENTS: 21 CREDITS

- ART 121(C) - Basic Drawing *Credit(s): 3*
- ART 122(C) - Drawing Composition *Credit(s): 3*
- ART 125(C) - 2D: Two Dimensional Design *Credit(s): 3*
- ART 126(C) - 3D: Three Dimensional Design-Sculptural Form *Credit(s): 3*
- ART 131(C) - History of Art: Prehistory-Gothic *Credit(s): 3*
- ART 132(C) - History of Art: Renaissance-Modern *Credit(s): 3*

### *select 1 of the following:*

- ART 145(C) - Critical Survey of Photography *Credit(s): 3*
- ART 147(C) - Women and Art *Credit(s): 3*
- ART 150(C) - Topics in World Art *Credit(s): 3*
- ART 151(C) - Topics in American Art *Credit(s): 3*
- ART 225(C) - Great Film Directors *Credit(s): 3*
- ART 230(C) - Moving Pictures: Art and Artists in Film *Credit(s): 3*
- ART 235(C) - History of Modern Art *Credit(s): 3*

## PROGRAM ELECTIVES: 13 CREDITS

- ART Elective *Credit(s): 3*
- General Elective *Credit(s): 1<sup>1</sup>*

## TOTAL: 60-61 CREDITS

## NOTES

<sup>1</sup>Any course in the catalog is acceptable.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer will also grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

Depending on course selection, 50% of this program can be completed online. Go to Online Learning for more information.

(H031)

# ACCOUNTING CERTIFICATE

## CONTACT

Leah Russell, 413.552.2312, lrussell@hcc.edu

## PROGRAM OVERVIEW

The Accounting Certificate prepares students to pursue entry-level employment in the field of accounting. Credits earned through the certificate program may be applied toward the A.S. in Accounting as well. A majority of the certificate program requirements may be taken online.

In order to obtain the Accounting Certificate, students will be required to earn the American Institute of Professional Bookkeepers' (AIPB) Certified Bookkeeper (CB) Designation through exam.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- analyze and record accounting transactions that result in accurately prepared financial statements
- apply quantitative analysis of accounting data to operate an accounting information system

## PROGRAM REQUIREMENTS: 26 CREDITS

- ACC 111 - Principles of Accounting I *Credit(s): 3*
- ACC 112 - Principles of Accounting II *Credit(s): 3*
- ACC 115 - Computerized Accounting *Credit(s): 3*
- ACC 201 - Intermediate Accounting I *Credit(s): 3*
- ACC 205 - Managerial Accounting *Credit(s): 3*
- ACC 212 - Federal Income Taxation *Credit(s): 3*
- ACC 215 - Certified Bookkeeper Preparation *Credit(s): 3*
- BUS 112 - Professional Etiquette *Credit(s): 1*
- BUS 113 - Ethics in Business *Credit(s): 1*
- BUS 215 - Spreadsheets *Credit(s): 3*

## TOTAL: 26 CREDITS

## NOTES

Depending on course selection, 50% of this program can be completed online. Go to Online Learning for more information.

(B018)

# ADDICTION STUDIES CERTIFICATE

## CONTACT

Allison Hrovat, 413.552.2381, ahrovat@hcc.edu

## PROGRAM OVERVIEW

Addiction exacts a toll on individuals, families, and communities across the nation. Anyone whose life has been impacted by the disease of addiction knows the far-reaching effects this epidemic has. The Addiction Studies certificate prepares students with foundational knowledge to enter the treatment and recovery fields which are so critical to supporting our communities today. Students are encouraged to enter this certificate program in the Fall semester. If they do so, it is possible to complete this certificate in one year, in consultation with their advisor. Courses in this program have been specifically designed to be applied to the educational requirements of the MA Bureau of Substance Addiction Services (BSAS). Additional requirements, including documented supervised hours of practice, will be needed in order to complete that certification process.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- comprehensively discuss addiction, including the stages of substance use, the disease model, evidence-based practices, and prevention, outreach, and treatment approaches
- explain the nature of specific addictions--tobacco, drugs, alcohol, and processes, including gambling
- demonstrate an understanding of the role of trauma and the practice of trauma-informed care
- provide direct services that are culturally and developmentally responsive
- recognize the role of co-occurring disorders, medication management, self-help, and relapse in the recovery process

## PROGRAM REQUIREMENTS: 24 CREDITS

- HSV 113 - Introduction to Human Services *Credit(s): 3*
- HSV 120(B) - Introduction to Addiction Studies *Credit(s): 3*
  
- HSV 208(B) - Substance Abuse *Credit(s): 3*
- or**
- SOC 208(B) - Substance Abuse *Credit(s): 3*
  
- HSV 209 - Addiction Prevention *Credit(s): 3*
- HSV 214 - Adult Addiction Treatment Methodologies *Credit(s): 3*
- HSV 215 - Child and Adolescent Addiction Treatment Methodologies *Credit(s): 3*
- HSV 218 - Health Aspects of Addiction and Recovery *Credit(s): 3*
- PSY 110(B) - Introduction to Psychology *Credit(s): 3*

## TOTAL: 24 CREDITS

## NOTES

CORI (Criminal Offender Record Information) and SORI (Sexual Offender Registry Information) background checks may be required prior to field work and will be conducted by specific agencies in accordance with state regulations. CORI and SORI results are confidential.

Depending on course selection, 100% of this program can be completed online. Go to Online Learning for more information.

(H024)

# CHILD DEVELOPMENT CERTIFICATE

## CONTACT

Sheila Gould, 413.552.2501, sgould@hcc.edu

## PROGRAM OVERVIEW

This certificate offers early educators working with children ages birth to 5 years old the opportunity to demonstrate their knowledge, skills, and abilities in the early childhood education field through coursework preparation for the CDA credential. The CDA credentialing program assesses candidates using multiple sources of evidence, including an exam, observation, and professional portfolio with resources and competency statements prepared by the candidate.

This certificate provides the necessary course work leading to the CDA (Child Development Associate) credential by the National Council for Professional Recognition and teacher certification by the Massachusetts Department of Early Education and Care (DEEC). Participants will need to comply with work experience and/or exam requirements before actual CDA or DEEC certification is granted.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- plan a safe and healthy learning environment
- advance children's physical and intellectual development
- support children's social and emotional development
- build productive relationships with families
- manage an effective program operation
- maintain a commitment to professionalism
- observe and record children's behavior
- understand principles of child development and learning

## PROGRAM REQUIREMENTS: 18 CREDITS

### Semester One: 9 Credits

- EDU 101 - Introduction to Early Childhood *Credit(s): 3*
- EDU 104(B) - Child Growth and Development *Credit(s): 3*
- EDU 108 - CDA I *Credit(s): 3*

### Semester Two: 9 Credits

- EDU 109 - CDA II *Credit(s): 3*
- EDU 120 - Guiding Children's Behavior *Credit(s): 3*
- EDU 203 - Health, Safety, and Nutrition for Young Children *Credit(s): 3*

## TOTAL: 18 CREDITS

## NOTES

Students must complete 480 hours of work experience working with children in an approved age group.

Students must achieve a minimum grade of "C" in all EDU prefix courses in order to graduate from this program.

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

Students will be subject to a CORI/SORI check and review pursuant to the Criminal Record 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. Applicants with a court record/past conviction may be unable to participate in student teaching. If a student is ineligible to work in the field due to a criminal record, the student will not be able to obtain this certificate. The College policy can be found in the Student Handbook.

Depending on course selection, 80% of this program can be completed online. Go to Online Learning for more information.

(M022)

# COMMUNITY LEADERSHIP CERTIFICATE

## CONTACT

Raúl Gutiérrez, 413.552.2817, rgutierrez@hcc.edu

## PROGRAM OVERVIEW

The purpose of the Community Leadership Certificate is to provide future and current community activists and organizers the skills and knowledge in the field of community organizing in non-profit organizations in Western Massachusetts, especially Holyoke, Chicopee and Springfield. The Community Leadership Certificate is for community activists and organizers who want to supplement their existing experience. Our students can become community leaders that make a difference in people's lives, working to improve urban communities and affecting change through policymaking at local, state and federal levels. This certificate can be stacked into the following options: Critical Social Thought, Child and Family Studies, Human Services, Latinx Studies, Liberal Arts and Science and the forthcoming Foundations of Health Public Health Track.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- understand the field of community organizing and grassroots organizations
- communicate effectively, both orally and in writing
- understand the relationship between race, class, gender, and ethnicity in their local communities
- use cultural humility when working with diverse individuals, families, and groups in the community
- identify cultures, histories, and languages in the population of Western Massachusetts that will prepare them for the demands of a global society
- gain practical experience by working with local non-profit organizations
- understand the ethics of working in the field of community organizing
- develop interpersonal and leadership skills necessary to enact change in the community

## PROGRAM REQUIREMENTS: 24-25 CREDITS

### Semester One: 12 Credits

- ANT 255(B) - UnNatural Causes: Is Inequality Making Us Sick? *Credit(s): 3*
- or
- COM 150(C) - Public Speaking *Credit(s): 3*
- HIS 114(C) - Immigrant City: Community Organizing in Holyoke *Credit(s): 3*
- LAX 110(C) - Introduction to Latinx Studies *Credit(s): 3*
- LAX 111 - Introduction to Community Organizing *Credit(s): 3*

### Semester Two: 12-13 Credits

- BUS 115 - Computer Applications *Credit(s): 3*
- or
- SSN 120(B) - Conflict Resolution and Mediation *Credit(s): 3*
- HIS 107(C) - History of Puerto Rico and the Caribbean *Credit(s): 3*
- or
- POL 210(B) - Latinx Politics *Credit(s): 3*

#### select 1 from the following:<sup>1</sup>

- EDU 278 - Education Internship *Credit(s): 3*
- HSV 288 - Practicum in Human Services I *Credit(s): 4*
- HUM 278 - Humanities Internship *Credit(s): 3*
- SSN 278 - Social Sciences Internship *Credit(s): 3*

#### select 1 from the following:

- SPA 101(C) - Elementary Spanish I *Credit(s): 3*
- SPA 102(C) - Elementary Spanish II *Credit(s): 3*
- SPA 201(C) - Intermediate Spanish I *Credit(s): 3*
- SPA 202(C) - Intermediate Spanish II *Credit(s): 3*
- SPA 203(C) - Spanish for Heritage Speakers I *Credit(s): 3*

## TOTAL: 24-25 CREDITS

## NOTES

<sup>1</sup>Dependent on preferred field of study. HTH 221 is required for Foundations of Health majors; HSV 288 is required for Human Services majors; EDU 278 is required for Child/Family Studies majors. All other majors should select either HUM 278 or SSN 278.

(H078)

# CULINARY ARTS CERTIFICATE

## CONTACT

Tracy Carter, 413.552.2548, tcarter@hcc.edu

## PROGRAM OVERVIEW

The Culinary Arts 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 Education Foundation Accrediting Commission (ACFEFAC). HCC is the only Massachusetts community college with this designation. The certificate serves as the first year to HCC's A.A.S. in Culinary Arts.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- use a hands-on approach to identify, define, and appropriately handle a vast variety of food products and equipment as utilized in the commercial kitchen, dining room, and bakeshop
- understand the current industry standards as well as legal and ethical issues involved in the safe handling and service of food and beverages
- use a teamwork-based business approach to identify, define, respond to, and evaluate problems in various foodservice industry situations and offer resolutions to these problems
- further their understanding of professional development in the industry
- utilize basic arithmetic
- understand current nutritional issues

## PROGRAM REQUIREMENTS: 24 CREDITS

### Semester One: 12 Credits

- CUL 100 - Culinary Fundamentals I *Credit(s): 2*
- CUL 101 - Culinary Fundamentals II *Credit(s): 2*
- CUL 104 - Professional Standards for the Food Service Industry *Credit(s): 2*
- CUL 111 - Sanitation and Safety *Credit(s): 2*
- CUL 114 - Baking and Pastry Arts I *Credit(s): 2*
- CUL 115 - Culinary Math *Credit(s): 2*

### Semester Two: 12 Credits

- CUL 107 - Pantry and Garde Manger *Credit(s): 2*
- CUL 108 - Stocks, Soups, and Sauces *Credit(s): 2*
- CUL 109 - Entree Preparation and Presentation *Credit(s): 2*
- CUL 113 - Introduction to Food Service Operations *Credit(s): 2*
- CUL 214 - Baking and Pastry Arts II *Credit(s): 2*
- CUL 290 - Topics in Culinary Arts *Credit(s): 2*

## TOTAL: 24 CREDITS

## NOTES

Students must achieve a minimum grade of C- in all CUL prefix courses. Students must achieve a minimum cumulative GPA of 2.0 or higher in order to graduate from this program.

Students must pass the NRAEF Manager Certificate ServSafe exam in order to complete the requirements for attaining the certificate. Credit for CUL 111 may be awarded for an earned and valid ServSafe Manager Certificate, provided by the student during the application/admission process.

(B111)

# CYBER SECURITY CERTIFICATE

## CONTACT

Jon Ventulett, 413.552.2306, jventulett@hcc.edu

## PROGRAM OVERVIEW:

This certificate introduces students to the foundational concepts of modern computer security. This can function as a stand-alone certificate program, or be continued into the full Cyber Security and Digital Forensics associate program.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- understand modern computer architecture
- become proficient with entry-level Linux usage
- design and implement databases and explore data organization techniques
- become familiar with the foundations of criminal justice and forensic investigation
- create programs using a modern, high-level programming language
- implement disaster-recovery mechanisms and policies in relation to computer technology
- understand the fundamentals of computer networks
- understand the foundations of modern computer security threats and how to prevent them

## PROGRAM REQUIREMENTS: 27 CREDITS

- CRJ 100 - Introduction to Criminal Justice *Credit(s): 3*
- CSI 105 - Principles of Information Security and Assurance *Credit(s): 3*
- CSI 106 - Programming Fundamentals I *Credit(s): 4*
- CSI 111 - Computer Concepts with Applications *Credit(s): 4*
- CSI 121 - Foundations of Linux *Credit(s): 4*
- CSI 242 - Applied Database Management *Credit(s): 3*
- CSI 251 - Network Development *Credit(s): 3*
- CSI 264 - Disaster Recovery *Credit(s): 3*

## TOTAL: 27 CREDITS

## NOTES

(N043)

# DEAF STUDIES CERTIFICATE

## CONTACT

Claire Sanders, 413.650.5368, csanders@hcc.edu

## PROGRAM OVERVIEW

The Deaf Studies Certificate is designed for students holding a degree in another field who already have basic American Sign Language skills.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- communicate with Deaf/hard-of-hearing people at an advanced level in American Sign Language
- demonstrate respect of and an in-depth understanding towards the Deaf/hard-of hearing population as well as its culture, history, and literature
- provide resources for Deaf/hard-of-hearing people
- educate other people about Deaf people and provide deaf-related resources
- advocate with the Deaf/hard-of-hearing community relating to sensitive issues

Professional career opportunities with prior or further education include, but are not limited to: teacher, counselor, interpreter, dormitory residential advisor, audiologists, speech-language pathologist, and parent-infant specialist.

Students will become more proficient in ASL as well as becoming familiar with the culture, history, and literature of deaf people, and will gain experience working with this population.

## PROGRAM REQUIREMENTS: 24 CREDITS

- ASL 201(C) - American Sign Language III *Credit(s): 3*
- ASL 202(C) - American Sign Language IV *Credit(s): 3*
- DFS 101(C) - Introduction to Deaf Studies *Credit(s): 3*
- DFS 104(C) - Deaf Culture *Credit(s): 3*
- DFS 108(C) - Deaf History *Credit(s): 3*
- DFS 204 - Pre-Practicum in Deaf Studies *Credit(s): 3*
- DFS 205(C) - Deaf Literature *Credit(s): 3*
- DFS 213 - Deaf Studies Practicum *Credit(s): 3*

## TOTAL: 24 CREDITS

## NOTES

(H081)

# DEVELOPMENTAL DISABILITIES DIRECT SUPPORT CERTIFICATE

## CONTACT

Allison Hrovat, 413.552.2381, ahrovat@hcc.edu

## PROGRAM OVERVIEW

The Developmental Disabilities Direct Support Certificate was created in collaboration with the Massachusetts Department of Developmental Services (DDS) to offer college education to staff at agencies providing residential and employment programs and recreational, personal, and family support for individuals with developmental and intellectual disabilities. Students are encouraged to enter this Certificate Program in the Fall semester. If they do so, it is possible to complete this certificate in one year, in consultation with their advisor. Generous tuition assistance may be available to professionals currently employed in direct support roles at DDS-funded agencies and organizations.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- demonstrate an understanding of the presentation of developmental and intellectual disabilities
- discuss approaches for supporting and working with individuals with developmental and intellectual disabilities and their families
- explain the roles of human services workers more broadly, including professional ethics, helping skills, professional identity and development, and multicultural practice
- demonstrate effective written and verbal communication skills
- read, understand, and utilize research and data to support ideas and decisions

## PROGRAM REQUIREMENTS: 28 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
  - DVD 110 - Introduction to Developmental Disabilities *Credit(s): 3*
  - DVD 210 - Current Issues in Developmental Disabilities *Credit(s): 3*
  - HSV 113 - Introduction to Human Services *Credit(s): 3*
  - HSV 122 - Diversity and Social Justice for the Service Practitioner *Credit(s): 3*
  - HSV 123 - Helping Skills, Techniques, and Ethics in Human Services and Social Work *Credit(s): 3*
  - HSV 288 - Practicum in Human Services I *Credit(s): 4*
  - PSY 110(B) - Introduction to Psychology *Credit(s): 3*
  
  - HSV 141 - Foundations of Trauma and Trauma Informed Care/Services *Credit(s): 3*
- or**
- PSY 216(B) - Human Development *Credit(s): 3*

## TOTAL: 28 CREDITS

## NOTES

CORI (Criminal Offender Record Information) and SORI (Sexual Offender Registry Information) background checks may be required prior to field work and practicum placement and will be conducted by specific agencies in accordance with state regulations. CORI and SORI results are confidential.

Depending on course selection, 100% of this program can be completed online. Go to Online Learning for more information.

(S013)

# GRAPHIC DESIGN CERTIFICATE

## CONTACT

Benj Gleeksman, 413.552.2572, bgleeksman@hcc.edu

## PROGRAM OVERVIEW

In the Graphic Design Certificate program, students will develop the knowledge and skills necessary for success in the dynamic and rapidly changing field of graphic design. Students successfully completing the Graphic Design Certificate will produce a portfolio preparing them for entry-level design positions. An interview with the program coordinator is required for acceptance into the Graphic Design Certificate program.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- apply the concepts and principles of graphic design to specific design projects
- understand the importance of both traditional and computer layout
- understand the importance of keeping up-to-date with changing computer programs and digital design tools
- design artistically and with technical proficiency
- enter the professional field of graphic design

## PROGRAM REQUIREMENTS: 24 CREDITS

- ART 125(C) - 2D: Two Dimensional Design *Credit(s): 3*
- ART 252 - Typography *Credit(s): 3*
- ART 256 - Digital Design I *Credit(s): 3*
- ART 257 - Digital Design II *Credit(s): 3*
- ART 263 - Graphic Design Foundations *Credit(s): 3*
- ART 264 - Introduction to Motion Graphics *Credit(s): 3*
- ART 265 - Digital Imaging *Credit(s): 3*
- ART 266 - Interactive Design *Credit(s): 3*

## TOTAL: 24 CREDITS

## NOTES

(H034)

# HOSPITALITY MANAGEMENT CERTIFICATE

## CONTACT

Kelly O'Connor, 413.552.2315, koconnor@hcc.edu

## PROGRAM OVERVIEW

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 Management transfer or career program.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- use generic business skills from marketing, management, and accounting, as well as functionally-based hospitality industry skills, to define relationships between situations and understand professional terminology and concepts within the industry
- use a business-oriented approach to identify, define, respond to, and evaluate various hospitality industry situations and problems
- understand the current ethical and social issues in the hospitality industry

## PROGRAM REQUIREMENTS: 25 CREDITS

### SEMESTER ONE: 13 CREDITS

- HCA 101 - Introduction to Hospitality *Credit(s): 3*
- HCA 130 - Food Production Management *Credit(s): 4*

***select 2 of the following:***

- MGT 230 - Principles of Management *Credit(s): 3*
- MGT 231 - Human Resource Management *Credit(s): 3*
- MKT 227 - Sales and Customer Service *Credit(s): 3*
- MKT 240 - Principles of Marketing *Credit(s): 3*

### SEMESTER TWO: 12 CREDITS

- HCA 202 - Lodging Operations *Credit(s): 3*
- HCA 205 - Meetings and Events *Credit(s): 3*
- HCA 232 - Food and Beverage Operations *Credit(s): 3*

***select 1 of the following:***

- MGT 230 - Principles of Management *Credit(s): 3*
- MGT 231 - Human Resource Management *Credit(s): 3*
- MKT 227 - Sales and Customer Service *Credit(s): 3*
- MKT 240 - Principles of Marketing *Credit(s): 3*

## TOTAL: 25 CREDITS

## NOTES

Depending on course selection, 100% of this program can be completed online. Go to Online Learning for more information.

(B053)

# HUMAN RESOURCE MANAGEMENT CERTIFICATE

## CONTACT

Kelly O'Connor, 413.552.2315, koconnor@hcc.edu

## PROGRAM OVERVIEW

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 Human Resource Management Option as well.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- learn human resource inventory management, recruiting and retention, and organizational behavior
- appreciate the role of law in human resources and general business
- define traditional functions of management
- appreciate its contribution to strategic resource planning

## PROGRAM REQUIREMENTS: 24 CREDITS

- BUS 101 - Introduction to Business *Credit(s): 3*

### *select 3 of the following:*

- BUS 112 - Professional Etiquette *Credit(s): 1*
- BUS 113 - Ethics in Business *Credit(s): 1*
- BUS 114 - Money Management *Credit(s): 1*
- BUS 117 - Introduction to Digital Assets and Cryptocurrency *Credit(s): 1*
  
- BUS 115 - Computer Applications *Credit(s): 3*
- LAW 211 - Business Law *Credit(s): 3*
- LAW 218 - Employment Law *Credit(s): 3*
- MGT 230 - Principles of Management *Credit(s): 3*
- MGT 231 - Human Resource Management *Credit(s): 3*
- PSY 110(B) - Introduction to Psychology *Credit(s): 3*

## TOTAL: 24 CREDITS

## NOTES

Depending on course selection, 100% of this program can be completed online. Go to Online Learning for more information.

(B010)

# HUMAN SERVICES CERTIFICATE

## CONTACT

Allison Hrovat, 413.552.2381, ahrovat@hcc.edu

## PROGRAM OVERVIEW

The Human Services Certificate is appropriate for those who may want to upgrade their skills and knowledge or are considering a career change into the human services field. The certificate is also part of a career ladder leading toward the Associate Degree in Human Services. Students are encouraged to enter this certificate program in the Fall semester. If they do so, it is possible to complete this certificate in one year, in consultation with their advisor. The program offers an opportunity to acquire knowledge and skills which will enable individuals to work in a variety of practical and career settings. There are specialization courses from which students may select, depending on their areas of interest. Career opportunities in human services are available in human services and social work agencies, mental health agencies, crisis intervention, substance abuse and recovery programs, community organizing and advocacy, day care centers, educational settings, community and public health settings, services for the elderly, correctional services, and with those individuals of any age who may have emotional, physical, or developmental disabilities.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- demonstrate an understanding of the field of U.S. human services, social work, and social welfare systems
- develop effective and professional communication skills, both orally and in writing
- develop as multiculturally competent and skilled practitioners working with individuals, families, and groups in community and organizational settings
- recognize the importance of ethics and ethical behavior in the field of human services and social work
- develop basic interviewing, interpersonal, and trauma-informed service and delivery skills necessary to the helping relationship
- demonstrate an understanding of primary data sources and methods used to measure practices in the human service and social work fields in society

## PROGRAM REQUIREMENTS: 9 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- HSV 113 - Introduction to Human Services *Credit(s): 3*
- PSY 110(B) - Introduction to Psychology *Credit(s): 3*

## PROGRAM ELECTIVES: 15-16 CREDITS

**Select 5 from the following:**

- COM 150(C) - Public Speaking *Credit(s): 3*
- DFS 101(C) - Introduction to Deaf Studies *Credit(s): 3*
- DFS 104(C) - Deaf Culture *Credit(s): 3*
- EDU 203 - Health, Safety, and Nutrition for Young Children *Credit(s): 3*
- EDU 208 - Inclusionary Practice in Education *Credit(s): 3*
- HTH 101 - Introduction to Health Careers *Credit(s): 3*
- HTH 102(B) - Introduction to Public Health *Credit(s): 3*
- NTR 101 - Introduction to Nutrition *Credit(s): 3*
- SSN 120(B) - Conflict Resolution and Mediation *Credit(s): 3*
- Any course with a DVD, HSV, PSY, or SOC designation *Credit(s): 3-4*

## TOTAL: 24-25 CREDITS

## NOTES

CORI (Criminal Offender Record Information) and SORI (Sexual Offender Registry Information) background checks may be required prior to field work and practicum placement and will be conducted by specific agencies in accordance with state regulations. CORI and SORI results are confidential.

Depending on course selection, 100% of this program can be completed online. Go to Online Learning for more information.

(H019)

# INFANT/TODDLER AND/OR PRESCHOOL CERTIFICATE

## CONTACT

Sheila Gould, 413.552.2501, sgould@hcc.edu

## PROGRAM OVERVIEW

The Infant/Toddler and/or Preschool Certificate program prepares students for entry level work in early education and care settings including family childcare and center-based programs. Students will develop knowledge of child development, an understanding of theories and philosophies of the field as well as familiarization with program types. Students will experience academic study, field based observations, practical application and service learning opportunities.

This certificate provides the necessary course work leading to 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.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- demonstrate knowledge of child development
- provide a nurturing environment for young children and families
- understand the historical theories related to early education and care
- provide a safe and healthy early childhood setting that exceeds current EEC standards
- develop age-appropriate lesson plans and materials
- demonstrate competent and professional oral and written communication skills
- apply critical thinking and problem solving skills
- recognize risk factors for children and families and research appropriate preventions/interventions
- examine their attitudes, beliefs, behaviors, and skills to work effectively with children and families
- research current events and topics that impact children and families
- discover and assess community programs and resources for children and families

## PROGRAM REQUIREMENTS: 24-25 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- **or**
- Any **ASL** course *Credit(s): 3*
- **or**
- Any **SPA** course *Credit(s): 3*
  
- EDU 101 - Introduction to Early Childhood *Credit(s): 3*
- EDU 104(B) - Child Growth and Development *Credit(s): 3*
- EDU 113(B) - Children, Families, Schools, and Communities *Credit(s): 3*
- EDU 203 - Health, Safety, and Nutrition for Young Children *Credit(s): 3*
  
- EDU 208 - Inclusionary Practice in Education *Credit(s): 3*
- **or**
- EDU 209 - Early Intervention and Inclusion: Birth to age 5 *Credit(s): 3*
  
- EDU 210 - Curriculum in Early Education *Credit(s): 4*
- **or**
- EDU 217 - Infant and Toddler Development, Learning, and Care *Credit(s): 3*
  
- HSV 141 - Foundations of Trauma and Trauma Informed Care/Services *Credit(s): 3*

## TOTAL: 24-25 CREDITS

## NOTES

Field-based observations are required in some courses.

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

Students enrolled in EDU courses may be subject to CORI/SORI background checks and review pursuant to the Criminal Record 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. 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 Handbook.

Depending on course selection, 80% of this program can be completed online. Go to Online Learning for more information.

(M028)

Read the catalog online at [www.hcc.edu/catalog](http://www.hcc.edu/catalog)

# MARKETING CERTIFICATE

## CONTACT

Kelly O'Connor, 413.552.2315, koconnor@hcc.edu

## PROGRAM OVERVIEW

This certificate option prepares students for careers in marketing management, advertising, and retail management. Students will learn marketing principles, advertising strategies, sales and customer service skills, and retail management objectives.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- identify and analyze marketing principles
- develop advertising strategies
- develop sales and customer service skills
- determine retail management objectives
- appreciate and operate microcomputer hardware and software
- define traditional functions of management and its contribution to strategic planning

## PROGRAM REQUIREMENTS: 24 CREDITS

- BUS 101 - Introduction to Business *Credit(s): 3*

**or**

- MGT 230 - Principles of Management *Credit(s): 3*

**select 3 of the following:**

- BUS 112 - Professional Etiquette *Credit(s): 1*
- BUS 113 - Ethics in Business *Credit(s): 1*
- BUS 114 - Money Management *Credit(s): 1*
- BUS 117 - Introduction to Digital Assets and Cryptocurrency *Credit(s): 1*
  
- BUS 115 - Computer Applications *Credit(s): 3*
- BUS 220 - Business Communications *Credit(s): 3*
- MKT 110 - Retailing and e-Commerce *Credit(s): 3*
- MKT 226 - Advertising and Promotion *Credit(s): 3*
- MKT 227 - Sales and Customer Service *Credit(s): 3*
- MKT 240 - Principles of Marketing *Credit(s): 3*

## TOTAL: 24 CREDITS

## NOTES

Depending on course selection, 100% of this program can be completed online. Go to Online Learning for more information.

(B078)

# MEDICAL ASSISTANT CERTIFICATE

## CONTACT

Wendi Tatro, 413.552.2236, wtatro@hcc.edu

## PROGRAM OVERVIEW

This program prepares students to become medical assistants and be ready for employment in hospitals, health centers, health clinics, HMO's, and physicians' offices. Upon successful completion of the medical assisting registry exam, as administered by the American Medical Technologists, the student will become a registered medical assistant (RMA).

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- maintain electronic health records for patient data, reimbursement, claims submission, and payment
- perform basic phlebotomy techniques
- perform many front desk functions in a provider's office
- describe the major organ systems and pathological conditions that affect the human body
- perform electrocardiography procedures
- describe the major drug classifications regarding indications and mechanisms of action, and potential for drug-drug or drug-food interactions
- obtain patient history and vital signs
- prepare the patient for examination

## PROGRAM REQUIREMENTS: 29 CREDITS

- HMC 103 - Introduction to Healthcare Management Careers *Credit(s): 2*
- HMC 104 - Health Insurance Reimbursement and Computerized Billing *Credit(s): 4*
- HMC 107 - Human Anatomy, Physiology, & Disease Processes *Credit(s): 4*<sup>1</sup>
- HTH 114 - Medical Terminology *Credit(s): 3*
- HTH 220 - Medical Law and Ethics *Credit(s): 3*
- MEA 108 - Clinical Skills II-Phlebotomy *Credit(s): 1*<sup>2</sup>
- MEA 110 - Introduction to Medical Assisting *Credit(s): 2*
- MEA 125 - Clinical Skills I - Electrocardiography *Credit(s): 1*<sup>2</sup>
- MEA 150 - Introduction to Drug Therapy *Credit(s): 2*
- MEA 210 - Clinical Skills III - Clinical Techniques *Credit(s): 3*<sup>2</sup>
- MEA 225 - Career Development *Credit(s): 4*<sup>3</sup>

## TOTAL: 29 CREDITS

## NOTES

<sup>1</sup>Students who have completed BIO 111 or BIO 217-BIO 218 with a C or better within the last seven years do not need to take HMC 107 .

<sup>2</sup>Uniforms will be required for the following courses: MEA 108 , MEA 125 , MEA 210,

<sup>3</sup>MEA 225 is the last course to be taken for the program.

## Drug Screening Policy

Several health care facilities affiliated with the College's Health Sciences Division are now requiring that students have a negative drug screen prior to beginning clinical/externship experiences in their facility. In addition, a clinical/externship facility may require the student to submit and pass random drug screening analysis in order to remain at that facility. Therefore, passing a drug screen will now be considered an essential function for all students participating in the Health Division programs. If a student fails drug screening, retesting occurs within 24 hours of notification of results. Failure to pass a drug screen or refusal to submit to screening will make the student ineligible for clinical placement. Failure and/or refusal of drug screenings are grounds for immediate removal from the Health Division program. Students will be provided with the drug screen procedure during the orientation process. The Work Connection at Holyoke Medical Center has been selected as the Division of Health's exclusive laboratory for student drug testing.

## Acceptance to the Medical Assistant Certificate Program will be on a selective basis.

- Fall acceptance only
- Eligibility for ENG 101
- Prospective students must file an application with the Admissions office.

## Once accepted to the program, students are required to attend the Medical Assistant Orientation in late August (date TBD).

- All academic MEA courses are offered in the evening only.
- **A grade of C or better in all MEA and HMC course work is required.**
- Students are required to have updated physical and immunizations prior to registering for fall classes.
- Students must complete a CORI/SORI screening.
- Clinical Externships range from 25-40 hours per week (160 total) in facilities with primarily daytime hours. Students need to be available during summer session to complete this externship experience.
- Additional course fees may apply

(M010)

Read the catalog online at [www.hcc.edu/catalog](http://www.hcc.edu/catalog)

# MEDICAL BILLING & CODING CERTIFICATE

## CONTACT

Wendi Tatro, 413.552.2236, wtatro@hcc.edu

## PROGRAM OVERVIEW

The purpose of this certificate is to provide students the opportunity to learn and practice in the field of Medical Billing & Coding as an entry into the field of Health Information Management. Students will have the opportunity to learn and practice medical billing and coding 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 physicians' offices, long-term care facilities, insurance and billing departments, health information management departments, and hospitals.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- describe the field of electronic medical records
- demonstrate a basic proficiency in anatomy and physiology to the extent required for medical billing coding and insurance personnel
- be able to prepare billing and insurance documents and provide record quality control
- practice medical billing and coding skills in an electronic environment
- be able to dictate, transcribe, format, and edit various types of medical reports and correspondence
- be proficient in the use of ICD-10-CM, ICD-10-PCS & HCPCS Level 2 coding systems

Upon completion of their certificate, students will be eligible to sit for the following national exams:

- Certified Billing & Coding Specialist (CBCS) Exam through the National Healthcareer Association (NHA)
- Certified Coding Associate (CCA) Exam through the American Health Information Management Association (AHIMA)
- Certified Electronic Health Records Specialist (CEHRS) Exam through the National Healthcareer Association (NHA)
- Certified Healthcare Documentation Specialist (CHDS) Level 2 through the Association for Healthcare Documentation Integrity (AHDI)
- Certified Professional Biller (CPB) Exam through the American Academy of Professional Coders (AAPC)
- Certified Professional Coder (CPC) Exam through the American Academy of Professional Coders (AAPC), for Apprentice status
- National Certified Insurance & Coding Specialist (NCICS) Exam through the National Center for Competency Testing (NCCT)
- Registered Healthcare Documentation Specialist (RHDS) Level 1 through the Association for Healthcare Documentation Integrity (AHDI)

## PROGRAM REQUIREMENTS: 26 CREDITS

- HIM 106 - Electronic Health Records *Credit(s): 3*
- HIM 108 - Health Care Documentation *Credit(s): 1*
- HIM 220 - Diagnosis Coding *Credit(s): 3*
- HIM 221 - Procedure Coding *Credit(s): 3*
- HIM 288 - Medical Billing Cooperative Education *Credit(s): 3*
- HMC 103 - Introduction to Healthcare Management Careers *Credit(s): 2*
- HMC 104 - Health Insurance Reimbursement and Computerized Billing *Credit(s): 4*
- HMC 107 - Human Anatomy, Physiology, & Disease Processes *Credit(s): 4<sup>1</sup>*
- HTH 114 - Medical Terminology *Credit(s): 3*

## TOTAL: 26 CREDITS

## NOTES

<sup>1</sup>Students who have completed BIO 111 or BIO 217-BIO 218 with a C or better within the last 7 years do not need to take HMC 107.

### Acceptance to the Medical Billing and Coding Certificate Program will be on a selective basis.

- High school diploma, GED, or HiSET Equivalency Test
- Fall acceptance only
- Eligibility for ENG 101
- Prospective students must file an application with the Admissions office.

### Additional Information:

- This program is offered through online classes only
- There is a mandatory orientation for accepted students
- This certificate is available to students who can take all required classes during the semester they are offered to complete the program in one year

(M043)

# MENTAL HEALTH STUDIES CERTIFICATE

## CONTACT

Allison Hrovat, 413.552.2381, ahrovat@hcc.edu

## PROGRAM OVERVIEW

The Certificate in Mental Health Studies will serve as a professional development tool for those employed in the mental health and human services field, for those seeking to begin work in entry level roles, and as an academic stepping stone toward the Associate of Science degree in human services with transfer options to Bachelor of Science degree programs in human services and social work. Students are encouraged to enter this certificate program in the Fall semester. If they do so, it is possible to complete this certificate in one year, in consultation with their advisor. This program is designed to equip students with the knowledge, skills, and awareness needed to work in a variety of mental health and human services settings in roles such as mental health assistant, mental health associate, mental health aide, caseworker aide, outreach assistant, crisis intervention aide, and direct support worker. Throughout this course sequence, emphasis will be placed on understanding the concept and field of mental health as encompassing mental illness, crisis and trauma response, and social, emotional, and psychological well-being of individuals of all ages.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- examine the concept and field of mental health as encompassing mental illness, crisis and trauma response, and social, emotional, and psychological well-being of individuals of all ages
- develop an understanding of the field of human services and social work through a multicultural lens and apply the skills and awareness needed to work in a variety of service settings
- develop a foundational framework in the field of psychology, to include a focus on child and/or adolescent psychology, abnormal psychology, human sexuality, health psychology or group dynamics
- examine the various roles available for a career in community mental health, social work, and human service settings
- develop an applied knowledge base for concepts such as trauma-related symptoms, the impact of trauma on families and communities, resilience, post-traumatic growth, and crisis intervention
- apply their growing knowledge of trauma to their developing professional roles

## PROGRAM REQUIREMENTS: 24 CREDITS

- HSV 105 - Crisis Intervention *Credit(s): 3*
- HSV 113 - Introduction to Human Services *Credit(s): 3*
- HSV 122 - Diversity and Social Justice for the Service Practitioner *Credit(s): 3*
- HSV 123 - Helping Skills, Techniques, and Ethics in Human Services and Social Work *Credit(s): 3*
- HSV 141 - Foundations of Trauma and Trauma Informed Care/Services *Credit(s): 3*
- PSY 110(B) - Introduction to Psychology *Credit(s): 3*
- PSY 216(B) - Human Development *Credit(s): 3*
- PSY 217(B) - Abnormal Psychology *Credit(s): 3*

## PROGRAM ELECTIVES: 3 CREDITS

### **Select 1 of the following:**

- ANT 255(B) - UnNatural Causes: Is Inequality Making Us Sick? *Credit(s): 3*
- HSV 212(B) - Group Dynamics and Practice *Credit(s): 3*
- PSY 200(B) - Information Literacy in Psychology *Credit(s): 3*
- PSY 203(B) - Human Sexuality *Credit(s): 3*
- PSY 210(B) - Social Psychology *Credit(s): 3*
- PSY 215(B) - Child Psychology *Credit(s): 3*
- PSY 218(B) - Adolescent Psychology *Credit(s): 3*
- PSY 224(B) - Psychology of Women *Credit(s): 3*
- PSY 226(B) - Health Psychology *Credit(s): 3*

## TOTAL: 27 CREDITS

## NOTES

It is strongly recommend that students consult with their advisor on course selection.

Depending on course selection, 100% of this program can be completed online. Go to Online Learning for more information.

(H029)

# MUSIC PERFORMANCE CERTIFICATE

## CONTACT

Elissa Brill Pashkin, 413.552.2291, ebrill@hcc.edu

## PROGRAM OVERVIEW

The purpose of the certificate is to acknowledge college-level work in Music for those who are not completing the full A.A. degree in Music. Upon completion of the certificate, when combined with another associate degree program, students will be prepared to pursue a Bachelor of Arts (rather than a Bachelor of Music) degree, or minor in Music, at their transfer institution. Students who are not also enrolled in an Associate's program will be prepared to audition at institutions that require a performance audition for admission. The certificate may be used by those students who would like to augment any degree program at the college with serious study in music, or simply to improve performance skills for personal enrichment.

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

National Association of Schools of Music  
11250 Roger Bacon Drive, Suite 21  
Reston, VA 20190  
703.437.0700

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- perform at a first-year college level on an instrument or in voice in either jazz or classical styles, both as a soloist and in ensembles
- demonstrate knowledge of basic theory and traditional harmony at a first-year college level
- conduct and sight-sing melodies
- demonstrate keyboard skills appropriate to two semesters of Class Piano study
- demonstrate vocal skills appropriate to two semesters of College Chorale
- achieve basic computer literacy for music notation and analysis
- contribute to the cultural life of their community
- appreciate diverse musical forms and styles

## PROGRAM REQUIREMENTS: 21 CREDITS

- MUS 100(C) - Music Fundamentals *Credit(s): 3*<sup>1</sup>
- MUS 105(C) - Music Theory I *Credit(s): 3*
- MUS 107(C) - Music Theory II *Credit(s): 3*
- MUS 131 - Aural Skills I *Credit(s): 1*
- MUS 132 - Aural Skills II *Credit(s): 1*
- MUS 135 - Class Piano I *Credit(s): 1*<sup>2</sup>
- MUS 136 - Class Piano II *Credit(s): 1*<sup>2</sup>
- MUS 161 - College Chorale I *Credit(s): 1*
- MUS 162 - College Chorale II *Credit(s): 1*
- MUS 171 - Applied Music for Majors I *Credit(s): 2*
- MUS 172 - Applied Music for Majors II *Credit(s): 2*

### **\*2 credits of sequential instrumental or vocal ensembles**

- MUS 111 - Orchestra I *Credit(s): 1*
- MUS 112 - Orchestra II *Credit(s): 1*
- MUS 121 - Instrumental & Vocal Ensemble I *Credit(s): 1*
- MUS 122 - Instrumental & Vocal Ensemble II *Credit(s): 1*
- MUS 127 - Ensemble I *Credit(s): 1*
- MUS 128 - Ensemble II *Credit(s): 1*
- MUS 141 - Jazz Ensemble I *Credit(s): 1*
- MUS 142 - Jazz Ensemble II *Credit(s): 1*

## PROGRAM ELECTIVES: 3-4 CREDITS

**Select either one 3 credit course or two 2-credit courses; additional electives are suggested**

- MUS 106(C) - Introduction to World Music *Credit(s): 3*
- MUS 110(C) - Introduction to Classical Music *Credit(s): 3*
- MUS 126(C) - Rock and Pop Music in America *Credit(s): 3*
- MUS 140(C) - Introduction to Jazz *Credit(s): 3*

- MUS 150(C) - Topics in Music *Credit(s): 3*
- MUS 151 - Jazz Improvisation I *Credit(s): 2*
- MUS 152 - Jazz Improvisation II *Credit(s): 2*
  
- MUS 181 - Musical Theater Workshop I *Credit(s): 3*<sup>3</sup>
- or**
- THE 181 - Musical Theater Workshop I *Credit(s): 3*<sup>3</sup>
  
- MUS 182 - Musical Theater Workshop II *Credit(s): 3*
- or**
- THE 182 - Musical Theater Workshop II *Credit(s): 3*
  
- MUS 250(C) - Advanced Topics in Music *Credit(s): 3*
- MUS 259(C) - Music Literature I *Credit(s): 3*
- MUS 260(C) - Music Literature II *Credit(s): 3*

**TOTAL: 24-25 CREDITS**

**NOTES**

<sup>1</sup>Students who place out of MUS 100 may substitute any other 3 credits in Music

<sup>2</sup>The Class Piano requirement may be waived for students who demonstrate in an audition that they already possess the necessary piano skills.

<sup>3</sup>Previous auditioned placement into Chamber Vocal Ensemble (MUS 121 or MUS 127), College Chorale (MUS 161), or permission of the instructor is required. New students will be auditioned the first day of class, and should be prepared for a possible schedule adjustment during the add/drop period, if necessary.

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.

(H027)

# PRACTICAL NURSING CERTIFICATE

## CONTACT

Health Sciences and Culinary Arts Division, 413.552.2030

## PROGRAM OVERVIEW

Nursing is the art and science of caring. Nursing is an interpersonal process based on values, beliefs, and standards of the profession. Nursing is a profession which utilizes nursing knowledge and principles from the humanities and the biological, behavioral, and social sciences to assist individuals, groups, and communities in promoting, maintaining, and restoring health.

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

The Practical Nurse Certificate Program is accredited by the Accreditation Commission for Education in Nursing.

## PROGRAM OUTCOMES

Upon completion of this programs, students will be able to:

- utilize the nursing process to provide safe and effective nursing care, applying current evidence-based practice standards appropriate to the patient's needs
- facilitate clinical competence in the role of practical nurse in accordance with legal, ethical, and regulatory standards
- participate in the implementation of priority-based, patient-centered nursing care that respect the patient's individual preferences
- collaborate with the interdisciplinary team, incorporating appropriate communication techniques to provide quality patient care

The application for the Nursing Program can be found either by contacting the Admissions office 413.552.2321 or by going to the HCC website: [www.hcc.edu](http://www.hcc.edu).

## PROGRAM REQUIREMENTS: 46 CREDITS

- BIO 217(E) - Human Anatomy and Physiology I *Credit(s): 4*
- BIO 218(E) - Human Anatomy and Physiology II *Credit(s): 4*
- NTR 101 - Introduction to Nutrition *Credit(s): 3*
- PHM 171 - Pharmacology I *Credit(s): 1*
- PHM 181 - Pharmacology II *Credit(s): 1*
- PNR 170 - Fundamentals of Nursing *Credit(s): 9*
- PNR 173 - Practical Nurse Skills Workshop *Credit(s): 3*
- PNR 180 - Health Promotion and Maintenance *Credit(s): 9*
- PNR 182 - Practical Nurse Role Development *Credit(s): 2*
- PNR 190 - Practical Nurse Acute and Complex Care *Credit(s): 4*
- PSY 110(B) - Introduction to Psychology *Credit(s): 3*
- PSY 216(B) - Human Development *Credit(s): 3*

## TOTAL: 46 CREDITS

## NOTES

For a comprehensive list of requirements for both admission and completion of this program, please visit the Nursing page on the HCC website.

Nursing students must achieve a C+ or better in all PNR, PHM and BIO courses to graduate from the HCC Nursing Programs. Sciences courses need to be completed within seven years of applying to the program.

Final admission to the program is dependent on successful completion and passing of the COR/SORI check, Drug Screening, and Fingerprinting.

(M064)

# VETERINARY ASSISTANT CERTIFICATE

## CONTACT

Jennifer York, 413.552.2459, jyork@hcc.edu

## PROGRAM OVERVIEW

The Holyoke Community College Veterinary Assistant Certificate program prepares students to become effective, knowledgeable, and compassionate members of the veterinary medical team in a variety of animal healthcare settings. The HCC Veterinary Assistant Certificate program is approved by the National Association of Veterinary Technicians in America (NAVTA). A student who obtains the HCC Veterinary Assistant Certificate is eligible to sit for the exam to become an Approved Veterinary Assistant (AVA).

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- provide customer service to the client and assist with front desk appointment scheduling, client and patient intake, and patient discharge
- demonstrate and employ canine, feline, and exotic animal behavior and restraint techniques
- comply with OSHA standards and liability protection within the veterinary practice
- identify common diseases and medical conditions
- identify basic anatomy and physiology, along with common diseases and medical conditions that the assistant may encounter in a veterinary practice
- assist the veterinary technician with preparation for laboratory procedures including restraining animals and preparing needed supplies
- assist in preparation of the patient for surgical procedures and providing post-operative care
- assist the veterinary technician with restraint for radiographic images and management of files
- provide appropriate care for the hospitalized patient under the direction of the veterinarian

## ADMISSION REQUIREMENTS

The Veterinary Assistant Certificate Program has selective admissions, with one class admitted per year, beginning in the fall. Please refer to the following link for additional admission requirements: [Veterinary and Animal Science](#). As admissions requirements periodically change, students interested in this program should contact the Office of Admissions (413.552.2321) for current details.

## PROGRAM REQUIREMENTS: 10 CREDITS

- VEA 110 - Veterinary Assistant I *Credit(s): 4*
- VEA 182 - Veterinary Assistant Externship I *Credit(s): 1*
- VEA 112 - Veterinary Assistant II *Credit(s): 4*
- VEA 183 - Veterinary Assistant Externship II *Credit(s): 1*

## TOTAL: 10 CREDITS

## NOTES

This program is not eligible for financial aid at this time.

(X037)

# COURSE DESCRIPTIONS

## ACCOUNTING

### ACC 111 - PRINCIPLES OF ACCOUNTING I

*Credit(s): 3*

This course explores the basic statements of an accounting system: the Balance Sheet, the Income Statement, and the Statement of Retained Earnings. Students will examine the accounting cycle with an emphasis on the methods of accumulating and summarizing data generated by business transactions. Students will apply their manual accounting skills to an automated accounting system using a learning management system. Areas of concentration will include: adjusting entries, closing process, inventory analysis, merchandising transactions, cash control procedures, and receivables.

*Prerequisite(s):* Eligibility for MTH 013 or MTH 085

### ACC 112 - PRINCIPLES OF ACCOUNTING II

*Credit(s): 3*

This course will expand upon the basic concepts and theories that students learned in the Principles of Accounting I course. Areas studied include, but are not limited to, the following: long-term assets, short-term and long-term liabilities; transactions unique to corporations issuing stock; Statement of Stockholders' Equity; Statement of Cash Flows, Financial Statement Analysis, as well as gaining exposure to accounting for manufacturers through an introduction to Managerial Accounting and Job Order Costing.

*Prerequisite(s):* ACC 111 with a grade of C- or better.

### ACC 115 - COMPUTERIZED ACCOUNTING

*Credit(s): 3*

Designed to give students with an accounting background a familiarity with accounting information and spreadsheet applications. Provides students with an opportunity to complete all steps in the accounting cycle for service and merchandising companies using a general ledger application package and understand the use of typical business documents and reports. Also explores accounting theory and system design.

*Prerequisite(s):* ACC 111 and BUS 215

### ACC 201 - INTERMEDIATE ACCOUNTING I

*Credit(s): 3*

Develops accounting theory on a comprehensive level. Topics include a review of the accounting process and basic accounting concepts, as well as in-depth coverage of the elements of financial reporting, including financial statement disclosures, special considerations, and valuation issues related to cash, receivables, revenue recognition, inventory, fixed assets, and intangibles.

*Prerequisite(s):* ACC 112 with a grade of C- or better

### ACC 205 - MANAGERIAL ACCOUNTING

*Credit(s): 3*

Covers the fundamentals of manufacturing records as they relate to the needs of management in planning, controlling, and decision-making. Topics include: cost behavior, process costing, activity-based costing, cost-volume-profit relationships, variable costing, standard costing with variance analysis, budgets, relevant costing, and capital budgeting decisions.

*Prerequisite(s):* ACC 112 with a grade of C- or better

## ACC 212 - FEDERAL INCOME TAXATION

*Credit(s): 3*

Introduces the fundamental concepts of Federal Income Tax Law with an emphasis on individuals. Topics include gross income, deductions, losses, tax credits, basis considerations, capital gains and the preparation of federal income tax forms.

*Prerequisite(s):* ACC 112

## ACC 215 - CERTIFIED BOOKKEEPER PREPARATION

*Credit(s): 3*

Designed as a capstone course that will review and summarize accounting for end-of-period adjustments, depreciation, error correction, inventory, payroll, internal controls, and fraud prevention. Upon completion of the course, the student will be able to take the American Institute of Professional Bookkeeper Exam, which is administered for a fee.

*Pre/Corequisite(s):* ACC 201

## AMERICAN SIGN LANGUAGE

### ASL 101(C) - AMERICAN SIGN LANGUAGE I

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine Performing Arts*

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(C) - AMERICAN SIGN LANGUAGE II

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course is a continuation of ASL 101. It furthers the development of receptive and expressive skills in ASL by introducing more complex lexical and grammatical structures, non-manual signals and advanced dialogues.

*Prerequisite(s):* ASL 101 with a grade of C or better, or appropriate score on ASL Competency Exam

### ASL 201(C) - AMERICAN SIGN LANGUAGE III

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course builds upon ASL 102. It expands the use of ASL grammar, syntax, vocabulary, and spatial references. Use of classifiers is heavily emphasized.

*Prerequisite(s):* ASL 102 with a grade of C or better, or appropriate score on ASL Competency Exam

### ASL 202(C) - AMERICAN SIGN LANGUAGE IV

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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.

*Prerequisite(s):* ASL 201 with a grade of C or better, or appropriate score on ASL Competency Exam

## **ASL 250 - TOPICS IN ADVANCED AMERICAN SIGN LANGUAGE I**

*Credit(s): 3*

Provides students who are working as 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.

*Prerequisite(s):* 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 permission of the Deaf Studies Faculty/Coordinator may be specified, depending upon the topic to be studied).

## **ANTHROPOLOGY**

### **ANT 101(B) - CULTURAL ANTHROPOLOGY**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

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 110(B) - INTRODUCTION TO ANTHROPOLOGY**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

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 114(B) - UNDERSTANDING DIVERSITY AND VALUING SIMILARITIES**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

*Knowledge of Diversity Code: KOD*

This course serves as an exploration, inquiry, and analysis of the complexities of cultural diversity in the United States. While cultural diversity in the U.S. tends to focus on ethnic and racial "minorities", this class will not be limited to such a narrow definition and instead will discuss various forms of difference including race, class, gender, age, ability, sexual orientation, and religion. This class will discuss the racial experience in America by learning about the heritage of Native Americans, African Americans, Latinos, and Asian Americans in relation to the historically dominant group, whites. Acknowledging that a class on diversity is about understanding the various forms of difference outside of race (i.e., social class, religion, gender, age, ability and sexual orientation) that exist and are often ignored and/or downplayed, we will also identify how socially constructed markers of difference have been organized in U.S. society. This multilayered analysis will allow students to explore their own differences and the role of contemporary discussions of difference in defining their lives.

*Read the catalog online at [www.hcc.edu/catalog](http://www.hcc.edu/catalog)*

## **ANT 150(B) - TOPICS IN ANTHROPOLOGY**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

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**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

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(s):* One previous ANT course and ENG 101 (additional prerequisites or permission of the instructor may be specified, depending upon the topic to be studied).

## **ANT 255(B) - UNNATURAL CAUSES: IS INEQUALITY MAKING US SICK?**

*Credit(s): 3*

*3 lecture hours*

*MassTransfer Block Code: Social Sciences*

New research suggests there is much more to our health than bad habits, limited health care access, or unlucky genes. The social circumstances in which we are born, live, and work can actually impact our physiological responses as much as germs and viruses. This course will focus on the study of human health, disease and social suffering from a cross-cultural, equity, and policy perspective.

*Prerequisite(s):* ANT 101 or ANT 114 or HTH 102 or LAX 110 or SOC 110 or permission of instructor

## **ART**

### **ART 110(C) - VISUAL FUNDAMENTALS**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Students will be introduced to a basic language of visual elements (line, shape and three dimensional form, color, space, texture, and value) and principles of design. Students will investigate how and why images are made, and how they are received and experienced. Art and visual culture will be critically evaluated. This course will engage a broad range of imagery, encompassing a variety of styles, purposes, iconographic themes, and media (such as painting, sculpture, photography, film and video, advertising, and Internet).

### **ART 115 - INTRODUCTION TO ANIMATION**

*Credit(s): 3*

This course will introduce students of all disciplines to the art of animation, covering its history and evolution. Students will create short animation stories utilizing historical techniques as well as current digital techniques. Students will gain an understanding of how animation can be used effectively to communicate their ideas, and how it differs from other media as a tool for storytelling. Students will gain experience through group and individual animation projects. Two 2 1/2 hour studios per week.

## ART 121(C) - BASIC DRAWING

*Credit(s): 3*

*Two, 2½ hour studios per week.*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Introduction to primary drawing techniques, focusing on black and white and limited monochromatic color media, using a variety of media (pencil, crayon, charcoal, wash, ink, etc.). Emphasis is on sound observation, skillful employment of materials, increased exposure to the fine art of drawing, and effective presentation of completed work.

## ART 122(C) - DRAWING COMPOSITION

*Credit(s): 3*

*Two, 2½ hour studios per week.*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Concentrates on the methods of attaining a unified pictorial composition using the basic elements of drawing and design.

*Prerequisite(s): ART 121*

## ART 125(C) - 2D: TWO DIMENSIONAL DESIGN

*Credit(s): 3*

*Two, 2 1/2 hour studios per week*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

A foundations course in art and design. The basic elements and principles of two-dimensional composition will be explored through the manipulation and organization of black, white, gray, and color media. Emphasis is placed on traditional and non-traditional studio techniques, use of materials, observation, and creative problem solving. Students will learn to think and communicate visually by exploring the process of generating ideas and compositional organization.

## ART 126(C) - 3D: THREE DIMENSIONAL DESIGN - SCULPTURAL FORM

*Credit(s): 3*

*Two, 2 1/2 hour studios per week*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

A foundations course in art and design. The basic elements and principles of three-dimensional form will be explored through the manipulation of various materials. Emphasis is placed on creative problem solving to generate ideas, and on developing working drawings and maquettes that will result in the construction of three-dimensional sculptural objects. Students will learn to think about form within the context of artmaking and learn to communicate visually.

## ART 130(C) - DIGITAL STUDIO

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

An introduction to the use of digital image processing technology as an art medium. We will explore the basics of how images are created electronically using lens-based, scanner, and freehand acquisition, using both electronic and non-electronic materials. Individual and group projects will explore the richness of digital image making. Emphasis will be placed on the fundamentals of effective visual design. In addition to learning image processing software, scanning, and the use of the digital camera, we will dis-

cuss how the computer has changed the nature of image making. Coursework will include a final portfolio of digital images. No computer experience is necessary.

## ART 131(C) - HISTORY OF ART: PREHISTORY-GOTHIC

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

An introductory survey of painting, sculpture, and architecture from prehistory to the dawn of the Italian Renaissance. Emphasis on close looking and visual analysis. Works of art will be examined formally and iconographically, and considered in relation to their historical, social, and cultural contexts. Periods will include Egypt, Mesopotamia, Greece, Rome, and Middle Ages.

*Pre/Corequisite(s): ENG 101*

## ART 132(C) - HISTORY OF ART: RENAISSANCE-MODERN

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

An introductory survey of Western painting, sculpture, and architecture from the fourteenth century to the present. Emphasis on close looking and visual analysis. Works of art will be examined formally and iconographically, and considered in relation to their historical, social, and cultural contexts. Selected artists, monuments, and stylistic developments will be evaluated; periods will include Renaissance, Baroque, Neoclassicism and Romanticism, Impressionism, and various avant-garde movements of the twentieth century.

*Pre/Corequisite(s): ENG 101*

## ART 140(C) - BASIC STILL PHOTOGRAPHY

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course introduces technical and aesthetic aspects of analog black and white photography and silver gelatin printing. Topics include 35 mm film camera operation, film development, negative processing, and darkroom printing.

**Note:** 35mm SLR film camera required; a limited number of loaner cameras are available

## ART 141(C) - ADVANCED PHOTOGRAPHY

*Credit(s): 3*

*Two, 2½ hour studios per week.*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Refines basic technical skills; discusses the aesthetics of photographic subject content and context, composition, use of symbolism and metaphor, etc.; discusses the use of image in narrative sequencing; reviews the work of contemporary photographers.

*Prerequisite(s): ART 140*

**Note:** 35mm SLR film camera required

## ART 145(C) - CRITICAL SURVEY OF PHOTOGRAPHY

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

A survey of the historical 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.

### **ART 147(C) - WOMEN AND ART**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

A survey of women's contributions to the visual arts, from antiquity to the present. Examines women as producers, buyers, and subjects of art, and how these roles have been shaped by prevailing ideas about women and gender. Challenges traditional definitions of art and artists. Considers restrictions and prejudices confronted by women, and women's triumphs in the face of social, political and economic barriers.

*Prerequisite(s):* Eligibility for ENG 101

### **ART 148(C) - INTRODUCTION TO DIGITAL FINE ART PHOTOGRAPHY**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course is an introduction to the 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, rather than as a tool of manipulation, emphasizing color and tonal correction, as well as solving visual problems that would 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 a computer to do everything they have previously done in the traditional darkroom.

*Prerequisite(s):* ART 140

### **ART 150(C) - TOPICS IN WORLD ART**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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(s):* ENG 101

### **ART 151(C) - TOPICS IN AMERICAN ART**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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(s):* ENG 101

### **ART 220 - INTRODUCTION TO ILLUSTRATION**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

Introduction to the basic concepts and methods of illustration as used for print media, including the creation of single and multi-page drawings, posters, CD design, children's books, and sequential art. The class will cover the use of pen and ink, paint media, and practical business skills in order to enter the illustration field.

### **ART 222(C) - FIGURE DRAWING I**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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.

### **ART 225(C) - GREAT FILM DIRECTORS**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

An in-depth exploration of the cinematic work of one or more of the major film directors. Focus will be on developing an awareness of each director's aesthetic, cultural, and technical influence through a close examination of such elements as: camera work, editing, lighting, sound, and film theory. Includes lectures, screenings, discussions, readings, and weekly writing.

*Prerequisite(s):* ENG 101

### **ART 230(C) - MOVING PICTURES: ART AND ARTISTS IN FILM**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Since the silent era, movies have often featured art. From Hollywood blockbusters to low-budget indies, works of art (and their transformative powers) have been central plot devices; fictional artists have served as main characters; and many of art history's biggest "stars" have been portrayed-and mythologized-in bio-pics. Films have traded in romantic cliches of creative identity and explored popular conceptions of genius, madness, imagination, and inspiration. This course will critically evaluate representations of art and artists in film, including artists as rebels against social norms; special attention will be given to bohemianism and to constructions of gender difference.

*Pre/Corequisite(s):* ENG 101

### **ART 231(C) - PAINTING I**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Introduction to painting techniques in acrylic polymer and related media. Students will learn observational painting, with an emphasis on technical and formal issues, including the study of composition and color principles. Projects may include still life, figure, portraiture, and interior spatial problems.

## **ART 232(C) - PAINTING II**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Advanced exploration of painting techniques in acrylic polymer and related media. Students will learn observational painting, with an emphasis on technical skills and formal issues, including the study of composition and color principles. Projects may include still life, figure, portraiture, and interior spatial problems.

*Prerequisite(s): ART 231*

## **ART 235(C) - HISTORY OF MODERN ART**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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(s): ENG 101*

## **ART 241(C) - SCULPTURE I**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Introduction to three dimensional composition, personal expression, and the wide range of materials, methods, and equipment employed in sculptural and allied fields.

## **ART 250(C) - TOPICS IN STUDIO ART**

*Credit(s): 3*

*Two, 2 ½ hour studios per week*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

A course dedicated to developing a deeper understanding of specific studio issues previously introduced in foundational courses. Topics may include process and installation art, the figure in 3D, alternative processes, color studies, studio and the community, etc.

*Prerequisite(s): ART 121 or ART 125 or permission of instructor*

## **ART 252 - TYPOGRAPHY**

*Credit(s): 3*

A foundations course in graphic design that focuses on the fundamental and creative use of typography and its role in visual communication. The history and current practice of typography will also be explored. Topics include the structure and use of letterforms, properties of typefaces, expressive typography, and the integration of typography, imagery, and message. Projects in this studio course will include both handwork and computer generated assignments.

## **ART 253(C) - PRINTMAKING/RELIEF**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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.

*Pre/Corequisite(s): ART 121 or ART 125 or permission of instructor*

## **ART 254(C) - PRINTMAKING/INTAGLIO**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

A studio introduction to the principal intaglio methods on metal: engraving, drypoint, and etching; the latter subdivided into line, aquatint, softground, stipple, and mixed-media, leading to contemporary experimental techniques.

*Prerequisite(s): ART 121 or ART 125*

## **ART 255(C) - PRINTMAKING/LITHOGRAPHY**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

A studio introduction to the basic methods of the planographic printing process on stone.

*Prerequisite(s): ART 121 or ART 125*

## **ART 256 - DIGITAL DESIGN I**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

An introduction to the concepts and methods used in the field of art direction and branding. This course applies the practice of graphic design to visual strategy and development through the use of image, type, color, form, and composition.

*Pre/Corequisite(s): ART 121 or ART 125*

## **ART 257 - DIGITAL DESIGN II**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

A continuation of ART 256 with more in-depth focus on technique and the practice of creating a voice through graphic design. Emphasis will be placed on conceptual exploration, brand development, production, presentation, and understanding of the current and future needs of the design profession.

*Prerequisite(s): ART 256*

## **ART 261(C) - CERAMICS I**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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 262(C) - CERAMICS II**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Advanced 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 263 - GRAPHIC DESIGN FOUNDATIONS**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

An introduction to the practice of graphic design through the use of imagery, form, color, and type. Students learn about the historical, theoretical, and technical principles of graphic design, and will explore formal composition techniques, concept development, graphic design methodology, terminology, and current digital techniques.

*Pre/Corequisite(s): ART 252*

## **ART 264 - INTRODUCTION TO MOTION GRAPHICS**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

An introductory course that explores the design and production of time-based media. Students will create projects incorporating elements of typography, graphic design, animation, audio, and video that are based on literal or abstract concepts. Development, storyboarding, and final rendering will be covered through step-by-step processes.

*Prerequisite(s): ART 263*

## **ART 265 - DIGITAL IMAGING**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

An introduction to digital imaging software and hardware. This course will include scanning, capturing digital images, image manipulation, and creation of digital composites.

*Prerequisite(s): ART 263*

## **ART 266 - INTERACTIVE DESIGN**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

Provides students with a solid understanding of a variety of Web design techniques. Students will acquire skills with current Web and user interface design practices, with an emphasis on design and visual communication principles. This course builds upon the technical and creative foundations developed in ART 263 as well as typographic principles in ART 252.

*Prerequisite(s): ART 263 or permission of the instructor.*

## **ART 270 - TOPICS IN PHOTOGRAPHY**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

This course will explore various aspects of photography. This course is dedicated to developing a deeper understanding of specific studio issues previously introduced in studio photography

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courses or subjects not explored in prior photography courses. Possible topics may include installation of photographic works, mobile photography, portfolio building and broadening, photography book online publishing, working in the studio or outside in the community, etc.

*Prerequisite(s): ART 141 or permission of the instructor.*

## **ART 274(C) - ALTERNATIVE PHOTOGRAPHIC PROCESSES**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course allows students who have completed Advanced Photography to explore various alternative or non-silver photographic processes. Students will receive individual and group guidance and considerable feedback as they create images for a personal portfolio. Introduction of alternative techniques will include the study of the history of photography relating to non-silver processes and imagery. Class work will also include reading assignments and critical review of historical and contemporary photographic work.

*Prerequisite(s): ART 141 or permission of the instructor.*

## **ASTRONOMY**

### **AST 110(E) - INTRODUCTION TO ASTRONOMY**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

A survey of the universe. The physical properties and motions of the earth, moon, sun, planets and other objects in the solar system are discussed in detail. The observations and physical theories upon which our understanding of the universe is based are described qualitatively, with awareness of their historical and cultural context. Stellar structure and evolution, exoplanets, galaxies, quasars, neutron stars and black holes, the expanding universe and the big bang are discussed. The methods and tools of astronomical research are introduced. Laboratory activities from a variety of sources are conducted, primarily using computer resources such as telescope simulations and planetarium software. Access to the internet is necessary for all students to receive updates and course information. Students must register for the lecture and the lab.

## **BIOLOGY**

### **BIO 101(E) - GENERAL BIOLOGY FOR NON-MAJORS: THE PROCESSES OF LIFE**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

An introduction to life's basic processes including the chemistry of life, the structure and function of the cell, how cells use energy and matter, how cells reproduce, and how genetic inheritance occurs. Examples of how these processes affect each and every one of us on a daily basis will be explored. This course will also explore the methods of science through in-class assignments and laboratory work so that students will better understand the processes

of collecting, analyzing, and interpreting data in various formats. Laboratories supplement lectures by allowing students to explore topics in a hands-on fashion.

*Prerequisite(s):* Eligibility for ENG 101

**Note:** Credit cannot be received for more than one of these, except by permission of the department chair: BIO 100, BIO 101, BIO 103

## **BIO 102(E) - BIOLOGY IN YOUR WORLD**

*Credit(s):* 4

*MassTransfer Block Code:* Natural & Physical Laboratory Science

Biology, and issues related to biology, are present all around you. How do you make sense of it all? This non-majors course will focus on several case studies in biology that are relevant to you and related to the environment, biotechnology, genetics, health, agriculture, or biodiversity. You will learn the biology behind the issues and the methods that scientists use to carry out research on the topics. You will also perform hands-on laboratory or field exercises at home to personally experience the process of science in the living world of biology.

*Prerequisite(s):* Eligibility for ENG 101

## **BIO 106(E) - INTRODUCTION TO BIOTECHNOLOGY**

*Credit(s):* 4

*MassTransfer Block Code:* Natural & Physical Laboratory Science

An introduction to biotechnology and the laboratory techniques used in biotechnology, including recombinant DNA analysis, 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 biotechnology. Laboratories emphasize the basic core technologies used to participate at an entry level in laboratories in biomedical research, industrial, or educational settings.

*Prerequisite(s):* Eligibility for MTH 014 or MTH 095

## **BIO 107(E) - GENERAL BIOLOGY I: INTRODUCTION TO CELL FUNCTIONS**

*Credit(s):* 4

*3 class hours 3 lab hours*

*MassTransfer Block Code:* Natural & Physical Laboratory Science

This course provides a rigorous introduction to the living processes within cells by exploring the chemical and molecular basis of life. Emphasis is placed on basic chemistry, cell structure, and the important types of biochemical reactions that occur during growth, development, maintenance, and reproduction in cells. Particular detail is given to biochemical processes in human cells. Laboratory exercises supplement the lecture by emphasizing the scientific method and inquiry-based learning.

*Prerequisite(s):* Eligibility for ENG 101; eligibility for MTH 014 or MTH 095

**Note:** This course is designed to prepare students for further study in biological science and health allied programs. Student may not receive credit for both BIO 103 and BIO 107.

## **BIO 108(E) - GENERAL BIOLOGY II: DIVERSITY OF LIFE ON EARTH**

*Credit(s):* 4

*MassTransfer Block Code:* Natural & Physical Laboratory Science

Applies the biological principles explored in BIO 107 to a survey of the viruses and the three domains of biological organisms. BIO 108 focuses on contemporary biological topics, environmental issues, scientific controversies, and health concerns. Laboratories supplement lectures by allowing the student to explore the process of science, emphasizing inquiry-based, student-implemented investigations. Familiarity with biological principles and their applications is intended to provide students with the knowledge necessary to critically evaluate important biological developments in today's world.

*Prerequisite(s):* BIO 101 or BIO 102 or BIO 107

## **BIO 110(E) - GENERAL BOTANY**

*Credit(s):* 4

*MassTransfer Block Code:* Natural & Physical Laboratory Science

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.

## **BIO 111(E) - HUMAN BIOLOGY**

*Credit(s):* 4

*MassTransfer Block Code:* Natural & Physical Laboratory Science

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 lectures, offering a hands-on approach and some experimentation. The lab includes dissection of (or observation of) preserved animal specimens.

**Note:** This course does not satisfy the requirement of programs requiring a full year of anatomy and physiology.

## **BIO 120(E) - GENERAL ZOOLOGY**

*Credit(s):* 4

*MassTransfer Block Code:* Natural & Physical Laboratory Science

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.

## **BIO 130(E) - CONSERVATION BIOLOGY**

*Credit(s):* 4

*MassTransfer Block Code:* Natural & Physical Laboratory Science

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 walking over woodland terrain.

### **BIO 217(E) - HUMAN ANATOMY AND PHYSIOLOGY I**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

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. A course designed for nursing, physical education, radiologic technology and other allied health majors. Some dissection of preserved animal specimen material is included.

*Prerequisite(s):* BIO 107 with a grade of C or better taken within the past 7 years, or a passing score on the challenge exam.

### **BIO 218(E) - HUMAN ANATOMY AND PHYSIOLOGY II**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

A continuation of BIO 217, concentrating on cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems. Emphasis is placed on the correlation and integration of all the body systems. Substantial dissection of preserved animal specimen material is included.

*Prerequisite(s):* BIO 217

### **BIO 229(E) - MICROBIOLOGY**

*Credit(s): 4*

*3 lecture hours 3 lab hours*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

A study of the biology of microorganisms, including bacteria, viruses, fungi, protozoa, algae, and parasitic animals. The effects of microbial activities on humans and the environment will be considered. Other topics include the use of microbes in biotechnology, the control of microbial growth, applied immunology, epidemiology, and pathogenesis. Laboratory experience is provided in aseptic techniques, microscopy, staining, environmental microbiology, identification of microbes, recombinant DNA technology, and pathogenic organisms.

*Prerequisite(s):* BIO 107 with a grade of C or better

### **BIO 230(E) - ECOLOGY**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

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(s):* One semester of college biology or environmental science.

### **BIO 234(E) - EVOLUTION**

*Credit(s): 4*

*3 lecture hours 3 lab hours*

*MassTransfer Block Code: Natural and Physical Laboratory Science*

A comprehensive overview of evolution that includes the major transitions of life on earth, changing scientific thoughts on evolution, evidence of evolution, and the factors that drive evolution. We will explore how the modern study of evolution requires the synthesis of different disciplines such as geology, organismal development, and genetics. Labs will include field trips that will require some walking over uneven terrain.

*Prerequisite(s):* One semester of college biology or environmental science

**Note:** It is recommended to have taken statistics or be eligible for college algebra before taking this course.

### **BIO 240(E) - CELL CULTURE AND PROTEIN PURIFICATION**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

This course is designed to provide students with an introduction to the techniques involved in the production of a recombinant protein, including an in-depth discussion of both cell culture (upstream processing) and protein purification (downstream processing). Students in this course will learn how to successfully preserve and maintain different cell lines, and use cells to express a recombinant protein. Students will be engaged in the techniques involved in purifying the recombinant protein, including column chromatography, dialysis, and diafiltration. Validation of the cell line and protein expressed will also be covered.

*Prerequisite(s):* BIO 106, BIO 229, or BIO 243 with a grade of C or better

### **BIO 243(E) - GENETICS**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

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(s):* BIO 107, BIO 110, BIO 120, or BIO 229 with a grade of C or better

**Note:** BIO 107 is the recommended prerequisite

## **BUSINESS**

### **BUS 101 - INTRODUCTION TO BUSINESS**

*Credit(s): 3*

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 112 - PROFESSIONAL ETIQUETTE**

*Credit(s): 1*

A study of the interpersonal and communication skills that are 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. Same as GSY 112

## **BUS 113 - ETHICS IN BUSINESS**

*Credit(s): 1*

This course introduces students to the relationship between business and society. Topics include corporate citizenship, identification and analysis of stakeholder issues, business ethics fundamentals, business influence on government and the public sector, ethical issues in the global arena, workplace issues, and employment discrimination and affirmative action. Upon completion students should be able to apply ethical principles and guidelines to business decision-making.

## **BUS 114 - MONEY MANAGEMENT**

*Credit(s): 1*

The focus of this course is to develop financially literate students. It will provide a practical introduction to personal finance and money management by focusing on realistic ways to effectively manage and protect personal assets and to maximize financial health and stability. Students will learn how to design a personal budget and learn to make appropriate decisions with regard to savings, investments, insurance, credit protection, estate planning, and managing personal assets. Students will evaluate the cost of borrowed money, real estate investments, the effective use of credit, tax implications and the effects the economy has on personal financial decisions.

*Prerequisite(s):* Eligibility for MTH 013 or MTH 085

## **BUS 115 - COMPUTER APPLICATIONS**

*Credit(s): 3*

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, databases, and graphics applications. Keyboarding skills preferred, but not required.

**Note:** Students will not receive credit for both CSI 111 and BUS 115

## **BUS 117 - INTRODUCTION TO DIGITAL ASSETS AND CRYPTOCURRENCY**

*Credit(s): 1*

*1 lecture hours*

Introduction to Digital Assets, Cryptocurrency, and Non-fungible tokens (NFTs) will provide an overview of blockchain technology and digital assets from a business perspective. Students will learn the terminology, types and use of digital assets, and review the current laws and regulations.

## **BUS 170 - MATHEMATICS FOR BUSINESS DECISIONS**

*Credit(s): 3*

A focus on organizing, interpreting, assessing, and communicating mathematical data for quantitative decision making in the business environment. The problem solving, reasoning, and communication requirements in this course will help students make better decisions associated with common business functions such as:

payroll and taxes; accounting; banking; 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(s):* BUS 115 or BUS 215 or CSI 111; eligibility for either MTH 014 or MTH 095

## **BUS 215 - SPREADSHEETS**

*Credit(s): 3*

This course will cover all aspects of spreadsheets using an integrated software package which combines a large, advanced electronic worksheet with state-of-the-art graphics and database management capacity, beginning with building a basic worksheet and progressing through the major commands and advanced features of the software package. Students will organize and analyze data by determining necessary mathematical computations to convert into formulas and functions using spreadsheet software.

*Prerequisite(s):* Eligibility for MTH 013 or MTH 085

## **BUS 220 - BUSINESS COMMUNICATIONS**

*Credit(s): 3*

Emphasizes the fundamental principles of oral and written communication within an organizational setting. Techniques for writing various types of communication are studied, including the writing of news releases, policies, procedures, and performance appraisals. Includes instruction in oral communication and the use of presentation software. Grammar, syntax, style, economy of expression, organization of thought, and clarity are stressed.

*Prerequisite(s):* Eligibility for ENG 101

## **BUS 239 - PRINCIPLES OF BANKING (CFT)**

*Credit(s): 3*

This course is not offered at HCC. The course is offered through the Center for Financial Training (CFT) at a cost which may be different than HCC courses, and financial aid may not be available. Credits earned from a CFT course are transferred into an HCC program upon successful completion of the course. Therefore, students may not be considered a full time student while enrolled in a CFT course.

## **BUS 276 - INTERNSHIP IN BUSINESS**

*Credit(s): 1*

Students gain hands-on experience in a professional setting while integrating knowledge and theory learned in the classroom with practical application and skills development. Internships are collaboratively supervised by a business faculty coordinator and a work-site supervisor. Students work at the internship site and complete assignments to develop workplace communication skills, strengthen critical thinking and problem solving skills, and develop a greater awareness of self and others in a career and organizational context. Internships are selective and registration for course does not guarantee internship placement.

*Prerequisite(s):* Twelve earned credits; a 2.5 grade point average

## **BUS 277 - INTERNSHIP IN BUSINESS**

*Credit(s): 2*

Students gain hands-on experience in a professional setting while integrating knowledge and theory learned in the classroom with practical application and skills development. Internships

are collaboratively supervised by a business faculty coordinator and a work-site supervisor. Students work at the internship site and complete assignments to develop workplace communication skills, strengthen critical thinking and problem solving skills, and develop a greater awareness of self and others in a career and organizational context. Internships are selective and registration for course does not guarantee internship placement.

*Prerequisite(s):* Twelve earned credits; a 2.5 grade point average

### **BUS 278 - INTERNSHIP IN BUSINESS**

*Credit(s):* 3

Students gain hands-on experience in an professional setting while integrating knowledge and theory learned in the classroom with practical application and skills development. Internships are collaboratively supervised by a business faculty coordinator and a work-site supervisor. Students work at the internship site and complete assignments to develop workplace communication skills, strengthen critical thinking and problem solving skills, and develop a greater awareness of self and others in a career and organizational context. Internships are selective and registration for course does not guarantee internship placement.

*Prerequisite(s):* Twelve earned credits; a 2.5 grade point average

### **BUS 290 - TOPICS IN BUSINESS**

*Credit(s):* 3

The exploration of current topics in business, allowing practical application in areas of business study most relevant to today's student.

*Prerequisite(s):* Eligibility for ENG 101 and (2) others, depending upon particular area of business being addressed.

## **CHEMISTRY**

### **CHM 101(E) - GENERAL CHEMISTRY I**

*Credit(s):* 4

*MassTransfer Block Code: Natural & Physical Laboratory Science*

A study of 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.

**Note:** At least one unit of high school algebra and of geometry is recommended.

### **CHM 115(E) - THE SCIENCE OF FOOD PREPARATION**

*Credit(s):* 4

*3 lecture hours 3 lab hours*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

This course will provide an overview of the chemical, physical, and other properties of food components in a scientific context, and evaluate their relationship to food preparations. It will develop the scientific framework for understanding the outcomes of various methods of food preparation. Laboratory experiments will focus on determining the important variables for each method, such as time, temperature, and quantitation of ingredients. Same as SEM 115

### **CHM 121(E) - CHEMISTRY FOR SCIENCE AND ENGINEERING STUDENTS I**

*Credit(s):* 4

*MassTransfer Block Code: Natural & Physical Laboratory Science*

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.

*Prerequisite(s):* MTH 014 or MTH 095 with a grade of C- or higher, or SM18, or appropriate score on math placement exam

**Note:** High school chemistry is recommended

### **CHM 124(E) - CHEMISTRY FOR SCIENCE AND ENGINEERING STUDENTS II**

*Credit(s):* 4

*MassTransfer Block Code: Natural & Physical Laboratory Science*

A study of properties of solutions, electrolytes, ionization, oxidation-reduction, electrochemistry, 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(s):* CHM 113 or CHM 121 (or equivalent) with a grade of C- or better.

### **CHM 221(E) - ORGANIC CHEMISTRY I**

*Credit(s):* 4

*MassTransfer Block Code: Natural & Physical Laboratory Science*

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. Laboratories include classical techniques of separation and identification of organic compounds as well as modern techniques of instrumentation.

*Prerequisite(s):* CHM 102 (with permission of instructor) or CHM 124 with a grade of C or better

### **CHM 222(E) - ORGANIC CHEMISTRY II**

*Credit(s):* 4

*MassTransfer Block Code: Natural & Physical Laboratory Science*

Continuation of CHM 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. Laboratories include the characterization and synthesis of the above compounds using classical methods and modern instrumentation.

*Prerequisite(s):* CHM 221 with a grade of C or better

## COMMUNICATION

### COM 109(C) - INTRODUCTION TO DIGITAL MEDIA

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course introduces students in any area of study to the fundamentals of using a range of digital media to communicate information and ideas. It covers methods for digitally creating audio, visual images, and multimedia. Specific skills covered are: textual communication, digital sound editing, digital image manipulation, and interactive multimedia authoring. Through individualized projects, students have the opportunity to experience the effect of different media on information.

### COM 110 - FUNDAMENTALS OF VIDEO

*Credit(s): 3*

This course is an introduction to video production with an emphasis on production skills and effective visual communication. Through screening and discussion of video and film, as well as group and individual projects, students will learn how to communicate their ideas through the medium of video production. The course covers such topics as story boarding, camera work and composition, editing, lighting and sound design, genres, and how to design and plan a production. No prior video experience is necessary, however access to a video camera is required.

### COM 113 - JOURNALISM I

*Credit(s): 3*

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. Same as ENG 113

*Prerequisite(s):* Eligibility for ENG 101

### COM 117(C) - INTERACTIVE DIGITAL STORYTELLING

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Computers and the internet have created new ways to tell and deliver stories - stories with audio and images, and stories where the reader can participate in the creation of the storyline. Interactive Digital Storytelling explores the world of interactive narratives through combining traditional story-writing concepts with interactive narrative theory and practice. The course will cover the basics of writing narratives while studying the way in which storytelling changes when it becomes interactive. Topics covered include: the basics of story construction (theme, plot, character, setting, etc.), interactive theory, and expanding the story experience through the use of image, sound, and reader agency. Coursework will include: writing a short narrative, learning interactive software, and producing several types of digital stories as well as a complete interactive digital narrative project. This course will be of interest to students in media, communication, creative writing, multimedia, and any field where stories are told.

*Prerequisite(s):* Eligibility for ENG 101

### COM 121(C) - INTRODUCTION TO COMMUNICATION

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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 126(C) - HISTORY AND CRITICISM OF FILM

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course offers an introduction to the study and history of film. It explores the ways in which film creates meaning through both technical and stylistic means. Topics include camera work and composition, lighting, sound, editing, story line, film genres, and basic semiotic analysis. In addition, the course provides an overview of the major movements and representative films that comprise the history of motion pictures. Students will become familiar with methods of film analysis, cultivate the ability to view films within thematic and historical contexts, and gain an understanding of the cultural and aesthetic contributions of the cinema.

*Prerequisite(s):* Eligibility for ENG 101

### COM 127(C) - PODCASTING

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course focuses on developing audio skills with storytelling through podcasting. We'll travel through the history of audio storytelling and analyze past and current podcasts for audio quality, content and approach. We'll produce our own podcasts while we practice writing specifically for audio and voice techniques to engage listeners. We learn the proper use of microphones, audio editing and creating soundscapes and some tips on distribution. Your finished product may even be played on the College radio station and/or be featured on an online community publication.

**Note:** No audio or editing experience is necessary

### COM 131(C) - MASS COMMUNICATION

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course takes a critical look at the role of mass media in American society and broadly examines their history, development, organizational structure, and impact. Students will engage in a study of newspapers, magazines, radio, film, television, advertising, the music business, and the Internet from a consumer's point of view and will consider the effects of media on individuals and society.

### COM 141 - PRACTICUM IN COMMUNICATION, MEDIA, OR THEATER ARTS

*Credit(s): 1-3*

This course is designed to provide students with opportunities for the enhancement of their coursework in Communication, Media, or Theater Arts. Through experience in gaining practical skills, students will work directly with an instructor on the design, implementation, and practical aspects of a project.

## COM 142 - PRACTICUM IN JOURNALISM

*Credit(s): 1-3*

This course is designed to provide students with opportunities for the enhancement of their coursework in communication, with a specific emphasis on journalism. Students, in consultation with the instructor on the design, implementation, and evaluation of the project, will gain practical skills in reporting, editing, copy editing, and/or layout.

*Prerequisite(s):* COM 113

**Note:** Students are expected to spend 6 hours per week per credit on work stipulated in project proposal.

## COM 150(C) - PUBLIC SPEAKING

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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.

## COM 205(C) - GENDER AND COMMUNICATION

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

*Knowledge of Diversity Code: KOD*

Introduces theories and concepts of communication that are associated with contemporary and historical constructions of gender. This course explores the relationship between communication and gender by focusing on multiple ways humans communicate gender and meaning through symbolic activities, representations, and performances. Provides a foundation for critically interrogating how gender is constructed, maintained, transformed, and communicated throughout various contexts.

*Prerequisite(s):* Any 100 level COM course, eligibility for ENG 101, or permission of instructor.

## COM 214(C) - SOCIAL MEDIA: MORE THAN JUST FRIENDS

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course explores the world of social media. It begins by tracing the historical evolution of social media in order to understand what has changed over time, what has worked successfully, what has failed, and why. A major part of the course centers on understanding the social, cultural, and political impact of social media. Topics include the culture of friendship, social capital and publicly displayed social networks, fan sites and parasocial interaction, social media and crime (i.e. bullying), social media marketing, and the ability of social media to mobilize groups of people for political purposes.

*Prerequisite(s):* COM 121 or COM 131

## COM 217(C) - INTERCULTURAL COMMUNICATION

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course examines challenges and possibilities related to intercultural communication. Specifically, it provides strategies to help improve understanding of cultural differences and how to navigate the imbalance of power inherent within relationships between and among cultures. The course begins with activities aimed at getting students to identify and understand how their own cultural identity affects their communication, biases, and worldview. Moving beyond individual perceptions and personal interactions, students will investigate the ways in which racism is experienced at the individual level and is also perpetuated institutionally as a systemic issue by interrogating the role communication plays in reinforcing racist perspectives, ideas, and messages. Students will also examine the evolution and expression of racist ideology in order to understand how race is a social construct that is embedded and naturalized in communication and culture, and how those social constructs are normalized and used to justify oppression. The goal of the course is to recognize racism as a barrier to communicating effectively with individuals who have diverse cultural identities. Through a combination of critical cultural readings, focused homework assignments, interactive discussions, and a final paper that will involve a critique of power and cultural differences, students will learn how to view cultural differences through a more equitable lens and work towards removing ethnocentric and hierarchical communication practices which impede effective cultural relationships. These assignments will focus on understanding that cultural differences are inherent; but it also matters how verbal and nonverbal communication can be used to create messages and ideas about what those differences mean, and how they might be used to disrupt and challenge marginalizing discourse.

*Prerequisite(s):* COM 121 with a grade of C- or better; eligibility for ENG 101

## COM 235(C) - TOPICS IN COMMUNICATION, MEDIA, AND THEATER ARTS

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Each semester the course focuses on a different area of literature, theory, or performance, or a combination in Communication, Media, or Theater Arts. A specific era, a particular practitioner, a genre, or an "ism" may be focused upon. A detailed study is made of each special topic with particular emphasis on literary and/or performance values. Same as THE 235

*Pre/Corequisite(s):* ENG 102

## COMPUTER SCIENCE/INFORMATION SYSTEMS

### CSI 105 - PRINCIPLES OF INFORMATION SECURITY AND ASSURANCE

*Credit(s): 3*

An introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding 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 reporting features.

*Pre/Corequisite(s):* CSI 111

## CSI 106 - PROGRAMMING FUNDAMENTALS I

*Credit(s): 4*

*3 lecture hours 3 lab hours*

This course will introduce 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.

*Prerequisite(s):* Eligibility for ENG 101; eligibility for MTH 013

## CSI 111 - COMPUTER CONCEPTS WITH APPLICATIONS

*Credit(s): 4*

Understand the fundamentals of computer nomenclature, particularly with respect to personal computer hardware and software and the World Wide Web; make use of the Web as a repository of the latest information and an integrated learning tool; develop an in-depth understanding of why computers are essential to the business world and society in general; focus on the computer as a valuable productivity tool, recognizing its position as the backbone of the computer industry and as both a stand alone and networked device; learn strategies for purchasing, installing, and maintaining a personal computer system; and learn to plan a career as a knowledge worker in the information age. This course will enable students in any major to become computer literate.

*Prerequisite(s):* Eligibility for ENG 101

**Note:** Students may not receive credit for both BUS 115 and CSI 111

## CSI 121 - FOUNDATIONS OF LINUX

*Credit(s): 4*

*3 lecture hours 3 lab hours*

With Linux being prevalent in many of today's devices, from the server hosting a website, to the phone in your pocket, it's necessary for computer science and IT professionals to be familiar with the freely distributed operating system. Mobile technologies and work environments now demand experience in Linux. Upon completion of this course, a student will have an understanding of what Linux is, how it is used in a multitude of situations, how to configure and use the operating system through hands-on experience, and what technologies use Linux. *Prerequisite(s):* CSI 111

## CSI 211 - SYSTEM SUPPORT

*Credit(s): 3*

The course will prepare students for credentialing such as A+ Certification. This course will teach students how to troubleshoot, install programs, use various operating systems and their applications, 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, network interface cards (NICs), and peripherals. The students will gain hands-on experience in building, upgrading, and repairing computers. *Prerequisite(s):* CSI 111

## CSI 214 - SYSTEMS ANALYSIS AND DESIGN

*Credit(s): 3*

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(s):* 12 CSI credits

## CSI 216 - SYSTEM SUPPORT II

*Credit(s): 3*

A continuation of CSI 211. Completes the process of preparing students for credentialing such as the A+ Certification Exam. Continues to teach students how to install programs, Network Interface Cards, and hubs. Topics will include disk files systems such as FAT, FAT 32, HPFS, and NTFS. Unix and Linux, as well as Macintosh OS systems, will be discussed. Additional topics to be covered include CR ROM, CDRW, and external secondary storage devices.

*Prerequisite(s):* CSI 111

## CSI 218 - PROGRAMMING FUNDAMENTALS II

*Credit(s): 4*

Provides the student with additional knowledge of computer programming using an object-oriented programming language (such as Visual Basic, .NET). A strong emphasis will be placed on the proper design and testing of a computer program as well as on the principles of object-oriented programming. This course will include an introduction to program database applications as well as other tools to create programs that conform to current industry standards

*Prerequisite(s):* CSI 106 or permission of instructor; CSI 111; MTH 014 or MTH 095 or SM18, or adequate score on the mathematics placement exam

## CSI 242 - APPLIED DATABASE MANAGEMENT

*Credit(s): 3*

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(s):* Introductory computer course (BUS 115, BUS 215, CSI 111, or equivalent)

## CSI 250 - CURRENT TOPICS IN INFORMATION SYSTEMS

*Credit(s): 3*

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(s):* 12 CSI credits

## CSI 251 - NETWORK DEVELOPMENT

*Credit(s): 3*

Provides students with an opportunity to build upon the foundations learned in CSI 120. 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(s):* CSI 111

## **CSI 252 - INTRODUCTION TO WEB SITE DEVELOPMENT**

*Credit(s):* 3

This course 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.

*Prerequisite(s):* CSI 111; eligibility for MTH 014 or MTH 095

## **CSI 254 - JAVA PROGRAMMING I**

*Credit(s):* 4

Provides the student with a working knowledge of Java programming. Topics will include using objects, defining and designing classes, controlling and verifying object behavior, iteration, algorithmic complexity, sorting, 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.

*Prerequisite(s):* CSI 106 and CSI 111

## **CSI 258 - DATA STRUCTURES**

*Credit(s):* 4

*3 lecture hours 2.25 lab hours*

This course provides students with an in-depth study of data structures using an object-oriented programming language. Topics include, but are not limited to: Big-O Analysis, Stacks, Queues, Lists, Maps, Graphs, Trees, and Heaps. Efficiency and scalability of design will be emphasized.

*Prerequisite(s):* CSI 218 or CSI 254

## **CSI 264 - DISASTER RECOVERY**

*Credit(s):* 3

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(s):* CRJ 105 or CSI 105

## **CSI 276 - COMPUTER INFORMATION SYSTEMS INTERNSHIP**

*Credit(s):* 1

Students gain hands-on experience in a professional setting, integrating knowledge and theory learned in the classroom with practical application and skills development. Internships are collaboratively supervised by a computer information systems faculty coordinator and a work-site supervisor. Students work at the internship site and complete assignments to develop workplace communication skills, strengthen critical thinking and problem solving skills, and develop a greater awareness of self and others in a career and organizational context.

*Prerequisite(s):* Twelve earned credits; a 2.5 grade point average; and the approval of a CIS department faculty sponsor

## **CSI 277 - COMPUTER INFORMATION SYSTEMS INTERNSHIP**

*Credit(s):* 2

Students gain hands-on experience in a professional setting, integrating knowledge and theory learned in the classroom with practical application and skills development. Internships are collaboratively supervised by a computer information systems faculty coordinator and a work-site supervisor. Students work at the internship site and complete assignments to develop workplace communication skills, strengthen critical thinking and problem solving skills, and develop a greater awareness of self and others in a career and organizational context.

*Prerequisite(s):* Twelve earned credits; a 2.5 grade point average; and the approval of a CIS department faculty sponsor

## **CSI 278 - COMPUTER INFORMATION SYSTEMS INTERNSHIP**

*Credit(s):* 3

Students gain hands-on experience in a professional setting, integrating knowledge and theory learned in the classroom with practical application and skills development. Internships are collaboratively supervised by a computer information systems faculty coordinator and a work-site supervisor. Students work at the internship site and complete assignments to develop workplace communication skills, strengthen critical thinking and problem solving skills, and develop a greater awareness of self and others in a career and organizational context.

*Prerequisite(s):* Twelve earned credits; a 2.5 grade point average; and the approval of a CIS department faculty sponsor

## **CRIMINAL JUSTICE**

### **CRJ 100 - INTRODUCTION TO CRIMINAL JUSTICE**

*Credit(s):* 3

This course is an introductory exploration of the modern U.S. criminal legal system, its philosophical foundations, history, and processes. This course draws on a close study of the U.S. Constitution, case law, and contemporary examples to analyze, interrogate, and critique the criminal legal system intersectionally, with attention to issues of race, class, gender, and sexuality. Participants will explore the meanings of, and relationships between, crime, justice, policing, prosecution, the courts, corrections, and systems of incarceration. Students in CRJ 100 will develop close reading, critical thinking, quantitative, analytical, research, and writing skills.

*Prerequisite(s):* Eligibility for ENG 095

## **CRJ 103 - INTRODUCTION TO CORRECTIONS**

*Credit(s): 3*

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 will also be covered.

*Prerequisite(s):* Eligibility for ENG 095

## **CRJ 105 - INTRODUCTION TO SECURITY**

*Credit(s): 3*

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.

*Prerequisite(s):* Eligibility for ENG 095

## **CRJ 112 - CRIMINAL LAW AND PROCEDURE**

*Credit(s): 3*

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 constraints established by the United States Supreme Court on law enforcement procedures occurring during arrests, searches and seizures, interrogations, electronic surveillances, and other investigative practices.

*Prerequisite(s):* CRJ 100

## **CRJ 117(B) - CRIMINOLOGY**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

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.

*Prerequisite(s):* PSY 110 or SOC 110

## **CRJ 200(B) - CONTEMPORARY ISSUES IN CRIMINAL JUSTICE**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

An examination of contemporary issues in criminal justice and criminology. Emphasis on research and a global perspective to understanding the complex intersections of crime, race, class, the media, drugs, terrorism, and politics, among other contemporary topics.

*Prerequisite(s):* PSY 110 or SOC 110

## **CRJ 208(B) - JUVENILE JUSTICE**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

This course will introduce students to the history of the juvenile justice system in America, and will examine how juvenile wrongdoing has been socially constructed as a problem. Emphasis will be placed on the measurement of delinquency, the causes and prevention of delinquency, the formal juvenile justice system, and alternative means of dealing with young offenders, such as restorative justice and diversion programs.

*Prerequisite(s):* PSY 110 or SOC 110

## **CRJ 209(B) - POLICE AND SOCIETY**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

This course will explore the history, evolution, and organization of the police in the United States. Examines the role of police in society, structure and culture of police organizations, function and activities of the police, and police deviance and accountability.

*Prerequisite(s):* CRJ 100

## **CRJ 210(B) - HUMAN RELATIONS: DIVERSITY AND ETHICAL ISSUES**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

*Knowledge of Diversity Code: KOD*

A critical examination of issues of diversity, ethics, and human relations as they affect the work of criminal justice practitioners. Emphasis is placed on improving skills as observers, listeners, and communicators through exercises involving resolution of individual and group conflicts in a variety of settings.

*Prerequisite(s):* PSY 110 or SOC 110

## **CRJ 217(B) - WOMEN, CRIME, AND JUSTICE**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

*Knowledge of Diversity Code: KOD*

An examination of the factors which shape the experiences of women as victims, offenders, and criminal justice practitioners. This course will focus on the pathways to crime among female offenders, the nature of victimization among women, and the challenges that women professionals face. Finally, we will focus on the social construction of gender within the justice system and on the intersection of gender, race, class, and crime. Same as WST 217

*Prerequisite(s):* PSY 110 or SOC 110

## **CRJ 230 - CAPSTONE IN CRIMINAL JUSTICE**

*Credit(s): 3*

This course is designed to provide criminal justice majors with a capstone experience emphasizing integration of knowledge. Students will analyze contemporary issues in order to demonstrate mastery of the content acquired in previous courses. In addition to other requirements, students will develop and prepare a re-

search project that will result in an end of semester presentation to the class. This course should be taken in the semester immediately preceding graduation.

*Prerequisite(s):* Criminal Justice matriculation and completion of 42 credit hours, including: CRJ 100, CRJ 103, CRJ 112, CRJ 117, CRJ 209, ENG 101, ENG 102, and either PSY 110 or SOC 110

## **CULINARY ARTS**

### **CUL 100 - CULINARY FUNDAMENTALS I**

*Credit(s):* 2

An introductory course designed to prepare students for professional studies in the culinary arts. Focus will be on product identification, organization of the professional kitchen, and basic knife skills. Students will develop an appreciation of food as a sensory, cultural, social, and aesthetic experience.

*Additional Course Fee:* \$425 Uniforms and Tools. All fees subject to change

### **CUL 101 - CULINARY FUNDAMENTALS II**

*Credit(s):* 2

Emphasis is on basic cooking methods and techniques. Students will apply principles of food preparation to produce a variety of food products while focusing on mastering fundamental cooking techniques such as sauté, braise, roast, grill, broil, etc. Students will evaluate the quality of each preparation.

*Prerequisite(s):* CUL 100 with a grade of C- or better

### **CUL 104 - PROFESSIONAL STANDARDS FOR THE FOOD SERVICE INDUSTRY**

*Credit(s):* 2

Focus is on the mechanics of pursuing a career in the food service industry. Students will explore multiple career paths within the food service industry and learn how to manage and advance their careers successfully.

### **CUL 107 - PANTRY AND GARDE MANGER**

*Credit(s):* 2

A course designed to develop the skills necessary to successfully execute pantry and cold food production assignments in the professional kitchen. Topics covered include the preparation of salads and dressings, fruits, cheese service, forcemeats, canapés, and hors d'oeuvres. Students will also learn techniques for garnishing and attractively presenting cold preparations. The role these menu items play in contemporary food service operations will be emphasized.

*Prerequisite(s):* CUL 100, CUL 101 and CUL 115, each with a grade of C- or higher; valid ServSafe Certificate or CUL 111

### **CUL 108 - STOCKS, SOUPS, AND SAUCES**

*Credit(s):* 2

Focuses on the fundamental principles, production, service, and evaluation of stocks, soups, sauces, gravies, and thickening agents. Students will produce a variety of classical, modern, and international styles of soups and sauces.

*Prerequisite(s):* CUL 100, CUL 101, and CUL 115, each with a grade of C- or higher; valid ServSafe Certificate or CUL 111

### **CUL 109 - ENTREE PREPARATION AND PRESENTATION**

*Credit(s):* 2

Course builds on students' knowledge of foundational techniques and cooking methods. Students will apply previously demonstrated competencies to the preparation and presentation of a variety of entrées.

*Prerequisite(s):* CUL 100, CUL 101, CUL 108, and CUL 115, each with a grade of C- or better; a valid ServSafe Certificate or successful completion of CUL 111

### **CUL 111 - SANITATION AND SAFETY**

*Credit(s):* 2

A study of sanitation and safety problems encountered in the food service industry, with an emphasis on proper food handling techniques. A nationally-recognized food service safety and sanitation exam (NRAEF) is taken as part of the course.

### **CUL 112 - DINING ROOM SERVICE: THEORY AND APPLICATION**

*Credit(s):* 2

Introduces the principles, concepts, and systems of professional dining room service. Topics include dining room organization, scheduling, and management of food service personnel. Upon successful completion of a nationally administered exam, students will receive nationally recognized certification in safe beverage service.

*Prerequisite(s):* CUL 100, CUL 101, CUL 104, CUL 107, CUL 108, CUL 109, CUL 113, CUL 114, CUL 115, and CUL 214, each with a grade of C- or better; a valid ServSafe Certificate or successful completion of CUL 111

### **CUL 113 - INTRODUCTION TO FOOD SERVICE OPERATIONS**

*Credit(s):* 2

Focuses on the development of a food service operation plan and essential skills needed to manage a variety of food service operations. Topics include: food service delivery systems, development-cycle of the industry, current trends, management responsibilities, menu design/planning, and environmental sustainability.

### **CUL 114 - BAKING AND PASTRY ARTS I**

*Credit(s):* 2

An intensive course designed to prepare students for professional studies in the baking and pastry arts. Focus will be on understanding characteristics of the ingredients used in baking and pastry as well as developing a working knowledge of how ingredients react physically and chemically. Basic baking competence will be developed via hands-on preparation of products through the use of introductory baking methods.

*Pre/Corequisite(s):* CUL 115

### **CUL 115 - CULINARY MATH**

*Credit(s):* 2

2 lecture hours

This course is designed to teach culinary arts students to apply basic mathematics to specific applications in the food service industry. A brief review of basic math will be followed up by an introduction to US units of measure and metric conversions. Further subject matter will include weight/volume conversions,

yield percentages, and edible portion costs. Rules of thumb and common industry usages of the aforementioned skills will be explored.

### **CUL 203 - NUTRITION FOR FOOD SERVICE PROFESSIONALS**

*Credit(s): 3*

*2.5 class hours 1.25 lab hours*

An introductory course in human nutrition for the culinary arts student and food service 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 food service setting.

*Prerequisite(s):* CUL 100, CUL 101, CUL 115, each with a grade of C- or better; a valid ServSafe Certificate or successful completion of CUL 111

### **CUL 214 - BAKING AND PASTRY ARTS II**

*Credit(s): 2*

An intensive course designed to prepare students for professional studies in the baking and pastry arts. Focus will be on developing proficiency in a number of advanced pastry preparation techniques, then using that proficiency to prepare and present food items in a variety of settings.

*Prerequisite(s):* CUL 114 and CUL 115, each with a grade of C- or better; a valid ServSafe Certificate or successful completion of CUL 111

### **CUL 215 - FOOD SERVICE COST CONTROL**

*Credit(s): 3*

The fundamental principles and techniques underlying the cost control process of food service operations, specifically within the context of food production and procurement. Topics include: standards and controls, recipe costing, purchasing, food, beverage and cost percentages, food service financial statements, inventory control, and menu pricing.

*Prerequisite(s):* CUL 100, CUL 101, CUL 104, CUL 107, CUL 108, CUL 109, CUL 113, CUL 114, CUL 115, each with a grade of C- or better; eligibility for ENG 101; a valid ServSafe Certificate or successful completion of CUL 111

*Pre/Corequisite(s):* CUL 112

### **CUL 230 - A LA CARTE COOKING AND SERVICE**

*Credit(s): 6*

Builds on fundamental cooking and service techniques within a restaurant venue. Students are guided through planning, producing, and serving menu items in an a la carte setting. Emphasis is placed on traditional American and international dishes. Speed and accuracy of production, plate presentation, communication, and efficient service are main elements of study. Students will participate in a capstone group project in which they design and execute an a la carte menu.

*Prerequisite(s):* CUL 100, CUL 101, CUL 104, CUL 107, CUL 108, CUL 109, CUL 112, CUL 113, CUL 114, CUL 115, and CUL 214, each with a grade of C- or better; a valid ServSafe Certificate or successful completion of CUL 111

*Additional Course Fee:* Uniform Fee: \$110. All fees are subject to change.

### **CUL 250 - BANQUET COOKERY AND SERVICE: PLATED MEALS AND TABLE-SIDE**

*Credit(s): 3*

An intensive study of both the technical and managerial skills used in banquet food production and service, with special emphasis on the planning and execution of set-meal service events and projects. Topics covered include plated meals, table-side cooking, and the control and service of alcoholic beverages.

*Prerequisite(s):* CUL 100, CUL 101, CUL 104, CUL 107, CUL 108, CUL 109, CUL 113, CUL 114, and CUL 214, each with a grade of C- or better; a valid ServSafe Certificate or successful completion of CUL 111

*Pre/Corequisite(s):* CUL 112, CUL 215

### **CUL 290 - TOPICS IN CULINARY ARTS**

*Credit(s): 2*

The exploration of current topics in culinary arts, allowing practical application in areas of culinary arts study most relevant to today's students.

### **CUL 291 - FOOD STYLING AND MARKETING**

*Credit(s): 2*

*2.5 lab hours*

A course designed to train culinary students in the art of food styling and food photography, with an emphasis on marketing their product or food business in print and social media.

## **DEAF STUDIES**

### **DFS 101(C) - INTRODUCTION TO DEAF STUDIES**

*Credit(s): 3*

*MassTransfer Block Code:* Humanities/Fine and Performing Arts

This course introduces a variety of topics relating to deaf people in America. These include but are not limited to: communication modes used by deaf people, educational philosophies, technology used in the deaf community, various professions in which one can work with deaf people, Deaf culture, and different perspectives about deaf people. Through readings, lectures, guest speakers, and class discussions, these topics and more will be discussed and myths will be dispelled.

### **DFS 104(C) - DEAF CULTURE**

*Credit(s): 3*

*MassTransfer Block Code:* Humanities/Fine and Performing Arts

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(s):* ENG 101

### **DFS 108(C) - DEAF HISTORY**

*Credit(s): 3*

*MassTransfer Block Code:* Humanities/Fine and Performing Arts

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 of deaf people, 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. Same as HIS 108

*Prerequisite(s):* ENG 101

### **DFS 204 - PRE-PRACTICUM IN DEAF STUDIES**

*Credit(s):* 3

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 course will culminate with the students' final plan for their subsequent practicum.

*Prerequisite(s):* DFS 101 and ENG 101

*Pre/Corequisite(s):* ASL 201

### **DFS 205(C) - DEAF LITERATURE**

*Credit(s):* 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course explores the rich literary works of deaf people and their experiences. Various literary genres, such as novels, films, poetry, and humor are discussed and analyzed through readings, videotapes, and lectures.

*Prerequisite(s):* ENG 102 and ASL 201

### **DFS 213 - DEAF STUDIES PRACTICUM**

*Credit(s):* 3

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 the Deaf Studies program. Students will enhance their receptive and expressive skills in ASL as well as increase their experience and knowledge of Deaf culture. Students must complete 100 placement hours and attend a 90-minute 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. A CORI/SORI check may be required.

*Prerequisite(s):* DFS 204

*Pre/Corequisite(s):* ASL 202 and permission from the Deaf Studies Department Chair

## **DEVELOPMENTAL DISABILITIES**

### **DVD 110 - INTRODUCTION TO DEVELOPMENTAL DISABILITIES**

*Credit(s):* 3

Introduction to developmental disabilities such as 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(s):* Eligibility for ENG 101

*Read the catalog online at [www.hcc.edu/catalog](http://www.hcc.edu/catalog)*

## **DVD 210 - CURRENT ISSUES IN DEVELOPMENTAL DISABILITIES**

*Credit(s):* 3

This course will address issues specific to working with individuals with developmental disabilities. The overarching theme is finding balance between the individual's right to self-determination and the health and safety of the people with whom we work. Students enrolled in this course 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.

*Prerequisite(s):* DVD 110, HSV 113, PSY 110

## **EARTH SCIENCE**

### **ESC 110(E) - INTRODUCTION TO GEOLOGY & OCEANOGRAPHY**

*Credit(s):* 4

*MassTransfer Block Code: Natural & Physical Laboratory Science*

The scientific concepts that provide an explanation for the formation of mountains, continents, and oceans. Topics include: plate tectonic theory; rock cycle; volcanoes and earthquakes; minerals and mineral formation; weathering and soil formation; glaciers; beaches and coasts; rivers, streams and landscapes; ocean basins, waves, and tides; coast lines; and coral reefs.

*Additional Course Fee:* \$50.00 for lab kit. Students are responsible for the return of the geology kit to the Environmental Science Department. (Fee is subject to change)

### **ESC 111(E) - INTRODUCTION TO METEOROLOGY**

*Credit(s):* 4

*MassTransfer Block Code: Natural & Physical Laboratory Science*

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(s):* MTH 011/MTH 012 or MTH 075 with a grade of C- or better, or adequate score on the Mathematics Placement Exam

### **ESC 115(E) - DINOSAURS OF NEW ENGLAND: A GEOLOGIC HISTORY OF THE PIONEER VALLEY**

*Credit(s):* 4

*MassTransfer Block Code: Natural & Physical Laboratory Science*

Most residents of the Pioneer Valley don't realize that they live right in the middle of a world-class dinosaur paleontological (fossil) site. In fact, early Jurassic Age carnivorous dinosaur tracks and trackways are abundant in the Valley. They are also fairly easy to find, and the geology in which they are found is straightforward to understand. ESC 115, "Dinosaurs of New England: A Geologic History of the Pioneer Valley," introduces students to the geologic

history of the Pioneer Valley as interpreted from local geological and paleontological evidence, particularly fossil foot prints of the early Jurassic's major theropods (meat-eating dinosaurs).

## **ESC 120(E) - INTRODUCTION TO GEOLOGY: EARTH PROCESSES**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

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.

## **ESC 130(E) - INTRODUCTION TO OCEANOGRAPHY**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

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 origins of ocean basins, the earth beneath the sea, marine sedimentation, properties of seawater, wind and ocean circulation, El Niño weather patterns, waves and tides, beaches and coasts, coastal habitats, marine ecology, and coral reefs.

## **ECONOMICS**

### **ECN 100(B) - INTRODUCTION TO ECONOMICS**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

This course provides an introduction to the basic principles and processes of economic theory and analysis, as well as exploring applications to contemporary issues. This course also provides basic knowledge concerning the role, use, and interpretation of graphs and equations within economics. Fundamental topics and questions in both microeconomics and macroeconomics are presented to provide a broad background for understanding economic issues.

### **ECN 101(B) - INTRODUCTION TO MACROECONOMICS**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

An introduction to the basic principles and processes of macroeconomics, including: theories of the determinants of output, unemployment, and inflation; the composition and role of fiscal and monetary policy; and international trade and finance. Theories are used to develop an understanding and analysis of current economic issues and policies.

*Prerequisite(s):* ECN 100 with a grade of C- or better or eligibility for MTH 014 or MTH 095

### **ECN 102(B) - INTRODUCTION TO MICROECONOMICS**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

An introduction to basic principles, processes, and applications of microeconomics: how a market based capitalist system determines what products are produced, how they are produced, and the way in which the benefits are distributed. Topics include

supply and demand analysis for products and for factors of production; production functions and costs; production and pricing of output within different industry structures; efficiency, equity, international trade, externalities, and public goods.

*Prerequisite(s):* ECN 100 with a grade of C- or higher, or eligibility for MTH 014 or MTH 095

### **ECN 104(B) - INTRODUCTION TO MACRO AND MICRO ECONOMICS**

*Credit(s): 6*

*MassTransfer Block Code: Social Sciences*

This course includes the material from BOTH ECN 101 and ECN 102 . It provides an introduction to the theory and applications of macroeconomics and microeconomics. Topics include: national income analysis; unemployment; inflation; economic growth; fiscal and monetary policy; supply and demand analysis for products and for factors of production; production functions and costs; production and pricing of output within different industry structures; efficiency, equity, international trade, externalities, and public goods.

*Prerequisite(s):* ECN 100 with a grade of C- or higher, or eligibility for MTH 014 or MTH 095

### **ECN 105(B) - INTRODUCTION TO POLITICAL ECONOMY**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

This course will explore the topic of political economy at an introductory level. Political economy is the study of economic systems, institutions, and outcomes from the perspective of who gains and loses. In other words, political economy explores how distribution and power affect economic outcomes. This course provides a survey of the history of political economy: Adam Smith's advocacy of free markets; Karl Marx's critiques of capitalism, and Keynes' ideas to bring capitalist economies out of the Great Depression, to name a few. Additionally, this course takes a critical look at American capitalism from contrasting theoretical perspectives, exploring how the interaction of political, social, and cultural forces impact economic relationships. This allows for the development of a broader and more sophisticated perspective on how the American economy actually works, why it doesn't always work, who it works for and against, and why it changes over time. The course will also help students acquire a basic literacy in economics by examining relevant concepts from microeconomics, macroeconomics, and international trade.

### **ECN 150(B) - TOPICS IN ECONOMICS**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

This course offers students the opportunity to explore and examine a specific area or issue within economics. The specific topic to be studied may change each time the course is offered.

*Prerequisite(s):* Completion of any ECN course with a grade of C or higher, or eligibility for MTH 014 or MTH 095 ; others appropriate to the topic may be required, which will be announced each time the course is offered.

## ECN 250(B) - TOPICS IN ECONOMICS

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

In this course, students will survey the literature and use primary source materials to explore a contemporary and/or historical topic in economics. The students will be expected to complete a research project. The specific topic to be studied may change each time the course is offered.

*Prerequisite(s):* Completion of any ECN course with a grade of C or higher and ENG 101; others appropriate to the topic may be required, which will be announced each time the course is offered.

## EDUCATION

### EDU 100(B) - EDUCATION IN AMERICA

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

*Knowledge of Diversity Code: KOD*

This course is designed to stimulate intelligent, critical, and reflective analysis about the nature and value of education in society. The course explores historical, philosophical, social, and political issues, as well as current standards, requirements, and trends in early childhood through secondary education. Emphasis is placed on the role of schools in maintaining, perpetuating, and influencing culture, both nationally and internationally, and on the discovery of personal values, attitudes, and attributes about the role of learners, teachers, schools, and educational systems in a democratic society. A ten-hour field study in an educational setting is required.

**Note:** Students enrolled in EDU courses may be subject to CORI/SORI background checks

### EDU 101 - INTRODUCTION TO EARLY CHILDHOOD

*Credit(s): 3*

Field observation and research will augment classroom activities and enable students to: describe the role of teacher of young children and devise a plan for their own professional development; trace the historical traditions of ECE and describe their impact on current practice; identify issues and trends in the field and articulate a professional position; analyze and evaluate approaches to ECE using the principles of developmentally appropriate practice and construct a personal philosophy of ECE based on this analysis. Ten hours of field experience in an early childhood setting is required as part of this course.

*Prerequisite(s):* Eligibility for ENG 095 if taking the course taught in English or SPA 203 if taking the course taught in Spanish

*Pre/Corequisite(s):* EDU 104 with a grade of C or higher

**Note:** Students enrolled in EDU courses may be subject to CORI/SORI background checks

### EDU 104(B) - CHILD GROWTH AND DEVELOPMENT

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

Examines physical, cognitive, social, and emotional growth and development of children from conception to eight years of age. Provides insight into theories and practices which influence the

behavior of children in their environments. Ten hours of field experience in an early childhood setting is required as part of this course.

*Prerequisite(s):* Eligibility for ENG 095 if taking the course taught in English or SPA 203 if taking the course taught in Spanish.

**Note:** The B (Social Science) designation for this course is effective starting Summer 2021--any attempts of this course prior to Summer 2021 will not be eligible for the B designation

Students enrolled in EDU courses may be subject to CORI/SORI background checks

### EDU 108 - CDA I

*Credit(s): 3*

CDA I is a course for students seeking their Child Development Associate (CDA) Credential from the Council for Professional Recognition. This course will provide students an overview of CDA Functional Areas 1, 2, 3, 4, 5, 6, 7. Students will receive guidance for the development of Competency Statements I and II as well as for Resource Collections I-1, 2, 3; II-2, 3, 4, 5, 9; III and V as defined by the CDA. Students will use knowledge of development, theory, and practice to craft their educational philosophy statement as required by the CDA.

Eligibility to enroll in this course requires that students are employed by a program licensed by the MA Department of Early Education and Care.

*Prerequisite(s):* Eligibility for ENG 095 if taking the course taught in English or SPA 203 if taking the course taught in Spanish.

*Pre/Corequisite(s):* EDU 104

### EDU 109 - CDA II

*Credit(s): 3*

CDA II is a course for students seeking their Child Development Associate (CDA) Credential from the Council for Professional Recognition. This course will provide students an overview of CDA Functional Areas 8, 9, 10, 11, 12, 13. Students will receive guidance for the development of Competency Statements III, IV, V, VI as well as for Resource Collections II-6, 7, 8; IV & VI as defined by the CDA. Students will complete the Family Questionnaire and reflect on their strengths and areas for growth as an early education and care professional.

Eligibility to enroll in this course requires that students are employed by a program licensed by the MA Department of Early Education and Care.

*Prerequisite(s):* Eligibility for ENG 095 if taking the course in English or SPA 203 if taking the course in Spanish

*Pre/Corequisite(s):* EDU 104

### EDU 113(B) - CHILDREN, FAMILIES, SCHOOLS, AND COMMUNITIES

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

*Knowledge of Diversity Code: KOD*

This course is a contemporary study of the influence of family, school, and community on a child's life and learning. Emphasis on understanding family diversity; roles and experiences of parents and caregivers; and building collaborative partnerships with

schools, families, and community groups to support children's development and education. This course is appropriate for anyone who plans to or is working with children of all ages.

**Note:** Students enrolled in EDU courses may be subject to CORI/SORI background checks.

## EDU 120 - GUIDING CHILDREN'S BEHAVIOR

*Credit(s): 3*

This course is designed as an introduction to strategies in guiding children's behavior in the classroom. The focus of the class will be on the prevention of behavior problems through appropriate teaching practices, classroom design, class expectations, and social interactions.

*Prerequisite(s):* EDU 104 or PSY 215 with a grade of C or better; eligibility for ENG 101 if taking the course taught in English or SPA 203 if taking the course taught in Spanish.

**Note:** Students enrolled in EDU courses may be subject to CORI/SORI background checks

## EDU 150 - TOPICS IN EDUCATION

*Credit(s): 3*

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 product.

**Note:** Students enrolled in EDU courses may be subject to CORI/SORI background checks.

## EDU 175 - MTEL-CLS TEST PREPARATION

*Credit(s): 1*

Designed for students planning to become teachers and who will be transferring to four-year institutions. The course will prepare them to take the required Communication and Literacy Skills (CLS) portion of the Massachusetts Test for Educator Licensure (MTEL). 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. The course includes a registration fee because students will register to take the CLS exam at the end of the course.

*Pre/Corequisite(s):* ENG 101 with a grade of C- or higher

*Additional Course Fee:* Misc. Test: \$161

**Note:** Students enrolled in EDU courses may be subject to CORI/SORI background checks

## EDU 202(B) - CULTURALLY SUSTAINING PRACTICES IN EDUCATION

*Credit(s): 3*

*MassTransfer Block Code:* Social Sciences

*Knowledge of Diversity Code:* KOD

This course introduces the goals and strategies of culturally sustaining pedagogy in education. Through current theory, research, and observations, students will explore ethnicity, race, socioeconomic status, gender, sexual orientation, language, ability status, and other facets of identity as they relate to education. It emphasizes an asset-based approach to honoring the home and community cultures of students of color, students with excep-

tionalties, and English-language learners in building educational systems and pedagogical practices that are inclusive. A 10-hour field experience in an educational setting is required.

*Prerequisite(s):* ENG 101

**Note:** Students enrolled in EDU courses may be subject to CORI/SORI background checks.

## EDU 203 - HEALTH, SAFETY, AND NUTRITION FOR YOUNG CHILDREN

*Credit(s): 3*

This course will provide students with an understanding of a "healthy", developmentally appropriate and inclusive environment for young children. An emphasis will be placed on current trends and definition of "wellness" including: nutrition, physical and emotional health, lifestyle, and the need for physical activity for children and families. Students will become familiar with local, state, and federal programs and agencies which promote and support the "wellness" of today's diverse families. The Massachusetts Early Childhood Standards will be incorporated into the course content.

*Prerequisite(s):* EDU 104 or PSY 215 with a grade of C or better; eligibility for ENG 101 if taking the course taught in English or SPA 203 if taking the course taught in Spanish.

**Note:** Students enrolled in EDU courses may be subject to CORI/SORI background checks.

## EDU 208 - INCLUSIONARY PRACTICE IN EDUCATION

*Credit(s): 3*

This course provides an introduction to inclusionary practice in classroom settings. It will explore categories of disabilities as identified by the Individuals with Disabilities in Education Act (IDEA). It focuses on differentiated instruction, Universal Design for Learning, and the appropriate application of assistive technologies. A 10-hour field experience in an inclusive educational setting is required.

*Prerequisite(s):* EDU 104 or PSY 215 or PSY 216 or PSY 218 with a grade of C or better; eligibility for ENG 101

**Note:** Students enrolled in EDU courses may be subject to CORI/SORI background checks.

## EDU 209 - EARLY INTERVENTION AND INCLUSION: BIRTH TO AGE 5

*Credit(s): 3*

This course is designed to help students gain awareness of how early identification of and intervention for developmental delays or disabilities of young children is beneficial for successful development. Emphasis will be placed on support services available to families and children with disabilities, research, intervention and inclusionary practices, and professional collaboration. Early intervention and inclusion will be explored through an ecological model including children's families, school, and community, all with respect to diversity considerations. 10 hours of field experience required.

*Prerequisite(s):* EDU 104 or PSY 215 with a grade of C or better

**Note:** Students enrolled in EDU courses may be subject to CORI/SORI background checks.

## EDU 210 - CURRICULUM IN EARLY EDUCATION

*Credit(s): 4*

Emphasizes how young learners learn within a developmentally appropriate setting. Students will use a Universal Design for Learning approach in designing a culturally responsive and inclusive curriculum in alignment with the Massachusetts Guidelines for Preschool and Kindergarten Learning Experiences and the MA Frameworks. Using the framework of authentic, observation-based assessments related to inquiry, content areas to be explored include: Language and Literacy, Social and Emotional Learning, Science, Math, Blocks, The Arts, and Dramatic Play. These concepts will be applied in a laboratory-based experience that will include knowledge of development in application to the development of written lesson plans, student made materials, and participatory workshops.

*Prerequisite(s):* EDU 104 or PSY 215 with a grade C or better; ENG 101

**Note:** Students enrolled in EDU courses may be subject to CORI/SORI background checks.

## EDU 213 - STUDENT TEACHING PRACTICUM AND SEMINAR

*Credit(s): 6*

*15 practicum hrs/wk 1.5 seminar hrs/wk*

**Practicum:** This course is a practicum consisting of a minimum of 150 classroom contact hours in which student teachers will experience team teaching at an inclusive early childhood setting for children in either an Infant/Toddler setting for children ages birth to 3 years or a Preschool Setting for children between the ages of 2.9 and 5.0 years. Student teachers will apply knowledge and skills developed in previous coursework to the practice of teaching. They are involved with developing and implementing curricula, assessing child development, utilizing classroom management strategies, and developing interpersonal relationships between staff, children, families, and communities.

**Seminar:** The seminar portion of this course provides an opportunity for self-evaluations, guided discussions, problem solving, and reflection as it pertains to the student teaching practicum experience.

*Prerequisite(s):* Completion of 30 credits, which must include: EDU 100, EDU 101, EDU 104, EDU 208, EDU 210, ENG 101, and ENG 102, all with a grade of C or higher; enrollment in either the Early Childhood or Early Education and Care program.

*Pre/Corequisite(s):* EDU 120 and EDU 218, minimum GPA of 2.7

*Additional Course Fee:* \$15.00 Malpractice Insurance (The fee is subject to change.)

**Note:** For placement in an Infant/Toddler setting, additional prerequisites are needed--EDU 203 and EDU 217

Prior to obtaining a practicum assignment, records of students will be subject to review pursuant to the Criminal Record Information Act (CORI), 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.

## EDU 217 - INFANT AND TODDLER DEVELOPMENT, LEARNING, AND CARE

*Credit(s): 3*

An introduction to the early education and care principles and practices that support development and learning for children ages birth to 36 months. The course will focus on relationship-based approaches that span from the relationship with children and families to collaborations with support services. This course supports developmentally appropriate experiences for infants and toddlers through interactions with environments, materials and caregivers. Course content and assignments will align with the Massachusetts Early Learning Guidelines for Infants and Toddlers set forth by the Massachusetts Department of Early Education and Care (DEEC). Students will review, assess, and create educational plans and materials across all developmental domains.

*Prerequisite(s):* EDU 101; EDU 104 or PSY 215 with a grade of C or better; eligibility for ENG 101

**Note:** Students enrolled in EDU courses may be subject to CORI/SORI background checks

## EDU 218 - ASSESSMENT, OBSERVATION, AND DOCUMENTATION

*Credit(s): 3*

This course focuses on the basic principles and practices of effective assessment for classroom teachers. Students will examine formal and informal methods for assessment and documentation. During this course students will use evaluation and record keeping tools, interpret results, and use assessment information to inform the teaching and learning process to support effective instruction. Strategies that are appropriate for various educational settings will be discussed, as well as the practical application and ethical use of assessment information.

*Prerequisite(s):* Satisfactory completion of 30 credits of work (sophomore standing) that includes EDU 100, EDU 101, EDU 104 or PSY 215, EDU 208, EDU 210, and ENG 102, all with a grade of C or better.

**Note:** Students enrolled in EDU courses may be subject to CORI/SORI background checks.

## EDU 220 - CHILD CARE ADMINISTRATION I

*Credit(s): 3*

Course content will focus on information and skills necessary for operating and managing a variety of early childhood programs (public, private, and corporate). This course will include the study of organizational management structures. State regulations (as they apply to licensing), QRIS and NAEYC standards, budget development, and family and community connections will be examined.

*Prerequisite(s):* D.E.E.C. Lead Teacher Certified, minimum of 18 months employment in the field.

*Corequisite(s):* Employment in a licensed child care facility working directly with preschool-aged children for a minimum of 12 hours per week.

**Note:** Students enrolled in EDU courses may be subject to CORI/SORI background checks.

## EDU 224 - PROGRAM ADMINISTRATION AND LEADERSHIP IN EARLY CARE AND EDUCATIONAL SETTINGS

*Credit(s): 3*

Leadership and Program Administration in Early Care and Educational Settings is a course for those who aspire to hold administrative and leadership roles in Family Child Care, Out of School Time Care, and Center-based programs. Students will explore and apply current research on effective leadership in the field to the work of EEC program administration and leadership. This course will teach students to supervise and support staff, understand how to navigate and implement laws and regulations, maintain records and fiscal responsibilities, evaluate program effectiveness, build and maintain positive relationships with stakeholders, and utilize available resources in a strengths-based approach to quality improvement and family support in relation to the unique needs of the community and staff they serve. Students will have the opportunity to shadow or interview a licensed EEC program director to learn how the concepts from the course are applied in the field.

*Prerequisite(s):* Eligibility for ENG 101; EDU 104 or PSY 215 or PSY 218; 9 additional EDU credits

## EDU 260 - FOUNDATIONS OF TEACHING AND LEARNING

*Credit(s): 3*

This course will focus on the foundations of teaching, learning, and assessment and the creation and critical evaluation of curriculum materials, including well-structured lessons and meeting diverse needs. The course will explore strategies for backwards design, Universal Design for Learning, differentiation, authentic assessment, and inquiry-based instruction.

*Prerequisite(s):* ENG 101 and PSY 110 with a grade of C- or higher; EDU 100 with a grade of C or higher

*Pre/Corequisite(s):* EDU 104 or PSY 215 or PSY 218

**Note:** Students enrolled in EDU courses may be subject to CORI/SORI background checks.

## EDU 271 - INTRODUCTION TO TEACHING READING AND WRITING

*Credit(s): 3*

This course addresses reading and writing acquisition for children. Students will build an awareness of the major components of reading such as: phonological awareness, phonics, decoding, comprehension, vocabulary, writing, children's background knowledge, fluency, comprehension strategies and motivation, and how they are integrated in fluent reading and writing. Students will examine the assessment cycle for reading and writing acquisition, and explore approaches to support English language learners. A 20 hour field experience in an educational setting is required.

*Prerequisite(s):* EDU 104 or PSY 215, and EDU 260, with grades of C or higher; ENG 101 with a grade of C- or higher

**Note:** EDU 208 is recommended to be taken as either a prerequisite or pre/corequisite; Students enrolled in EDU courses may be subject to CORI/SORI background checks.

## EDU 276 - EDUCATION INTERNSHIP

*Credit(s): 1*

An internship course that offers students the opportunity to learn in an educational setting while obtaining practical experience in their fields of study to apply and reflect on the connections to

academic theory and practice. Students are supervised collaboratively by a faculty sponsor and an on-site professional and will work a minimum of 45 hours per credit hour to assist and support instruction, planning, assessment, and events in the classroom and/or community settings as appropriate. They will also work to develop workplace communication skills; gain an understanding of industry and organizational structures, cultures and ethics; strengthen critical thinking, research, and problem solving skills; establish networks; and develop a greater awareness and appreciation of self, others, and social responsibility in a work, career, and global context.

*Prerequisite(s):* Completion of 24 credits, a minimum 2.4 GPA, and permission from the program coordinator, department chair, and division dean of the student's program of study.

**Note:** Students enrolled in EDU courses may be subject to CORI/SORI background checks.

## EDU 277 - EDUCATION INTERNSHIP

*Credit(s): 2*

An internship course that offers students the opportunity to learn in an educational setting while obtaining practical experience in their fields of study to apply and reflect on the connections to academic theory and practice. Students are supervised collaboratively by a faculty sponsor and an on-site professional and will work a minimum of 45 hours per credit hour to assist and support instruction, planning, assessment, and events in the classroom and/or community settings as appropriate. They will also work to develop workplace communication skills; gain an understanding of industry and organizational structures, cultures and ethics; strengthen critical thinking, research, and problem solving skills; establish networks; and develop a greater awareness and appreciation of self, others, and social responsibility in a work, career, and global context.

*Prerequisite(s):* Completion of 24 credits, a minimum 2.4 GPA, and permission from the program coordinator, department chair, and division dean of the student's program of study.

## EDU 278 - EDUCATION INTERNSHIP

*Credit(s): 3*

An internship course that offers students the opportunity to learn in an educational setting while obtaining practical experience in their fields of study to apply and reflect on the connections to academic theory and practice. Students are supervised collaboratively by a faculty sponsor and an on-site professional and will work a minimum of 45 hours per credit hour to assist and support instruction, planning, assessment, and events in the classroom and/or community settings as appropriate. They will also work to develop workplace communication skills; gain an understanding of industry and organizational structures, cultures and ethics; strengthen critical thinking, research, and problem solving skills; establish networks; and develop a greater awareness and appreciation of self, others, and social responsibility in a work, career, and global context.

*Prerequisite(s):* Completion of 24 credits, a minimum 2.4 GPA, and permission from the program coordinator, department chair, and division dean of the student's program of study.

## ENGINEERING

### EGR 102 - INTRODUCTION TO MATLAB PROGRAMMING

*Credit(s): 1*

Variables, arrays, conditional statements, loops, functions, and plots are covered using MATLAB programming language. A major emphasis will be placed on engineering and science applications through different projects. This course is intended for students with no prior programming experience.

*Prerequisite(s):* MTH 104 with a grade of C- or better, or adequate score on the math placement exam.

### EGR 109 - INTRODUCTION TO ELECTRONIC DIGITAL CIRCUITS WITH VERILOG

*Credit(s): 4*

A treatment of digital logic as it applies to electronic circuits. Topics include Boolean logic, logic gates, combinational and sequential devices, and the simulation language Verilog. Students will be required to write Verilog programs.

*Prerequisite(s):* MTH 104 or adequate score on the math placement exam

### EGR 110(E) - INTRODUCTION TO ROBOTICS I

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

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.

*Additional Course Fee:* \$50 Robotics fee (The fee is subject to change.)

### EGR 111(E) - INTRODUCTION TO ROBOTICS II

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

As a continuation of EGR 110/SEM 110, 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. Robots will be based on a standard, modular, mobile robotics system with the addition of sensors designed and built by students. A text-based language (similar to C) will be used for programming the robots.

*Prerequisite(s):* EGR 110 or SEM 110 ; or MTH 104 (previously or concurrently)

*Additional Course Fee:* \$55.00 Robotics fee (The fee is subject to change.)

### EGR 117 - INTRODUCTION TO ENGINEERING WITH COMPUTER APPLICATIONS

*Credit(s): 3*

Approximately two-thirds of the course will be devoted to computer-aided solid modeling using the SolidWorks software, with the other one-third focused on learning MATLAB mathematics software. 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(s):* MTH 104 or adequate score on the mathematics placement examination

### EGR 118 - INTRODUCTION TO ENGINEERING WITH JAVA

*Credit(s): 4*

A brief discourse on the fields and functions of engineering, followed by an in-depth introduction to computer programming using Java with an emphasis on engineering applications. Topics are: decimal and binary numbers, selection and repetition structures, arrays, methods, classes, input/output, and pointers. Students will write programs to be run on the college's computers.

*Prerequisite(s):* MTH 104 or adequate score on the mathematics placement exam

### EGR 203 - INTRODUCTION TO MATERIALS SCIENCE

*Credit(s): 3*

A study of the fundamental characteristics of engineering materials, including metals, ceramics, polymers, and composites. Topics will include: a thorough analysis of the response of crystalline materials to mechanical stress and thermal treatment, and the selection of materials for mechanical properties. Specific emphasis will be given to understanding the relationship between microstructure and mechanical behavior of materials.

*Prerequisite(s):* CHM 101 or CHM 113 or CHM 121

### EGR 209 - DYNAMICS

*Credit(s): 3*

This class teaches about kinetics and kinematics of particles and rigid bodies. It includes: Newton's laws, work energy and impulse momentum principles, laws of linear and angular momentum, conservation of momentum, planar motion of rigid bodies, and introduction to vibration of single degree of freedom systems.

*Pre/Corequisite(s):* MTH 114 and EGR 221

### EGR 221 - MECHANICS I - STATICS

*Credit(s): 3*

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.

*Pre/Corequisite(s):* MTH 114 and PHS 111

*Additional Course Fee:* \$50 CEM Fee (this fee is subject to change)

## EGR 222 - MECHANICS II - STRENGTH OF MATERIALS

*Credit(s): 3*

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(s):* EGR 221

## EGR 223 - SYSTEM ANALYSIS (CIRCUIT ANALYSIS I)

*Credit(s): 4*

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.

*Prerequisite(s):* PHS 111

*Pre/Corequisite(s):* MTH 114

## EGR 224 - SYSTEM ANALYSIS (CIRCUIT ANALYSIS II)

*Credit(s): 4*

A continuation of EGR 223 covering concepts relating to transfer functions, digital and Analog Solutions of System Equations, and Time and Frequency domain analysis techniques.

*Prerequisite(s):* EGR 223

## EGR 250 - THERMODYNAMICS

*Credit(s): 3*

The classical thermodynamic principles and laws, including thermodynamic properties of substances, work, and heat; the first and second laws of thermodynamics and their implications, including the concepts of entropy, reversible and irreversible processes, and cycles.

*Prerequisite(s):* PHS 111

*Pre/Corequisite(s):* MTH 114

## ENGLISH

### ENG 085 - PRE-COLLEGE ENGLISH I

*Credit(s): 6*

The first course in the developmental English sequence engages underprepared students in the writing of clear, grammatically correct sentences and logically developed paragraphs. Students will develop active reading and critical thinking skills, improving their comprehension and interpretation of course texts, including editorials, essays, memoirs, novels, and fiction. Students will produce a variety of written works, ranging from paragraphs to a 2-3 page paper.

**Note:** A final grade of C- or better is required to pass this course and proceed to ENG 095.

### ENG 095 - PRE-COLLEGE ENGLISH II

*Credit(s): 3*

The second course in the developmental English sequence continues to emphasize the writing of clear, grammatically correct sentences and logically developed paragraphs, leading to essays. Students will develop close reading and critical thinking skills, with an increasing emphasis on analysis of texts that include editorials,

essays, memoir, and fiction. Students will produce at least three formal papers, including a 3-4-page essay that is analytical rather than a merely factual report or personal response.

*Prerequisite(s):* ENG 085 with a C- or better; or appropriate Placement Test scores.

**Note:** A final grade of C- or better is required to pass this course and proceed to ENG 101.

### ENG 101(A) - COMPOSITION I

*Credit(s): 3*

*MassTransfer Block Code: English Composition*

This course is the first half of the college composition sequence and focuses on close reading, critical thinking, beginning research skills, and the writing process. Students will read, analyze, and cite a range of non-fiction texts. Students will produce several formal essays totaling approximately 3000 words.

*Prerequisite(s):* ENG 095 with a grade of C- or better, or appropriate scores on the English Placement Exam

### ENG 102(A) - COMPOSITION II

*Credit(s): 3*

*MassTransfer Block Code: English Composition*

This course is the second half of the first year composition sequence and focuses on close reading, critical thinking, academic writing, research, and the writing process. Students will locate and evaluate both primary and secondary sources, and will gain skills in summarizing and synthesizing source material while employing MLA documentation. Texts will include a range of non-fiction (articles, essays, scholarly sources) and literary works. Students will produce at least 3000 words of formal written work, including a documented essay of at least 1250 words.

*Prerequisite(s):* ENG 101

### ENG 104(A) - COMPOSITION I & II

*Credit(s): 6*

*MassTransfer Block Code: English Composition*

This course combines English Composition I and II into a single course. It focuses on close reading, critical thinking, academic writing, research, and the writing process. Students will read, analyze, and cite a range of non-fiction and literary texts. Students will locate and evaluate both primary and secondary sources, and they will gain skills in summarizing and synthesizing source material while employing MLA documentation. Texts will include a range of non-fiction (articles, essays, scholarly sources) and literary works. Students will produce at least 6000 words of formal written work, including a documented essay of at least 1250 words.

*Prerequisite(s):* ENG 095 with a grade of B+ or better, or appropriate scores on the English Placement Exam

### ENG 113 - JOURNALISM I

*Credit(s): 3*

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. Same as COM 113

*Prerequisite(s):* Eligibility for ENG 101

## ENG 117(C) - INTRODUCTION TO CREATIVE WRITING

Credit(s): 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course introduces students to the fundamental Creative Writing skills of brainstorming, journaling, and pre-writing in a supportive environment. Students will read poems, plays, short stories, and creative-nonfiction pieces as models, they'll experiment with common literary structures and forms, and they'll have plenty of opportunities to explore creative ideas in their own ways, culminating in a portfolio of completed work.

**Note:** This course does not replace ENG 101 or ENG 102, nor is it a prerequisite to any of the 200-level Creative Writing courses - though it's designed to work well as a first course for students interested in the subject.

## ENG 203(C) - ENVIRONMENTAL LITERATURE

Credit(s): 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Today and throughout history, some of the greatest works of literature, culture, politics, and spirituality have been rooted in the earth (to use an earthly metaphor). This class will explore various forms of literature to seek a deeper appreciation of how the world's most engaging thinkers, both human and non-human, have embraced the beauty of the world around us and pondered the awe-inspiring power of our environment.

*Prerequisite(s):* ENG 102

## ENG 208(C) - LATINX LITERATURE

Credit(s): 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

*Knowledge of Diversity Code: KOD*

In *Borderlands/La Frontera*, Chicana writer Gloria Anzaldúa asserts that nothing can change in the real world unless it first changes in the images in our head. US Latinx authors have created powerful images that have changed the literary and cultural landscape of the United States. This course will introduce students to Latino/a literature and will provide an overview of Puerto Rican, Dominican, Mexican-American, Chicanx, and other Latinx literature, such as the writing of the borderlands and the intentional use of bilingualism. This course will also examine folklore, social issues, and identity development. Students will read fiction, non-fiction, poetry, drama, testimonio, and folk song lyrics. Taught in English. Same as LAX 208

*Prerequisite(s):* ENG 102

## ENG 211(C) - AMERICAN WRITERS I

Credit(s): 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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 traditions (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(s):* ENG 102

## ENG 212(C) - AMERICAN WRITERS II

Credit(s): 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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 towns (Anderson, Robinson, Lewis, Cheever, Carver); dissonant voices (Baldwin, Kerouac, Cummings, Miller, Eliot); or Southern voices (Faulkner, Glasgow, O'Connor, Williams, Mason, Gaines).

*Prerequisite(s):* ENG 102

## ENG 214(C) - THE SHORT STORY

Credit(s): 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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(s):* ENG 102

## ENG 217(C) - CREATIVE WRITING

Credit(s): 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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(s):* ENG 102

## ENG 218(C) - ADVANCED ACADEMIC WRITING

Credit(s): 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course is designed for transfer students planning to major in 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(s):* ENG 102

## ENG 224(C) - CHILDREN'S LITERATURE

Credit(s): 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

ENG 224 provides an introduction to the vast field of children's literature, offering an overview of historical changes in this literature; a review of major genres, including picture books, fairy tales, novels, poetry, and creative non-fiction; and tools for analysis, such as psychological development, educational philosophy, or literary theory. Students will read texts geared for a range of

ages, including several texts aimed at young readers ages 0 to 8, several texts for readers ages 7 to 12, and at least one or two texts meant for the young adult market. Students can expect to learn techniques of visual analysis for picture books and graphic novels, and should also expect to trace common themes and pre-occupations found in children's literature, such as the home away home story pattern or the construction of alternative families. While the course might primarily focus on children's literature within the Western tradition, students have the opportunity to explore children's texts in translation from other traditions, such as China or India. Regardless, students can expect to explore the enormous cultural and stylistic diversity of Western children's literature, and to expand their ideas of what children might read, from dark realism to whimsical fantasy to subversive humor.

*Prerequisite(s):* ENG 102

### **ENG 227(C) - CREATIVE WRITING FOR THE THEATER**

*Credit(s):* 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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(s):* ENG 102

### **ENG 230(C) - CURRENT THEMES IN LITERATURE**

*Credit(s):* 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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.

*Pre/Corequisite(s):* ENG 102

### **ENG 231(C) - CREATIVE NONFICTION**

*Credit(s):* 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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 the 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 the principles of literary journalism and 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(s):* ENG 102

### **ENG 232(C) - TOPICS IN CREATIVE WRITING**

*Credit(s):* 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Explores in depth a specific genre (such as poetry, short fiction, or the prose poem) or topic (such as the style of a particular ethnicity, culture or movement) in creative writing. Students will analyze works in the chosen genre/topic, paying close attention to the stylistic and structural choices writers make as well as the

reasons for these choices. Students will read and discuss established works as models, practicing writing techniques specific to the chosen genre/topics through in class and out of class exercises and activities. Group discussion of works in progress will help students create a significant creative writing project or portfolio in the chosen genre/topic.

*Prerequisite(s):* ENG 102

### **ENG 235(C) - AFRICAN-AMERICAN LITERATURE**

*Credit(s):* 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

*Knowledge of Diversity Code: KOD*

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 Chesnut, 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(s):* ENG 102

### **ENG 238 - INTERNSHIP IN CREATIVE WRITING**

*Credit(s):* 1-3

This course is designed to provide students with projects for the enhancement of their coursework in creative writing. Students, in consultation with the instructor on the design, implementation, and evaluation of the project, will gain practical skills in editing a literary journal (online and in print), running a writing group, planning and facilitating literary events, or other similar projects.

*Prerequisite(s):* ENG 102 or permission of instructor

**Note:** Students are expected to spend 6 hours per week per credit on work stipulated in project proposal (i.e. 1 credit = 6 hrs./wk., 2 credits = 12 hrs./wk., 3 credits = 18 hrs./wk.)

### **ENG 245(C) - WOMEN, GENDER, AND SEXUALITY IN LITERATURE**

*Credit(s):* 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

*Knowledge of Diversity Code: KOD*

This course examines how literary works represent issues of femininity, masculinity, non-binary gender, and sexuality, with particular attention to women writers and protagonists. Students will read works from varied historical time periods which might range from ancient times until the present day, and from varied genres including poetry, prose, drama, and literary essays. Assigned literary works will also demonstrate how gender and sexuality are influenced by other aspects of identity, such as race, class, region, and disability. Students might focus on gendered stereotypes; they might focus on specific literary genres such as the sentimental novel; or they might read literary texts through interdisciplinary approaches to queer theory, gender studies, or women-of-color feminism.

*Prerequisite(s):* ENG 102

## ENG 250(C) - THE WORLD IN LITERATURE

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course explores works from Asia, Africa, Oceania, the Americas, and Europe, with emphasis on literature of the global South, or non-Euro American literature. Issues of colonialism and post-colonialism will be discussed whenever working with texts from decolonizing nations, exploring how world authors have "written back" to Western empires and literary traditions. Students will also examine how issues of gender, sexuality, class, and other hierarchies are important in many literary traditions, including those that have been historically left out of the Western literary canon. Students may also read works by diasporic authors who have relocated to Western nations from formerly colonized ones, and works by indigenous authors.

*Prerequisite(s):* ENG 102

## ENGLISH AS A SECOND LANGUAGE

### ESL 132 - READING, SPEAKING, AND LISTENING III

*Credit(s): 6*

*6 lecture hours*

Students will develop reading strategies in English such as pre-viewing, skimming, scanning, identifying and stating main ideas, drawing inferences, and predicting outcomes. They will begin to expand their academic vocabulary while reading fiction/nonfiction and listening to lectures. Students will present and support their ideas and opinions while learning to organize and give short (3-5 minutes), planned oral presentations. In addition, they will start to develop skills in **Note** taking, time management, and data interpretation as well as understand parts of identity, culture, and diversity.

*Prerequisite(s):* ESL 108 and ESL 110, both with a grade of C- or better; or CWD 1063 and CWD 1064, both with a grade of C- or better; or appropriate placement test scores

### ESL 133 - WRITING AND GRAMMAR III

*Credit(s): 6*

*6 lecture hours*

Students will master controlled, focused paragraphs and learn to write a short essay using appropriate composition strategies and critical thinking skills. Students' writing will reflect different sentence types (simple, compound, and complex) and structures, correct verb tenses (simple and perfect), and other grammatical forms, including phrases, clauses, comparative and superlative forms, correlative conjunctions, modals, and real conditionals. In addition, students will develop skills in MLA formatting, word processing, Note taking, written communication, and time management as well as understand parts of identity, culture, and diversity.

*Prerequisite(s):* ESL 110 and ESL 168, both with a grade of C- or better; or CWD 1064 and CWD 1065, both with a grade of C- or better; or appropriate placement test scores

### ESL 142 - READING, SPEAKING, AND LISTENING IV

*Credit(s): 6*

*6 lecture hours*

Students will continue to develop reading strategies in English such as paraphrasing, summarizing, and recognizing cohesive relationships in a variety of fiction/nonfiction literature and aca-

demical lectures. They will expand their academic vocabulary while reading fiction/nonfiction and listening to lectures. Students will present and support their ideas and opinions while learning to organize and give short (5-10 minutes), planned oral presentations. In addition, they will continue to develop skills in Note taking, time management, and data interpretation as well. The course will also discuss topics of identity and intersectionality while providing students with an opportunity to reflect on their own experiences, build community, and develop respectful communication strategies.

*Prerequisite(s):* ESL 130 and ESL 131, both with a grade of C- or better; or ESL 132 with a grade of C- or better; or appropriate placement test scores

### ESL 143 - WRITING AND GRAMMAR IV

*Credit(s): 6*

*6 lecture hours*

Students will write controlled, focused essays using appropriate composition strategies and critical thinking skills. Students' writing will reflect different sentence types (simple, compound, complex, and compound-complex) and structures, correct verb tenses (present and past perfect), and other grammatical forms, including dependent clauses, past modals, untrue conditionals, gerunds and infinitives, and phrasal verbs. In addition, students will use MLA formatting and citation, Note taking, written communication, and time management as well as understand parts of identity, culture, and diversity.

*Prerequisite(s):* ESL 31 and ESL 169, both with a grade of C- or better; or ESL 133 with a grade of C- or better; or appropriate placement test scores

### ESL 152 - TOPICS IN ESL

*Credit(s): 3*

Emphasizes the integration of English skills through an in-depth examination of a theme. Develops critical reading, writing, grammar, and/or oral production/comprehension skills in English Language Learners while enhancing students' understanding of the subject matter. Students will be immersed in the selected theme through a wide variety of sources that may include textbooks, newspapers, fiction, essays, oral interviews, film, or community events.

*Prerequisite(s):* Varies depending on the specific theme and class requirements

### ESL 154 - READING, SPEAKING, AND LISTENING V

*Credit(s): 6*

*6 lecture hours*

Students will apply reading strategies in English by analyzing unadapted literature, articles, and essays. They will continue to expand their academic vocabulary while reading fiction/nonfiction and listening to lectures. Students will present and support their ideas and opinions while learning to organize and give planned oral presentations. In addition, they will demonstrate skills in Note taking, time management, and data interpretation as well as understanding. The course will also discuss topics of bias, power, privilege and their impact on society while providing students with an opportunity to reflect on their own experiences, build community, and use respectful communication strategies.

*Prerequisite(s):* ESL 140 and ESL 141, both with a grade of C- or better; or ESL 142 with a grade of C- or better; or appropriate placement test scores

## ESL 155 - WRITING AND GRAMMAR V

*Credit(s): 6*

*6 lecture hours*

Students will continue to write controlled, focused essays demonstrating appropriate composition strategies and critical thinking skills. Students' writing will reflect different sentence types (simple, compound, complex, and compound-complex) and structures, correct verb tenses (past and future perfect), and other grammatical forms, including dependent clauses, untrue conditionals, gerunds and infinitives, reported speech, passive voice, and phrasal verbs. In addition, students will use MLA formatting and citation, Note taking, written communication, and time management as well as understand parts of identity, culture, and diversity.

*Prerequisite(s):* ESL 141 and ESL 170, both with a grade of C- or better; or ESL 143 with a grade of C- or better; or appropriate placement test scores

## ENVIRONMENTAL SCIENCE AND TECHNOLOGY

### ENV 115 - ENVIRONMENTAL SEMINAR

*Credit(s): 1*

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.

### ENV 120(E) - INTRODUCTION TO ENVIRONMENTAL SCIENCE

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

A beginning exploration of the interrelationships between humans and the natural environment. Exploration topics will include, but are not limited to, the basic principles of: forestry, wildlife and fisheries, ecosystems and ecology, aquatic sciences, geology, soil sciences, population growth, agriculture, and environmental pollution and degradation. Laboratory exercises will include in-lab activities, field experiences, and computer simulations. This course is suitable for both environmental science majors and non-majors.

### ENV 124(E) - THE NATURAL HISTORY OF NEW ENGLAND

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

An introduction to the rich geologic history and the diverse natural flora and fauna of the region. New England possesses a great assortment of landforms and ecological systems in a relatively small geographic area. The geologic past included volcanoes, lava flows, collisions and divergences of continental plates, and, most recently, retreating glaciers. This newly renovated landscape made way for a succession of varied forest types and other ecosystems as the flora and fauna adapted to this newly warming and geologically overhauled environment. The geologic history of New England, natural and human disturbance, forest succession, and the resulting shifting mosaic of the biotic community will be discussed. Field experiences require some walking over uneven terrain.

## ENV 125 - MAPPING WITH GEOGRAPHIC INFORMATION SYSTEMS

*Credit(s): 3*

This is an introductory course in Geographic Information Systems (GIS). Geographic information systems are computer technologies for producing maps and discovering possible correlation between spatial data (e.g., natural resource data, census information, land use data, city planning records, epidemiological information, water quality figures, air quality figures, marketing statistics, etc.). Individuals from diverse disciplines are encouraged to enroll in this course, which focuses on obtaining and creating digital data, performing elementary spatial analysis, and producing graphical representations through the use of computer mapping software.

### ENV 137(E) - ENVIRONMENTAL GEOLOGY

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

The exploration of environmental geology, an applied science, will include the fundamentals of geologic processes and the Earth's natural resources, with an emphasis on human interaction within the geologic environment. Lecture topics included in this course: general overview of rocks and minerals, geologic hazards (e.g., earthquakes, volcanoes, mass wasting, flooding), soil formation and documentation, geological landscapes (e.g., glacial deposits, lava flows, and floodplains), groundwater, waste management, land use planning, and current events in geology. Laboratory exercises, which are intended to reinforce the lecture topics, will include: field visits to local geologic points of interest, computer simulations, and hands-on investigations.

### ENV 138(E) - SOIL AND THE ENVIRONMENT

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

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.

### ENV 140(E) - PEOPLE AND THE ENVIRONMENT

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

This course focuses on the biological, chemical, and physical aspects of environmental pollution and looks at the relationships between environment and people. Major topics include but are not limited to: mineral and energy resources; pesticides; environment and human health; solid and hazardous wastes; and air, water, and land pollution. Laboratory exercises will include in-lab activities, field experiences and computer simulations. This course is suitable for both environmental science majors and non-majors.

## ENV 150 - CURRENT TOPICS IN ENVIRONMENTAL SCIENCE

*Credit(s): 3*

This course is designed to explore contemporary topics in environmental studies. Social, cultural, and scientific issues as they relate to the environment will be examined. Examples of subject matter covered in the course may include: endangered species, biodiversity, environmental health, environmental law, forest and wildlife management, conservation biology, global environmental change, ecosystem restoration, renewable energy, and green business.

## ENV 214 - CLIMATE CHANGE

*Credit(s): 3*

An introduction to the science of climate change including the physical properties of the atmosphere, natural and anthropogenic factors that influence climate, and patterns of climate change past and present. Explores the expanding field of climate research from extracting CO<sub>2</sub> trapped in polar ice to measuring tree rings to mapping shifting ranges of plant and animal populations. Each student will choose a research focus for the semester, explore the primary scientific literature for that topic, and make a presentation to the class in the latter part of the semester.

## ENV 230 - PRINCIPLES OF ENVIRONMENTAL SITE ASSESSMENT

*Credit(s): 3*

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 is 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(s):* ENV 120, ENV 140

*Corequisite(s):* ENV 137

## ENV 253(E) - AQUATIC ECOLOGY AND POLLUTION

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

A study of the aquatic environment as an ecosystem with an 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 lakes 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 are 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.

*Prerequisite(s):* 1 semester of environmental science or biology.

## ENV 270 - ENVIRONMENTAL INTERNSHIP

*Credit(s): 3*

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.

*Prerequisite(s):* ENV 140 and permission of program coordinator.

*Pre/Corequisite(s):* CHM 101, CHM 113, or CHM 121

## FORENSIC SCIENCE

### FRS 100(E) - INTRODUCTION TO FORENSIC SCIENCE (NON-MAJORS)

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

This course is intended for non-science majors. The course covers basic techniques used in criminalistics. Topics include: types of physical, chemical, and biological evidence; the legal system and forensic science; and crime scene processing. Virtual and hands-on laboratories allow students the opportunity to identify, examine, and assess forensic evidence using various physical, chemical, and biological techniques.

**Note:** Students can not receive credit for both FRS 100 and FRS 101

### FRS 110(E) - INSECTS AND FORENSICS

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

This course is a basic introduction to insect biology with an emphasis on applications of forensic entomology. Other topics include: insect evolution, biodiversity and conservation of insects, behavior, physiology, life histories, and systematics. The emphasis of this course is to describe the use of insects as evidence in court and explain how they can assist in solving crimes.

### FRS 111(E) - FORENSIC ANTHROPOLOGY

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

Forensic Anthropology is an applied field of biological anthropology. In this course, we'll broadly review the field of forensic anthropology and learn how the science of biological or physical anthropology is applied to legal processes. Students will: be introduced to basic skeletal biology and learn how bones develop and change through life; learn the techniques to create biological profiles of skeletal remains (determine age, sex, and ancestry); and recognize pathologies (diseases or injuries) present on the remains and determine whether they are antemortem, perimortem, or post mortem afflictions. We will also discuss the proper procedure used to extract skeletal elements from a potential crime scene, and examine the ethical issues involved when working with human skeletal remains, particularly those from potential victims of violent crimes and/or from indigenous or minority communities.

## FRENCH

### FRH 101(C) - ELEMENTARY FRENCH I

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Introduction to French through a conversational approach, with emphasis on current grammatical expression in speaking and writing. Conducted mostly in French.

**Note:** 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.

### FRH 102(C) - ELEMENTARY FRENCH II

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course builds on the knowledge and skills developed in FRH 101. Students develop functional proficiency in understanding and producing spoken and written French in authentic everyday communicative contexts. It is designed for students who have recently completed at least two years of French in high school or one semester of college French. Classes are conducted in French to develop students' listening and speaking skills. Grammatical content includes: the three regular conjugations; irregular verbs; the two past tenses; and object and relative pronouns. Communicative goals include: talking about past events; childhood and previous education; descriptions of neighborhoods, houses, and apartments; appliances and furniture; and food, drink, and ordering in a restaurant.

### FRH 206(C) - TOPICS IN FRENCH

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

An examination, in English, of French-speaking cultures that are of special interest to the Humanities or Hospitality and Tourism student. In different semesters, this course will focus on European or non-European (North American, Caribbean, South Pacific, African, and Asian) Francophone cultures. Each semester, specific geographical areas will be explored to reveal the rich cultural diversity of the French speaking world. Aspects to be studied include: history, symbols, human and natural resources, family and social structure, religion and philosophy, education, fine arts and cultural achievements, economics and industry, politics and government, science, sports and games, national foods, and national language. Examples from literature, music, art, and film are used to illustrate topics under discussion.

*Prerequisite(s):* ENG 101

## GENERAL STUDIES

### CRC 101 - CAREER READINESS COMPETENCIES

*Credit(s): 1*

Students will engage in discussion of various career pathways and options for furthering their education as they prepare to transition beyond HCC. They will also work on enhancing several skills important for this transition, including written and oral communication, collaboration, leadership/followership, and professionalism as they pertain to career readiness.

## GSY 112 - PROFESSIONAL ETIQUETTE

*Credit(s): 1*

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. Same as BUS 112

## GEOGRAPHY

### GEO 110(B) - WORLD REGIONAL GEOGRAPHY

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

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.

## HEALTH

### HTH 101 - INTRODUCTION TO HEALTH CAREERS

*Credit(s): 3*

This course is for students who are exploring health careers and majors. Students will have the opportunity to evaluate and reflect on their own skills, interests, and values to determine how they might shape their educational and career paths. The course will help clarify student understanding of specific careers in the field of health. The course will also provide a basic introduction of the U.S. Healthcare system, including opportunities and challenges in this system. The objective of this course is to help students decide if a career in the health field is a good fit for them and learn the educational requirements of specific health career degrees.

### HTH 102(B) - INTRODUCTION TO PUBLIC HEALTH

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

This course provides an introduction to the core components of public health and public health practice, including an emphasis on population and prevention-based strategies for improving health. We will discuss how health care systems work together to implement effective public health practice, including the role of disease detection and management (epidemiology), health communication and strategies for evaluating these practices. The course will also cover methods for addressing non-communicable diseases, communicable disease, environmental diseases, injury, and disaster preparedness. Theoretical and practical perspectives of this course will provide contemporary strategies for health promotion and disease prevention at local, state, and national levels. Students will analyze the effects of discrimination by health institutions and their impact on diversity. Students are required to plan a community-oriented project as part of this course.

*Prerequisite(s):* Eligibility for ENG 101

## HTH 114 - MEDICAL TERMINOLOGY

*Credit(s): 3*

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.

## HTH 124 - CORE COMPETENCIES & HEALTH TOPICS FOR CHW'S

*Credit(s): 6*

This course is designed for students who are working toward a Community Health Worker Certificate, or those who desire to complete the Core Competency and health topic training required for state certification. Students will explore the primary roles/responsibilities of Community Health Workers including: linking individuals and families to needed health, public health, and human services, playing important roles in increasing access to health care, and eliminating health disparities among vulnerable and under served communities. Students will also learn about the Core Competencies as established by the Board of Certification of Community Health Workers at the Massachusetts Public Health. Additionally, students will spend time exploring and practicing these ten core competencies and have the opportunity to evaluate and reflect on their own skills, interests and values with regard to a career path as a Community Health Worker. The role of CHWs in prevention, treatment and care will also be examined. Health Topics focus will primarily include: Behavioral health, trauma informed care, substance use, addiction and mental health disorders. Additional health topics may be discussed as they relate to the social determinants of health including: Chronic disease, maternal and child health, among others. Staying positive and preventing vicarious trauma will also be explored. The completion of this course meets the basic 80 hour educational requirement (core competencies and health topics) for the State of Massachusetts' certification process for Community Health Workers. This course is taken in the first semester of the Community Health Worker Certificate Program.

*Prerequisite(s):* Eligibility for ENG 101, or permission of instructor or department chair

## HTH 202 - EPIDEMIOLOGY

*Credit(s): 3*

Epidemiology, the study of distribution and determinants of health issues and diseases in populations, is considered the foundational science of public health. This introductory course will take students through the history of epidemiology, the sources of data used in epidemiology, and application of epidemiologic methods to study disease patterns and disease outbreaks. Throughout the semester, both infectious and chronic disease epidemiology will be addressed by exploring study designs, disease etiology, and health information literacy in diverse settings. Students will use critical thinking and quantitative reasoning skills to gather information, form hypotheses, and investigate the who, what, when and where of public health issues.

*Prerequisite(s):* HTH 102

## HTH 209 - PRACTICUM FOR CHWS

*Credit(s): 3*

This 3-credit class offers students an opportunity to learn in a work setting while obtaining practical experience in community health work (CHW). Students will contract for a minimum of

125 hours at an internship placement and participate in a weekly seminar to discuss their fieldwork and apply academic theory to practice. Students will work in settings that familiarize them with concrete examples of the core competencies of CHWs studied in HTH 124 and in class through readings and discussions. Students will also gain an understanding of industry and organizational structures, cultures, and ethics, and will strengthen their critical thinking, research, and problem solving skills. They will keep logs of their activities and complete other written assignments for class. Students will be able to apply these hours towards the required hours of work experience for state certification as a CHW. Students may be responsible for *Additional Course Fees* associated with CORI/SORI and drug testing.

*Prerequisite(s):* HTH 124 with a grade of C or better; Students are required to meet with CHW Program Coordinator during the semester prior to enrolling in the course in order to secure a practicum placement.

*Additional Course Fee:* \$70 Drug Testing, \$50 Course Equipment and Materials, \$15 Malpractice Insurance. All fees are subject to change.

## HTH 210 - FIELD EXPERIENCE

*Credit(s): 6*

HTH 210 is an initial program for the medical profession that focuses on the development of values and principles that will be utilized in any and all areas of the medical field. Students will develop their own career path by building on the knowledge that the patient/client/resident is a unique individual to be cared for with dignity, respect, and with full knowledge of the ethical and legal aspects of care. Students will become proficient in basic certified nursing assistant (CNA) tasks through lecture, small group activities, practice, media, and hands-on experience. Students will have the opportunity to sit for the MA Nurse Assistant certification exam upon successful completion of the course. A positive CORI/SORI, drug test, or failure to maintain immunization/health requirements will result in an inability to successfully complete the course.

*Corequisite(s):* Eligibility for ENG 095

*Pre/Corequisite(s):* Successful CORI/SORI background checks, negative drug screen, and approval of health/immunization documentation is necessary for course registration and continued enrollment. Interested students shall contact Kathy Trombley (KTrombley@hcc.edu) to initiate the health clearance process.

*Additional Course Fee:* \$100 CNA Licensure Exam; \$70 Drug Testing, \$25 Dementia Training, \$50 Course Equipment and Materials, and \$15 Malpractice Insurance (All fees subject to change.)  
*Non Course Fees:* CORI/SORI background check (out of state) and CPR

## HTH 220 - MEDICAL LAW AND ETHICS

*Credit(s): 3*

This course explores various ethical and legal issues faced by healthcare practitioners. The course provides a basic overview of laws and legal systems and their application to specific healthcare related situations. The course will also enable students to identify and respond to legal and ethical dilemmas in the professional setting, as well as develop the skills and resources for addressing them and avoiding potential adverse situations in the exercise of their professional responsibilities.

*Prerequisite(s):* Eligibility for ENG 095

## HEALTHCARE MANAGEMENT

### HMC 103 - INTRODUCTION TO HEALTHCARE MANAGEMENT CAREERS

*Credit(s): 2*

An orientation course in record keeping theory and practice, including material on the organization and functions of the medical record department and duties and responsibilities of Health Information Technicians. Communication, teamwork, diversity, sexual harassment, time management, professional etiquette, and personal strategies for managing stress will also be addressed. Basic legal and regulatory issues, as well as coding and reimbursement issues, will also be covered. Career opportunities in various allied health professions will be explored.

**Note:** Restricted to students in the Medical Assistant Certificate and Medical Billing & Coding Certificate programs; a grade of C or higher is required for all courses to continue in the Medical Assistant and Medical Billing and Coding programs

### HMC 104 - HEALTH INSURANCE REIMBURSEMENT AND COMPUTERIZED BILLING

*Credit(s): 4*

An introductory course to medical billing, medical insurance, 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 use basic data entry skills to do medical billing and practice management, which are needed by clerical workers staffing a healthcare facility, by utilizing a computerized billing/coding Practice Management software program. It includes the principles of medical billing related to: proper claim form preparation, submission, and payment processing, including the follow-up process. Differences in reimbursement methodologies will also be covered.

*Pre/Corequisite(s):* HMC 103 and HTH 114

**Note:** Restricted to students in the Medical Assistant Certificate and Medical Billing & Coding Certificate programs; a grade of C or higher is required for all courses to continue in the Medical Assistant and Medical Billing and Coding programs

### HMC 107 - HUMAN ANATOMY, PHYSIOLOGY, & DISEASE PROCESSES

*Credit(s): 4*

This course presents an overview to Human Anatomy and Physiology and the fundamentals of disease processes for the Medical Billing, Medical Assisting, or Health Information Management student. Human anatomy is presented by body system, including the cellular components of the body. The discussion of physiology and disease processes include mechanisms of disease process, classifications of diseases, and the treatment of representative diseases.

*Pre/Corequisite(s):* HTH 114

**Note:** Restricted to students in the Medical Assistant Certificate and Medical Billing & Coding Certificate programs; a grade of C or higher is required for all courses to continue in the Medical Assistant and Medical Billing and Coding programs

## HEALTH INFORMATION MANAGEMENT

### HIM 106 - ELECTRONIC HEALTH RECORDS

*Credit(s): 3*

This course presents the use of an integrated Practice Management and Electronic Health Record system (PM/EHR) in a medical office setting. Students will learn the conceptual framework both for medical billing & coding and for the use of Electronic Health Records in medical documentation and patient management by simulating the use of an Electronic Health Record.

**Note:** Restricted to students in the Medical Billing & Coding Certificate program

### HIM 108 - HEALTH CARE DOCUMENTATION

*Credit(s): 1*

This course provides the proficiency to understand Medical Records and also how to format and edit medical reports and report templates, and to review guidelines. Emphasis is placed on formatting and editing different types of medical reports such as: Chart Notes, History and Physical Examinations, Consultation Reports, Discharge Summaries, and Operative Reports. Accurate dictation and transcription of medical reports found in medical records of hospitals, long-term care facilities, ambulatory care facilities, and other types of health clinics is reviewed. Dictated case studies, medical records, and medical correspondence, including audio files, will be used for practicing the formatting of various types of medical reports and for practicing transcribing all types of medical correspondence and reports. Upon completion of the course, students will have a proficiency level appropriate to obtain and test for a Registered Healthcare Documentation Specialist (RHDS) Level 1 (Basic RMT) Certification and/or Certified Healthcare Documentation Specialist (CHDS) Level 2 (Advanced CMT) Certification.

*Prerequisite(s):* HMC 107 or BIO 111 or BIO 217/BIO 218; HTH 114

**Note:** Restricted to students in the Medical Billing & Coding Certificate program

### HIM 220 - DIAGNOSIS CODING

*Credit(s): 3*

This course will provide the student with an understanding of Diagnosis Coding and their accurate utilization. Emphasis is placed on coding and classifying diagnoses using the ICD 9 CM and ICD 10 CM coding classification systems. A Practice Management billing/coding computer software program is also utilized for computerized billing, coding, and insurance claims.

*Pre/Corequisite(s):* HIM 106, HMC 103, HMC 104, HMC 107, HTH 114

**Note:** Restricted to students in the Medical Billing & Coding Certificate program

### HIM 221 - PROCEDURE CODING

*Credit(s): 3*

This course is designated to provide the student with an understanding of Procedural Coding and their accurate utilization. Emphasis is placed on coding and classifying procedures using the ICD 9 Current Procedural Terminology (CPT) & ICD 10 Procedure Coding System (PCS) coding classification systems, including: Evaluation and Management (E&M), Surgery, Radiology, Anesthesia, Pathology & Lab, and Medicine coding sections. In addition, the usage and application of Modifiers and HCPCS codes in cod-

ing procedures will also be covered. A Medical Billing & Coding/ Practice Management computer software program is also utilized for computerized billing, coding, and insurance claims.

*Pre/Corequisite(s):* HIM 106, HIM 220, HMC 103, HMC 104, HMC 107, HTH 114

**Note:** Restricted to students in the Medical Billing & Coding Certificate program

## **HIM 288 - MEDICAL BILLING COOPERATIVE EDUCATION**

*Credit(s):* 3

A comprehensive and cumulative hands-on course that sums up all aspects of the Medical Billing, Coding, Insurance, and Health-care Documentation fields. Students will have the opportunity to apply their Medical Billing & Coding skills they learned in the classroom to complete complex case-study based scenarios as they would in the typical work field of Medical Billing & Coding. Students will complete the case-study based Practicum using a Practice Management Medical Billing/Coding software program that includes a scheduling feature, totaling 160 hours throughout the semester where they can apply their medical billing, coding, and insurance skills to real-life scenarios. Students will complete Career Workshop assignments to develop the skills they need to excel in the workforce.

*Prerequisite(s):* HIM 106, HIM 220, HIM 221, HMC 103, HMC 104, HMC 107, and HTH 114

*Pre/Corequisite(s):* HIM 108

**Note:** Restricted to students in the Medical Billing & Coding Certificate program

## **HISTORY**

### **HIS 101(C) - HISTORY OF WESTERN CIVILIZATION I**

*Credit(s):* 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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**

*Credit(s):* 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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 CIVILIZATION I**

*Credit(s):* 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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 CIVILIZATION II**

*Credit(s):* 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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**

*Credit(s):* 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course examines the origins, nature, and impact of the Second World War. Beginning with a survey of the Great War and its aftermath, it traces the onset of World War II through the eyes of its many participants. As an international history of the war, this course covers all military theaters, devoting roughly equal time to operations in Europe and the Pacific. It also examines the war's impact on civilian populations (including the Holocaust) and the manner in which the conflict transformed the economic, social, and political arenas for the major combatants.

### **HIS 107(C) - HISTORY OF PUERTO RICO AND THE CARIBBEAN**

*Credit(s):* 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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. Same as LAX 107

### **HIS 108(C) - DEAF HISTORY**

*Credit(s):* 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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 of deaf people, 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. Same as DFS 108

*Prerequisite(s):* ENG 101

### **HIS 109(C) - AFRICAN-AMERICAN HISTORY**

*Credit(s):* 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

*Knowledge of Diversity Code: KOD*

Traces the history of African-Americans from their places of origin to contemporary times. Examines such areas as: slavery and the plantation system; the conditions and contributions of African-Americans in the founding and building of the United States; the abolition movement, the Civil War, and Reconstruction; the richness of African-American culture and its contributions to the development of uniquely American social and cultural institutions;

freedom and civil rights as an ongoing issue in American society; and current issues of equality. Present concerns and projected future issues of African-Americans will be explored as well.

### **HIS 111(C) - HISTORY OF THE UNITED STATES I**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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 114(C) - IMMIGRANT CITY: COMMUNITY ORGANIZING IN HOLYOKE**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course focuses on Holyoke as a site of community organizing and placemaking by immigrant and migrant groups during its periods of industrialization (1849-1920) and deindustrialization (1920-present). We will explore the making of a planned industrial city and investigate the experience of several key immigrant and migrant groups - principally Irish, French Canadian and Puerto Rican - using both primary and secondary historical sources, as well as fiction. We will pay particular attention to the strategies and tactics these groups used to identify how to mobilize social power to meet their community needs.

*Prerequisite(s):* eligibility for ENG 095

### **HIS 115(C) - HISTORY OF SOCIAL JUSTICE MOVEMENTS**

*Credit(s): 3*

*3 lecture hours*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

The Nobel Peace Prize-winning activist Desmond Tutu once claimed, "When people decide they want to be free, there is nothing that can stop them." But how do people confront injustice to bring about change? How and why do social justice movements emerge and succeed? How do the conditions of their success vary across time and space? And, how do we write the story of past social justice movements? This course introduces students to the history of social justice movements around the world. Specifically, we will read and write about the words, events, and people who have fought against colonialism, global corporate control, racism, tyranny, resource, and worker exploitation. Additionally, we will learn about the roots, identities, failures, and successes of past movements for social justice and, in doing so, reveal the connections between those struggles and the issues that affect our lives today.

*Prerequisite(s):* Eligibility for ENG 101

### **HIS 121(C) - HISTORY OF ANIMAL ADVOCACY IN THE UNITED STATES, 1865-PRESENT**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Less than 150 years ago in the United States, abusing or beating an animal to death was, in most cases, legal and acceptable. Today, by contrast, both state and federal laws mandate the humane treatment of companion animals, circus animals, food animals, laboratory animals, and wildlife; additionally, a vibrant animal advocacy movement boasts thousands of organizations and millions of members. How did this dramatic change occur? Who were the early activists and how did they fight cruelty and change the laws and attitudes of this nation? This course explores and debates the roots, identities, struggles, and successes of the American animal advocacy movement since 1865. As we examine its growth and evolution, we will locate the movement within the context of larger social forces such as industrialization, science and technology, consumerism, and environmentalism. We will reveal the connections between past and present, thus demonstrating the relevancy of animal advocacy to our society and our own lives.

### **HIS 130(C) - U.S. WOMEN'S HISTORY**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

*Knowledge of Diversity Code: KOD*

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 workforce.

*Prerequisite(s):* Eligibility for ENG 101

### **HIS 150(C) - TOPICS IN HISTORY**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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.

### **HIS 162(C) - HISTORY OF THE CIVIL WAR**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course explores the causes, course, and consequences of the American Civil War. The primary goal of the course is to understand the multiple meanings of this transformative event in American history. Those meanings may be defined in many ways: national, sectional, racial, constitutional, individual, social, intellectual, or moral. Five broad themes are closely examined: the crisis of union and disunion in an expanding republic; slavery, race, and emancipation as a national problem; personal experi-

ence and social process; the experience of modern, total war for individuals and society; and the political and social challenges of Reconstruction.

## **HIS 220(C) - HISTORY OF THE WORLD SINCE 1900**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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. 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 the following: instantaneous communication, literacy, rapid transportation, urbanization, mass production, advertising, and computers.

## **HIS 225(C) - AMERICAN ENVIRONMENTAL HISTORY**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Environmental history examines how humans and nature have interacted throughout 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, and industrialization, and the emergence of ecology and the modern environmental movement.

*Prerequisite(s):* Eligibility for ENG 101

## **HIS 250(C) - TOPICS IN HISTORY**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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(s):* 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)

## **HONORS**

### **HON 201 - HONORS PROJECT**

*Credit(s): 1*

An Honors Project consists of independent work undertaken by the student. This work may take place in the following formats: 1) an addition to the regular requirement of a college course and can be attached to a non-Honors, non-developmental, and non-independent study course; 2) as an Undergraduate Research Conference presentation; 3) as a 1-credit stand alone project under the supervision of a faculty mentor; 4) as a 2-credit stand

alone project under the supervision of a faculty mentor; or 5) as a 3-credit stand alone project under the supervision of a faculty mentor.

Projects vary in form and may include: research papers, creative work, community service learning projects, fieldwork/lab work research projects, and/or original project/problem-based projects or advanced research projects with permission of faculty mentor. No matter what form it takes, your completed project must be well-researched. Project topics are limited only by your imagination or ability, the instructor's course guidelines, and a regard for the degree of academic rigor expected by the HCC Honors Program. Constructing an Honors Project involves submitting a proposal for the approval by the Honors Subcommittee, working closely with a supervising faculty member, and preparing a brief reflective essay to accompany the completed project. Students will receive appropriate (1,2, or 3) credit(s) when they complete all steps of the project.

*Prerequisite(s):* GPA of 3.5 and/or permission of instructor; approval of Honors Committee.

### **HON 204(B,C) - IDEAS THAT CHANGE THE WORLD**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences, Humanities/Fine and Performing Arts*

This course is a discussion-based honors seminar where students will examine groundbreaking ideas that have shaped our global world. The primary texts used in the course will be influential works that raise issues of enduring importance for humanity. Throughout the semester, students will also inquire into their own potential for transformative creativity, innovation, and leadership. As an interdisciplinary seminar, this course illuminates ideas that cross the disciplinary boundaries of the natural sciences, humanities, and social sciences. Some of the fundamental questions we will inquire about are: Why do some ideas become influential? What social conditions tend to foster creative thinking? Under what circumstances can creativity transform societies? Across disciplines, what do innovators have in common?

*Prerequisite(s):* Honors Program entrance requirements or by permission of instructor

### **HON 206(B,C,E) - HONORS COLLOQUIUM**

*Credit(s): 6*

*MassTransfer Block Code: Social Sciences, Humanities/Fine and Performing Arts, Natural & Physical Laboratory Sciences*

The Honors Colloquium, or seminar, 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. Each student who is selected to become a Colloquium Scholar receives a scholarship that provides all of the required texts for the Colloquium. A Colloquium may sometimes receive a B, C, or E transfer compact code depending upon the subject of the Colloquium and the student's work, with permission of the instructor(s).

*Prerequisite(s):* 3.5 GPA after 30 hours of study and/or permission of instructor(s). ENG 102 preferred. Eligible students will be invited by mail to apply.

## HOSPITALITY

### HCA 101 - INTRODUCTION TO HOSPITALITY

*Credit(s):* 3

An introduction to the operation of hotels, motels, restaurants, resorts, and tourism. Emphasis is on the development of the industry, current trends, and management responsibilities.

### HCA 130 - FOOD PRODUCTION MANAGEMENT

*Credit(s):* 4

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.

*Additional Course Fee:* \$110.00 uniform fee (The fee is subject to change).

### HCA 202 - LODGING OPERATIONS

*Credit(s):* 3

Analysis and evaluation of hotel and motel systems and operations. Consideration of organizational structure, management responsibility, property management, and security systems.

*Prerequisite(s):* HCA 101 with a grade of C- or better

### HCA 205 - MEETINGS AND EVENTS

*Credit(s):* 3

An introduction to the fundamentals of the meetings, expositions, events and conventions (MEEC) industry and its role in hospitality and tourism. Students will learn the history and the economic value meetings represent to a destination, and gain insight into the organizations that support this segment, including convention bureaus, destination management companies, and meeting planners. The course will broadly cover aspects of the industry ranging from planning to the management of details, with a focus on 21st century considerations such as legal issues, technology, social responsibility, sustainability, and globalism.

*Prerequisite(s):* HCA 101 or MGT 230 or SPO 110 with a grade of C- or higher

### HCA 232 - FOOD AND BEVERAGE OPERATIONS

*Credit(s):* 3

The fundamental principles and techniques underlying the managerial process of the food service industry. Topics include menu planning, purchasing, issuing, storing, controls, personnel, and productivity management.

*Prerequisite(s):* CUL 101 and CUL 115 with a grade of C- or higher, or HCA 130

## HUMAN SERVICES

### HSV 105 - CRISIS INTERVENTION

*Credit(s):* 3

This course is designed to provide students with an in-depth evaluation of crisis and trauma response, including emergency and disaster situations. Students will examine crisis theory, methods of crisis response, psychological effects associated with trauma, assessment strategies, and intervention models. Students will analyze theoretical approaches as they relate to crisis management and trauma informed care. Topics include defining

crisis, identifying when a crisis is a danger, ethical and professional considerations, and use of self in crisis intervention and response. Students learn about the theory and skills, mental health triage, cultural sensitivity, self-care, community resource information, referrals, and networking.

*Prerequisite(s):* Eligibility for ENG 095

*Additional Course Fee:* MHFA Lab Fee of \$25.00 (All fees subject to change)

### HSV 110(B) - INTRODUCTION TO THE STUDY OF AGING

*Credit(s):* 3

*MassTransfer Block Code:* Social Sciences

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 interrelationship between the biological, psychological, and social factors influencing the aging process.

### HSV 113 - INTRODUCTION TO HUMAN SERVICES

*Credit(s):* 3

An orientation to human services and social work. Particular emphasis on diversity and culture, populations served, social problems, ethics, values, and personal attitudes. Provides an emphasis on career and professional identity and explores interventions in various local and global practice settings. Also includes a history of human services and the field of social work, an overview of the American human services and social work systems, and an introduction to local social service agencies. Relevant for those entering the fields of direct care support services and advocacy, as well as community health workers. There is a required 20-hour Community Service Learning component.

*Prerequisite(s):* Eligibility for ENG 101

### HSV 120(B) - INTRODUCTION TO ADDICTION STUDIES

*Credit(s):* 3

*MassTransfer Block Code:* Social Sciences

An introduction to the nature of addiction and to support systems that assist people with recovery from behavioral process addictions (including compulsive gambling, food/eating, sex, spending/shopping) and substance addictions. Addiction will be discussed as a chronic disease which is treatable, and will be framed using the various stages of addiction: abstinence, use, and dependence. Students will be introduced to theories of addiction, as well as to the impact of stigma on help-seeking and treatment success, and to the culture of recovery. Emphasis will be placed on understanding the characteristics and prevalence of process and substance addictions through the lenses of developmental stage, gender, and race.

*Prerequisite(s):* Eligibility for ENG 101

### HSV 122 - DIVERSITY AND SOCIAL JUSTICE FOR THE SERVICE PRACTITIONER

*Credit(s):* 3

This course explores diversity and social justice issues in human services and social work for the professional. Particular emphasis on developing critical analysis skills to examine the intersectionality of citizenship, gender, ethnicity, race, sexual orientation, socio-economic status and class, ability and disability, age, and

faith communities. Provides an historical examination of social justice movements relative to human services and social service agencies.

*Prerequisite(s):* HSV 113

### **HSV 123 - HELPING SKILLS, TECHNIQUES, AND ETHICS IN HUMAN SERVICES AND SOCIAL WORK**

*Credit(s):* 3

This course helps the human services student develop the knowledge, skills, and personal characteristics that are critical for an effective helping relationship. This course provides an overview of and practice in basic interviewing and helping skills. The student will gain practice with case conceptualization through various frameworks, including, but not limited to, the bio/psycho/social model. This course will additionally provide a foundational knowledge of relevant legal and ethical considerations in the helping professions, including the importance of multicultural competencies. Students in this course will explore their personal helping style, strengths, and growing edges, and will gain experience in identifying the stages of the helping relationship.

*Prerequisite(s):* HSV 113, PSY 110

*Pre/Corequisite(s):* HSV 122

### **HSV 141 - FOUNDATIONS OF TRAUMA AND TRAUMA INFORMED CARE/SERVICES**

*Credit(s):* 3

This course will introduce students to core concepts related to trauma through a developmental and multi-cultural lens. The focus of this course will be on examining effects of crises, disasters, and other trauma-causing events. Students will gain a basic understanding of the neurological processes and changes that occur during and after a traumatic event, as well as during the recovery process. Important concepts such as the ACE study, trauma-related symptoms, the impact of trauma on families and communities, the relationship between trauma and addiction, resilience, post-traumatic growth, retraumatization/vicarious trauma, compassion fatigue, self-care, and approaching professional work through a trauma-informed lens will be emphasized. Attention will be placed on assisting students in applying their growing knowledge of trauma to their developing professional roles.

*Prerequisite(s):* Eligibility for ENG 101

### **HSV 150 - TOPICS IN HUMAN SERVICES**

*Credit(s):* 3

Survey an area or topic in the human service professional literature or explore current and/or historical topics in the field of human services. The focus of the course will change each semester.

*Prerequisite(s):* Will be announced each semester based on the topic chosen.

### **HSV 205(B) - FAMILY VIOLENCE**

*Credit(s):* 3

*MassTransfer Block Code:* Social Sciences

Child, partner, and elder abuse will be examined from human services, historical, psychological, cross-cultural, legal, and sociological perspectives. The extent, types, and causes of family violence will be analyzed. Prevention and intervention strategies necessary for those working with adults and children who may be affected by violence within the home will be covered.

*Prerequisite(s):* Eligibility for ENG 101

### **HSV 208(B) - SUBSTANCE ABUSE**

*Credit(s):* 3

*MassTransfer Block Code:* Social Sciences

This course introduces concepts relevant to the diagnosis and treatment of substance and tobacco use disorders, including but not limited to: the disease concept; the classifications of drugs; the routes of administration; the effect of substance abuse problems on the family system; substance and tobacco use issues related to populations such as adolescents, veterans, individuals at risk for suicide, women, the elderly, LGBTQ+-identifying individuals, and individuals with dual diagnosis. Attention will be given to differential rates of use, as well as differential access and barriers to treatment, amongst specific groups. Same as SOC 208

*Prerequisite(s):* HSV 120 or PSY 110 or SOC 110

### **HSV 209 - ADDICTION PREVENTION**

*Credit(s):* 3

The course will introduce students to the historical efforts at addiction prevention, ranging from widespread media campaigns to individual outreach. Students will gain knowledge of current prevention strategies and techniques, using the frame of primary, secondary, and tertiary prevention processes. This course will explore a range of outreach strategies to engage individuals at different levels of need, including prevention efforts in educational, criminal, legal, community, medical, and workplace settings. Attention will be given to developing and implementing culturally competent and culturally responsive prevention strategies.

*Prerequisite(s):* HSV 120 or HSV 208 or SOC 208 with a grade of C- or higher

### **HSV 212(B) - GROUP DYNAMICS AND PRACTICE**

*Credit(s):* 3

*MassTransfer Block Code:* Social Sciences

This course emphasizes the development of group membership skills necessary for professional practice in helping roles. Through group exercises, students will experience concepts being studied and will have 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, norms, status, group culture, power dynamics, equity, cultural humility and content vs. process will be discussed. In addition, the various stages of group development and the tasks involved in each will be introduced. Students will gain familiarity with group practice models in residential, outpatient, educational, and community settings and will develop skills in facilitating group sessions.

*Prerequisite(s):* PSY 110 or SOC 110

### **HSV 214 - ADULT ADDICTION TREATMENT METHODOLOGIES**

*Credit(s):* 3

This course provides students with an opportunity to learn theoretical frameworks and techniques for assisting adults with addiction issues. Students will gain awareness of the specific vulnerabilities to addiction present in young adult and elderly populations, and will acquire skills in pairing evidenced-based treatment approaches to adult developmental needs. Students will develop an understanding of the meaning behind typical client behaviors and evidenced-based strategies for responding appropriately (such as the use of Motivational Interviewing techniques). The treatment process will be framed using the BSAS Levels of Care, and will

cover topics important to treating addiction in adult populations, including but not limited to: self-help groups, relapse prevention and response, evidence-based treatment approaches, collaboration in treatment, ethics and boundaries, consumer rights, program evaluation, providing Culturally and Linguistically Appropriate Services (CLAS), trauma-informed care, gender-specific services, family involvement, and provider safety and self-care. Experiential activities will allow students a chance to practice individual and group counseling skills.

*Prerequisite(s):* HSV 120 or HSV 208 or SOC 208 with a grade of C- or higher

### **HSV 215 - CHILD AND ADOLESCENT ADDICTION TREATMENT METHODOLOGIES**

*Credit(s):* 3

This course provides students with an opportunity to learn theoretical frameworks and techniques for assisting children and adolescents with addiction issues. Students will gain awareness of the specific vulnerabilities to addiction present in child and adolescent populations, and will acquire skills in pairing evidenced-based treatment approaches to child and adolescent developmental needs. Students will gain an understanding of the prevalence of addiction issues amongst children and adolescents. The treatment process will be framed using the BSAS Levels of Care, and students will learn about the unique treatment concerns for this age group, including but not limited to: familial involvement, collaboration in treatment, legal concerns in treating minors, ethics and boundaries for working with minors, parental/guardian rights, providing culturally competent care, and provider safety and self-care. Experiential activities will allow students a chance to practice individual and group counseling skills.

*Prerequisite(s):* HSV 120 or HSV 208 or SOC 208 with a grade of C- or higher

### **HSV 218 - HEALTH ASPECTS OF ADDICTION AND RECOVERY**

*Credit(s):* 3

This course expands on concepts introduced in HSV 208 to further increase students' understanding of the physical, psychological, neurological, pharmacological, nutritional, and disease treatment aspects of addiction and recovery. Students will gain an understanding of the impacts of addiction and recovery on health and will learn about the role of psychopharmacological interventions, Medication-Assisted Treatment (MAT), and the administration of opioid overdose reversal drugs, (i.e. Naloxone). Students will learn about mental and physical health conditions that frequently present co-morbidly with addiction, and will gain awareness of the importance of integrated care, including but not limited to: medication management and addiction recovery support during pregnancy and the interplay between addiction and infectious diseases. This course will provide an overview of the range of holistic and nutritional approaches available to support addiction recovery.

*Prerequisite(s):* HSV 208 or SOC 208 with a grade of C- or higher

### **HSV 250 - TOPICS IN HUMAN SERVICES**

*Credit(s):* 3

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.

*Prerequisite(s):* ENG 101, HSV 113, and others appropriate to the topic, which will be announced each semester.

### **HSV 288 - PRACTICUM IN HUMAN SERVICES I**

*Credit(s):* 4

Students contract to complete a minimum of 125 hours at an approved human services placement site. The student does work that familiarizes him/her/them with concrete and practical examples of principles studied in class through readings or research. Practicum students keep logs of their activities, meet regularly with their faculty sponsors, and write papers connecting their practicum experience to what they have learned in their Human Services coursework.

*Prerequisite(s):* HSV 113, HSV 122, HSV 123, and PSY 110, each with a grade of C or better

### **HSV 289 - PRACTICUM IN HUMAN SERVICES II**

*Credit(s):* 4

Students contract to complete a minimum of 125 hours in each of the 2 practicum courses (total of 250 hours). 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 semester through the internship course.

*Prerequisite(s):* HSV 288 with a grade of C or better and permission of department chair

### **HUMANITIES**

#### **HUM 200(C) - SPECIAL TOPICS IN HUMANITIES**

*Credit(s):* 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

The Humanities Seminar focuses on the synthesis and integration of important ideas by applying them to the understanding and solution of problems or issues, and by approaching them through multiple academic fields of study, with an emphasis on intellectual, ethical, historical, and diverse perspectives.

*Prerequisite(s):* ENG 102

#### **HUM 276 - HUMANITIES INTERNSHIP**

*Credit(s):* 1

A one-credit internship course that allows students to exercise and expand their understanding of the arts and humanities by working with area theatres, galleries, art studios, printing companies, television and radio stations, community centers, or cultural resource centers. Through exposure to the administrative as well as the creative aspects of arts and humanities, students will

obtain practical experience in their field of study, enabling them to apply and reflect on the connections between academic theory and practice.

Students are supervised collaboratively by a faculty sponsor working with HCC's Experiential Learning Coordinator and by an on-site professional. Students will work a minimum of 45 hours per one credit hour. They will complete frequent assignments to gain an understanding of industry and organizational structures, cultures, and ethics; develop workplace communication skills; strengthen critical thinking, research, and problem solving skills; establish networks; and develop a greater awareness and appreciation of self, others, and social responsibility in a career context.

*Prerequisite(s):* Minimum of 24 earned credits and permission of instructor

### **HUM 277 - HUMANITIES INTERNSHIP**

*Credit(s):* 2

A two-credit internship course that allows students to exercise and expand their understanding of the arts and humanities by working with area theatres, galleries, art studios, printing companies, television and radio stations, community centers, or cultural resource centers. Through exposure to the administrative as well as the creative aspects of arts and humanities, students will obtain practical experience in their field of study, enabling them to apply and reflect on the connections between academic theory and practice.

Students are supervised collaboratively by a faculty sponsor working with HCC's Experiential Learning Coordinator and by an on-site professional. Students will work a minimum of 45 hours per one credit hour. They will complete frequent assignments to gain an understanding of industry and organizational structures, cultures, and ethics; develop workplace communication skills; strengthen critical thinking, research, and problem solving skills; establish networks; and develop a greater awareness and appreciation of self, others, and social responsibility in a career context.

*Prerequisite(s):* Minimum of 24 earned credits and permission of instructor.

### **HUM 278 - HUMANITIES INTERNSHIP**

*Credit(s):* 3

A three-credit internship course that allows students to exercise and expand their understanding of the arts and humanities by working with area theatres, galleries, art studios, printing companies, television and radio stations, community centers, or cultural resource centers. Through exposure to the administrative as well as the creative aspects of arts and humanities, students will obtain practical experience in their field of study, enabling them to apply and reflect on the connections between academic theory and practice.

Students are supervised collaboratively by a faculty sponsor working with HCC's Experiential Learning Coordinator and by an on-site professional. Students will work a minimum of 45 hours per one credit hour. They will complete frequent assignments to gain an understanding of industry and organizational structures, cultures, and ethics; develop workplace communication skills; strengthen critical thinking, research, and problem solving skills; establish networks; and develop a greater awareness and appreciation of self, others, and social responsibility in a career context.

*Prerequisite(s):* Minimum of 24 earned credits or permission of instructor

## **LATINX STUDIES**

### **LAX 107(C) - HISTORY OF PUERTO RICO AND THE CARIBBEAN**

*Credit(s):* 3

*MassTransfer Block Code:* Humanities/Fine and Performing Arts

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. Same as HIS 107

### **LAX 110(C) - INTRODUCTION TO LATINX STUDIES**

*Credit(s):* 3

*MassTransfer Block Code:* Humanities/Fine and Performing Arts

*Knowledge of Diversity Code:* KOD

This course is an interdisciplinary exploration of the major Latinx communities in the United States. The course will study the predominant US Latinx groups, such as Mexican Americans and Puerto Ricans, while incorporating the experience of groups with ties to Central America, South America, and the rest of the Caribbean. Students will engage in a critical examination of a wide selection of materials ranging from visual art, literature, film, and documentaries to historical, cultural, political, economic, and sociological texts. Students will build a foundation of knowledge from the intersection of these interdisciplinary viewpoints and academic methodologies. The course will examine colonialism in the Americas in relation to contemporary artistic representations, social identities, cultural practices, structural inequalities, and immigration patterns in an effort to place the experience of the diverse Latinx populations through this academically expansive perspective.

*Prerequisite(s):* Eligibility for ENG 095

### **LAX 111 - INTRODUCTION TO COMMUNITY ORGANIZING**

*Credit(s):* 3

The course will focus on central theories and practices of organizing; whether an organizer is working in a community-based setting, around a particular issue or set of issues, with a specific constituency, or as part of a broader movement. Students will develop concrete community organizing skills and practices and be introduced to a wide range of organizers who have honed and expanded community leadership throughout the years. The class will explore the connection between periods of concentrated organizing and the better known social movements of the past and present, which often rise up as a result of specific timing and opportunity in the social environment.

### **LAX 208(C) - LATINX LITERATURE**

*Credit(s):* 3

*MassTransfer Block Code:* Humanities/Fine and Performing Arts

*Knowledge of Diversity Code:* KOD

In *Borderlands/La Frontera*, Chicana writer Gloria Anzaldúa asserts that nothing can change in the real world unless it first changes in the images in our head. US Latinx authors have created powerful images that have changed the literary and cultural landscape of the United States. This course will introduce students to Latinx literature and will provide an overview of Puerto Rican, Do-

minican, Mexican American, Chicana, and other Latinx literature, such as the writing of the borderlands and the intentional use of bilingualism. This course will also examine folklore, social issues, and identity development. Students will read fiction, non-fiction, poetry, drama, testimonio, and folk song lyrics. Same as ENG 208  
*Prerequisite(s):* ENG 102

## LAW

### LAW 211 - BUSINESS LAW

*Credit(s):* 3

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 218 - EMPLOYMENT LAW

*Credit(s):* 3

A study of employment law for the non-legal professional in Human Resource Management, emphasizing federal and state laws governing the employment process and the relationship between employers and employees.

## MANAGEMENT

### MGT 230 - PRINCIPLES OF MANAGEMENT

*Credit(s):* 3

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

*Credit(s):* 3

Survey of the principles, problems, and practices of modern business in the management of the workforce, from recruitment through retirement. Emphasis is on the use of appropriate practices in firms of various types and sizes.

### MGT 235 - ENTREPRENEURSHIP

*Credit(s):* 3

An entrepreneur is an individual who creates a new business in the face of risk and uncertainty for the purpose of achieving profit and growth objectives by identifying significant opportunities and assembling the necessary resources to capitalize on them. This course will provide students with an introduction to what it takes to be a successful entrepreneur, including recognizing opportunities in the marketplace and the elements of a professional business plan. Topics covered will include: the marketing strategy; legal considerations; organizational strategies; financial planning and controls; the management team; and the concept of social entrepreneurship.

## MARKETING

### MKT 110 - RETAILING AND E-COMMERCE

*Credit(s):* 3

A study of the retail environment from the consumer's perspective including the examination of multichannel challenges and trends. Students will acquire the skills necessary to understand both retail store management and online retailing, with the focus on increasing customer value both online and in store. This course

will concentrate on the planning process needed in order to meet the objectives and satisfy the retail marketing concept. Attention is devoted to retail format, competition among retail institutions, determination of store location, merchandise lines, atmospherics, personnel, and levels of customer service provided for the sale of consumer products in the evolving global, high-tech retail to e-tail business environment.

### MKT 226 - ADVERTISING AND PROMOTION

*Credit(s):* 3

This course will provide an in-depth study and analysis of the advertising and promotional strategies and tactics necessary in the management of all marketing communications. Students will study various types of media and the current trends in advertising techniques. They will use these techniques to design advertising, sales promotions, publicity plans, and social media programs for businesses.

### MKT 227 - SALES AND CUSTOMER SERVICE

*Credit(s):* 3

This course examines how organizations and individuals communicate value and obtain desired results through the process of selling and customer relationship management. The role of sales management in the development of people and of resource utilization within the firm will be explored. Students will learn how listening and connecting with people, understanding their wants and needs, and discerning what motivates them provides the keys to their reasons to buy. The course will focus on the traditional selling tenets as its foundation and then adapt the concepts to the rapidly changing world of business in today's environment.

### MKT 240 - PRINCIPLES OF MARKETING

*Credit(s):* 3

A study of the basic marketing principles, functions, and institutions. This course will walk students through the process by which organizations analyze, plan, implement, and control programs to develop and maintain beneficial exchanges with target buyers. Students will develop an understanding of how effective marketing is critical for the long-term success of any business organization; and how the marketing function ensures that the firm attracts, retains, and grows customers by creating, delivering, and communicating superior customer value.

## MATHEMATICS

### MTH 011 - DEVELOPMENTAL MATH I

*Credit(s):* 2

This is a two credit course in developmental mathematics. Topics covered include basic computations with whole numbers, fractions and decimals (done mentally, with pencil and paper and with the aid of technology), ratios, proportions, percentages, introduction to variables and evaluating expressions. Credits earned in this course do not count towards graduation.

### MTH 012 - DEVELOPMENTAL MATH II

*Credit(s):* 2

This is a two credit course in developmental mathematics. Topics covered include percentages, signed numbers, solving single variable linear equations, understanding and interpreting two variable linear equations, solving multi-variable literal equations, understanding intervals and solving inequalities, interpreting

graphs, and understanding measurements and performing unit conversions. Credits earned in this course do not count towards graduation.

*Pre/Corequisite(s):* MTH 011 or MTH 075 with a grade of C- or higher, or SM04, or adequate score on the Mathematics Placement Examination

### **MTH 013 - DEVELOPMENTAL MATH III**

*Credit(s):* 3

This is a three credit course in developmental mathematics. Topics covered include properties of exponents, functions, single variable linear equations, multi-variable literal equations, two variable linear equations, polynomials, and absolute value equations. Credits earned in this course do not count towards graduation.

*Prerequisite(s):* MTH 011 and MTH 012 with a grade of C- or higher, or SM08, or adequate score on the Mathematics Placement Examination

### **MTH 014 - DEVELOPMENTAL MATH IV**

*Credit(s):* 3

This is a three credit course in developmental mathematics. Topics covered include systems of linear equations, factoring, quadratic equations, rational expressions and equations, radical expressions and equations, and one variable and two variable linear inequalities. Credits earned in this course do not count towards graduation.

*Prerequisite(s):* MTH 013 or MTH 085 with a grade of C- or higher, or SM 11, or adequate score of the Mathematics Placement Examination

### **MTH 104(D) - COLLEGE ALGEBRA**

*Credit(s):* 4

*MassTransfer Block Code:* Mathematics

A college level course including more advanced topics in algebra, functions, graphs, and problem solving.

*Prerequisite(s):* MTH 014 or MTH 095 with a grade of C- or better, or SM18, or adequate score on the Mathematics Placement Examination

### **MTH 108(D) - PRECALCULUS**

*Credit(s):* 4

*MassTransfer Block Code:* Mathematics

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.

*Prerequisite(s):* MTH 104 with a grade of C- or better, or adequate score on the Mathematics Placement Examination

### **MTH 113(D) - CALCULUS I**

*Credit(s):* 4

*MassTransfer Block Code:* Mathematics

Functions, limits, continuity, the derivative, applications, the integral, and the fundamental theorem of calculus.

*Prerequisite(s):* MTH 108 or adequate score on the Mathematics Placement Examination

**Note:** MTH 162 is not a substitute for MTH 113 and cannot be used as a prerequisite for MTH 114

### **MTH 114(D) - CALCULUS II**

*Credit(s):* 4

*MassTransfer Block Code:* Mathematics

Antiderivatives, techniques of integration, application, infinite series, approximating functions, Taylor series.

*Prerequisite(s):* MTH 113 with a grade of C or better

### **MTH 125(D) - NUMBER SYSTEMS**

*Credit(s):* 3

*MassTransfer Block Code:* Mathematics

This course is designed for Elementary Education and Early Childhood majors. This is an introductory course on number systems. Topics include the development and properties of various number systems, as well as operations and different representations within these number systems. Systems explored will include integers, rational numbers, real and complex numbers, along with bases other than 10. Verbal explanations and multiple representations will be stressed.

*Prerequisite(s):* MTH 011/MTH 012 or MTH 075 with a grade of C- or better, or SM06, or adequate score on the Mathematics Placement Examination

### **MTH 130 - MATH THAT MATTERS: DRUGS AND DOSAGES**

*Credit(s):* 3

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. Mathematical 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.

*Prerequisite(s):* MTH 011/MTH 012 or MTH 085 with a grade of C- or better, or SM08, or adequate score on the Mathematics Placement Examination

### **MTH 135(D) - PATTERNS, REASONING AND ALGEBRA**

*Credit(s):* 3

*MassTransfer Block Code:* Mathematics

This course is designed for Elementary Education and Early Childhood majors. It is an introductory course to patterns and algebraic reasoning. Topics include: finding, analyzing, and describing patterns; sets and classification; functions and relations; inductive and deductive reasoning; problem solving; and logic. Verbal explanations and multiple representations will be stressed.

*Prerequisite(s):* MTH 011/MTH 012 or MTH 075 with a grade of C- or higher, or SM 06, or adequate score on the Mathematics Placement Examination

## MTH 142(D) - STATISTICS

Credit(s): 3

MassTransfer Block Code: Mathematics

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(s): MTH 011/MTH 012 or MTH 085 with a grade of C- or better, or SM08, or adequate score on the Mathematics Placement Examination

## MTH 155(D) - TOPICS IN MATHEMATICS

Credit(s): 3

MassTransfer Block Code: Mathematics

An exploratory course in mathematics for the Liberal Arts student. Topics may include mathematical logic, set theory, counting techniques, probability and statistics, transfinite and finite numbers, bases other than 10, history of mathematics, puzzles and paradoxes, geometry and topology, patterns and sequences, or others chosen by the instructor.

## MTH 162(D) - APPLIED CALCULUS

Credit(s): 3

MassTransfer Block Code: Mathematics

The elements of calculus: functions, limits, the derivative, antiderivatives and definite integrals, with applications to business

Prerequisite(s): MTH 104 with a grade of C- or better or adequate score on the Mathematics Placement Examination

**Note:** If a student needs a two or three semester sequence of calculus courses, the first course should be MTH 113, not MTH 162.

## MTH 190(D) - INTRODUCTION TO DATA SCIENCE

Credit(s): 3

3 lecture hours

MassTransfer Block Code: Mathematics

The world is awash with raw data, and students will benefit in the job market from learning to properly analyze it. The purpose of this course is to introduce students to the concepts of data science early in their college education. In this course, students will learn to code in R or Python, popular programming languages commonly used in Data Science. This course can also be seen as an introduction to programming languages and coding. It is designed to be accessible to students from a wide range of backgrounds and interests, including those without advanced mathematics or computer programming experience.

Prerequisite(s): MTH 011 and MTH 012; or SM08; or adequate score on the Mathematics Placement Examination.

**Note:** No computer language experience necessary, but students must have a willingness to learn to code.

## MTH 205(D) - LINEAR ALGEBRA

Credit(s): 4

MassTransfer Block Code: Mathematics

Fundamental concepts of linear algebra: systems of equations, matrices, determinants, vector spaces, eigenvectors, and eigenvalues, with applications.

Pre/Corequisite(s): MTH 114

## MTH 213(D) - CALCULUS III

Credit(s): 4

MassTransfer Block Code: Mathematics

Vectors in two and three dimensions, vector-valued functions, partial derivatives, multiple integrals, line and surface integrals.

Prerequisite(s): MTH 114

## MTH 214(D) - DIFFERENTIAL EQUATIONS

Credit(s): 4

MassTransfer Block Code: Mathematics

First order and simple higher-order ordinary differential equations, linear equations, Laplace transforms, systems of differential equations, numerical method to approximate solutions of differential equations, additional topics, and applications.

Prerequisite(s): MTH 114

**Note:** Student is recommended to complete MTH 205 and MTH 213 prior to enrolling in this course

## MTH 230(D) - DISCRETE MATHEMATICS

Credit(s): 4

MassTransfer Block Code: Mathematics

A rigorous, proof-oriented mathematics course introducing students to proof writing and emphasizing both theory and applications. Topics include logic, set theory, proof and proof techniques, induction and recursion, counting techniques, introductory number theory, graphs and trees, functions and relations, analysis of algorithms, Boolean algebra, and finite state machines.

Prerequisite(s): MTH 113

## MEDICAL ASSISTING

### MEA 108 - CLINICAL SKILLS II-PHLEBOTOMY

Credit(s): 1

This course provides the student with the knowledge and utilization of basic phlebotomy skills.

Additional Course Fee: \$50 Course Equipment and Materials. All fees subject to change

**Note:** Restricted to students in the Medical Assistant Certificate program; a grade of C or higher is required for all courses to continue in the Medical Assistant and Medical Billing and Coding programs

### MEA 110 - INTRODUCTION TO MEDICAL ASSISTING

Credit(s): 2

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, ethical conduct, legal/ethical issues, and confidentiality/privacy within the health care field.

Prerequisite(s): Eligibility for ENG 101

**Note:** Restricted to students in the Medical Assistant Certificate program; a grade of C or higher is required for all courses to continue in the Medical Assistant and Medical Billing and Coding programs

## MEA 125 - CLINICAL SKILLS I - ELECTROCARDIOGRAPHY

*Credit(s): 1*

Designed to introduce the students to the basics of a Twelve-Lead Electrocardiogram. This course will cover anatomy of the heart, details of the electrical activity of the heart, cardiac arrhythmias, and treatment of cardiac arrhythmias based on the standards of the American Heart Association. Students will perform electrocardiography (12 lead EKG/ECG) on fellow students.

*Prerequisite(s):* HMC 103, HMC 104, HMC 107, HTH 114

*Pre/Corequisite(s):* MEA 110

**Note:** Restricted to students in the Medical Assistant Certificate program; a grade of C or higher is required for all courses to continue in the Medical Assistant and Medical Billing and Coding programs

## MEA 150 - INTRODUCTION TO DRUG THERAPY

*Credit(s): 2*

Introduces the major drug classes: their indications, mechanisms of action, and potential for drug/drug or drug/food interactions, as well as the fundamental terminology that is essential to understanding the basics of drug therapy. Other basic drug therapy concerns, including age, weight, organ function, and body homeostasis will be included. Prescription interpretation, implementing Latin abbreviations used in prescription writing and filling, as well as illustrating the role and contribution of the pharmacy profession within the field of medicine will be addressed. A basic mathematical aptitude is expected in the application of some topics.

*Prerequisite(s):* Eligibility for ENG 101

**Note:** Students cannot receive credit for both HTH 130 and MEA 150; Restricted to students in the Medical Assistant Certificate program; a grade of C or higher is required for all courses to continue in the Medical Assistant and Medical Billing and Coding programs

## MEA 210 - CLINICAL SKILLS III - CLINICAL TECHNIQUES

*Credit(s): 3*

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.

*Prerequisite(s):* HMC 103, HMC 104, HMC 107, HTH 114

*Pre/Corequisite(s):* MEA 108, MEA 110, MEA 125, and MEA 150

*Additional Course Fee:* \$50 Course Equipment and Materials. All fees subject to change

**Note:** Restricted to students in the Medical Assistant Certificate program; a grade of C or higher is required for all courses to continue in the Medical Assistant and Medical Billing and Coding programs

## MEA 225 - CAREER DEVELOPMENT

*Credit(s): 4*

This course is designed as the final preparatory step in preparing students to embark on a career as a medical assistant. The course will accomplish two purposes: students will prepare for job searching, applying, and continued job success through classroom instruction; and students will have an opportunity to

demonstrate, practice, and refine the clinical and administrative skills and abilities they acquired throughout the Medical Assistant Program. The students will do this by participating in a clinical field experience for a minimum of 160 hours.

*Prerequisite(s):* HMC 103, HMC 104, HMC 107, HTH 114, MEA 108, MEA 110, MEA 125, MEA 150, and MEA 210

*Corequisite(s):* HTH 220

*Additional Course Fee:* Drug Testing. All course fees are subject to change.

**Note:** Restricted to students in the Medical Assistant Certificate program; a grade of C or higher is required for all courses to continue in the Medical Assistant and Medical Billing and Coding programs

## MUSIC

### MUS 100(C) - MUSIC FUNDAMENTALS

*Credit(s): 3*

*MassTransfer Block Code:* Humanities/Fine and Performing Arts

Open to all students who want to learn to read music and learn introductory music theory. Covers reading and writing pitches and rhythmic patterns, major and minor scales, key signatures, intervals, and chords. Also provides a basic introduction to the keyboard. No previous experience is necessary.

### MUS 105(C) - MUSIC THEORY I

*Credit(s): 3*

*MassTransfer Block Code:* Humanities/Fine and Performing Arts

A study of the theoretical principles, formal designs, and stylistic tendencies associated with Western music from the 18th century to present. The course emphasizes music analysis, written exercises using computer notation software, and creative composition. Includes a review of the fundamentals, followed by figured bass, Roman numeral analysis, cadences, nonchord tones, instrument transportations, and melodic and textual organization.

*Prerequisite(s):* MUS 100 with a grade of "B" or better, or equivalent

### MUS 106(C) - INTRODUCTION TO WORLD MUSIC

*Credit(s): 3*

*MassTransfer Block Code:* Humanities/Fine and Performing Arts

*Knowledge of Diversity Code:* KOD

An introductory appreciation course, open to all students. It explores music outside the Western European tradition, including music of Polynesia, Native North America, Latin America, Africa and Black America, Eastern Europe, the Middle East, Indonesia, India, and Japan. Specific topics chosen from those areas are studied, and we discuss how cultural, political, social, and technological developments affect the music, its performers, composers, and audience. We examine the music itself, and discuss how it has influenced and been influenced by aspects of culture, how it reflects cultural identity and experience, and how its evolution is tied to changes in society. It integrates analysis of the historic, sociopolitical, and cultural forces which shape the experiences of all people, and emphasizes interlocking race, gender, and class perspectives for analyzing musical works.

## **MUS 107(C) - MUSIC THEORY II**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

A study of the theoretical principles, formal designs, and stylistic tendencies associated with Western music from the 18th century to present. The course emphasizes music analysis, written exercises using computer notation software, and creative composition. Continues with voice leading in two and four voices, harmonic progression, seventh chords, secondary dominants, and modulation.

*Prerequisite(s): MUS 105*

## **MUS 110(C) - INTRODUCTION TO CLASSICAL MUSIC**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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 - ORCHESTRA I**

*Credit(s): 1*

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. Instrumentation needs may warrant the necessity of audition.

*Prerequisite(s):* Permission of instructor

## **MUS 112 - ORCHESTRA II**

*Credit(s): 1*

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. Instrumentation needs may warrant the necessity of audition.

*Prerequisite(s): MUS 111*

## **MUS 121 - INSTRUMENTAL & VOCAL ENSEMBLE I**

*Credit(s): 1*

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 Percussion, Piano, and Chamber Vocal. Specific instrumentation of some ensembles may warrant the necessity of an audition.

## **MUS 122 - INSTRUMENTAL & VOCAL ENSEMBLE II**

*Credit(s): 1*

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 Percussion, Piano, and Chamber Vocal. Specific instrumentation of some ensembles may warrant the necessity of an audition.

*Prerequisite(s): MUS 121*

## **MUS 126(C) - ROCK AND POP MUSIC IN AMERICA**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Contemporary genres of American popular music are affected by multicultural, political, social, and technological developments. This course will explore the origins of current styles of popular music. We will focus on the music itself, and discuss how it has influenced and been influenced by aspects of American culture, how it reflects cultural identity and experience, and how its evolution is tied to changes in American society. It will integrate analysis of the historic, sociopolitical, and cultural forces which shape the experiences of all Americans, and will emphasize interlocking race, gender, and class perspectives whenever applicable for analyzing musical works. Assignments will involve listening, reading, writing, and music and text analysis. No previous music experience is required, other than an interest in popular music.

## **MUS 127 - ENSEMBLE I**

*Credit(s): 1*

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 Percussion, Piano, and Chamber Vocal. Specific instrumentation of some ensembles may warrant the necessity of an audition.

## **MUS 128 - ENSEMBLE II**

*Credit(s): 1*

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 Percussion, Piano, and Chamber Vocal. Specific instrumentation of some ensembles may warrant the necessity of an audition.

*Prerequisite(s): MUS 127*

## **MUS 131 - AURAL SKILLS I**

*Credit(s): 1*

The various 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.

*Pre/Corequisite(s): MUS 105*

## **MUS 132 - AURAL SKILLS II**

*Credit(s): 1*

The various 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.

*Prerequisite(s): MUS 131*

*Pre/Corequisite(s): MUS 107*

## MUS 135 - CLASS PIANO I

*Credit(s): 1*

Open to all students. Deals with basic piano technique, with an emphasis on playing scales, intervals, and chords. This technique is used to develop sight reading skills and a melodic awareness at the keyboard.

**Note:** 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

## MUS 136 - CLASS PIANO II

*Credit(s): 1*

Open to all students. Deals with basic piano technique, with an emphasis on playing scales, intervals, and chords. This technique is used to develop sight reading skills and a melodic awareness at the keyboard.

*Prerequisite(s):* MUS 135

## MUS 140(C) - INTRODUCTION TO JAZZ

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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 I

*Credit(s): 1*

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.

## MUS 142 - JAZZ ENSEMBLE II

*Credit(s): 1*

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.

*Prerequisite(s):* MUS 141

## MUS 150(C) - TOPICS IN MUSIC

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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(s):* Eligibility for ENG 101

## MUS 151 - JAZZ IMPROVISATION I

*Credit(s): 2*

A performing class studying and dealing with the repertoire and 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(s):* MUS 100 with a grade of B or higher, or permission of the instructor.

## MUS 152 - JAZZ IMPROVISATION II

*Credit(s): 2*

A performing class studying and dealing with the repertoire and 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(s):* MUS 151

## MUS 161 - COLLEGE CHORALE I

*Credit(s): 1*

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.

## MUS 162 - COLLEGE CHORALE II

*Credit(s): 1*

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.

*Prerequisite(s):* MUS 161

## MUS 171 - APPLIED MUSIC FOR MAJORS I

*Credit(s): 2*

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 at designated music concerts.

*Prerequisite(s):* Audition

*Additional Course Fee:* A \$665.00 music fee is charged for the private instruction (The fee is subject to change.)

## **MUS 172 - APPLIED MUSIC FOR MAJORS II**

*Credit(s): 2*

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 at designated music concerts.

*Prerequisite(s): MUS 171*

*Additional Course Fee:* A \$665.00 music fee is charged for the private instruction (The fee is subject to change.)

## **MUS 180 - INTRODUCTION TO MUSIC TECHNOLOGY**

*Credit(s): 3*

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 181 - MUSICAL THEATER WORKSHOP I**

*Credit(s): 3*

Performance-oriented workshop experience that develops vocal performance skills, with some attention to stage movement and acting skills, through the rehearsal and presentation of songs and scenes from selected musical theater works. Same as THE 181

## **MUS 182 - MUSICAL THEATER WORKSHOP II**

*Credit(s): 3*

Performance-oriented workshop experience that develops vocal performance skills, with some attention to stage movement and acting skills, through the rehearsal and presentation of songs and scenes from selected musical theater works. Same as THE 182

*Prerequisite(s): MUS 181 or THE 181*

## **MUS 191 - APPLIED MUSIC (NON-MAJOR) I**

*Credit(s): 1*

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. In addition to the lessons, attendance is also required at both a weekly class and at designated music concerts.

*Additional Course Fee:* A \$385.00 music fee is charged for the 30 minute lesson and \$665.00 for the 50 minute lesson. (Fees are subject to change)

**Note:** Students may register for a 30 minute lesson by selecting an .01 section or 50 minute lesson by selecting an .02 section.

## **MUS 192 - APPLIED MUSIC (NON-MAJOR) II**

*Credit(s): 1*

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. In addition to the lessons, attendance is also required at both a weekly class and at designated music concerts.

*Prerequisite(s): MUS 191*

*Additional Course Fee:* A \$385.00 music fee is charged for the 30 minute lesson and \$665.00 for the 50 minute lesson. (Fees are subject to change)

**Note:** Students may register for a 30 minute lesson by selecting an .01 section or 50 minute lesson by selecting an .02 section.

## **MUS 208(C) - MUSIC THEORY III**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

A study of the theoretical principles, formal designs, and stylistic tendencies associated with the Western music from the 18th century to present. The course emphasizes music analysis, written exercises using computer notation software, and creative composition. Covers chromatic harmony and an introduction to 18th century counterpoint.

*Prerequisite(s): MUS 107*

## **MUS 209(C) - MUSIC THEORY IV**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

A study of the theoretical principles, formal designs, and stylistic tendencies associated with the Western music from the 18th century to present. The course emphasizes music analysis, written exercises using computer notation software, and creative composition. Includes analysis of form, extended harmonies of the Romantic period, and 20th century and contemporary compositional techniques.

*Prerequisite(s): MUS 208*

## **MUS 213 - ORCHESTRA III**

*Credit(s): 1*

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. Instrumentation needs may warrant the necessity of audition.

*Prerequisite(s): MUS 112*

## **MUS 214 - ORCHESTRA IV**

*Credit(s): 1*

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. Instrumentation needs may warrant the necessity of audition.

*Prerequisite(s): MUS 213*

## **MUS 223 - INSTRUMENTAL & VOCAL ENSEMBLE III**

*Credit(s): 1*

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 Percussion, Piano, and Chamber Vocal. Specific instrumentation of some ensembles may warrant the necessity of an audition.

*Prerequisite(s):* MUS 122

### **MUS 224 - INSTRUMENTAL & VOCAL ENSEMBLE IV**

*Credit(s):* 1

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 Percussion, Piano, and Chamber Vocal. Specific instrumentation of some ensembles may warrant the necessity of an audition.

*Prerequisite(s):* MUS 223

### **MUS 229 - ENSEMBLE III**

*Credit(s):* 1

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 Percussion, Piano, and Chamber Vocal. Specific instrumentation of some ensembles may warrant the necessity of an audition.

*Prerequisite(s):* MUS 128

### **MUS 230 - ENSEMBLE IV**

*Credit(s):* 1

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 Percussion, Piano, and Chamber Vocal. Specific instrumentation of some ensembles may warrant the necessity of an audition.

*Prerequisite(s):* MUS 229

### **MUS 233 - AURAL SKILLS III**

*Credit(s):* 1

The various 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.

*Prerequisite(s):* MUS 132

*Pre/Corequisite(s):* MUS 208

### **MUS 234 - AURAL SKILLS IV**

*Credit(s):* 1

The various 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.

*Prerequisite(s):* MUS 233

*Pre/Corequisite(s):* MUS 209

### **MUS 237 - CLASS PIANO III**

*Credit(s):* 1

Open to all students. Deals with basic piano technique, with an emphasis on playing scales, intervals, and chords. This technique is used to develop sight reading skills and a melodic awareness at the keyboard.

*Prerequisite(s):* MUS 136

### **MUS 238 - CLASS PIANO IV**

*Credit(s):* 1

Open to all students. Deals with basic piano technique, with an emphasis on playing scales, intervals, and chords. This technique is used to develop sight reading skills and a melodic awareness at the keyboard.

*Prerequisite(s):* MUS 237

### **MUS 243 - JAZZ ENSEMBLE III**

*Credit(s):* 1

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.

*Prerequisite(s):* MUS 142

### **MUS 244 - JAZZ ENSEMBLE IV**

*Credit(s):* 1

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.

*Prerequisite(s):* MUS 243

### **MUS 250(C) - ADVANCED TOPICS IN MUSIC**

*Credit(s):* 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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.

*Prerequisite(s):* MUS 107, eligibility for ENG 101

### **MUS 253 - JAZZ IMPROVISATION III**

*Credit(s):* 2

A performing class studying and dealing with the repertoire and 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(s):* MUS 152

## **MUS 254 - JAZZ IMPROVISATION IV**

*Credit(s): 2*

A performing class studying and dealing with the repertoire and 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(s): MUS 253*

## **MUS 259(C) - MUSIC LITERATURE I**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Representative music compositions of the Western European tradition are studied critically in their historical setting: Ancient, Medieval, Renaissance, Baroque, and the early Classic periods.

*Prerequisite(s): ENG 102*

*Corequisite(s): MUS 208 or permission of instructor*

## **MUS 260(C) - MUSIC LITERATURE II**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Representative music compositions of the Western European tradition are studied critically in their historical setting: Classic, Romantic, 20th century, and contemporary.

*Prerequisite(s): MUS 259*

## **MUS 263 - COLLEGE CHORALE III**

*Credit(s): 1*

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.

*Prerequisite(s): MUS 162*

## **MUS 264 - COLLEGE CHORALE IV**

*Credit(s): 1*

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.

*Prerequisite(s): MUS 263*

## **MUS 273 - APPLIED MUSIC FOR MAJORS III**

*Credit(s): 2*

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 at designated music concerts.

*Prerequisite(s): MUS 172*

*Additional Course Fee:* A \$665.00 music fee is charged for the private instruction (The fee is subject to change.)

## **MUS 274 - APPLIED MUSIC FOR MAJORS IV**

*Credit(s): 2*

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 at designated music concerts

*Prerequisite(s): MUS 273*

*Additional Course Fee:* A \$665.00 music fee is charged for the private instruction (The fee is subject to change.)

## **MUS 293 - APPLIED MUSIC (NON-MAJOR) III**

*Credit(s): 1*

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. In addition to the lessons, attendance is also required at both a weekly class and designated music concerts.

*Prerequisite(s): MUS 192*

*Additional Course Fee:* A \$385.00 music fee is charged for the 30 minute lesson and \$665.00 for the 50 minute lesson. (Fees are subject to change)

**Note:** Students may register for a 30 minute lesson by selecting an .01 section or 50 minute lesson by selecting an .02 section.

## **MUS 294 - APPLIED MUSIC (NON-MAJOR) IV**

*Credit(s): 1*

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. In addition to the lessons, attendance is also required at both a weekly class and designated music concerts.

*Prerequisite(s): MUS 293*

*Additional Course Fee:* A \$385.00 music fee is charged for the 30 minute lesson and \$665.00 for the 50 minute lesson. (Fees are subject to change)

**Note:** Students may register for a 30 minute lesson by selecting an .01 section or 50 minute lesson by selecting an .02 section.

## **NURSING - ASSOCIATE DEGREE**

### **NUR 170 - FUNDAMENTALS OF NURSING**

*Credit(s): 9*

*4 lecture hours 3 lab hours 12 Clinical Hours*

The students will identify and explore knowledge, skills, and attitudes underlying the key components of nursing practice. These include: therapeutic communication, assessment, clinical decision making, health promotion, and disease prevention. Utilizing caring interventions, students will begin to implement safe clinical practice. Nursing students will be registered for either NUR 170 or PNR 170 (cross-listed course) Same as PNR 170

*Prerequisite(s):* Acceptance into the Nursing Program

*Pre/Corequisite(s):* BIO 217, PHM 171, and PSY 110

*Additional Course Fee:* Malpractice Insurance \$15, Misc. Tests \$100, Supplies \$300, Program Fee \$200, Technological Device Fee \$500, ATI Testing \$130, Dementia Training \$20, Exam Software Fee \$30. All fees are subject to change.

### **NUR 180 - HEALTH PROMOTION AND MAINTENANCE**

*Credit(s): 9*

*4 lecture hours 3 lab hours 12 Clinical Hours*

Students will build upon the knowledge, skills, and attitudes of nursing fundamentals to apply health concepts in the various health care settings. Students will explore health maintenance concepts and common health concerns with specialized populations across the lifespan. Same as PNR 180

*Prerequisite(s):* NUR 170/PNR 170, PHM 171

*Corequisite(s):* PHM 181

*Pre/Corequisite(s):* BIO 218, PSY 216

*Additional Course Fee:* \$130 ATI Testing, \$300 Supplies, \$200 Program Fee, \$30 exam software, \$50 Course Equipment and Materials. All fees are subject to change.

### **NUR 270 - ACUTE CARE ACROSS THE LIFESPAN**

*Credit(s): 8*

*3 lecture hours 3 lab hours 12 Clinical Hours*

Students will research common, acute, and chronic illnesses and the impact of these illnesses on patients across the lifespan. Students will utilize increasingly complex knowledge, skills, & attitudes to provide nursing care to patients experiencing acute and chronic illnesses in various health care settings.

*Prerequisite(s):* NUR 180, PHM 181

*Corequisite(s):* PHM 271

*Pre/Corequisite(s):* BIO 229, ENG 101

*Additional Course Fee:* Malpractice Insurance \$15, Misc. Tests \$100, Supplies \$300, Program Fee \$200, ATI Testing \$130, Dementia Training \$20, Exam Software Fee \$30. All fees are subject to change.

### **NUR 280 - COMPLEX CARE ACROSS THE LIFESPAN**

*Credit(s): 8*

*3 lecture hours 3 lab hours 12 Clinical Hours*

Students will attain and synthesize knowledge, skills, and attitudes necessary for entry-level nursing practice. Students will use case-based learning to investigate complex conditions and the implications for nursing practice in various health care settings.

*Prerequisite(s):* NUR 270, PHM 271

*Corequisite(s):* NUR 282, PHM 281

*Pre/Corequisite(s):* ENG 102, SOC 110

*Additional Course Fee:* \$330 ATI Testing, \$300 Supplies, \$200 Program Fee, \$30 exam software, \$50 Course Equipment and Materials. All fees are subject to change.

### **NUR 282 - ROLE DEVELOPMENT II**

*Credit(s): 2*

*1.5 lecture hours 0.5 lab hours*

Students will prepare for the transition from student role to entry-level nurse. Students will explore political, professional, legal, and ethical issues.

*Prerequisite(s):* NUR 270, PHM 271

*Corequisite(s):* PHM 281, NUR 280

*Pre/Corequisite(s):* ENG 102, SOC 110

## **NUTRITION**

### **NTR 101 - INTRODUCTION TO NUTRITION**

*Credit(s): 3*

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 levels.

*Prerequisite(s):* Eligibility for ENG 101

## **PHARMACY SCIENCE AND TECHNOLOGY**

### **PHM 171 - PHARMACOLOGY I**

*Credit(s): 1*

*1 lecture hours*

Pharmacology is the study of the action of drugs and how certain disease states are affected by these chemical interventions. This course will introduce the knowledge, skills, and attitudes necessary to continuously improve the quality and safety of the healthcare provided while preparing and administering medications to patients with stable or well managed health issues. Students will identify medications administered to prevent illness and manage common stable health conditions. Common topics to be discussed will include: names of medication (generic and

brand), classification of drugs, indications for use, contraindication for use, therapeutic dose range, adverse effects, and nursing implications.

*Prerequisite(s):* Acceptance into the Nursing Program

*Corequisite(s):* NUR 170/PNR 170

*Pre/Corequisite(s):* BIO 217, PSY 110

### **PHM 181 - PHARMACOLOGY II**

*Credit(s):* 1

*1 lecture hours*

Students will continue to expand upon the knowledge, skills, and attitudes necessary to continuously improve the quality and safety of the health care provided while preparing and administering medications to patients across the lifespan. Students will continue to identify medications that are administered for the promotion and maintenance of health, including for specialized populations. Common topics that will be discussed will include: names of medications (generic and brand), classification of drugs, indications for use, contraindications for use, therapeutic doses, adverse effects, and nursing implications.

*Prerequisite(s):* NTR 101, NUR 170/PNR 170, PHM 171, PNR 182

*Corequisite(s):* NUR 180/PNR 180

*Pre/Corequisite(s):* BIO 218, PSY 216

### **PHM 271 - PHARMACOLOGY III**

*Credit(s):* 1

*1 lecture hours*

Students will continue to expand upon the knowledge, skills, and attitudes necessary to continuously improve the quality and safety of the health care provided while preparing and administering medications to patients across the lifespan. Students will continue to identify medications that are administered for the patient experiencing acute and chronic illnesses in various health care settings. Common topics that will be discussed will include: names of medications (generic and brand), classification of drugs, indications for use, contraindications for use, therapeutic doses, adverse effects, and nursing implications.

*Prerequisite(s):* NUR 180, PHM 181

*Corequisite(s):* NUR 270

*Pre/Corequisite(s):* BIO 229, ENG 101

### **PHM 281 - PHARMACOLOGY IV**

*Credit(s):* 1

*1 lecture hours*

Students will synthesize knowledge, skills, and attitudes necessary to continuously improve the quality and safety of the health care provided while preparing and administering medications to patients across the lifespan. Students will continue to identify medications that are administered for complex and critical conditions and the implications for nursing practice in various health care settings. Common topics that will be discussed will include: names of medications (generic and brand), classification of drugs, indications for use, contraindications for use, therapeutic doses, adverse effects, and nursing implications.

*Prerequisite(s):* NUR 270, PHM 271

*Corequisite(s):* NUR 280, NUR 282

*Pre/Corequisite(s):* ENG 102, SOC 110

## **PHILOSOPHY**

### **PHI 100(C) - MYTHOLOGY**

*Credit(s):* 3

*MassTransfer Block Code:* Humanities/Fine and Performing Arts

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**

*Credit(s):* 3

*MassTransfer Block Code:* Humanities/Fine and Performing Arts

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 and 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 by reading classical texts in philosophy and by arguing about these views.

### **PHI 103(C) - CLEAR THINKING/SOUND REASONING**

*Credit(s):* 3

*MassTransfer Block Code:* Humanities/Fine and Performing Arts

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 RELIGION**

*Credit(s):* 3

*MassTransfer Block Code:* Humanities/Fine and Performing Arts

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**

*Credit(s):* 3

*MassTransfer Block Code:* Humanities/Fine and Performing Arts

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

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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.

## PHI 230(C) - TOPICS IN PHILOSOPHY

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

A detailed examination of a particular debate or controversy in a specific aspect of continental or analytic philosophy. This might include such topics as philosophy of law, philosophy of history and history of philosophy, philosophy of science, 20th century thinkers, philosophy of religion, aesthetics, social and political philosophy, existentialism, and phenomenology. Students will be expected to complete a research paper as part of their coursework. The topic will be announced in advance.

*Prerequisite(s):* Any 100-level PHI course

## PHYSICS

### PHS 101(E) - GENERAL PHYSICS I

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

The principles of mechanics and fluids. Covers vectors, motion, Newton's Laws, the Conservation Laws, gravitation, work and energy, and concepts of fluids. Applied trigonometry is taught when needed.

*Pre/Corequisite(s):* MTH 104 or adequate score on the Mathematics Placement Examination

### PHS 111(E) - PHYSICS FOR ENGINEERS AND SCIENCE MAJORS I

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

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.

*Corequisite(s):* MTH 113

### PHS 112(E) - PHYSICS FOR ENGINEERS AND SCIENCE MAJORS II

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

Concepts and principles of electricity and magnetism leading to Maxwell's equations. Topics covered: charge and matter, Gauss' Law, electrical potential, capacitors and dielectrics, current and resistance, magnetic fields, Ampere's Law, Faraday's Law, inductance, electromagnetic oscillations, alternating current, and electromagnetic waves.

*Prerequisite(s):* PHS 111

*Pre/Corequisite(s):* MTH 114

## POLITICAL SCIENCE

### POL 110(B) - U.S. NATIONAL GOVERNMENT

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

An introduction to the structure, functions, and politics of the United States national (federal) government within its historical, constitutional, social, and theoretical context.

### POL 120(B) - STATE AND LOCAL GOVERNMENT

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

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

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

An examination of the historical development and current legal status of civil liberties and civil rights in the United States. Inquiries include such major constitutional principles as the development of American federalism and the purpose of the separation of powers within the American national government, as well as the tension between majoritarian rule and individual rights, the tension between judicial review and democratic accountability, and the evolving meaning of the Bill of Rights.

### POL 150(B) - TOPICS IN POLITICAL SCIENCE

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

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 210(B) - LATINX POLITICS

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

This course introduces the dynamic relationship between Latinx demographic groups and the U.S. political system. How has each influenced the development of the other? Major topics to be studied include: The demographic diversity of Latinx in the United States, Latinx political activism and organizing initiatives, major policy issues impacting Latinx, immigration policies affecting the Latinx population, and the responsiveness of the U.S. political system to Latinx demands for political inclusion and effective representation of Latinx interests. Major attention will be given to the political experiences and interests of the largest Latinx population groups, especially Mexicans and Puerto Ricans.

*Prerequisite(s):* ENG 101 and LAX 110, or consent of the instructor.

## **POL 230(B) - TOPICS IN POLITICAL SCIENCE**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

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.

*Prerequisite(s):* One previous POL class, ENG 101, and others appropriate to the topic, which will be announced each semester.

## **NURSING - PRACTICAL**

### **PNR 170 - FUNDAMENTALS OF NURSING**

*Credit(s): 9*

*4 lecture hours 3 lab hours 12 Clinical Hours*

The students will identify and explore knowledge, skills, and attitudes underlying the key components of nursing practice. These include therapeutic communication, assessment, clinical decision making, health promotion, and disease prevention. Utilizing caring interventions, students will begin to implement safe clinical practice. Nursing students will be registered for either NUR 170 or PNR 170. Same as NUR 170

*Prerequisite(s):* Acceptance into Nursing Program

*Pre/Corequisite(s):* BIO 217, PHM 171, PSY 110

*Additional Course Fee:* Malpractice Insurance \$15, Misc. Tests \$100, Supplies \$300, Program Fee \$200, Technological Device Fee \$500, ATI Testing \$130, Dementia Training \$20, Exam Software Fee \$30. All fees are subject to change.

### **PNR 173 - PRACTICAL NURSE SKILLS WORKSHOP**

*Credit(s): 3*

*1 lecture hours 1 lab hours*

As a supplement to PNR 170, this course provides opportunities for Practical Nurse students to implement the fundamental concepts of patient-centered care, safety, communication, teaching, learning, clinical judgment, ethical-legal, cultural diversity, nursing history and the HCC's mission, vision and values of nursing while meeting the needs of individuals throughout the lifespan using the nursing process. Throughout the course, the role of the nurse as a member of the healthcare team is emphasized while practicing basic psychomotor nursing skills necessary for maintaining microbial, physical, and psychological safety for individuals.

The course will be conducted as a hybrid course, combining in-person and distance-learning classes, simulation-based education, and direct-care clinical practice.

*Corequisite(s):* PNR 170, PHM 171

**Note:** Restricted to Practical Nursing students

## **PNR 180 - HEALTH PROMOTION AND MAINTENANCE**

*Credit(s): 9*

*4 lecture hours 2 lab hours 3 Clinical Hours*

Students will build upon the knowledge, skills, and attitudes of nursing fundamentals to apply health concepts in the various health care settings. Students will explore health maintenance concepts and common health concerns with specialized populations across the life span. Same as NUR 180

*Prerequisite(s):* NUR 170/PNR 170, PHM 171, PNR 182

*Corequisite(s):* PHM 181

*Pre/Corequisite(s):* BIO 218, PSY 216

*Additional Course Fee:* \$130 ATI Testing, \$300 Supplies, \$200 Program Fee, \$30 exam software, \$50 Course Equipment and Materials. All fees are subject to change.

### **PNR 182 - PRACTICAL NURSE ROLE DEVELOPMENT**

*Credit(s): 2*

*0.5 lecture hours 1.5 Clinical Hours*

This course strives to address contemporary professional issues that impact the transition into the practice for the Practical Nurse.

The student will learn leadership and management skills that will affect the Practical Nurse.

*Prerequisite(s):* PNR 170, PHM 171

*Pre/Corequisite(s):* NTR 101

*Additional Course Fee:* \$50 Course Equipment and Materials Fee. All fees subject to change

### **PNR 190 - PRACTICAL NURSE ACUTE AND COMPLEX CARE**

*Credit(s): 4*

*1 lecture hours 3 Clinical Hours*

Students will attain and synthesize the knowledge, skills, and attitudes essential for entry-level practice. Utilizing acute and complex patient care experiences, the student will incorporate and continue to build on previously learned knowledge, skills, and attitudes. Learning will be facilitated through case-based and simulation experiences, as well as clinical partnerships.

*Prerequisite(s):* PNR 180, PHM 181

*Additional Course Fee:* ATI Testing Fee \$200 and Supplies Fee \$150. All fees are subject to change.

## **PSYCHOLOGY**

### **PSY 110(B) - INTRODUCTION TO PSYCHOLOGY**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

Overview of the basic theories and research related to human behavior and mental life. Topics will include: psychology as a research-based science, today's current perspectives in psychology, neuroscience, lifespan development, memory, learning, psychological disorders, personality, and social psychology. Additional topics may be included. This course is a prerequisite to all other psychology courses.

*Prerequisite(s):* Eligibility for ENG 101

## **PSY 142(D) - STATISTICS FOR PSYCHOLOGY**

*Credit(s): 4*

*MassTransfer Block Code: Mathematics*

An introduction to descriptive and inferential statistics commonly used in psychological research. Topics include basic research design, frequency distributions, measures of central tendency and variability, standardized distributions and Z-scores, probability, hypothesis testing, Z-tests, single sample, dependent means, and independent samples t-tests, one-way and two-way ANOVA, correlation, and simple linear regression. Students will complete calculations by hand in addition to using statistical software. Emphases include identifying and using appropriate statistics to solve research problems, and correctly interpreting and reporting results in APA format.

*Prerequisite(s):* PSY 110 with a grade of C- or better; MTH 013 or MTH 085 with a grade of C- or better, or SM08, or adequate score on the Mathematics Placement Examination

## **PSY 200(B) - INFORMATION LITERACY IN PSYCHOLOGY**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

An introduction to information literacy concepts specific to the discipline of psychology, including: library research strategies, with an emphasis on database searching; American Psychological Association (APA) editorial style; determining quality and credibility of information sources; and conceptualization and expression of psychological ideas through scientific writing.

*Prerequisite(s):* PSY 110 with a grade of C- or better

## **PSY 202(B) - ECOPSYCHOLOGY**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

This is a survey of the emerging field of ecopsychology, an integration of ecology and psychology. By drawing upon the science of ecology to re-examine the human psyche as an integral part of nature, ecopsychology attempts to inspire lifestyles that are both ecologically sustainable and psychologically healthy. This course provides an overview of the psychological principles and practices relevant to environmental education and action, while exploring the contributions of ecological thinking and values of the natural world to psychotherapy and personal growth. Students will be required to do activities using primary research articles.

*Prerequisite(s):* PSY 110 with a grade of C- or better

## **PSY 203(B) - HUMAN SEXUALITY**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

*Knowledge of Diversity Code: KOD*

The study of human sexuality in its many flexible, intersecting forms and aspects. Topics will include: the social-cultural construction of sexual behaviors, values and attitudes; anatomy, physiology and biological sex; the non-binary multiplicity of genders and sexual orientations; different sexual practices; challenges to sexual functioning, including physical disabilities; and topics and activities designed to encourage good physical and psychological health and personal growth, including the ability

to listen to and communicate respectfully with others who hold diverse perspectives. Students will be required to do activities using primary research articles.

*Prerequisite(s):* PSY 110 with a grade of C- or better

## **PSY 210(B) - SOCIAL PSYCHOLOGY**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

An introduction to the study, principles, and findings of social psychology. Topics include: methods of research; social perception (self-perception, perception of others, and perceiving groups); social influence (attitudes and conformity); social relations (attractions, altruism, and aggression); and applying social psychology (law, business, and health). Students will be required to do activities using primary research articles.

*Prerequisite(s):* PSY 110 with a grade of C- or better

## **PSY 215(B) - CHILD PSYCHOLOGY**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

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. Students will be required to do activities using primary research articles.

*Prerequisite(s):* PSY 110 with a grade of C- or better

## **PSY 216(B) - HUMAN DEVELOPMENT**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

A study of human development with an emphasis on the broad physical, maturational, and behavioral changes occurring throughout the lifespan and the factors and conditions that influence these changes. Students will be required to do activities using primary research articles.

*Prerequisite(s):* PSY 110 with a grade of C- or better

## **PSY 217(B) - ABNORMAL PSYCHOLOGY**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

Psychological disorders, including: mood, anxiety, neurodevelopmental, obsessive compulsive, trauma and stressor related, somatic, dissociative, psychotic, and personality disorders. Major theoretical perspectives, causes, symptoms, treatments, cultural considerations, and experiences of people with disorders will be discussed. Students will be required to do activities using primary research articles.

*Prerequisite(s):* PSY 110 with a grade of C- or better

## **PSY 218(B) - ADOLESCENT PSYCHOLOGY**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

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. Students will be required to do activities using primary research articles.

*Prerequisite(s):* PSY 110 with a grade of C- or better

### **PSY 222(B) - RESEARCH METHODS IN PSYCHOLOGY**

*Credit(s):* 3

*MassTransfer Block Code: Social Sciences*

An introduction to scientific research methods in psychology. Topics will include the research process, measurement, ethics in research, and a variety of research strategies and designs. Students will critically evaluate articles in professional journals, engage in lab exercises, use statistical software to analyze data, and interpret primary data. Students will work in groups to design and propose an original research project, in oral and written formats. This course will also emphasize the structure and requirements of research reports, including the use of American Psychological Association (APA) style citations and reference lists.

*Prerequisite(s):* PSY 110, PSY 142, and PSY 200, each with a grade of C- or better

### **PSY 224(B) - PSYCHOLOGY OF WOMEN**

*Credit(s):* 3

*MassTransfer Block Code: Social Sciences*

*Knowledge of Diversity Code: KOD*

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 lifespan 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 biopsychosocial perspective. Students will be required to do activities using primary research articles.

*Prerequisite(s):* PSY 110 with a grade of C- or better

### **PSY 226(B) - HEALTH PSYCHOLOGY**

*Credit(s):* 3

*MassTransfer Block Code: Social Sciences*

An examination of how biological, psychological, and social factors interact with health. Topics will include research in health psychology, health disparities across diverse groups, stress and coping, health behaviors and lifestyle choices such as diet, exercise, and substance use, the development and treatment of chronic and life-threatening illnesses, utilization of the health care system and health-care interactions, and the experience and management of pain. Students will be required to do activities using primary research articles.

*Prerequisite(s):* ENG 101; PSY 110 with a grade of C- or better

### **PSY 230(B) - TOPICS IN PSYCHOLOGY**

*Credit(s):* 3

*MassTransfer Block Code: Social Sciences*

Surveys 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(s):* ENG 101, PSY 110 with a grade of C- or better, and others appropriate to the topic as announced.

### **PSY 240(B) - FORENSIC PSYCHOLOGY**

*Credit(s):* 3

*MassTransfer Block Code: Social Sciences*

An introduction to forensic psychology, the interface of psychology and law. The psychological underpinnings of the legal system, as well as the various roles and responsibilities of psychologists within the legal arena, are examined. Topics include insanity, competency, eyewitness identification, jury selection, capital punishment, violence and risk assessment, and child custody. Students will be required to do activities using primary research articles

*Prerequisite(s):* PSY 110 with a grade of C- or better

### **PSY 242(B) - ESSENTIAL COUNSELING SKILLS**

*Credit(s):* 3

*MassTransfer Block Code: Social Sciences*

A hands-on, experiential exploration of essential beginning counseling skills. Topics include: professional behavior and ethics, building the helping relationship; and developing listening, invitational, reflecting, challenging, goal-setting, and change skills. Extensive classroom practice and activities in small groups and pairs. Students will be required to do activities using primary research articles

*Prerequisite(s):* PSY 110 with a grade of C- or better

### **PSY 260(B) - PERSONALITY**

*Credit(s):* 3

*MassTransfer Block Code: Social Sciences*

This course provides an overview of the major theories of personality and the contributions each has made to our understanding of human behavior. Students will be required to do activities using primary research articles.

*Prerequisite(s):* PSY 110 with a grade of C- or better

### **PSY 265(B) - COGNITIVE PSYCHOLOGY**

*Credit(s):* 3

*MassTransfer Block Code: Social Sciences*

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. Students will be required to do activities using primary research articles.

*Prerequisite(s):* PSY 110 with a grade of C- or better

## **RADIOLOGY**

### **RDL 115 - PATIENT CARE**

*Credit(s):* 3

This course introduces Radiologic Technology students to the basic knowledge and skills required for participation in the clinical setting. Topics include: introduction to the healthcare team, interpersonal communication, professional credentialing and organizations, professional conduct, infection control, patient monitoring, medical devices, ergonomics and safe patient trans-

fer, venipuncture, pharmacology, medical emergencies, medical legality, and ethics in healthcare. Classes include lecture, demonstration, and practice of patient care procedures.

*Prerequisite(s):* Acceptance into Radiologic Technology program

*Corequisite(s):* RDL 122 and RDL 132

*Additional Course Fee:* \$50 Course Equipment and Materials Fee. All fees subject to change

**Note:** A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.

## RDL 122 - RADIOGRAPHIC TECHNIQUES AND CONTROL I

*Credit(s):* 3

This course provides students with an introduction to Radiologic Technology and the basic knowledge needed to manipulate x-ray equipment, produce radiographic images, and practice radiation safety. Students will be taught various formulae and perform calculations associated with radiography. Topics include: Principles of radiation physics, atomic structure, the nature of radiation, units of measurement, basic radiation protection, x-ray production, x-ray interaction with matter, and factors affecting image acquisition and image quality.

*Prerequisite(s):* MTH 014 with a C- or better, or SM18, or equivalent score on the Mathematics Placement Examination; Acceptance into the Radiologic Technology program.

*Corequisite(s):* RDL 132

**Note:** A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.

## RDL 123 - RADIOGRAPHIC TECHNIQUES AND CONTROL II

*Credit(s):* 3

This course continues the study of radiographic equipment, the production of radiographic images, and maintaining safe radiation practices. Topics include: automatic exposure control, digital imaging characteristics, CR and DR image receptors, image processing and display, exposure indicators, image acquisition and processing errors, quality control, and an introduction to x-ray tube circuitry.

*Prerequisite(s):* RDL 122 with a grade of C+ or higher.

*Corequisite(s):* RDL 142

**Note:** A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.

## RDL 132 - RADIOGRAPHIC POSITIONING AND RELATED ANATOMY I

*Credit(s):* 3

Introduces basic radiation protection and positioning concepts. Anatomy of the chest, abdomen, upper extremity, shoulder girdle, and pelvic girdle is correlated with the routine positioning of these areas. The procedures are demonstrated in the classroom and at the facilities, where the student practices these positions during his or her clinical education.

*Prerequisite(s):* Acceptance into Radiologic Technology program

**Note:** A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.

## RDL 133 - RADIOGRAPHIC POSITIONING AND RELATED ANATOMY II

*Credit(s):* 3

Study of the spine, skull, and facial bones.

*Prerequisite(s):* BIO 117 or BIO 217, and RDL 132 with a grade of C+ or better

*Pre/Corequisite(s):* BIO 118 or BIO 218, and RDL 142 with a grade of C+ or better

**Note:** A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.

## RDL 141 - CLINICAL EDUCATION AND LAB EXPERIENCE I

*Credit(s):* 2

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(s):* Acceptance into Radiologic Technology program

*Corequisite(s):* RDL 115 and RDL 132

*Additional Course Fee:* \$15.00 Malpractice Insurance (The fee is subject to change.)

**Note:** A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.

## RDL 142 - CLINICAL EDUCATION AND LAB EXPERIENCE II

*Credit(s):* 3

Application of skills in the performance of all examinations thus far covered, and Competency Testing as scheduled.

*Prerequisite(s):* RDL 141 with a grade of C+ or higher

*Corequisite(s):* RDL 123 and RDL 133

*Additional Course Fee:* \$200 RDL Program Fee. All fees subject to change

**Note:** A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.

## RDL 158 - CLINICAL INTERNSHIP I

*Credit(s):* 1

Application of skills in the performance of all examinations thus far covered, and Competency Testing as scheduled.

*Prerequisite(s):* RDL 141 with a grade of C+ or higher

*Corequisite(s):* RDL 123 and RDL 133

**Note:** A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.

## RDL 190 - RADIOLOGIC INSTRUMENTATION

*Credit(s): 3*

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(s):* RDL 123 with a grade of C+ or higher

*Corequisite(s):* RDL 242

**Note:** A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.

## RDL 221 - ADVANCED PROCEDURES AND TECHNIQUES I

*Credit(s): 3*

A review of basic sectional anatomy opens a study of pathology to enhance ability to identify pathological/normal conditions on diagnostic images. The various imaging modalities in a radiology department are studied, including fluoroscopy, image intensification, digital tomosynthesis, and computed tomography. Also includes an image evaluation course to assist in determining the quality of radiographs and the diagnostic value of images.

*Prerequisite(s):* RDL 123 with a C+ or higher

*Corequisite(s):* RDL 241

**Note:** A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.

## RDL 233 - SPECIAL RADIOLOGY STUDIES

*Credit(s): 3*

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.

*Prerequisite(s):* BIO 118 or BIO 218 with a grade of C+ or higher, and RDL 133

*Corequisite(s):* RDL 241

**Note:** A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.

## RDL 234 - ADVANCED PROCEDURES AND TECHNIQUES II

*Credit(s): 3*

Covers the more sophisticated equipment and imaging modalities found in most radiology departments; e.g., mammography. The subject of Radiobiology is included to further expand the student's understanding of the effects of radiation on the human body and the necessity of radiation protection measures.

*Prerequisite(s):* RDL 221 with a grade of C+ or higher

*Corequisite(s):* RDL 242

**Note:** A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.

## RDL 241 - CLINICAL EDUCATION AND LAB EXPERIENCE III

*Credit(s): 3*

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.

*Prerequisite(s):* BIO 118 or BIO 218 with a grade of C+ or higher, and RDL 251

*Pre/Corequisite(s):* RDL 142, RDL 221, and RDL 233

**Note:** A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.

## RDL 242 - CLINICAL EDUCATION AND LAB EXPERIENCE IV

*Credit(s): 3*

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.

*Prerequisite(s):* RDL 158 and RDL 241 with a grade of C+ or higher

*Corequisite(s):* RDL 190 and RDL 234

*Additional Course Fee:* \$200 RDL Program Fee. All fees subject to change

**Note:** A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.

## RDL 251 - CLINICAL INTERNSHIP II

*Credit(s): 4*

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, improvement of speed, and increases in efficiency in carrying out routine procedures. Competence Testing continues.

*Prerequisite(s):* RDL 142 with a grade of C+ or higher

**Note:** A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.

## SCIENCE AND TECHNOLOGY

### SEM 115(E) - THE SCIENCE OF FOOD PREPARATION

*Credit(s): 4*

*3 lecture hours 3 lab hours*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

This course is intended as an introduction to the scientific method and its use of variables in practical applications such as food preparation. It is for students who have not had a background in science but would like to explore the way science uses variables and the principles of the physical world. It will develop the scientific framework for understanding the outcomes of various methods of food preparation. Laboratory experiments will focus on determining the important variables for each method, such as time, temperature, and quantitation of ingredients.

## SEM 130(E) - TOPICS IN SCIENCE

*Credit(s): 4*

*3 class hours 3 lab hours*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

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.

## SEM 180 - S-STEM SCHOLARS SEMINAR

*Credit(s): 1*

Designed specifically for the National Science Foundation STEM Scholars cohort, STEM Scholars Seminar provides a weekly seminar-based introduction to the STEM disciplines and careers through guest lectures, technical and academic success workshops, faculty and peer mentoring, and scholarly student presentations. STEM Scholars accepted into the program will be enrolled into the STEM Seminar offered that semester for each semester they are in the program. As scholars progress through the sequence, they will develop a mentoring role for new students.

*Prerequisite(s):* Formal acceptance as a S-STEM Scholar for the semester.

## SEM 181 - S-STEM SCHOLARS SEMINAR

*Credit(s): 1*

Designed specifically for the National Science Foundation STEM Scholars cohort, STEM Scholars Seminar provides a weekly seminar-based introduction to the STEM disciplines and careers through guest lectures, technical and academic success workshops, faculty and peer mentoring, and scholarly student presentations. STEM Scholars accepted into the program will be enrolled into the STEM Seminar offered that semester for each semester they are in the program. As scholars progress through the sequence, they will develop a mentoring role for new students.

*Prerequisite(s):* Formal acceptance as a S-STEM Scholar for the semester.

## SEM 182 - S-STEM SCHOLARS SEMINAR

*Credit(s): 1*

Designed specifically for the National Science Foundation STEM Scholars cohort, STEM Scholars Seminar provides a weekly seminar-based introduction to the STEM disciplines and careers through guest lectures, technical and academic success workshops, faculty and peer mentoring, and scholarly student presentations. STEM Scholars accepted into the program will be enrolled into the STEM Seminar offered that semester for each semester they are in the program. As scholars progress through the sequence, they will develop a mentoring role for new students.

*Prerequisite(s):* Formal acceptance as a S-STEM Scholar for the semester.

## SEM 183 - S-STEM SCHOLARS SEMINAR

*Credit(s): 1*

Designed specifically for the National Science Foundation STEM Scholars cohort, STEM Scholars Seminar provides a weekly seminar-based introduction to the STEM disciplines and careers through guest lectures, technical and academic success workshops, faculty and peer mentoring, and scholarly student presentations. STEM Scholars accepted into the program will be enrolled into the STEM Seminar offered that semester for each semester they are in the program. As scholars progress through the sequence, they will develop a mentoring role for new students.

*Prerequisite(s):* Formal acceptance as a S-STEM Scholar for the semester.

## SEM 184 - S-STEM SCHOLARS SEMINAR

*Credit(s): 1*

Designed specifically for the National Science Foundation STEM Scholars cohort, STEM Scholars Seminar provides a weekly seminar-based introduction to the STEM disciplines and careers through guest lectures, technical and academic success workshops, faculty and peer mentoring, and scholarly student presentations. STEM Scholars accepted into the program will be enrolled into the STEM Seminar offered that semester for each semester they are in the program. As scholars progress through the sequence, they will develop a mentoring role for new students.

*Prerequisite(s):* Formal acceptance as a S-STEM Scholar for the semester

## SEM 185 - S-STEM SCHOLARS SEMINAR

*Credit(s): 1*

Designed specifically for the National Science Foundation STEM Scholars cohort, STEM Scholars Seminar provides a weekly seminar-based introduction to the STEM disciplines and careers through guest lectures, technical and academic success workshops, faculty and peer mentoring, and scholarly student presentations. STEM Scholars accepted into the program will be enrolled into the STEM Seminar offered that semester for each semester they are in the program. As scholars progress through the sequence, they will develop a mentoring role for new students.

*Prerequisite(s):* Formal acceptance as a S-STEM Scholar for the semester

## SOCIAL SCIENCE

### SSN 104(B) - SOUL OF A CITIZEN: TOPICS IN COMMUNITY SERVICE LEARNING

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

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 a 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 topics 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(s):* Eligibility for ENG 101

### **SSN 120(B) - CONFLICT RESOLUTION AND MEDIATION**

*Credit(s):* 3

*MassTransfer Block Code: Social Sciences*

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 - TOPICS IN SOCIAL SCIENCE**

*Credit(s):* 1

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(s):* Permission of the instructor

### **SSN 276 - SOCIAL SCIENCES INTERNSHIP**

*Credit(s):* 1

An internship course that offers students the opportunity to learn in a work setting while obtaining practical experience in their field of study to apply and reflect on the connections to academic theory and practice. Students are supervised collaboratively by a faculty sponsor and an on-site professional and will work a minimum of 45 hours per credit hour and complete weekly assignments to: develop workplace communication skills; gain an understanding of industry and organizational structures, cultures, and ethics; strengthen critical thinking, research, and problem solving skills; establish networks; and develop greater awareness and appreciation of self, others, and social responsibility in a work, career, and global context.

*Prerequisite(s):* Completion of 24 credits, a minimum 2.4 GPA, and permission from the instructor, department chair, and division dean of the student's program of study.

### **SSN 277 - SOCIAL SCIENCES INTERNSHIP**

*Credit(s):* 2

An internship course that offers students the opportunity to learn in a work setting while obtaining practical experience in their field of study to apply and reflect on the connections to academic theory and practice. Students are supervised collaboratively by a faculty sponsor and an on-site professional and will work a minimum of 45 hours per credit hour and complete weekly assignments to: develop workplace communication skills; gain an understanding of industry and organizational structures, cultures, and ethics; strengthen critical thinking, research, and problem solving skills; establish networks; and develop greater awareness and appreciation of self, others, and social responsibility in a work, career, and global context.

*Prerequisite(s):* Completion of 24 credits, a minimum 2.4 GPA, and permission from the instructor, department chair, and division dean of the student's program of study.

### **SSN 278 - SOCIAL SCIENCES INTERNSHIP**

*Credit(s):* 3

An internship course that offers students the opportunity to learn in a work setting while obtaining practical experience in their field of study to apply and reflect on the connections to academic theory and practice. Students are supervised collaboratively by a faculty sponsor and an on-site professional and will work a minimum of 45 hours per credit hour and complete weekly assignments to: develop workplace communication skills; gain an understanding of industry and organizational structures, cultures, and ethics; strengthen critical thinking, research, and problem solving skills; establish networks; and develop greater awareness and appreciation of self, others, and social responsibility in a work, career, and global context.

*Prerequisite(s):* Completion of 24 credits, a minimum 2.4 GPA, and permission from the instructor, department chair, and division dean of the student's program of study.

## **SOCIOLOGY**

### **SOC 110(B) - INTRODUCTION TO SOCIOLOGY**

*Credit(s):* 3

*MassTransfer Block Code: Social Sciences*

*Knowledge of Diversity Code: KOD*

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(s):* Eligibility for ENG 101

### **SOC 130(B) - INTIMATE RELATIONSHIPS, MARRIAGE, AND FAMILY**

*Credit(s):* 3

*MassTransfer Block Code: Social Sciences*

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 150(B) - TOPICS IN SOCIOLOGY**

*Credit(s):* 3

*MassTransfer Block Code: Social Sciences*

In this course students will survey classic sociological theorists and concepts. Current and/or historical topics are examined through the lenses of relevant scholarship in sociology. The focus of this course may change each time it is offered.

### **SOC 208(B) - SUBSTANCE ABUSE**

*Credit(s):* 3

*MassTransfer Block Code: Social Sciences*

This course introduces concepts relevant to the diagnosis and treatment of substance and tobacco use disorders, including but not limited to: the disease concept; the classifications of drugs; the routes of administration; the effect of substance abuse problems on the family system; substance and tobacco use issues related to populations such as adolescents, veterans, individuals at risk for suicide, women, the elderly, LGBTQ+ -identifying individ-

uals, and individuals with dual diagnosis. Attention will be given to differential rates of use, as well as differential access and barriers to treatment, amongst specific groups. Same as HSV 208

*Prerequisite(s):* HSV 120 or PSY 110 or SOC 110

### **SOC 213(B) - URBAN SOCIOLOGY**

*Credit(s):* 3

*MassTransfer Block Code: Social Sciences*

A sociological examination of urban phenomena around the world with special emphasis on 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(s):* SOC 110

### **SOC 214(B) - SOCIAL PROBLEMS**

*Credit(s):* 3

*MassTransfer Block Code: Social Sciences*

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(s):* SOC 110

### **SOC 215(B) - SOCIOLOGY OF SEX AND GENDER**

*Credit(s):* 3

*MassTransfer Block Code: Social Sciences*

*Knowledge of Diversity Code: KOD*

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(s):* SOC 110

### **SOC 220(B) - RACE AND ETHNICITY**

*Credit(s):* 3

*MassTransfer Block Code: Social Sciences*

*Knowledge of Diversity Code: KOD*

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(s):* SOC 110

### **SOC 235(B) - SOCIOLOGY OF THE FAMILY**

*Credit(s):* 3

*MassTransfer Block Code: Social Sciences*

This course provides a sociological framework for understanding families in our society. The course will examine the dynamic nature of family in contemporary and historical contexts. Stu-

dents will be encouraged to explore the linkages between family relationships and the larger social conditions in which families develop. Special emphasis will be placed on the family as it intersects with economic, political, technological, social, and cultural influences.

*Prerequisite(s):* SOC 110

### **SOC 250(B) - TOPICS IN SOCIOLOGY**

*Credit(s):* 3

*MassTransfer Block Code: Social Sciences*

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.

*Prerequisite(s):* SOC 110 and additional prerequisites appropriate to the topic when the course is announced

### **SOC 276 - INTERNSHIP IN SOCIOLOGY**

*Credit(s):* 1-3

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.

*Prerequisite(s):* Two SOC courses and permission of instructor.

### **SOC 277 - INTERNSHIP IN SOCIOLOGY**

*Credit(s):* 1-3

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.

*Prerequisite(s):* Two SOC courses and permission of instructor

### **SOC 278 - INTERNSHIP IN SOCIOLOGY**

*Credit(s):* 1-3

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.

*Prerequisite(s):* Two SOC courses and permission of instructor

## **SPANISH**

### **SPA 101(C) - ELEMENTARY SPANISH I**

*Credit(s):* 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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, and 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:** SPA 101 is for beginning foreign language learners. If you took two years of high school Spanish within the last three years, register for SPA 102.

SPA 101 and SPA 102 cannot be taken concurrently.

### **SPA 102(C) - ELEMENTARY SPANISH II**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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-level 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, and commands. Communicative goals include shopping for clothes and ordering at a restaurant, describing a house or apartment, describing routines and household chores, and talking about simple past events.

**Note:** SPA 101 and 102 cannot be taken concurrently

### **SPA 201(C) - INTERMEDIATE SPANISH I**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Starting with a solid review of first year content, 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 level 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 beliefs and opinions about issues, giving and receiving directions, and giving advice to others.

### **SPA 202(C) - INTERMEDIATE SPANISH II**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course builds on the knowledge and skills developed in SPA 201. 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 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 HERITAGE SPEAKERS I**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course is designed to strengthen students' ability in speaking, reading, writing, and listening in Spanish and to increase knowledge of Spanish cultures inside and outside the U.S. The course offers Spanish-speaking students an opportunity to study Spanish formally in an academic setting in the same way native English-speaking students study English in a college setting. The course allows students to develop or augment academic language skills and formal writing in Spanish in order to enhance career opportunities. Through the reading of authentic texts of varying genres and formats from the Spanish speaking world, students will enrich their vocabulary and improve their spelling and syntax, as well as increase awareness of their cultural heritage. This course is open to native, heritage, and other advanced students of Spanish.

*Prerequisite(s):* Fluency in spoken Spanish

### **SPA 209(C) - INTRODUCTION TO LATIN AMERICAN CULTURES AND CIVILIZATIONS**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Taught in English, this course explores Latin American cultures and civilizations from pre-Columbian times to the present. Emphasis will be on the diversity of the Amerindian, African, and European cultures in Latin America, and it will include literary and artistic productions by these cultures. The curriculum will focus on several key concepts or events in Latin American culture, and it will explore these events through historical documents, literature, visual arts, cinema, music, and popular culture. Topics may include, but are not limited to: the effects of colonialism; issues of gender, race, and ethnicity in relation to the development of a cultural identity; the region's relationship with the United States and its effect on revolutions; economic and industrial development; and immigration issues. Critical evaluation of these issues, along with an examination of students' own cultural experience, will foster a greater understanding of contemporary Latin America. In addition, students will gain a multicultural perspective that will prepare them for their professional lives as global citizens.

*Prerequisite(s):* ENG 101

### **SPA 210(C) - TOPICS IN SPANISH**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

An examination, in English and/or Spanish, of Spanish speaking cultures that are of special interest to the Humanities or Hospitality and Tourism student. In different semesters this course will focus on European (Spanish) or non-European (North American, Central American, South American, and Caribbean) Hispanic cultures. Each semester, specific geographical areas will be explored to reveal the rich cultural diversity of the Spanish speaking world. Aspects to be studied include history, symbols, human and natural resources, family and social structure, religion and philosophy, education, fine arts and cultural achievements, economics and industry, politics and government, science, transportation, sports and games, national and regional cuisine, and language. Examples from literature, music, art, and film are used to illustrate topics under discussion.

*Prerequisite(s):* ENG 101

## **SPA 214(C) - THE SPANISH SHORT STORY**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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 grammatical points.

*Pre/Corequisite(s): SPA 202, or 4 or more years of high school Spanish*

## **SPORT ADMINISTRATION**

### **SPO 110 - INTRODUCTION TO SPORT MANAGEMENT**

*Credit(s): 3*

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**

*Credit(s): 3*

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.

## **SUSTAINABILITY**

### **SUS 101(E) - INTRODUCTION TO SUSTAINABILITY STUDIES**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

We are faced with many critical problems in the 21st century--species extinction, diminishing energy resources, increasing population, and human civilizations' limited vision of alternatives. Whether humans can learn to manage their lifestyles in a sustainable manner will impact the long-term survival of all the species on this planet. Students will explore relevant environmental issues, their possible solutions, and the interconnectedness of all lives on Earth. Issues such as energy use, sustaining resource levels, preservation of biodiversity, and community sustainability will be discussed from a scientific perspective. Seminars, laboratory experiments, community-based learning, and field trips are all integral components of the course.

### **SUS 102(E) - INTRODUCTION TO CLEAN ENERGY RESOURCES**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

This course provides an overview of renewable energy resources, including: solar, wind, geothermal, biomass, tidal, wave, hydro-power, and hydrogen. Students will learn basic principles of each technology and its application for both new and existing buildings, and for transportation. Students will investigate the potential of each technology to help solve current and future energy de-

mands society faces. Topics covered will include governmental regulations, analysis of renewable energy systems, calculation of savings, and financing options available.

## **SUS 116(E) - SUSTAINABLE AGRICULTURE I**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

The choices we make in our everyday eating habits, whether we choose to eat fast food or healthy meals, has an impact on the sustainability of our environment. Choosing to eat locally grown, organic produce can help to preserve our soil, water, and biodiversity resources while reducing our dependence on fossil fuels. This course will examine the history of agriculture, how contemporary food culture is defined, and current agricultural practices, including the use of fertilizers and pesticides. Scientific analysis of soil and water will be included. Students will explore a variety of farming practices while working in community-based field labs at a local farm and at the HCC organic garden.

## **SUS 119 - SUSTAINABLE AGRICULTURE INTERNSHIP**

*Credit(s): 3*

This supervised field training program will further the hands-on skills students have acquired in previous sustainable agriculture courses. Students will work with an appropriate agricultural industry partner to gain field experience in sustainable farming practices. Students will be expected to work 225 hours in this internship.

*Prerequisite(s): SUS 116, SUS 216, and SUS 220 , or permission of instructor*

## **SUS 121(E) - SUSTAINABLE WATERSHEDS**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

Water: essential for life on Earth, yet we do so little to assure we will have enough of it where and when we need it. SUS 121, "Sustainable Watersheds," explores water resource conservation and sustainability in an urban watershed setting. SUS 121 will contain a sizable student research/inquiry component, including an urban water system design project. Students will work in collaborative teams to explore/research an aspect of watershed sustainability science. Field/lab exploration of local watersheds (e.g., Tannery Brook; Westfield, and Connecticut Rivers) will be an integral part of the course.

## **SUS 124(E) - INTRODUCTION TO REGENERATIVE AGRICULTURE**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

Regenerative agriculture is a method of designing landscapes and agricultural settings using nature as a template. It is an ethically-based, whole system approach to agriculture that includes ecological concepts. Students will learn about the process of regenerative agriculture and permaculture design while gaining knowledge of how soil, water, and vegetation can be managed sustainably. Lab sessions will be primarily in the HCC on-campus organic garden.

## SUS 125 - URBAN AGRICULTURE

*Credit(s): 4*

To grow or not to grow food? This may be out of the question for those living in cities, until now. This course will explore the urban setting through the eyes of sustainability. Students will be able to take their surroundings into consideration as sustainable food and farming is taught for city dwellers. Environmental and food injustice are far too common in inner cities and will be challenged in this course. Students will be equipped with the knowledge and experience to begin a new kind of revolution for the people. HCC's very own Freight Farm will be the laboratory where students will gain experience with not only growing large amounts of food in small square footage, but also selling and distributing the food amongst the school community. The theories, practices, and politics of urban agriculture will be thoroughly inspected. Political, economical, social, and environmental concepts will be explored, along with the planning, development, and management of an urban agricultural system.

**Note:** This course DOES NOT fulfill the (E) designation for Mass Transfer

## SUS 131 - CANNABIS TODAY

*Credit(s): 3*

This course will explore the history, culture, pharmacology, horticulture, policy, and legal challenges of growing cannabis. A botanical study of cannabis will help students understand this unique and high-value crop. Agricultural principles will be discussed and studied, as well as the regulations surrounding growing cannabis in Massachusetts and other states. This class is not intended to prepare students in the cultivation of marijuana, which is a Drug Enforcement Agency Schedule 1 controlled substance.

*Prerequisite(s):* Any college-level BIO or SUS course

## SUS 150 - TOPICS IN SUSTAINABILITY STUDIES

*Credit(s): 3*

This course will explore a current and/or historical topic in environmental sustainability in-depth. The focus of the course will vary and will include topics in agriculture, energy, and green building, among others. This topics course will possibly explore concepts such as permaculture and the differences between genetically modified, hybrid, and heirloom varieties of plants, including experiments with growth patterns, variability, yield, and taste. Field studies may be conducted in the HCC organic garden. Research on topics of interest may include primary source materials.

## SUS 216(E) - FOOD SYSTEMS

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

Food Systems will cover the fundamentals of system-level ecological interactions, such as population ecology and stability, as applied to sustainable agricultural systems. In addition, we will explore ways to make the transition to a more sustainable lifestyle through participation in a local food system. Topics covered will include food justice, GMO's, species interactions in agricultural systems, and landscape diversity. The laboratory will include composting, worm castings, green manures, and cover crops.

## THEATER

### THE 100(C) - INTRODUCTION TO THEATER

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This introductory course is designed to enhance the enjoyment and understanding of a theatrical experience. Students will explore the nature of theater as a unique artistic form of expression and recognize the creative power of theater in a society. The class will examine a variety of historical and cultural perspectives through reading and discussing different plays from various time periods, and gain insight into the role of the playwright, the actor, the director, the designer, and the audience while investigating the major elements of dramatic performance. Students will study fundamental principles and theories of drama from: Greek, Renaissance, Modern, and Contemporary theater and develop criteria for critically evaluating and responding to a theatrical experience. The course content will include: play reading and analysis, active exploration of course material, lecture, and discussion. Students in this course will be required to attend a live theatrical performance.

### THE 110(C) - FUNDAMENTALS OF ACTING

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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. There will be opportunities to prepare and rehearse scenework in preparation for furthering performance skills.

### THE 124(C) - STAGECRAFT: CONSTRUCTION AND TECHNOLOGY

*Credit(s): 4*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This class explores the technical process by which artistic ideas become a theatrical environment by participating in the process of realizing HCC's mainstage theater production during class and lab hours. Students will learn the uses, histories, and evolutions of various crafts, tools, and techniques used to create theatrical environments. Students will get hands-on experience with manual and power tools, scenic painting, and lighting and sound equipment. Students will also learn to analyze theatrical texts and critique live productions from the perspective of the theater artisan. Students will gain a deeper understanding of the technical skills that bring to life scenery, lighting, sound and props, through, experiential and classroom learning.

### THE 125(C) - STAGECRAFT: FUNDAMENTALS OF DESIGN FOR THEATER

*Credit(s): 4*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This class explores the elements and principles of design as they apply to each of the major theatrical design disciplines including scenery, costumes, lighting and sound. Students will gain a deeper understanding of design through hands-on experiential learning while participating in the process of the realizing HCC's mainstage theater production during class and lab hours. Students will also hone skills in drawing, drafting, painting, and sound editing, while learning about the theatrical design process. The course will track the history of theater through the lens of design, and how

design impacts the production and the audience. Students will learn to analyze theatrical texts and critique live productions from the perspective of the theater artist.

### **THE 141 - PRACTICUM IN THEATER ARTS I**

*Credit(s): 1*

The Practicum in Theater Arts is designed to provide students with a practical theater experience for each semester they are enrolled as a theater major. By working on each production, students will gain a variety of practical experiences such as acting, theater design, technical theater, run crews, and stage management as they work closely with an instructor throughout the production process.

### **THE 142 - PRACTICUM IN THEATER ARTS II**

*Credit(s): 1*

The Practicum in Theater Arts is designed to provide students with a practical theater experience for each semester they are enrolled as a theater major. By working on each production, students will gain a variety of practical experiences such as acting, theater design, technical theater, run crews, and stage management as they work closely with an instructor throughout the production process.

*Prerequisite(s):* THE 141

### **THE 181 - MUSICAL THEATER WORKSHOP I**

*Credit(s): 3*

Performance-oriented workshop experience that develops vocal performance skills, with some attention to stage movement and acting skills, through the rehearsal and presentation of songs and scenes from selected musical theater works. Same as MUS 181

### **THE 182 - MUSICAL THEATER WORKSHOP II**

*Credit(s): 3*

Performance-oriented workshop experience that develops vocal performance skills, with some attention to stage movement and acting skills, through the rehearsal and presentation of songs and scenes from selected musical theater works. Same as MUS 182

*Prerequisite(s):* MUS 181 or THE 181

### **THE 210 - ACTING II**

*Credit(s): 3*

This course will increase your ability to live truthfully under imaginary circumstances on stage and intensify the training you received in THE 110 while exploring the techniques developed by Stanislavsky, Uta Hagen, Stella Adler, Sanford Meisner, and Lee Strasberg. Actors will engage in scene study and monologue development throughout the course, as well as learn principles of auditioning and scene selection.

*Prerequisite(s):* THE 110

### **THE 218 - VOICE AND DICTION**

*Credit(s): 3*

This basic voice and diction class is designed to help students improve their speaking voice both onstage and in professions such as teaching, management, marketing, public relations, and law, just to name a few. In this course, students will gain an understanding of vocal health and physical demands placed on the vocal apparatus. Students will engage in a step-by-step approach to gaining a more articulate, resilient, and dynamic voice.

Elements of the International Phonetic Alphabet and basic dialect (accent) training will be included. No previous theater experience is required.

### **THE 220(C) - SCRIPT ANALYSIS**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course is designed to introduce students to analysis techniques that are utilized by actors, directors, designers, and stage managers as they produce a script for performance. The core focus of the class is to analyze a variety of scripts and cultivate a prompt book that can be used to guide the production of a play or screenplay. Emphasis will be placed on the effective use of action analysis, script scoring, research and dramaturgy in order to best realize a writer's dialogue for the stage or screen.

*Prerequisite(s):* ENG 101

### **THE 227(C) - CREATIVE WRITING FOR THE THEATER**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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(s):* ENG 102

### **THE 235(C) - TOPICS IN COMMUNICATION, MEDIA, AND THEATER ARTS**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Each semester the course focuses on a different area of literature, theory, or performance, or a combination in Communication, Media, or Theater Arts. A specific era, a particular practitioner, a genre, or an "ism" may be focused upon. A detailed study is made of each special topic with particular emphasis on literary and/or performance values. Same as COM 235

*Pre/Corequisite(s):* ENG 102

### **THE 243 - PRACTICUM IN THEATER ARTS III**

*Credit(s): 1*

The Practicum in Theater Arts is designed to provide students with a practical theater experience for each semester they are enrolled as a theater major. By working on each production, students will gain a variety of practical experiences such as acting, theater design, technical theater, run crews, and stage management as they work closely with an instructor throughout the production process.

*Prerequisite(s):* THE 142

### **THE 244 - PRACTICUM IN THEATER ARTS IV**

*Credit(s): 1*

The Practicum in Theater Arts is designed to provide students with a practical theater experience for each semester they are enrolled as a theater major. By working on each production, students will gain a variety of practical experiences such as acting,

theater design, technical theater, run crews, and stage management as they work closely with an instructor throughout the production process.

*Prerequisite(s):* THE 243

## VETERINARY SCIENCE

### VEA 110 - VETERINARY ASSISTANT I

*Credit(s):* 4

This course will focus on basic veterinary terminology, animal behavior and restraint, exam room protocols, legal and safety procedures and front office customer service. Course work will prepare students for a mandatory 100 hours of externship that must be completed over the two semesters.

### VEA 112 - VETERINARY ASSISTANT II

*Credit(s):* 4

This course will focus on basic anatomy and physiology, common diseases and medical conditions, radiology basics, laboratory assistance, and surgical preparation and cleaning. Course work will prepare students for a mandatory 100 hours of externship that must be completed over the two semesters.

*Prerequisite(s):* VEA 110 with a grade of C or higher

*Pre/Corequisite(s):* VEA 182

### VEA 182 - VETERINARY ASSISTANT EXTERNSHIP I

*Credit(s):* 1

This course provides students with the opportunity to exercise and expand their skills as Veterinary Assistants. Externship students work in a local veterinary practice, laboratory facility, or similar curriculum-related facility. Experience will include both administrative and clinical aspects of veterinary practice.

*Pre/Corequisite(s):* VEA 110

**Note:** Documentation of health insurance and tetanus vaccination is required. Rabies vaccination is strongly recommended

### VEA 183 - VETERINARY ASSISTANT EXTERNSHIP II

*Credit(s):* 1

This course provides students with the opportunity to exercise and expand their skills as Veterinary Assistants. Externship students work in a local veterinary practice, laboratory facility, or similar curriculum-related facility. Experience will include both administrative and clinical aspects of veterinary practice.

*Prerequisite(s):* VEA 110 with a grade of C or higher; VEA 182

*Pre/Corequisite(s):* VEA 112

*Additional Course Fee:* Malpractice Insurance: \$15 (all fees subject to change)

**Note:** Documentation of health insurance and tetanus vaccination is required. Rabies vaccination is strongly recommended.

### VET 133(E) - ANATOMY & PHYSIOLOGY OF DOMESTIC ANIMALS I

*Credit(s):* 4

*MassTransfer Block Code:* Natural & Physical Laboratory Science

This course 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. This course 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.

*Prerequisite(s):* BIO 107 with a grade of C or higher; eligibility for MTH 104

*Additional Course Fee:* \$50 Course Equipment and Materials Fee. All fees subject to change

**Note:** Restricted to Veterinary Technician Students. Current tetanus vaccination, current rabies vaccination, and proof of health insurance coverage are required.

### VET 134(E) - ANATOMY & PHYSIOLOGY OF DOMESTIC ANIMALS II

*Credit(s):* 4

*MassTransfer Block Code:* Natural & Physical Laboratory Science

This course is a continuation of VET 133. The digestive, respiratory, circulatory, urinary, and reproductive systems are covered. Dissection is required.

*Prerequisite(s):* VET 133 with a grade of C or better

**Note:** Restricted to Veterinary Technician Students. Current tetanus vaccination, current rabies vaccination, and proof of health insurance coverage are required.

### VET 140 - PRINCIPLES OF ANIMAL HEALTH CARE

*Credit(s):* 1

This course is a prerequisite to all clinical laboratory or veterinary science courses. It 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. It presents the history and scope of the veterinary profession and discusses the breeds of small and large animals. A primary objective of this course is to familiarize students with nursing procedures and the collection of samples in order to eliminate wasted time in later courses.

**Note:** Restricted to Veterinary Technician Students. Current tetanus vaccination, current rabies vaccination, and proof of health insurance coverage are required.

### VET 145 - VETERINARY MEDICAL TERMINOLOGY

*Credit(s):* 1

This course introduces basic medical terminology. The 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.

**Note:** Restricted to Veterinary Technician Students. Current tetanus vaccination, current rabies vaccination, and proof of health insurance coverage are required.

## VET 147 - VETERINARY PRACTICE MANAGEMENT

*Credit(s): 3*

This course prepares students for the business aspects of working in a veterinary practice. It provides information about veterinary practice ethics, communication skills, marketing, accounting systems, veterinary practice computer systems, and the laws of the veterinary profession.

*Prerequisite(s):* VET 282 with a grade of C or better

**Note:** Restricted to Veterinary Technician Students. Current tetanus vaccination, current rabies vaccination, and proof of health insurance coverage are required.

## VET 153 - ANIMAL DISEASES

*Credit(s): 4*

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.

*Prerequisite(s):* VET 134 with a grade of C or better, or BIO 107 and BIO 229, each with a grade of C or better

**Note:** Restricted to Veterinary Technician Students. Current tetanus vaccination, current rabies vaccination, and proof of health insurance coverage are required.

## VET 160 - VETERINARY LABORATORY PROCEDURES I

*Credit(s): 4*

This course covers representative species of the helminths, arthropods, protozoa and bacteria which are of veterinary importance to domestic animals. Morphology, life cycles, and pathology are discussed. Clinical signs, treatment, and prevention of infection, control of disease, and the zoonotic importance of these infectious agents will also be discussed. The laboratory sessions consist of culture and staining techniques, fecal exams, hematology, and examination of fresh material, prepared slides and preserved specimens.

*Prerequisite(s):* VET 133, VET 140, and VET 145, each with a grade of C or better

*Pre/Corequisite(s):* VET 134 with a grade of C or higher (if completed as a prerequisite)

*Additional Course Fee:* \$50 Course Equipment and Materials, \$15 Malpractice Insurance. All fees subject to change

**Note:** Restricted to Veterinary Technician Students. Current tetanus vaccination, current rabies vaccination, and proof of health insurance coverage are required.

## VET 165 - VETERINARY LABORATORY PROCEDURES II

*Credit(s): 4*

This course is designed to provide the student with knowledge of the common laboratory procedures performed routinely by technicians in veterinary health care facilities. While lecture material will explain the need for and basis of the procedures, an

emphasis will be placed on clinical proficiency during the laboratory periods. Walking on field trips and working with large animals are required.

*Prerequisite(s):* VET 160 with a grade of C or better

**Note:** Restricted to Veterinary Technician Students. Current tetanus vaccination, current rabies vaccination, and proof of health insurance coverage are required.

## VET 202 - ANIMAL SCIENCE SEMINAR

*Credit(s): 1*

This course consists of lectures and discussions by guest speakers on current literature and special topics of interest in the veterinary and animal sciences.

*Prerequisite(s):* VET 165 and VET 247 with a grade of C or better

**Note:** Restricted to Veterinary Technician Students. Current tetanus vaccination, current rabies vaccination, and proof of health insurance coverage are required.

## VET 247 - ANIMAL NURSING I

*Credit(s): 4*

This course is designed to familiarize the student with the principles of non-surgical veterinary nursing. Emphasis is placed on history taking and physical examination, preventative medicine and management of common medical conditions, animal behavior, principles of fluid therapy, companion animal and large animal nutrition, common medical emergencies, and critical care monitoring and procedures. The purpose of the course is to provide the student with a working knowledge of the situations and procedures frequently encountered in most veterinary practices. Walking on field trips and working with large animals are required.

*Prerequisite(s):* VET 134, VET 140, VET 145, and VET 160, each with a grade of C or better; MTH 130 with a grade of A

*Pre/Corequisite(s):* VET 165 with a grade of C or higher (if taken as a prerequisite)

*Additional Course Fee:* \$15.00 malpractice Insurance. All fees are subject to change

**Note:** Restricted to Veterinary Technician Students. Current tetanus vaccination, current rabies vaccination, and proof of health insurance coverage are required.

## VET 248 - ANIMAL NURSING II

*Credit(s): 4*

This course is primarily concerned with the principles of veterinary surgical nursing. It provides students with the theoretical knowledge and practical experience necessary to assist in anesthesia, surgery, and dentistry. Areas of concentration include injectable and inhalation anesthesia, anesthetic monitoring, pain management, dental care and dental radiology, care of the surgical patient throughout the perioperative period from surgical preparation through anesthetic recovery, surgical assistance, and maintaining of the surgical suite.

*Prerequisite(s):* VET 247 and VET 264 with a grade of C or better

*Additional Course Fee:* \$50 Course Equipment and Materials Fee. All fees subject to change

**Note:** Restricted to Veterinary Technician Students. Current tetanus vaccination, current rabies vaccination, and proof of health insurance coverage are required.

## VET 258 - CLINICAL COMPETENCY FOR VETERINARY TECHNICIANS

*Credit(s): 2*

This is a clinical course designed to provide hands-on training for Veterinary Technician students. This course 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.

*Prerequisite(s):* VET 134, VET 165, VET 247, and VET 261, each with a grade of C or better

*Pre/Corequisite(s):* VET 248 with a grade of C or better (if taken as a prerequisite)

**Note:** Restricted to Veterinary Technician Students. Current tetanus vaccination, current rabies vaccination, and proof of health insurance coverage are required.

## VET 261 - ANIMAL FACILITIES MANAGEMENT

*Credit(s): 1*

This course covers the principles of routine small animal husbandry. The small animal practices found in association with scientific facilities are also considered. The laboratory requires the daily care of a variety of animal species.

*Prerequisite(s):* VET 134 and VET 160 with a grade of C or better

**Note:** Restricted to Veterinary Technician Students. Current tetanus vaccination, current rabies vaccination, and proof of health insurance coverage are required.

## VET 263 - EXOTIC PETS

*Credit(s): 2*

This course provides knowledge of 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. Walking on field trips may be required.

*Prerequisite(s):* BIO 107 with a grade of C or better

**Note:** Restricted to Veterinary Technician Students. Current tetanus vaccination, current rabies vaccination, and proof of health insurance coverage are required.

## VET 264 - VETERINARY PHARMACOLOGY

*Credit(s): 4*

This course introduces the drugs used in veterinary medical practice, including their actions and possible interactions and side effects. It 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.

*Prerequisite(s):* MTH 130 with a grade of A; VET 134 with a grade of C or better

**Note:** Restricted to Veterinary Technician Students. Current tetanus vaccination, current rabies vaccination, and proof of health insurance coverage are required.

## VET 265 - VETERINARY RADIOLOGY

*Credit(s): 2*

This course 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. Students will be required to participate in radiographing animals.

*Prerequisite(s):* VET 133, VET 140, and VET 145, each with a grade of C or better

*Pre/Corequisite(s):* VET 134 with a grade of C or better (if taken as a prerequisite)

*Additional Course Fee:* \$50 Course Equipment and Materials Fee. All fees subject to change

**Note:** Restricted to Veterinary Technician Students. Current tetanus vaccination, current rabies vaccination, and proof of health insurance coverage are required.

## VET 268 - REPRODUCTION AND LARGE ANIMAL MEDICINE

*Credit(s): 2*

This course covers routine husbandry, nutrition, and medical and surgical care of large animals. It also covers normal domestic animal reproductive cycles, pregnancy, gestation, and parturition. It provides knowledge of the principles of domestic large animal veterinary obstetrics and gynecology and of problems encountered in large animal breeding.

*Prerequisite(s):* BIO 107 with a grade of C or better

**Note:** Restricted to Veterinary Technician Students. Current tetanus vaccination, current rabies vaccination, and proof of health insurance coverage are required.

## VET 282 - EXTERNSHIP FOR VETERINARY TECHNICIANS I

*Credit(s): 2*

This course provides students with the opportunity to exercise and expand their skills as veterinary technicians. Externship students can choose to 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.

*Pre/Corequisite(s):* VET 134 and VET 160 with a grade of C or better (if taken as prerequisites)

**Note:** Restricted to Veterinary Technician Students. Current tetanus vaccination, current rabies vaccination, and proof of health insurance coverage are required.

## VET 283 - EXTERNSHIP FOR VETERINARY TECHNICIANS II

*Credit(s): 3*

This course provides the opportunity for students to exercise and expand their skills as veterinary technicians. Externship students can choose to 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.

*Pre/Corequisite(s):* VET 153 and VET 248 with a grade of C or better (if taken as prerequisites)

**Note:** Restricted to Veterinary Technician Students. Current tetanus vaccination, current rabies vaccination, and proof of health insurance coverage are required.

## **WOMEN STUDIES**

### **WST 100(B) - INTRODUCTION TO WOMEN'S STUDIES**

*Credit(s):* 3

*MassTransfer Block Code:* Social Sciences

*Knowledge of Diversity Code:* KOD

Introduction to Women's Studies examines our understanding of the social constructions of gender and their intersections with class, race, region, nationality, ethnicity, and sexuality. It emphasizes diversity and multiple perspectives. Topics may include: history of women's studies; work; relationships, family and religion; health; politics, law, and social policy; violence; sexual orientation and gender identity; medial and cultural images of women; and feminist theories and scholarship. This course emphasizes critical thinking, oral and written communication, and active engagement.

*Prerequisite(s):* ENG 101

# GLOSSARY OF ACADEMIC POLICIES, PROCEDURES, & TERMS

## ACADEMIC DISMISSAL

Students that have been academically dismissed may request permission to return by submitting a Petition for Readmission with the Academic Affairs Office. Dismissal is a serious predicament and warrants a careful examination of the causes and a plan of action to eliminate the possibility of a recurrence. If the student has been away from the college for three or more years, they may be eligible for a Fresh Start. Contact the Academic Affairs Office at 413.552.2770.

## ACADEMIC INTEGRITY

Holyoke Community College is committed to academic integrity—the honest, authentic and independent pursuit of knowledge. As members of the academic community, students are expected to be responsible for all of their own academic work without dishonesty or deception; joint work is

legitimate only when assigned or approved by the instructor. HCC faculty members will take reasonable precautions to eliminate opportunities for academic dishonesty

Violations of academic integrity include, but are not limited to, the following general categories:

### Using or obtaining unauthorized assistance in any academic work:

- Copying from another student's examination.
- Communicating with another student or using electronic communications devices during an examination.
- Using notes, books or aids of any kind during an examination when prohibited by the instructor. (Students with disabilities should discuss educational accommodations with the Office for Students with Disabilities and Deaf Services.)
- Obtaining prior knowledge of examination questions or obtaining or possessing a stolen copy of an examination.
- Using another student to take an examination for oneself.
- Submitting another student's class assignment as one's own.

### Providing fraudulent assistance to another student:

- Completing an academic assignment, paper or project or taking an examination for another student.
- Giving answers to or sharing answers with another student during an examination.
- Sharing answers during an examination by using a system of signals.

### Submitting the work of others as one's own (plagiarism) or representing previously completed work as current:

- Submitting a paper, lab report or other academic work for credit, which includes words, sentences, ideas, data or creative work of others without enclosing them in quotation marks, without paraphrasing them or without acknowledging the source.
- Submitting work copied in any medium from another individual or from the Internet.
- Submitting the same paper or academic assignment to other classes without the permission of the instructors.

### Furnishing false information to any official or faculty member or fabricating data in support of an academic assignment:

- Forging a signature or falsifying or altering an academic or college record or document in any way.
- Falsifying bibliographic entries.
- Submitting academic materials, reports or projects containing falsified or fabricated facts, data or results.

## AVOIDING ACADEMIC DISHONESTY

Academic dishonesty is a serious offense. Careful attention to academic responsibilities is the best way to avoid allegations of academic dishonesty. Students are reminded that material obtained from the Internet is subject to the same principles of submission as materials obtained from any other media. HCC faculty members will provide students with specific expectations about academic integrity in the course syllabi. Students are referred to their course instructor for clarification of these expectations and can also seek assistance from the college library or CAPS Writing Center.

Discipline for Academic Dishonesty will be carried out as per the Student Disciplinary Process as outlined in the Student Code of Conduct.

## ADD/DROP PERIOD

Add/drop is the four-day period at the beginning of each semester when course changes may be made without a formal withdrawal. Courses dropped during add/drop do not appear on the student's HCC transcript. Please visit the Student Records webpage for a full listing of add/drop dates. After add/drop, students wishing to leave a course must officially withdraw. The course and the withdrawal ("W") grade are recorded on the transcript.

Students registered in a full-semester class that begins after the add/drop period has ended may drop the class and add another if they meet the following conditions: they must obtain a signed authorization from the instructor of the class they wish to add, and they must submit this in writing to the Student Records Office for processing no later than the end of the second week of classes.

Section changes within the same course do not require approval. Both course and section changes are subject to availability of seats in the desired course. Note that classes missed during add/drop are subject to the attendance policy of the individual instructor.

## ADVISORS, ACADEMIC

Every enrolled student at the college is assigned to either a faculty or a staff member for the purpose of academic advising. An advisor is the student's designated point of contact and will support a student throughout their academic journey. The advisor can assist students with the following: choosing and registering for classes, changing majors and exploring career options, creating a graduation timeline, implementing strategies for improving GPA, discussing basic transfer information, and connecting students with support services such as tutoring and mental health counseling. The final responsibility for selecting courses to fulfill graduation requirements rests solely with the student. Students can find out who their advisor is in Navigate, Online Services or DegreeWorks.

## 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 “MassTransfer Block” and “Perkins Secondary to Post-Secondary Initiatives”).

Some of the four-year institutions that Holyoke Community College currently has articulation agreements with are: American International College, Arizona State University On-line, Bay Path University, Bryant College, Cambridge College, Clark University, Colby Sawyer College, Curry College, Eastern International College, Elms College, Emerson College, Emmanuel College, Excelsior College, Goddard College, Grantham University, Hampshire College, Howard University Johnson & Wales University, New England College of Business and Finance, Northeastern University, Palmer College, Post University, Quincy College, Roger Williams University School of Continuing Studies, Salve Regina University, Savannah College of Art and Design, Smith College, Springfield College, Southern New Hampshire University, SUNY Canton, The College of Saint Rose, The Sage Colleges, University of Bridgeport, University of Maine, University of Massachusetts Amherst, University of Massachusetts Dartmouth, University of Phoenix, Western Governors University, Western New England University, and Westfield State University.

## 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 to determine whether or not the student will be allowed to continue in the course.

## RELIGIOUS BELIEF ABSENCES POLICY

Chapter 151C, 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 beliefs, 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. If a course requires a prerequisite(s), students must provide evidence of meeting the prerequisite(s). An “Audit” grade cannot be used to satisfy a graduation require-

ment. A student registering for a course as an audit must complete a Petition to Audit a Class form available on the Student Records Office website page under Student Forms. An email notification will be sent to the instructor and student when the audit has been processed in the system. 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 “AU”. Students are not allowed to audit courses in selective programs. 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 “AU” in a course will have a grade of “W” recorded for that course, which indicates a withdrawal.

## 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.

## CERTIFICATES

- See “Degrees & Certificates” Section

## 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 a career counselor. A Change of Major Form must then be filled out in the Advising Center. 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 Option, Liberal Studies, A.S.
- General Integrated Studies Option, Liberal Studies, A.S.
- Medical Assistant Certificate
- Medical Billing & Coding Certificate
- Music, A.A.
- Nursing, A.S.
- Practical Nursing Certificate
- Radiologic Technology, A.S.
- Veterinary Technician Option, Veterinary & Animal Science, A.S.
- Visual Art, A.S.

## 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 University, Elms College, Holyoke Community College, Springfield College, Springfield Technical Community College, Western New England University, and Westfield State University.

Probably the most important cooperative endeavor is academic exchange. Each fall and spring term, any HCC 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 evening, online, and winter session and summer offerings, on a space-available basis. The course is scheduled as part of the student's normal scheduled credit load, and all records of the registration and grade are kept by the Registrar of the home college.

This cross-registration includes Army and Air Force ROTC Programs, which will be offered at Western New England University (WNEU).

The three public colleges in the area, Holyoke Community College, Springfield Technical Community College, and Westfield State University, have formed the public college collaborative in which sharing of resources and faculty, and student cross-registration, are encouraged.

Students interested in taking courses through CCGS are encouraged to contact Eric Farrell, Student Records Coordinator, at [efarrell@hcc.edu](mailto:efarrell@hcc.edu)

## COREQUISITE

A requirement that must be fulfilled at the same time as another requirement. All course corequisites are listed in the COURSE DESCRIPTIONS section of this catalog. If none is listed by a course, none exists for it. (See Prerequisite)

Students may petition to be excused from corequisites. 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. These forms are available on the Student Records webpage under the "Student Forms" section.

## COURSE DESIGNATIONS

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| (A) English Composition           | (D) Mathematics                 |
| (B) Behavioral and Social Science | (E) Natural or Physical Science |
| (C) Humanities and Fine Arts      |                                 |

## 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 grade 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.

## CREDIT HOUR

HCC uses the industry-standard Carnegie Unit to define credit hours for both traditional and distance courses. Each credit hour corresponds to a minimum of 3 hours of student engagement per week for a traditional 14-week course or 6 hours per week for a 7-week course.

## CREDIT BY EXAMINATION

Holyoke Community College grants transfer credit for sufficient scores on certain Advanced Placement<sup>1</sup> (AP), College-Level Examination Program (CLEP), and challenge exams for selected courses. These exams are administered by the Testing Center. An official score report must be sent directly from the testing agency to the Office of Student Records (Frost 221).

<sup>1</sup>The College accepts credits in many subject areas for Advanced Placement scores of three or higher. The Registrar can provide more specific information upon request.

## 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 Testing Center.

## DEAN'S LIST

- See Honors

## DEGREE AND CERTIFICATE REQUIREMENTS - (GRADUATION REQUIREMENTS)

Candidates may be awarded the degree of Associate in Arts (A.A.), Associate in Science (A.S.), or Associate in Applied Science

(A.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 fifteen 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 grade 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 2020 or later and are seeking an A.A., A.S., or A.A.S. degree are required to demonstrate knowledge of diversity before earning their degree. This requirement may be met by completing a course designated as "Knowledge of Diversity" (KOD).

**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 and Student Affairs and only for very compelling reasons, upon recommendation of the department chair and the 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) (E) 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) (E) 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 "O"-level course taken after August 1990 will not count toward graduation.

## GENERAL DEGREE REQUIREMENTS

The following five general education outcomes are incorporated into the student learning outcomes of every degree program at the College.

- Critical Thinking
- Information Literacy
- Effective Communication
- Knowledge of Diversity
- Quantitative Reasoning

The Knowledge of Diversity outcome must be fulfilled by completing a course designated as meeting this requirement. The college will regularly maintain and update courses that carry this designation in our online catalog.

## 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 "Course Placement" 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 overall Grade Point Average. Developmental course credits shall be included in Attempted Hours for Financial Aid purposes.

## 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 Elective - Students choose from a restricted group of courses specified in the description of the Degree Program or Option.
- General/Suggested 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.

## ENROLLMENT RESTRICTIONS

- See Changes of Curriculum and Enrollment Restrictions

## EXAMINATIONS/MAKE-UPS (CREDIT CLASSES)

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 LANGUAGE 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 FRH 101 (C)
2 years, grades C or D	SPA 101 or FRH 101 (C)
2 years, grades A or B	SPA 102 or FRH 102 (C)
3 years, grades C or D	SPA 102 or FRH 102 (C)
3 years, grades A or B	SPA 201 (C) or FRH 201 (C)
4 years, grades C or D	SPA 201 (C) or FRH 201 (C)
4 years, grades A or B	SPA 202 (C) or FRH 201 (C)
4+ years, grades A or B	SPA 202 (C) or SPA 214 (C)
Heritage Spanish Speaker/ Fluency in Spanish	SPA 203 (C)

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.

Students who have had at least one year of high school Spanish or one semester of college Spanish are eligible to take SPA 111. Native speakers of Spanish who are interested in a career in the medical field should take the SPA 112 class.

## 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:

- Completion of a foreign language course at the intermediate level (i.e. SPA 202)
- Satisfactory performance on the placement test.
- Four high school units in one foreign language or three units in one and two units in another foreign language.
- A year in a high school in which English is not the basic language.

## 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 grade 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:

1. 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 ineligible due to the Standards of Satisfactory Progress for Federal Financial Aid, he/she may appeal.
2. Former work meeting the requirements of the College's regular transfer policy (see Transfer Credit) will continue to count in earned hours, but will not be calculated in the G.P.A. The course work may be applied to the student's declared program of study if applicable. A minimum of 15 credits must be completed after electing the Fresh Start Option in order to earn a degree or certificate.
3. Students earning fewer than 30 credits in the Fresh Start Option cannot be graduated with honors.
4. Students must select "Fresh Start" no later than 4:30 p.m. on the last scheduled day of classes of the semester in which they return to the College.
5. Transcripts of "Fresh Start" students will include a statement explaining the "Fresh Start" Option.

## GRADING SYSTEM

Grade	Explanation	Numerical Score	Grade Points
A	work of superior and outstanding quality	93-100	4.00

A-		90-92	3.65
B+		87-89	3.35
B	work decidedly above average	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-	work decidedly below average, but passing	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 (see below)	--	--
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 G.P.A.	--	--
W	Student withdrew from class. Not calculated into the G.P.A.	--	--

## INCOMPLETE GRADE

An Incomplete (I) is a temporary grade assigned to a student who, due to extenuating circumstances such as illness, cannot complete the requirements of a course within the semester. The student must have completed at least 75% of the course to be eligible, and an Incomplete form should be submitted only after consultation between student and the instructor. All remaining course work must be outlined and deadlines for completion listed by the instructor. The form must be signed by the student, the faculty member, and the dean by the last day of the class in order for the student to receive the Incomplete (I) grade. If the required work is completed, the faculty member will submit a grade change form to replace the Incomplete (I) grade with a final grade. If the student does not complete the work by the deadline and the faculty member does not change the grade, at midterm of the following semester the Incomplete grade will convert to the earned grade listed on the form.

The full Incomplete Policy can be found in the student handbook and the form to complete is listed on the Student Records web page under Student Forms.

## MID-SEMESTER PROGRESS REPORT

Mid-semester grades are made available to students online at [www.hcc.edu/myhcc](http://www.hcc.edu/myhcc), Online Services. 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 G.P.A. 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, and then dividing the total by the number of grade point hours. Effective with the 1998-1999 academic year, developmental courses (courses numbered below 100) 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 grade points

SOC 110 - 3 credits

Grade in SOC 110 = C (2.00 grade points) 3 credits x 2 grade points = 6.00 grade points

6 credits 18.00 grade points

18 grade points ÷ 6 credits = 3.00 grade point average

The grades of AW, W, I, Audit, and S/U grades are not included. Effective fall 1999, FX grades are not included.

## REPEATING COURSES

Students may repeat courses at HCC in an attempt to earn credit or improve their G.P.A. Credit may not be earned twice for a repeated course. All grades, including those in repeated courses, will appear on transcripts. The most recent grade will be included in the student's G.P.A. calculation. The previously recorded grade will be excluded from the G.P.A., but will still appear on the student transcript. Financial aid can only pay for one repeat of a previously passed course. This repeat policy applies even if the student did not receive financial aid when enrolled in the course in the past.

## SATISFACTORY/UNSATISFACTORY (S/U) OPTION

Students may elect to be graded on a satisfactory-unsatisfactory basis in one elective course per semester. This policy does not apply to courses designed with an S/U grade structure. 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 S/U Grade Option Petition form in Student Records 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

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 G.P.A. 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, ACADEMIC

### DEAN'S LIST (FULL-TIME AND PART-TIME)

The Vice President for Academic and Student Affairs recognizes superior scholarship through the Dean's List each semester. Each time a student attempts twelve credits, that student is evaluated for the Dean's list and 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.

### 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 (PTK) is an international honor society for community and junior colleges. The purpose of Phi Theta Kappa is to recognize academic achievement and provide leadership and service opportunities for associate degree students. Students do not need faculty nominations in order to join.

Students must meet the following criteria at least one full semester prior to graduation in order to qualify for Phi Theta Kappa membership:

- Have successfully completed 15 semester hours at HCC (transfer hours and credits from 0-level classes are not included)
- Have achieved a minimum cumulative GPA of 3.50
- Have never graduated from HCC

Students who sign up are invited to attend the PTK Induction ceremony in their prospective semester. Students will ONLY be offered membership during the regular fall and spring semester cycles.

Students are responsible for paying a one-time membership fee to Phi Theta Kappa's national headquarters. PTK eligible students can apply for a \$75 scholarship to pay this fee through the HCC

Honors Program. PTK members are eligible to wear the Phi Theta Kappa gold stole and tassel at commencement. PTK also offers transfer scholarship opportunities and resumé building resources.

For further information, please review the Phi Theta Kappa website ([www.ptk.org](http://www.ptk.org)). After reviewing the website, feel free to contact Adina Giannelli, faculty advisor, and Liz Golen, Student Engagement Coordinator. NOTE: Phi Theta Kappa is NOT the same as the HCC Honors Program.

### PSI BETA

Psi Beta is a national honors society in psychology for community colleges. Psi Beta is affiliated with the American Psychological Association (APA) and the American Psychological Society (APS). It is also a member of the Association of College Honor Societies. Membership is offered to students who are Psychology majors meeting the following criteria:

- they have completed at least 3 psychology courses at HCC
- they have an overall G.P.A. of 3.5 or higher
- they have achieved grades of B or better in all Psychology courses

Additionally, students must demonstrate a genuine interest in psychology and high standards in personal behaviors, and they must be endorsed by at least one member of the HCC psychology faculty.

## HONORS PROGRAM

Could you be an Honors student? YES YOU CAN. Here we believe Honors is for everyone who is up for a challenge and has a desire to learn in community. The HCC Honors Program offers opportunities for the intellectual challenge to students in every discipline. The program believes that motivated students benefit from small class sizes, accessible faculty, seminar-style courses, and being surrounded by other talented, hard-working students. We provide our students with the skills necessary for success in college and beyond. Honors students also qualify for unique scholarships not offered to traditional students. Skills learned in honors courses also provide students with job readiness skills, including problem-posing and problem-solving, critical reading and writing skills, creative thinking, and more.

Currently, the Honors Program offers interdisciplinary Honors Learning Communities (LCs), Honors colloquia, as well as stand-alone Honors courses in English, History, Latinx Studies, Biology, and an interdisciplinary course titled Ideas that Change the World. Interested students may also use the program's resources to design individualized Honors projects as add-ons to almost any HCC course.

When eligible students begin at Holyoke Community College, they can register for more information on the [www.hcc.edu/honors](http://www.hcc.edu/honors) website and review information about honors courses, and the Commonwealth Honors Program Scholar.

### ELIGIBILITY REQUIREMENTS:

For incoming students:

- English placement test score of 100 or better on both reading comprehension and sentence skills; OR

- A “B+” or better in an discipline (ex.: a B+ in high school science course to take an honors science course at HCC) AND a letter of recommendation from academic faculty; OR
- Honors or AP high school course in appropriate discipline with a grade of “B” or better; OR
- A score of 3 or higher on the AP exam

For established HCC students:

- After 12 earned credits with a 3.2 G.P.A. or better; OR letter of recommendation from an HCC faculty member or the Pathways Program Coordinator.

Students who complete 9 credits of Honors work with a grade of B or better and who achieve a cumulative G.P.A. of 3.5 or above may graduate as Commonwealth Honors Scholars. This designation will appear on their transcripts and will be noted in the Commencement Program.

All Honors credits completed at HCC will be accepted as Honors credits at all Massachusetts colleges and universities. For further information, review the Honors website ([www.hcc.edu/honors](http://www.hcc.edu/honors)). After reviewing the website, please feel free to email Dr. Vanessa Martinez ([honorsprogram@hcc.edu](mailto:honorsprogram@hcc.edu)), Honors Program Coordinator (Frost 270).

## HONORS LEARNING COMMUNITIES

Honors Learning Communities are interdisciplinary courses organized around a specific theme and taught by faculty members from different disciplines. Honors LCs may be worth 6 or 7 credits, depending on the courses they combine.

## HONORS COLLOQUIA

Honors Colloquia are designed to bring together students from many academic disciplines to consider a theme or issue of current concern from a variety of perspectives. Colloquia are 6-credit multidisciplinary courses that are competitively enrolled and limited to 15 students. Credits earned in this course may be designated as “B or “C” credits, depending on the nature of the student’s final course project. Colloquia generally offer field trips and a series of guest speakers. The Honors Program provides Colloquium students with many of the course’s required texts.

## HONORS PROJECTS

An Honors Project consists of independent work undertaken by the student. Such work may consist of an extra paper, a paper of greater length or complexity, a research project, creative work, service learning, and lab work/field study. Students interested in proposing an Honors Project should review the student and faculty guidelines sheets available online with their faculty mentor and then fill out the online proposal form (available on the Honors website). When the committee has reviewed a student’s proposal and their project is complete, the student may then register for HON 201, 1-3 credits of honors, which will bear the project’s title on the student’s transcript.

## LEARNING COMMUNITIES

What is a Learning Community?

A Learning Community (LC) is usually a combination of two courses organized around a common theme. Learning Communities provide an alternative to traditional college offerings by connecting courses often perceived as unrelated. Connections between

course topics are emphasized so that content and skills learned in one course can be applied to the other course in the LC. The same students enroll in both courses and the instructors team teach. Students learn collaboratively and assignments are integrated across both courses. At the end of the semester, each student gets a grade and credit for each of the courses that are part of the Learning Community.

Benefits of a Learning Community:

- Students receive academic support from two professors
- Students can complete two or more requirements for a degree at one time
- Integrated courses connect learning in collaborative and active ways
- Supportive learning environments build confidence and skills
- Creates a community of learners through a supportive network of students and faculty

## MASSTRANSFER

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

## PARTICIPATING COLLEGES AND UNIVERSITIES

- Bridgewater State University
- Fitchburg State University
- Framingham State University
- Massachusetts College of Liberal Arts
- Massachusetts College of Art & Design
- Massachusetts Maritime Academy
- Salem State University
- University of Massachusetts Amherst
- University of Massachusetts Boston
- University of Massachusetts Dartmouth
- University of Massachusetts Lowell
- Westfield State University
- Worcester State University

## GENERAL EDUCATION FOUNDATION

MassTransfer provides any student in the Massachusetts public higher education system who completes the General Education Foundation with the benefit of satisfying the general education, distribution, and core requirements at any other public higher education institution (with the receiving institution able to add no more than six additional credits or two courses).

1. Complete the 34 credits before transferring and save an average of 11% on your bachelor’s degree!
2. Transfer with a GPA 2.0+ and have guaranteed transfer of credits

A student completing an associate’s degree program under MassTransfer will have graduated with a minimum of 60 credit hours and will have completed the following 34-credit general education transfer block, exclusive of developmental coursework.

English Composition/Writing (A)	6 credit hours
Behavioral and Social Sciences (B)	9 credit hours
Humanities and Fine Arts (C)	9 credit hours
Mathematics/Quantitative Reasoning (D)	3 credit hours
Natural or Physical Science (E)	7 credit hours

## A2B (ASSOCIATE-TO-BACHELORS) MAPPED AND LINKED PROGRAMS

Beginning your college career at a community college is a smart choice. MassTransfer seeks to reward community college students who complete associate degrees at Massachusetts community colleges before they enroll in linked bachelors programs at Massachusetts state universities or University of Massachusetts campuses. Not only does MassTransfer guarantee full transfer of a minimum of 60 credits but, depending on their final GPA and/or prerequisite coursework, students who complete A2B Degrees (Associate-to-Bachelors) may also receive guaranteed admission and tuition discounts.

### BENEFITS

Complete 60 credits before transferring and save an average of 28% on your bachelors degree!

Students will receive the following benefits based upon their final GPA.

- Transfer with a GPA 2.0+ and have a guaranteed transfer of credits, no application fee or application essay
- Transfer with a GPA 2.5+ and have a guaranteed university admissions, (check your four-year institution for specific GPA requirements for program of interest)
- Transfer with 3.0+ and have MassTransfer 100% tuition credit

### A2B PLUS COMMONWEALTH COMMITMENT

A2B Degree students who attend full-time and earn a GPA of 3.0 or higher also have the opportunity to participate in the Commonwealth Commitment (view the participation form). The Commonwealth Commitment (available in "A2B Mapped" majors only) further rewards students with a freeze on tuition & fees for all four years, and 10% end-of-semester rebates.

Complete the 60 credits before transferring and save an average of 40% on your bachelors degree.

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

Students should meet with an academic counselor or their assigned advisor and use DegreeWorks to review the proper program and course selection for transfer to a four-year state college/university.

## ONLINE ACCOUNTS

The Information Technology Division of Holyoke Community College is pleased to announce that all students registered for credit and non-credit classes at the college are provided with an "HCC Campus Account" which gives the student access to campus computers, Google Mail, Moodle, Rave, and Campus Wireless. Students are also issued an Online Services account, all of which can be found in the "MyHCC" menu on the college website.

The College will use the email account or the messaging system to send communications to the student body. Student email addresses will be recorded in the College's electronic directories and records. Students are responsible for reading official College email and messages in a timely fashion. Please review the "Acceptable Use Policy" in the Student Handbook.

HCC campus accounts are generated 15 minutes after registration occurs. Email accounts are ready 15 minutes later. The MyHCC menu on the HCC homepage (<http://www.hcc.edu>) will bring you to all the services available for login.

It is extremely important that students log into email on a regular basis, as it is an important communication tool between the student, professor, and administration. Also, urgent College-wide information and announcements concerning closings and events are transmitted through this medium and the Emergency Notification System (Rave) - <https://www.getrave.com/login/hcc>.

HCC Online Services contain personal, academic information and access to the following:

- View and Print:
  - Mid-term and final grades
  - Class schedule
  - Unofficial transcripts (course history)
- Check course availability
- Review your financial aid information
- Check account balances/pay online and more

Login instructions, including information on IDs and passwords for these services, can be found on the Help page: [www.hcc.edu/help](http://www.hcc.edu/help).

For help accessing any of these accounts, contact the HCC Help Desk: [helpdesk@hcc.edu](mailto:helpdesk@hcc.edu) or 413.552.2075.

## PREREQUISITE

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 prerequisites are listed in the COURSE DESCRIPTIONS section of this catalog. If none is listed by a course, none exists for it. (See also Corequisite) 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. These forms are available on the Student Records webpage under the "Student Forms" section.

## PROBATION AND DISMISSAL, ACADEMIC

The Academic Standing GPA includes developmental level coursework. It is used to determine a student's academic stand-

ing: Good Standing; Probation 1; Probation 2; or Dismissal. The College Grade Point Average, on the other hand, only calculates college-level coursework (100-level and greater). Knowing a student's academic standing early on will enable the student and their advisor to plan for improving the academic standing and the student's long-term success at HCC.

Example Calculations:

Academic Standing Grade Point Average	College Grade Point Average
ENG 095 - 3 credits Grade in ENG 095 = D (1.0 grade point) 3 credits X 1 grade point = 3 grade points	ENG 095 - 3 credits Grade in ENG 095 = D (1.0 grade point) 3 credits X 1 grade point = 3 grade points
BUS 115 - 3 credits Grade in BUS 115 = A (4.0 grade points) 3 credits X 4 grade points = 12 grade points	BUS 115 - 3 credits Grade in BUS 115 = A (4.0 grade points) 3 credits X 4 grade points = 12 grade points
TOTAL: 6 credits and 15 grade points	TOTAL: 3 credits and 12 grade points
<b>CALCULATE: 15 grade points divided by 6 credits = 2.5 grade point average</b>	<b>CALCULATE: 12 grade points divided by 3 credits = 4.0 grade point average</b>

The grades of AW, W, I, Audit, and Satisfactory/Unsatisfactory are not included. Effective Fall 1999, FX grades are not included.

Academic probation or dismissal for students is determined by the cumulative Grade Point Average and Quality Hours, as follows (See Grading System):

Cumulative Grade Point Hours	Cumulative G.P.A. Required:
Below 9	No minimum
9-30	1.75
Above 30	2.0

## REGISTRATION

Registration and Schedule Changes using Online Services:

HCC provides academic advising to all students. Students are encouraged to meet with their assigned advisor prior to registering for classes in order to verify the accuracy of course selection. The final responsibility for selecting courses to fulfill graduation requirements rests solely with the student. Students can look up their advisor's name and contact information online at [www.hcc.edu](http://www.hcc.edu), in Online Services, Navigate or DegreeWorks.

## SERVICE LEARNING

Service Learning is a method of instruction in which students learn by participating in hands-on assignments or projects 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. It is a great way to gain work experience in your field of study, and to strengthen your resumé or transfer application.

The office of Service Learning (SL) 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 service requirement may contact the coordinator for suggestions on how to meet that obligation. Contact Lisa Mahon at [lmahon@hcc.edu](mailto:lmahon@hcc.edu), 413.552.2369, or just drop by Donahue 357 for more information on service learning and community-based organizations.

## 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 a limited number of 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 coursework done to earn an associate degree at HCC (see "MassTransfer"). In other cases, students must apply to the college of their choice and arrange for the transfer of specific courses.

## 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 MassTransfer Block. 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 a full term, 15 week 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. Please visit the Student Records webpage for a full listing of add/drop dates.

## **ADMINISTRATIVE WITHDRAWAL FROM A 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 A 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 G.P.A. and may not be removed by a student’s later attempt to withdraw from the course.

## **COURSE WITHDRAWAL BY A STUDENT**

Students must complete a Course/College Withdrawal form in order to be withdrawn from a course. This form is located on the Student Records webpage under “Student Forms” or through On-line Services.

## **WITHDRAWAL FROM THE COLLEGE**

College withdrawals can be submitted up until the last day of classes. The date the Student Records Office receives the completed Course/ College Withdrawal form becomes the official withdrawal date. Students must complete a Course/College Withdrawal form in order to be withdrawn from the college. The form is located on the Student Records webpage under Student Forms or through Online Services. A withdrawal grade for each course is determined in accordance with the policy for course withdrawals. “AW” and “WX” grades that were previously issued in a course remain on record, even when a student withdraws from the College.

## **WITHDRAWAL FOR MEDICAL REASONS**

A medical withdrawal is a withdrawal from all classes due to a severe, unforeseen medical condition, either physical or emotional. It is intended for use only in extraordinary circumstances in which unanticipated serious illness or injury prevents a student from continuing to attend or participate in classes. A student must complete and submit an Administrative Action Appeal form, available on the Student tab of the HCC website. The college’s refund policy will apply to all medical withdrawals. There may be no refund for medical withdrawals after the refund period has expired. A student may request an exception to the refund policy by including this in the written request as part of the Administrative Action Appeal. Exceptions are made on a case-by-case basis. An Administrative Action Appeal must contain enough information and supporting documentation to inform the college of the reasons behind the medical withdrawal. Students who submit a request are granting permissions for relevant college officials to review all information provided in support of the appeal. In cases involving pregnancy, a student should consult with the Title IX Coordinator to assure appropriate consideration of her case under the protections of Title IX.

# ADMINISTRATION AND FACULTY

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