

**College Catalog**

**2019-2020**

**Holyoke Community College**



# Welcome to HCC

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

If you're reading this page, it may be because you're looking for just the right college; a place brimming with energy and creativity, a place where students find the support they need to take risks, discover new passions, and define and achieve their goals.

At HCC, conversations between professors and students continue after class in hallways and courtyards; graduates return to serve as mentors and tutors, and students are engaged in every aspect of college life, from running the radio station to participating in 30+ clubs and organizations to holding a place on the college's board of trustees.

Whether on campus or online, you'll find recent high school grads, veterans, adults returning to college and dual-enrolled high school students learning together. We take pride in being a diverse, open-access institution that welcomes and celebrates the unique contributions of all members of our community. We hope you'll join us!

# ACCREDITATION STATEMENT

Holyoke Community College is accredited by the New England Commission of Higher Education (NECHE). Accreditation of an institution of higher education by the Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Accreditation by the New England Commission of Higher Education is not partial, but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

It is the policy of Holyoke Community College not to discriminate on the basis of sex, creed, color, race, sexual orientation, age, national origin, or disability in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments and other Federal and State anti-discrimination laws. Inquiries regarding compliance with Title IX may be directed to Interim Title IX Coordinator, Olivia Kynard, Affirmative Action Officer at Holyoke Community College, 303 Homestead Avenue, Holyoke, MA 01040, or via telephone at 413.552.2173.

The Holyoke Community College Catalog contains current information regarding areas of study, career opportunities, student services, and admissions. However, it is not intended to be, and should not be, relied upon as a statement of the College's contractual undertakings. The Holyoke Community College Board of Trustees and the Massachusetts Board of Higher Education reserve the right to alter the College's academic policies, procedures, course offerings, and fees as set forth in this catalog.

Inquiries regarding the status of an institution's accreditation by the New England Commission of Higher Education should be directed to the administrative staff of the school or college. Individuals may also contact the association:

**New England Commission of Higher Education**  
3 Burlington Woods Drive, Suite 100  
Burlington, MA 01803-4531  
855.886.3272; [neche.org](http://neche.org)

**Massachusetts Board of Higher Education**  
One Ashburton Place, Room 1401  
Boston, MA 02108-1696

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

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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.

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.

# MISSION, VISION, AND VALUES

## 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 Certificate, Medical Billing & Coding Certificate, 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 by going to the course descriptions page and viewing the semester offerings.

Students who have been away from HCC for two or more semesters (excluding summer) must apply for admission 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. Welcome Wednesdays! information sessions are held weekly during the day and in the evening and includes admissions, financial aid, career and college counseling, and a tour of the HCC campus. Reservations are requested, but not required. To see times and to RSVP, go to [www.hcc.edu/explore](http://www.hcc.edu/explore) or contact the Admissions Office at 413.552.2321.
4. 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.
5. 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.
6. 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.
7. Your application will be reviewed for acceptance once your application file is complete. A decision letter and/or acceptance packet will be sent in the mail 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 Test 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.

8. 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 re-apply for admission. 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).
9. 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 Health Services, Frost 101, 413.552.2401 or email Mitch Pysznik at mpysznik@hcc.edu.

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.

## **TRANSFERRING CREDIT TO HCC AND CREDIT BY EXAM**

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. To have prior transcribed credit evaluated for transfer to a program of study at HCC, send your official transcript to: HCC Admissions Office, Frost 221, 303 Homestead Ave., Holyoke, MA 01040.

HCC grants credit for sufficient scores on certain CLEP (College-Level Examination Program) and advance placement (AP) examinations once scores are received.

For more information and CLEP testing dates/times, contact the High Stakes Testing Center, Kittredge Center 204, 413.552.2112.

## **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.

## **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 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 the Tuition and Fees page 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, unless enrolled as part of the Dual Enrollment Federal Pell Grant Experiment..

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 G.P.A 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; see the HCC Student Handbook for more details.

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 course work will be acceptable for high school graduation through their school counselor. If you have a disability and require accommodations in order to participate fully in the program, please contact the Office for Students with Disabilities and Deaf Services at 413.552.2417.

## **DUAL ENROLLMENT APPLICATION PROCESS**

Students can apply to the Dual Enrollment program by creating an HCC Account and completing an online HCC application at [www.hcc.edu/apply](http://www.hcc.edu/apply). Applications for Dual Enrollment are due no later than June 30th for fall and December 1st for spring enrollment. All applicants must submit an official high school transcript and will require both parent/guardian and school counselor approval prior to the application deadline. Placement testing in English and Math is used to determine appropriate course placement. Applicants must meet all prerequisites for selected courses.

## HOME SCHOOL APPLICANTS

Home schooled 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.

## 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:

1. For unemancipated persons, the residency of parents, having custody, within Massachusetts;
2. Certified copies of federal and state income tax returns;
3. Permanent employment in a position not normally filled by a student;
4. Reliance on Massachusetts sources for financial support;
5. Possession of a Massachusetts high school diploma;
6. Continuous physical presence in Massachusetts during periods when not an enrolled student;
7. Military home of record; and
8. 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:

1. 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.
2. 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.

3. 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.
4. 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.
5. 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.
6. 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 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, in-

cluding, but not limited to: Deaf Studies, Nursing, Radiologic Technology, Education, or Medical Assistant. 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.

## PLACEMENT ASSESSMENT

Holyoke Community College assesses all newly admitted students before they schedule classes for their first semester of study. The purpose of this assessment is to evaluate achievement in the basic skills of reading, writing, and mathematics. Students who do not demonstrate college-level basic skills are required to take developmental courses that are designed to improve the skills needed to be successful in college.

## ADVANCED PLACEMENT EXAMS/CREDIT BY EXAMINATION

### NATIONAL EXAMINATIONS

HCC grants credit for sufficient scores on certain Advanced Placement and College-Level Examination Program (CLEP) examinations. An official score report must be sent directly from the testing agency to HCC's Admissions Office. The Student Records Office can provide more information on minimum score requirements and credit awards at registrar@hcc.edu. Some CLEP tests are offered at HCC High Stakes Testing Center. For a complete listing, please contact the High Stakes Testing Center, Kittredge Center 204, 413.552.2112.

## 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 988 first-time, full-time students who enrolled in one of HCC's degree or certificate programs in fall 2015. As of fall 2018, 20% of these students had graduated, 18% 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 2015 have, as of fall 2018, graduated or continued their studies at HCC or at other 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.

# EXPENSES

## 2019-2020 ACADEMIC YEAR FEES

The estimated annual cost of attendance at Holyoke Community College is \$8,381 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 (\$25 per semester)	\$50
Transportation Fee ( \$25 per semester)	\$50
Facility Fee (\$60 per semester - 12 credits)	\$120
Technology Fee (\$85 per semester)	\$170
Health Insurance (Annual)	\$1,879
Educational Services Fee (\$1,968 per semester)	\$3,936
Books and Supplies (Annual)	\$1,600
<b>ESTIMATED ANNUAL COST</b>	<b>\$8,381</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) **\$1,879**

### Educational service fee (\$1,968 per semester) **\$164 per credit**

### Distance learning fee (\$20 per credit) (fully online courses only)

### CEM Fee (course, equipment & Materials) (\$50 per course, if applicable, max \$100 per semester) Designated courses only. **See course registration information**

### Music Fee

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

### Transportation Fee (per semester) **\$25**



<b>Student I.D. Card Replacement Fee</b>	<b>\$7</b>
<b>Bus Pass Replacement Fee</b>	<b>\$7</b>
<b>NSF Check Fee</b>	<b>\$20</b>
<b>Late Registration Fee</b>	<b>No Charge</b>
<b>Late Payment Fee</b>	<b>\$20</b>

\*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 2019-2020 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 201  
 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).

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

## TUITION AND FEE\* REFUNDS

(visit [www.hcc.edu/billing-refund](http://www.hcc.edu/billing-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 Accelerated 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 and Technology Fee, Transportation Fee, and CEM Fee.
- The HCC Monthly Payment Plan enrollment fee is 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.**

## TUITION EXEMPTIONS

### Elders

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

### National Guard

Massachusetts residents who are members of the National Guard in good standing 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 Veteran Services Coordinator, Frost 232, 413.552.2265, or email [veterans@hcc.edu](mailto:veterans@hcc.edu). Visit [www.hcc.edu/student-life/veteran-services](http://www.hcc.edu/student-life/veteran-services) for more information.

### Veterans

Eligible veterans, reservists, disabled veterans, and dependents of veterans may qualify for educational benefits 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 Veteran Services Coordinator, Frost 232, 413.552.2265, or email [veterans@hcc.edu](mailto:veterans@hcc.edu). Visit [www.hcc.edu/student-life/veteran-services](http://www.hcc.edu/student-life/veteran-services) for more information about veteran 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 201), before the first day of the semester.

## 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. To receive the best possible aid award, these additional documents should be submitted by June 30th.

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. (Preferably by June 30)
- **GET ADMITTED** to a degree program or to an eligible certificate program\*.
- **PREREGISTER** for courses as early as possible. (Returning students should register by June 30)
- **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 uses a form of “EQUITY PACKAGING” to award financial aid funds. Below is an example of a financial aid package with an equity target of \$7,200. Students in this example receive grant aid totaling \$7,200, less the dollar amount of their expected family contributions (EFCs). The EFC is determined according to a federal formula based on the FAFSA application data and is reported to the family via the resulting Student Aid Report.

Example of an equity financial aid package for a fully eligible full-time student with a \$0 EFC:

\$6,195	Federal Pell Grant
\$200	Federal Supplemental Educational Opportunity Grant
\$432	Financial Aid Tuition Waiver
\$373	Mass Furcolo Access Grant

To receive the amounts above, the student needs to apply on time and also 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 are available to cover the shortfall. Students may also borrow loan funds for other educationally related expenses such as transportation, daycare costs and other living expenses.

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)/Loan Agreement and com-

plete online entrance counseling at [StudentLoans.gov](http://StudentLoans.gov) in order to ensure that their rights and responsibilities as student loan borrowers are understood.

**Federal Work-Study (FWS)** is awarded to high-need students who meet the HCC priority deadline and indicate an interest in jobs on their Free Application for Federal Student Aid.

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 (unless enrolled as part of the Dual Enrollment Federal Pell Grant Experiment).
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.ed.gov](http://www.studentaid.ed.gov))
- Massachusetts Office of Student Financial Assistance ([www.osfa.mass.edu](http://www.osfa.mass.edu))

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 on the student's billing record in Online Services, under the MYHCC tab at [www.hcc.edu](http://www.hcc.edu). 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. This repeat policy applies even if the student did not receive financial aid when enrolled in the course in the past.

### APPEAL PROCESS

A student who believes that extraordinary circumstances prevented him/her from attaining satisfactory academic progress may submit a typewritten 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 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 first 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 over-payments 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, or the date that the student officially notifies a designated office, such as the Student Records Office or the Dean of Students Office, of his or her intent to withdraw.

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/financialaid](http://www.hcc.edu/financialaid) or contact the Financial Aid Office, Frost 201, 413.552.2150, [financialaid@hcc.edu](mailto:financialaid@hcc.edu).

### Federal Student Financial Aid Penalties for Drug Law Violations

Students convicted under any federal or state law for the possession or sale of illegal drugs for any offense that occurred while receiving federal student aid are ineligible for aid for a period of time based on the type and number of convictions.

# FINANCIAL AID PROGRAMS

Students applying for financial aid according to the procedures described above are considered for a wide variety of financial aid programs briefly described below. 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

For the 2019-2020 year, Pell Grants are expected to range up to \$6,195 a year for full-time, \$4,646 for three-quarter time, \$3,098 for half-time, and \$1,549 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. Govt.

### MASSGRANT

Awards at Massachusetts Community Colleges ranged up to \$1,100 per year during 2018-19, depending on the need. Full-time undergraduate students only.

FUNDING: State of Mass.

### MASSGRANT PLUS

Grant aid for students who demonstrate financial need for tuition and fees after accounting for expected family contributions (EFC) and all forms of institutional and public grant aid. Undergraduate students only.

FUNDING: State of Mass.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

Grants normally do not exceed \$200 at HCC. Preference to Pell-eligible students with zero EFCs. Undergraduate students only.

FUNDING: U.S. Govt.

### HCC 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. 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 generally range from \$150 to \$300. Undergraduate students only.

FUNDING: HCC.

## LOANS

### FEDERAL DIRECT STAFFORD LOAN

A low interest educational loan of up to \$5,500 per year (no more than \$3,500 can be subsidized) for freshmen and \$6,500 per year (no more than \$4,500 can be subsidized) for sophomores. (Independent students can borrow up to an additional \$4,000 in unsubsidized loan, if needed). Repayment does not begin until six months after the borrower ceases at least half-time enrollment. If subsidized, interest does not accrue until the borrower ceases to be at least a half-time student. If unsubsidized, interest accrues from the time the loan is disbursed until it is paid in full. New borrowers on or after July 1, 2013 lose the loan subsidy when the student has received subsidized loans for 150% of the published time of the student's academic program.

FUNDING: US Govt.

### 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. Govt.

## JOBS

### FEDERAL WORK STUDY (FWS)

FWS provides jobs for needy applicants. FWS awards typically allow students to work an average of 10 to 12 hours per week during the school year. Sometimes additional hours are available during the summer and other vacation periods, but rarely would total hours exceed 30 per week. Payroll is every two weeks.

FUNDING: US Govt. & 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 Margaret Downing at [mdowning@hcc.edu](mailto:mdowning@hcc.edu) or by contacting the Financial Aid Office, Frost 201, 413.552.2150, [financialaid@hcc.edu](mailto:financialaid@hcc.edu)

# SPECIAL PROGRAMS & SERVICES

## 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.

Programs are offered during spring, summer and fall semesters. Day and evening TCC program classes are held on the HCC campus.

For more information, please contact Marie Troppe, Director, ABE Transition to College & Careers (TCC) at 413.552.2728 or [mtroppe@hcc.edu](mailto:mtroppe@hcc.edu).

## ENGLISH AS A SECOND LANGUAGE (ESL)

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

## ESL ACADEMIC COURSES

The English as a Second Language (ESL) Department offers four levels of Academic ESL for students who are working toward an Associate degree or certificate at HCC. Courses are offered in English Grammar, Writing and Reading, Speaking and Listening, and Pronunciation. 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

El Departamento de Inglés como Segundo Idioma (ESL), ofrece cuatro 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 electivos requeridos para graduación en algunos programas de estudio. Nuestro currículo tiene créditos que se enfocan en el aprovechamiento académico del estudiante.

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

## 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)

## 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 and HiSET Preparation. All learners receive career counseling, academic counseling, and referrals as needed. To learn more about our services, contact the Program Coordinator at 413.552.2912. All services are free.

## **INTEGRATED ESOL CULINARY AND ESOL NURSE AIDE**

HCC offers integrated ESOL-Nurse Aide training at the Picknelly Adult and Family Education Center, 1st floor, 206 Maple Street, in Holyoke. HCC also offers integrated ESOL-Culinary/Hospitality training at the Roger L. Putnam Vocational Technical Academy in Springfield, and at the HCC MGM Culinary Arts Institute, 164 Race Street, Holyoke. Both programs provide contextualized ESOL and job training that leads to industry certifications and employment. All learners receive career counseling, academic counseling, job placement, and referrals as needed. For more information, contact Pasha Black, 413.552.0320, pblack@hcc.edu. All services are free.

## **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.

The Ludlow Area Adult Learning Center is located at 54 Winsor Street, 2nd floor in Ludlow. For more information, contact the director at 413.583.0320. All services are free.

## **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, as well as international students on F1 Visas and undocumented individuals. The MAS center provides a space for students to study, rest, pray, gather, network, and access a computer to do homework and research. MAS students are eventually encouraged to seek transfer support from the Pathways Program or to transfer to a four-year institution.

**The Puente Experience** is a bridge program under the MAS office. It provides new incoming students who are transitioning from high school with the necessary tools, preparation, and guidance to successfully start college. This program works in collaboration with high school counselors during the students' senior year.

Participants from targeted high schools are identified as soon as they are accepted at HCC and are invited to join The Puente Experience. Students receive a variety of services: tips to prepare for the College Placement Test, one-on-one guidance, support on paperwork requirements from the college, support from a freshmen college student mentor who recently graduated from high school, a free foundations lab to improve their CPT scores, a free college success seminar, on campus meet and greets in the summer, and direct access to a MAS advisor as soon as they apply to the college.

For more information about MAS stop by Frost 262 or call 413.552.2346. You can also contact Myriam Quiñones at 413.552.2539, mquinones@hcc.edu or visit our Facebook page.

### **Hours of operation:**

Monday - Friday, 8:00am - 4:30pm

Bilingual Professional Staff: English/Spanish

## **NEW DIRECTIONS FOR ADULT LEARNERS**

New Directions for Adult Learners is a college success program for students age 24 and older, parents, and veterans. New Directions recognizes that adults often are balancing college life with many career, family, personal, or military responsibilities. We serve a wide range of new and returning students, including those who have been out of school for many years. Program staff helps new students navigate the complexities of college admission and provide support as they transition to college life. Our 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, financial aid information, academic advising, orientation workshops, transition to college support, basic computer instruction, career and transfer guidance, and scholarship assistance.

Our program includes the 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 232, 413.552.2346, [www.hcc.edu/student-services/support-at-hcc/new-directions](http://www.hcc.edu/student-services/support-at-hcc/new-directions).

## **OFFICE FOR STUDENTS WITH DISABILITIES AND DEAF SERVICES**

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

Typical accommodations available to students include: arrangement of alternative testing services, ASL interpreters and oral transliterators, and introduction to the HCC assistive technology center. 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 may be arranged through other campus or community service providers. For information about services, contact OSDDS, Donahue 147, 413.552.2417.

## **PATHWAYS PROGRAM**

Pathways wants you to dream big! The Pathways Program helps promising students succeed at HCC and explore transfer opportunities to selective liberal arts colleges such as Mount Holyoke, Smith, Hampshire, Amherst, and beyond. The Pathways Program offers: 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).

## **PERKINS SECONDARY TO POST-SECONDARY INITIATIVES**

The Perkins Grant provides for programs that help students transition from the last years of high school into the first two years of post-secondary education. It facilitates a smooth academic and career pathway leading to an associate degree or certificate, particularly through articulation agreements between HCC and a number of high schools in various areas of study. These agreements enable students to receive college credits at HCC for courses taken in high school. Please contact the Perkins Grant Coordinator, Heidi Rademacher, Frost 221, at 413.552.2250 or [hrademacher@hcc.edu](mailto:hrademacher@hcc.edu) for more information.

## **SENIOR WAIVER**

### **SENIOR PROGRAM**

Massachusetts Residents 60 years of age or older have the opportunity to take HCC credit classes on a space-available basis through HCC's senior waiver program. Seniors pay a non-refundable fee of \$50.00 per semester regardless of the number of credits taken. Seniors can only register for courses two weeks prior to the semester in which they are planning to enroll. Registrations will not be accepted after the end of the add/drop week. For information, contact the Advising Center, 413.552.2722.

## **STRIVE**

STRIVE (Students Together Reaching Individual Visions of Excellence) is a federally funded TRiO Student Support Services program designed to assist participants in graduating from HCC and transferring to a four-year institution by providing a range of academic support services. To be eligible for STRIVE, students must be enrolled in three or more classes (9 credits or more) and be in need of academic or financial support. Students must qualify under at least one or more of the following three categories: low income, first generation (parent(s)/guardian have not earned a Bachelor's degree), or have a documented disability. For more information, please contact STRIVE, Donahue 250, at 413.552.2505 or [strive@hcc.edu](mailto:strive@hcc.edu). Applications are available online at [www.hcc.edu/student-services/support-at-hcc/strive](http://www.hcc.edu/student-services/support-at-hcc/strive) or in the STRIVE Office.

## **STUDENT ACTIVITIES**

The Student Activities Office helps build community and foster college involvement through social and educational programming and leadership development. Opportunities for involvement include the Student Senate, the student member of the Board of Trustees, and over 25 active clubs and organizations. To learn more visit Student Activities 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. Anyone wishing to participate is encouraged to contact Student Activities, Donahue 103, at 413.552.2418 or [egolen@hcc.edu](mailto:egolen@hcc.edu).

## **THRIVE - FINANCIAL SUCCESS CENTER**

Thrive offers an array of free services that help students and community residents build their financial skills. All Thrive services are integrated with the student services provided by Holyoke Community College. Our Services include: free and confidential benefit screening and application assistance, individual financial coaching sessions, and community resource referrals. For more information visit THRIVE - Financial Success Center or stop by the Thrive Cen-

ter, Frost 233. To make an appointment, contact 413.552.2783 or [thrive@hcc.edu](mailto:thrive@hcc.edu).

## **VETERAN SERVICES**

Veteran Services provides veterans, reservists, active duty and eligible spouses and dependents of veterans support in the adjustment to becoming successful in college life, resources to help with any problem encountered on campus, and the most up-to-date information about military 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. Certain eligible veterans residing in Massachusetts are also entitled to a tuition waiver 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. Contact: Veterans Services, Frost 232, at 413.552.2265 or [veterans@hcc.edu](mailto:veterans@hcc.edu), or visit the Veteran Services page.

## **WELLNESS PROMOTION**

Wellness Promotion at HCC provides programming that supports student success while encouraging a balanced lifestyle and a sense of belonging on campus. Credit-bearing classes, workshops for classes and student groups, and ongoing drop-in practices for Yoga and iRest® Integrative Restoration (guided meditation) are offered throughout the semester. For more information contact Wellness Promotion, Donahue 239, 413.552.2422, [www.hcc.edu/student-services/health-and-wellness/wellness-promotion](http://www.hcc.edu/student-services/health-and-wellness/wellness-promotion).

# 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.

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Early Childhood Transfer Option, Early Childhood Education, A.S. ....	43	Accounting Certificate ....	119
Early Education and Care Option, Early Childhood Education, A.S. ....	45	Addiction Studies Certificate ....	122
Education - Elementary Education Option, Arts and Science, A.A. ....	46	Administrative Professional Studies Certificate ....	125
Education - General Integrated Studies Elementary Education Option, Liberal Studies - Westfield State University, A.S. ....	48	Children's Behavioral Health Certificate ....	128
Education - Secondary Education Option, Arts and Science, A.A. ....	50	Clean Energy Certificate ....	131
Electronic Media Option, Arts and Science, A.A. ....	52	Community Health Worker Certificate ....	134
Engineering Option, Engineering Studies, A.S. ....	54	Computer Networking Certificate ....	137
Engineering Science Option, Engineering Studies, A.S. ....	56	Culinary Arts Certificate ....	140
English Option, Arts and Science, A.A. ....	58	Cyber Security Certificate ....	143
Entrepreneurship Option, Business Administration, A.S. ....	60	Deaf Studies Certificate ....	146
Environmental Science Field Technician Option, Environmental Science, A.S. ....	62	Developmental Disabilities Direct Support Certificate ....	149
Environmental Science Transfer Option, Environmental Science, A.S. ....	63	Direct Care Worker Certificate ....	152
Forensic Science Option, Arts and Science, A.S. ....	64	Electronic Media Certificate ....	155
Foundations of Health Career, A.S. ....	65	Entrepreneurship Certificate ....	158
Foundations of Health Transfer, A.A. ....	68	Forensic Science Certificate ....	161
Gender and Women's Studies Option, Arts and Science, A.A. ....	70	Graphic Design Certificate ....	164
General Integrated Studies Option, Liberal Studies, A.S. ....	71	Health and Fitness Specialist Certificate ....	167
Graphics Option, Visual Art, A.S. ....	72	Hospitality Management Certificate ....	170
Health, Fitness, and Nutrition, A.S. ....	73	Human Resource Management Certificate ....	173
Hospitality Management Career Option, Hospitality and Culinary Arts, A.S. ....	74	Human Services Certificate ....	176
Hospitality Management Transfer Option, Hospitality and Culinary Arts, A.S. ....	75	Infant/Toddler and/or Preschool Certificate ....	179
Human Resource Management Option, Business Administration, A.S. ....	76	Legal Studies Certificate ....	182
Human Services, A.S. ....	78	Marketing Certificate ....	185
Information Technology Management Option, Computer Information Systems, A.S. ....	80	Medical Assistant Certificate ....	188
Latinx Studies Option, Arts and Science, A.A. ....	81	Medical Billing & Coding Certificate ....	192
Legal Studies Option, Business Administration, A.S. ....	83	Music Performance Certificate ....	195
Liberal Arts and Science Option, Arts and Science, A.A. ....	85	Practical Nursing Certificate ....	199
Marketing Option, Business Administration, A.S. ....	87	Supervision and Leadership in the Helping Professions Certificate ....	203
		Sustainability Studies Certificate ....	206



## 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*

BUS 112 - Professional Etiquette *Credit(s): 1*

BUS 113 - Ethics in Business *Credit(s): 1*

BUS 114 - Money Management *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

Business Administration General Transfer Option transfer to most 4-year private colleges

Legal Studies Option transfer to Elms College and Bay Path 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

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

(B016)

# ADMINISTRATIVE PROFESSIONAL STUDIES, A.S.

## CONTACT

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

## PROGRAM OVERVIEW

The Administrative Professional Studies program combines strong technical and computer skills with an emphasis on effective writing and communication.

## PROGRAM OUTCOMES

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

- prepare a variety of business documents such as correspondence, reports, newsletters, spreadsheets, presentations, and databases using Microsoft Office software
- communicate orally and in writing
- maintain accounting journals and ledgers
- prepare financial data
- manage routine office duties

The student will bring to the administrative office position skills such as professionalism, teamwork, time management, decision making, problem solving, and multitasking. Students may use their Business Electives to expand their knowledge in the area of business in which they wish to apply their skills. Most courses will transfer to four year institutions.

### 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: 27-28 CREDITS

ACC 111 - Principles of Accounting I *Credit(s): 3*

BUS 101 - Introduction to Business *Credit(s): 3*

BUS 112 - Professional Etiquette *Credit(s): 1*

BUS 113 - Ethics in Business *Credit(s): 1*

BUS 114 - Money Management *Credit(s): 1*

BUS 115 - Computer Applications *Credit(s): 3*

or

CSI 111 - Computer Concepts with Applications *Credit(s): 4*<sup>1</sup>

BUS 215 - Spreadsheets *Credit(s): 3*

BUS 220 - Business Communications *Credit(s): 3*

HCA 205 - Meetings and Events *Credit(s): 3*

LAW 211 - Business Law *Credit(s): 3*

MGT 230 - Principles of Management *Credit(s): 3*

### PROGRAM ELECTIVES: 12 CREDITS

Administrative Professional Studies Electives *Credit(s): 3*<sup>2</sup>

Administrative Professional Studies Electives *Credit(s): 3*<sup>2</sup>

Administrative Professional Studies Electives *Credit(s): 3*<sup>2</sup>

Administrative Professional Studies Electives *Credit(s): 3*<sup>2</sup>

### TOTAL: 62-63 CREDITS

## NOTES

<sup>1</sup>Students interested in taking technology courses are encouraged to choose CSI 111

<sup>2</sup>Select from: ACC, BUS, CIS, COM, CUL, EMS, GRT, HCA, HIM, HTH, LAW, MEA, MGT, MKT, or SPO.

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Students with an interest in health office administration should choose from GRT, HIM, HTH, and MEA courses.

Students with an interest in office technologies should choose from BUS, CIS, and EMS courses.

Students with an interest in meeting planning should choose from BUS, CUL, HCA, MKT and SPO courses.

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

Business Administration General Transfer Option transfer to most four-year private colleges

Legal Studies Option transfer to Elms College and Bay Path University

Hospitality Management Transfer Option transfer to state universities including UMass and Johnson & Wales University

Sport Management Option transfer to state and private universities

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

(B041)

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

## CONTACT

Idelia Smith, 413.552.2770, 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. Students must meet the general education requirements, but may select courses that complement their employment and provide them with a college degree.

Course work can be selected from any career or technical area.

### 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 30 credits of HCC-approved technical/training credits can be transferred from another institution**

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

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

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

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

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

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

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

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

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

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

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)

# BANKING OPTION, BUSINESS ADMINISTRATION, A.S.

## CONTACT

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

## PROGRAM OVERVIEW

Banking is a degree option that prepares students for entry-level careers in banking. Students will be expected to complete at least one course through the Center for Financial Planning.

## PROGRAM OUTCOMES

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

- define basic banking principles
- interpret accounting data
- analyze financial statements
- calculate business statistical data and quantify a variety of other business data
- summarize and appreciate the lending process
- appreciate the role of law in the banking field
- define traditional functions of management and their contributions to strategic planning

### 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*

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*

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 112 - Professional Etiquette *Credit(s): 1*

BUS 113 - Ethics in Business *Credit(s): 1*

BUS 114 - Money Management *Credit(s): 1*

BUS 115 - Computer Applications *Credit(s): 3*

BUS 239 - Principles of Banking (CFT) *Credit(s): 3*<sup>1</sup>

BUS 245 - Introduction to International Business *Credit(s): 3*

BUS 278 - Internship in Business *Credit(s): 3*

LAW 211 - Business Law *Credit(s): 3*

MGT 230 - Principles of Management *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 from the following**

ACC, BUS, HCA, MGT, MKT, SPO

### TOTAL: 62 CREDITS

## NOTES

<sup>1</sup> BUS 239: This course is offered only through the Center for Financial Training (CFT) at a cost which may be different than HCC courses. Also, financial aid might not be available for this course.

Credits earned from a CFT course are transferred into an HCC program upon successful completion of the course. Therefore, to be considered a full-time HCC student while simultaneously enrolled in a CFT course, a student must also be enrolled in a minimum of 12 credits of HCC-offered coursework.

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

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

Business Administration MassTransfer Option transfer to state universities including UMass and Westfield State University  
Business Administration General Transfer Option transfer to most four-year private colleges  
Legal Studies Option transfer to Elms College and Bay Path University  
Hospitality Management Transfer Option transfer to state universities, including UMass and 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.  
(B029)

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

## CONTACT

Stephanie Easler, 413.552.2861, seasler@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 from 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: 20-21 CREDITS

#### **select 2 from the following**

- BIO 215(E) - Plants of New England *Credit(s): 4*
- BIO 222(E) - Vertebrate Field Biology *Credit(s): 4*
- BIO 223(E) - Animal Behavior *Credit(s): 4*
- BIO 229(E) - Microbiology *Credit(s): 4*
- BIO 230(E) - Ecology *Credit(s): 4*
- BIO 240(E) - Cell Culture and Protein Purification *Credit(s): 4*
- BIO 243(E) - Genetics *Credit(s): 4*

#### **select 12-13 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 113 - Biotechnology Seminar *Credit(s): 1*
- BIO 120(E) - General Zoology *Credit(s): 4*
- BIO 130(E) - Conservation Biology *Credit(s): 4*
- BIO 215(E) - Plants of New England *Credit(s): 4*
- BIO 217(E) - Human Anatomy and Physiology I *Credit(s): 4*

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

BIO 218(E) - Human Anatomy and Physiology II *Credit(s): 4*  
BIO 222(E) - Vertebrate Field Biology *Credit(s): 4*  
BIO 223(E) - Animal Behavior *Credit(s): 4*  
BIO 229(E) - Microbiology *Credit(s): 4*  
BIO 230(E) - Ecology *Credit(s): 4*  
BIO 240 - Cell Culture and Protein Purification *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: 61-62 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 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.

(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.

### 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<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 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: 20 CREDITS

BIO 106(E) - Introduction to Biotechnology *Credit(s): 4*

BIO 113 - Biotechnology Seminar *Credit(s): 1*

BIO 229(E) - Microbiology *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*

MTH 142(D) - Statistics *Credit(s): 3*

### PROGRAM ELECTIVES: 4 CREDITS

BIO 243(E) - Genetics *Credit(s): 4*

or

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

### TOTAL: 60 CREDITS

## NOTES

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

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

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.

(X012)

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

## CONTACT

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

## PROGRAM OVERVIEW

The Business Administration-Career option focuses on general business and prepares students for entry level managerial positions within various types of organizations. This is a two-year terminal degree, and upon graduation, students will be prepared for entry-level jobs in a wide range of businesses.

## 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 their contribution to strategic planning

### 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: 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 112 - Professional Etiquette *Credit(s): 1*

BUS 113 - Ethics in Business *Credit(s): 1*

BUS 114 - Money Management *Credit(s): 1*

BUS 115 - Computer Applications *Credit(s): 3*

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 240 - Principles of Marketing *Credit(s): 3*

### PROGRAM ELECTIVES: 9 CREDITS

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

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

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

### TOTAL: 62 CREDITS

## NOTES

<sup>1</sup>Business Electives: Select from: ACC, BUS, HCA, LAW, MGT, MKT or SPO.

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

Business Administration General Transfer Option transfer to most four-year private colleges

Legal Studies Option transfer to Elms College and Bay Path 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

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

(B026)

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

## CONTACT

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

## PROGRAM OVERVIEW

The Business Administration General Transfer Option focuses on general business and prepares students for transfer to four-year private and public institutions outside of the Massachusetts system of public higher education. Students who want to transfer to UMass Amherst or any other Massachusetts public university should choose the Business Administration Mass Transfer Option.

## 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: 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*

and

ECN 102(B) - Introduction to Microeconomics *Credit(s): 3*

or

ECN 104(B) - Introduction to Macro AND Micro Economics *Credit(s): 6*

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

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

### PROGRAM REQUIREMENTS: 30-32 CREDITS

Math Elective (D) *Credit(s): 3-4*<sup>1</sup>

Math Elective (D) *Credit(s): 3-4*<sup>1</sup>

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*<sup>2</sup>

BUS 112 - Professional Etiquette *Credit(s): 1*

BUS 113 - Ethics in Business *Credit(s): 1*

BUS 114 - Money Management *Credit(s): 1*

BUS 115 - Computer Applications *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

Humanities Elective (C) *Credit(s): 3*<sup>3</sup>

or

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

Humanities Elective (C) *Credit(s): 3*<sup>3</sup>

or

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

Humanities Elective (C) *Credit(s): 3*<sup>3</sup>

or

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

### TOTAL: 62-64 CREDITS

## NOTES

<sup>1</sup> Math Electives: Select from MTH 113, MTH 114, MTH 142, or MTH 162. Students will not receive credit for both MTH 113 and MTH 162.

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

<sup>2</sup> Managerial Accounting: Students transferring to Bay Path University should take BUS 245 instead of ACC 205.

<sup>3</sup> For Business Electives, select from: ACC, BUS, HCA, LAW, MGT, MKT, or SPO.

Students planning to attend a transfer institution listed below **MUST** take that institution's required math courses as indicated:

**American International College:** MTH 142 and MTH 162.

**Bay Path University:** MTH 142 and MTH 162.

**Elms College:** MTH 142 and student's choice of MTH 113, MTH 114, or MTH 162.

**Northeastern University:** MTH 104 & Math Elective

**Western New England University:** MTH 142 and MTH 162.

Students should check with their academic advisor to be sure that their choices will transfer to their selected institutions.

Students are advised to confer with the Transfer Coordinator or their academic advisor, as transfer institutions periodically change requirements.

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

(B034)

# 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 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 contribution 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: 31-32 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 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 104(D) - College Algebra *Credit(s): 4*<sup>1</sup>

MTH 142(D) - Statistics *Credit(s): 3*

MTH 162(D) - Applied Calculus *Credit(s): 3*

### TOTAL: 63-64 CREDITS

## NOTES

<sup>1</sup>Students who test out of MTH 104 MUST take a general elective instead to fulfill the minimum credit requirement for the degree.

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 also will 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)

# 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.

### 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>**

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*

FRH 201(C) - Intermediate French I *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*

PHS 102(E) - General Physics II *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 universities. MassTransfer also will 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 OPTION, LIBERAL STUDIES, A.S.

## CONTACT

Tricia Kiefer, 413.552.2450, tkiefer@hcc.edu

## PROGRAM OVERVIEW

Child and Family Studies is a coordinated program of study designed to provide students with a broad overview of the educational and developmental needs of children in the context of their natural environments. Students will learn through theory and practice to be civic-minded, culturally adept, and socially aware in preparation for their work with children and families. This program helps students develop the ability to make a positive impact in a variety of fields such as Early Intervention, out of school-time care, family services, and child & family advocacy. Students will, with the support of the program coordinator, customize their interdisciplinary course of studies in topics such as education, criminal justice, human services, psychology, and sociology to support their interests and goals. This program is best for students whose areas of interest are not met by other degree options or wish to combine areas of studies.

## 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 110 - Children, Families, School, and Community *Credit(s): 3*

#### **Select 1 from the following**

EDU 104 - Child Development and Behavior *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 from 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) - Foundations of Multicultural Education *Credit(s): 3*

SOC 220(B) - Race and Ethnicity *Credit(s): 3*

#### **Select 1 from the following**

DVD 110 - Introduction to Developmental Disabilities *Credit(s): 3*

EDU 208 - Introduction to Teaching Students with Exceptional Learning Needs *Credit(s): 3*

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

#### **Select 1 from the following**

CRJ 110(B) - Child Abuse and Neglect *Credit(s): 3*

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

Any course listed in the catalog is acceptable

### TOTAL: 60-61 CREDITS

## NOTES

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

Students may be required to complete a CORI/SORI and background check for some courses.

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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.  
(C012)



# CLEAN ENERGY OPTION, ARTS AND SCIENCE, A.A.

## CONTACT

Kate Maiolatesi, 413.552.2462, kmaiolatesi@hcc.edu

## PROGRAM OVERVIEW

Students will, upon successful completion of the program, be prepared for employment in the clean energy sector or transfer to a four year institution. This degree will transfer to a number of area colleges and universities in clean energy programs as well as the iCONS (Integrated Concentration in Science - clean energy track) program at UMASS Amherst.

Students will learn about all types of sustainable energy sources, including solar, wind, geothermal, and biomass. They will learn how to use specialized equipment and monitor energy usage. Hands-on experience will be provided in the internship as well as the labs to acquaint the students with the necessary equipment and technologies.

### GENERAL EDUCATION REQUIREMENTS: 35-36 CREDITS

ENG 101(A) - Composition I *Credit(s): 3*  
 ENG 102(A) - Composition II *Credit(s): 3*  
 ECN 120(B) - Ecological Economics *Credit(s): 3*  
 PSY 110(B) - Introduction to Psychology *Credit(s): 3*  
 PSY 202(B) - Ecopsychology *Credit(s): 3*  
 ENG 203(C) - Environmental Literature *Credit(s): 3*  
 HIS 225(C) - American Environmental History *Credit(s): 3*  
 PHI 140(C) - Environmental Ethics *Credit(s): 3*

MTH 104(D) - College Algebra *Credit(s): 4*

or

MTH 142(D) - Statistics *Credit(s): 3*

SUS 101(E) - Introduction to Sustainability Studies *Credit(s): 4*

SUS 102(E) - Introduction to Clean Energy Resources *Credit(s): 4*

### PROGRAM REQUIREMENTS: 25 CREDITS

SUS 103(E) - Energy Efficiency and Conservation Methods *Credit(s): 4*  
 SUS 105 - Introduction to Wind Energy *Credit(s): 2*  
 SUS 106 - Introduction to Geothermal Energy *Credit(s): 2*  
 SUS 107 - Introduction to Electrical Generation *Credit(s): 4*  
 SUS 109 - Renewable Energy Technology Internship *Credit(s): 3*  
 SUS 110 - Green Careers Exploration *Credit(s): 2*  
 SUS 113 - Solar Thermal Energy *Credit(s): 2*  
 SUS 114 - Solar Photovoltaics *Credit(s): 2*  
 SUS 115 - Green Building Practices *Credit(s): 4*

### PROGRAM ELECTIVES: 3-4 CREDITS

Suggested Elective *Credit(s): 3-4*<sup>1</sup>

### TOTAL: 63-65 CREDITS

## NOTES

<sup>1</sup>Suggested Electives: COM 150, ENV 137, ENV 230, ESC 120, MGT 235, MKT 240, or SUS 108 are recommended. ESL 153 can also be used here by ESL students.

(H093)

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

## CONTACT

Timothy Cochran, 413.552.2484, tcochran@hcc.edu

## PROGRAM OVERVIEW

The communication option provides a foundational understanding of communication in society and in our everyday lives.

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

- to foster effective communication
- to develop an understanding of media institution, media history and the effects of media on society and individuals

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:

- Broadcasting
- Journalism
- Advertising
- Public Relations
- Business
- Politics
- Communication
- Theater
- Education
- Social Media
- Film

### 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 4 from the following; at least 2 courses must have a COM designation<sup>1</sup>**

COM 108 - Media Literacy *Credit(s): 3*

COM 113 - Journalism I *Credit(s): 3*

COM 122 - Introduction to Radio Broadcasting *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 212(B) - Group Dynamics *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*

EMS 110 - Fundamentals of Video *Credit(s): 3*

EMS 111(C) - Introduction to Electronic Media *Credit(s): 3*

EMS 125(C) - History and Criticism of Film *Credit(s): 3*

EMS 130 - Introduction to Digital Audio *Credit(s): 3*

EMS 225(C) - Great Film Directors *Credit(s): 3*

THE 110(C) - Fundamentals of Acting *Credit(s): 3*

THE 218 - Voice and Diction *Credit(s): 3*

### SUGGESTED ELECTIVES: 3-4 CREDITS

**Sufficient to complete 60 credit graduation requirement**

General Elective *Credit(s): 3-4*

### TOTAL: 60-61 CREDITS

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## NOTES

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

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges universities. MassTransfer also will 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

### 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*

CMTA Elective *Credit(s): 3*

CMTA Elective *Credit(s): 3*

CMTA Elective *Credit(s): 3*

CMTA Elective *Credit(s): 3*

CMTA Elective *Credit(s): 3*

### GENERAL ELECTIVES: 4 CREDITS

General Elective *Credit(s): 1-3*

General Elective *Credit(s): 1-3*

### TOTAL: 60-61 CREDITS

## NOTES

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

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This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges universities. MassTransfer also will 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: 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*

MTH 108(D) - Precalculus *Credit(s): 4*

or

MTH 230(D) - Discrete Mathematics *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: 28 CREDITS

CSI 106 - Programming Fundamentals *Credit(s): 4*

CSI 111 - Computer Concepts with Applications *Credit(s): 4*

CSI 218 - Programming Fundamentals II *Credit(s): 4*

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*

### TOTAL: 63-64 CREDITS

## NOTES

<sup>1</sup> ECN 101 and ECN 102 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 a minimum grade point average and an HCC degree.

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

(N052)

# COMPUTER USER SUPPORT OPTION, COMPUTER INFORMATION SYSTEMS, A.S.

## CONTACT

Joseph Lavoie, 413.552.2613, jtlavoie@hcc.edu

## PROGRAM OVERVIEW

This two-year degree program prepares students to enter the field of Computer User Support in an entry-level position, and to take industry certification exams such as A+.

## PROGRAM OUTCOMES

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

- Work on the technical aspects of maintaining, troubleshooting, and repairing computer and network systems.
- Begin an entry-level career as a network manager, “help desk” technician, microcomputer technician, and/or information support personnel.
- Build the technical, managerial, and interpersonal skills to succeed in a variety of business and Information Technology settings.

### 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*

EGR 110(E) - Introduction to Robotics I *Credit(s): 4*

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

### PROGRAM REQUIREMENTS: 31-32 CREDITS

CSI 105 - Principles of Information Security and Assurance *Credit(s): 3*

CSI 111 - Computer Concepts with Applications *Credit(s): 4*

CSI 211 - System Support *Credit(s): 3*

CSI 214 - Systems Analysis and Design *Credit(s): 3*

CSI 216 - System Support II *Credit(s): 3*

CSI 242 - Applied Database Management *Credit(s): 3*

CSI 250 - Current Topics in Information Systems *Credit(s): 3*

CSI 251 - Network Development *Credit(s): 3*

CSI 252 - Introduction to Web Site Development *Credit(s): 3*

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

or

MTH 142(D) - Statistics *Credit(s): 3*

### PROGRAM ELECTIVES: 9 CREDITS

ACC 111 - Principles of Accounting I *Credit(s): 3*

#### **Select 2 from the following**

Social Science Elective (B) *Credit(s): 3*

Humanities Elective (C) *Credit(s): 3*

Humanities Elective (C) *Credit(s): 3*

### TOTAL: 60-61 CREDITS

## NOTES

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

(N067)

# 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 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**

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

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

Elective *Credit(s): 3*

Elective *Credit(s): 3*

Elective *Credit(s): 3*

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).

<sup>2</sup>EMS 112 or ENG 232 are strongly suggested.

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

Alex Sanchez Jr., 413.552.2841, asanchez@hcc.edu

## PROGRAM OVERVIEW

This program provides students with a broad academic background in criminal justice and the opportunity to develop the skills needed for pursuing a career in public service or the private sector, or transfer to a four-year institution, in a learning environment which embraces academic excellence, diversity, and professionalism.

## PROGRAM OUTCOMES

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

- Demonstrate an understanding of the American criminal justice system and the legal, theoretical, and public policy issues that are relevant to it.
- Develop effective and professional communication skills, both orally and in writing.
- Articulate an awareness of issues of diversity including, but not limited to, race, gender, ethnicity, sexual orientation, age, social class, disability, and religious belief.
- Demonstrate an understanding of the primary data sources and methods used to measure practices in the criminal justice field and criminal behavior in society.
- Identify, locate, evaluate, and responsibly use appropriate legal, sociological, and other sources in papers and assignments.
- Recognize the importance of ethics and ethical behavior in the achievement of justice.

### 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

Humanities Elective (C) *Credit(s):3*

Humanities Elective (C) *Credit(s):3*

Humanities Elective (C) *Credit(s):3*

#### **Select 2 from the following**

CRJ 102 - Criminal Evidence *Credit(s): 3*

CRJ 105 - Introduction to Security *Credit(s): 3*

CRJ 110(B) - Child Abuse and Neglect *Credit(s): 3*

CRJ 200(B) - Contemporary Issues in Criminal Justice *Credit(s): 3*

CRJ 205 - Criminal Investigation and Crime Analysis *Credit(s): 3*

CRJ 208(B) - Juvenile Justice *Credit(s): 3*

CRJ 217(B) - Women, Crime, and Justice *Credit(s): 3*

PHI 120(C) - Ethics *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*

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

**TOTAL: 62 CREDITS**

## NOTES

Department of Higher Education guidelines authorized by Section 18L of Chapter 41 in the Massachusetts General Laws DO NOT allow academic credit to be granted for:

- Life experience or military, police or other training; or
- Academic credit for knowledge-based testing (AP, CLEP, DANTES, etc) to exceed 6 credits; or
- Perkins Articulation

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 universities. MassTransfer also will 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)

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

## CONTACT

Warren Leigh, 413.552.2298, wleigh@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 the A.A.S. in Culinary Arts degree, 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 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

## 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*

SEM 102 - Introduction to Culinary Science *Credit(s): 4*

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

## PROGRAM REQUIREMENTS: 34 CREDITS

CUL 100 - Culinary Fundamentals I *Credit(s): 3*

CUL 101 - Culinary Fundamentals II *Credit(s): 3*

CUL 104 - Professional Standards for the Food Service Industry *Credit(s): 1*

CUL 106 - Digital Technology for Culinarians *Credit(s): 1*

CUL 107 - Pantry and Garde Manager *Credit(s): 2*

CUL 108 - Stocks, Soups, and Sauces *Credit(s): 2*

CUL 109 - Entree Preparation and Presentation *Credit(s): 2*

CUL 111 - Sanitation and Safety *Credit(s): 2*

CUL 112 - Dining Room Service: Theory and Application *Credit(s): 2*

CUL 113 - Introduction to Food Service Operations *Credit(s): 2*

CUL 114 - Baking and Pastry Arts I *Credit(s): 2*

CUL 115 - Culinary Math *Credit(s): 2*

CUL 203 - Nutrition for Food Service Professionals *Credit(s): 3*

CUL 205 - Banquet Cookery and Service I: Receptions and Buffets *Credit(s): 2*

CUL 214 - Baking and Pastry Arts II *Credit(s): 2*

CUL 215 - Food Service Cost Control *Credit(s): 3*

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

**PROGRAM ELECTIVES: 11 CREDITS**

CUL 230 - A La Carte Cooking and Service *Credit(s): 6*

CUL 250 - Banquet Cookery and Service II: Plated Meals and Table-Side *Credit(s): 3*

CUL 290 - Topics in Culinary Arts *Credit(s): 1*

CUL 290 - Topics in Culinary Arts *Credit(s): 1*

**TOTAL: 65 CREDITS**

(B113)

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

## CONTACT

Joseph T. Lavoie, 413.552.2613, jtlavoie@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 the vulnerabilities that exist in the digital world
- Gain hands-on experience by using modern security technologies
- Find solutions to the security flaws that exist in organizations
- Work in an environment that's suitable for both an individual and a group
- Predict upcoming security risks that show themselves on the horizon

### 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 *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*

SEC 264 - Disaster Recovery *Credit(s): 3*

### TOTAL: 62-63 CREDITS

## NOTES

Students who complete this degree and wish to transfer to a state college will be able to take advantage of the Mass Transfer Compact, allowing for guaranteed admission, reduced cost, and smoother transfer of credits.

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 from the following

ANT 101(B) - Cultural Anthropology *Credit(s): 3*  
 ANT 103(B) - People and Their Languages *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

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

### TOTAL: 60 CREDITS

## NOTES

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

(H080)

# EARLY CHILDHOOD TRANSFER OPTION, EARLY CHILDHOOD EDUCATION, A.S.

## CONTACT

Sheila Gould, 413.552.2501, sgould@hcc.edu

## PROGRAM OVERVIEW

This program is designed for students interested in transferring to a four year school for a degree in Early Childhood Education (Pre-K through Grade 2). In addition to transfer, graduates of this program are eligible to apply for teacher certification through 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
- provide a nurturing environment for young children and families
- assess typical child development through formal observations, informal developmental checklists, and discussions with parents
- provide a safe and healthy early childhood setting that exceeds current EEC standards
- identify children who demonstrate behaviors or skill acquisition difficulties that may require intervention
- apply appropriate and effective behavior management strategies in an early childhood setting
- develop age-appropriate lesson plans and materials
- demonstrate use of computer application programs both professionally and with young children in an educational setting
- demonstrate competent and professional oral and written communication skills
- apply interpersonal and job performance skills that reflect the professionalism demanded by early child care centers
- apply critical thinking and problem solving skills

### GENERAL EDUCATION REQUIREMENTS: 26 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

MTH 125(D) - Number Systems Credit(s): 3

BIO 101(E) - General Biology for Non-Majors: The Processes of Life Credit(s): 4

Laboratory Science Elective (E) Credit(s): 4<sup>2</sup>

### PROGRAM REQUIREMENTS: 25 CREDITS

EDU 101 - Early Childhood Programs Credit(s): 3

EDU 104 - Child Development and Behavior Credit(s): 3

EDU 120 - Guiding Children's Behavior Credit(s): 3

EDU 208 - Introduction to Teaching Students with Exceptional Learning Needs Credit(s): 3

EDU 210 - Curriculum in Early Education Credit(s): 4

EDU 213 - Student Teaching Practicum and Seminar Credit(s): 6

EDU 218 - Assessment, Observation, and Documentation Credit(s): 3

### PROGRAM ELECTIVES: 9 CREDITS

#### Select 1 from the following

ENG 224(C) - Children's Literature Credit(s): 3

HIS 103(C) - History of World Civilization I Credit(s): 3

#### Select 1 from the following

ART 125(C) - 2D: Two Dimensional Design Credit(s): 3

ART 131(C) - Introduction to Art History I Credit(s): 3

ART 132(C) - Introduction to Art History II Credit(s): 3

THE 100(C) - Introduction to Theater Credit(s): 3

#### Select 1 from the following

MUS 100(C) - Music Fundamentals Credit(s): 3

MUS 106(C) - Introduction to World Music Credit(s): 3

MUS 110(C) - Introduction to Classical Music Credit(s): 3

MUS 140(C) - Introduction to Jazz Credit(s): 3

THE 100(C) - Introduction to Theater Credit(s): 3

### TOTAL: 60 CREDITS

## NOTES

<sup>1</sup>If planning a transfer to Westfield State University, a minimum cumulative GPA of 2.7 is required for ENG 101-ENG 102.

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

<sup>2</sup>Select one from the following: AST 110, BIO 108, BIO 110, BIO 120, BIO 230, ESC 110, ESC 120, ENV 120. Students considering a transfer to Westfield State University should consider ESC 110, ESC 120 or ENV 120.

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 101, EDU 104, EDU 208, and EDU 213 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 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 universities. MassTransfer also will 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.

(M027)



# EARLY EDUCATION AND CARE OPTION, 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 “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
- provide a nurturing environment for young children and families
- assess typical child development through formal observations, informal developmental checklists, and discussions with parents
- provide a safe and healthy early childhood setting that exceeds current EEC standards
- identify children who demonstrate behaviors or skill acquisition difficulties that may require intervention
- apply appropriate and effective behavior management strategies in an early childhood setting
- develop age-appropriate lesson plans and materials
- demonstrate use of computer application programs both professionally and with young children in an educational setting
- demonstrate competent and professional oral and written communication skills
- apply interpersonal and job performance skills that reflect the professionalism demanded by early child care centers
- apply critical thinking and problem solving skills

### 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*

EDU 100(B) - Education in America *Credit(s): 3*

MTH 125(D) - Number Systems *Credit(s): 3*

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

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

### PROGRAM REQUIREMENTS: 32 CREDITS

EDU 101 - Early Childhood Programs *Credit(s): 3*

EDU 104 - Child Development and Behavior *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 - Introduction to Teaching Students with Exceptional Learning Needs *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): 4*

EDU 218 - Assessment, Observation, and Documentation *Credit(s): 3*

### GENERAL ELECTIVES: 5 CREDITS

#### **sufficient to complete the 60 credit graduation requirement**

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

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

### TOTAL: 60 CREDITS

## NOTES

<sup>1</sup>General Electives: ANT 114, ASL 101, ASL 102, COM 150, HFN 103, 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.

(M021)

# EDUCATION - ELEMENTARY EDUCATION OPTION, 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 Grades 1 through 6 from the Massachusetts Department of Elementary & Secondary Education. Requirements may change due to teacher education guidelines and newly implemented articulation agreements with the Massachusetts State Colleges and Universities. Graduates of HCC Education programs are expected to demonstrate developing skills toward all required teacher competencies.

### 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

HIS 103(C) - History of World Civilization I Credit(s): 3

or

HIS 104(C) - History of World Civilization II Credit(s): 3

HIS 111(C) - History of the United States I Credit(s): 3

or

HIS 112(C) - History of the United States II Credit(s): 3

#### **select 1 from the following**

MUS 100(C) - Music Fundamentals Credit(s): 3

MUS 106(C) - Introduction to World Music Credit(s): 3

MUS 110(C) - Introduction to Classical Music Credit(s): 3

MUS 140(C) - Introduction to Jazz Credit(s): 3

MTH 125(D) - Number Systems Credit(s): 3

BIO 101(E) - General Biology for Non-Majors: The Processes of Life Credit(s): 4

#### **select 1 from the following<sup>2</sup>**

AST 110(E) - Introduction to Astronomy Credit(s): 4

ESC 110(E) - Introduction to Geology & Oceanography Credit(s): 4

ESC 120(E) - Introduction to Geology: Earth Processes Credit(s): 4

ENV 120(E) - Introduction to Environmental Science Credit(s): 4

ENV 137(E) - Environmental Geology Credit(s): 4

PHS 101(E) - General Physics I Credit(s): 4

### PROGRAM REQUIREMENTS: 12 CREDITS

EDU 104 - Child Development and Behavior Credit(s): 3<sup>3</sup>

or

PSY 215(B) - Child Psychology Credit(s): 3

EDU 202(B) - Foundations of Multicultural Education Credit(s): 3

or

EDU 208 - Introduction to Teaching Students with Exceptional Learning Needs Credit(s): 3<sup>3</sup>

EDU 271 - Foundations of Reading and Writing Credit(s): 3<sup>3</sup>

MTH 135(D) - Patterns, Reasoning and Algebra Credit(s): 3

### PROGRAM ELECTIVES: 13 CREDITS

#### **sufficient to complete the 60 credit graduation requirement**

ART 131(C) - Introduction to Art History I Credit(s): 3

ART 132(C) - Introduction to Art History II Credit(s): 3

THE 100(C) - Introduction to Theater Credit(s): 3

Social Science Electives (B)

English Electives (200 Level)

History Electives

Humanities Electives (C)

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Language Electives <sup>4</sup>  
Mathematics Electives (D)

**TOTAL: 60 CREDITS**

## NOTES

<sup>1</sup>Overall minimum GPA 2.7 for both ENG courses is a minimum requirement for transfer to Westfield State University (WSU).

<sup>2</sup>Students who are considering transfer to Westfield State University should take ESC 110, ESC 120, or ENV 120.

<sup>3</sup>Students must have a minimum of 54 Liberal Arts and Science courses in this degree. EDU 104, EDU 208, and EDU 271 will not count toward this requirement; therefore, additional courses in the Program Elective section may be required to meet the overall degree requirements

<sup>4</sup>Language Electives: Students should check with their transfer institutions to see if language courses are required and if 100-level and/or 200-level language courses are accepted for transfer.

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 100, EDU 104, EDU 208, and EDU 260 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.

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

(M029)

# EDUCATION - GENERAL INTEGRATED STUDIES ELEMENTARY EDUCATION OPTION, LIBERAL STUDIES - WESTFIELD STATE UNIVERSITY, 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 Westfield State University or to other state or private colleges after receiving their Associate Degree. Graduates of HCC Education programs are expected to demonstrate developing skills toward all required teacher competencies.

### 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

ENG 211(C) - American Writers I Credit(s): 3

or

ENG 212(C) - American Writers II Credit(s): 3

HIS 103(C) - History of World Civilization I Credit(s): 3

HIS 111(C) - History of the United States I Credit(s): 3

or

HIS 112(C) - History of the United States II Credit(s): 3

MTH 125(D) - Number Systems Credit(s): 3

Laboratory Science Elective (E) Credit(s): 4<sup>2</sup>

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

### PROGRAM REQUIREMENTS: 19 CREDITS

EDU 104 - Child Development and Behavior Credit(s): 3

or

PSY 215(B) - Child Psychology Credit(s): 3

EDU 208 - Introduction to Teaching Students with Exceptional Learning Needs Credit(s): 3

EDU 260 - Principles of Teaching and Learning in Elementary Education Credit(s): 4

EDU 271 - Foundations of Reading and Writing Credit(s): 3

ENG 224(C) - Children's Literature Credit(s): 3

MTH 135(D) - Patterns, Reasoning and Algebra Credit(s): 3

### PROGRAM ELECTIVES: 6 CREDITS

#### **select 1 from the following**

ART 125(C) - 2D: Two Dimensional Design Credit(s): 3

ART 131(C) - Introduction to Art History I Credit(s): 3

ART 132(C) - Introduction to Art History II Credit(s): 3

THE 100(C) - Introduction to Theater Credit(s): 3

#### **select 1 from the following**

MUS 100(C) - Music Fundamentals Credit(s): 3

MUS 106(C) - Introduction to World Music Credit(s): 3

MUS 110(C) - Introduction to Classical Music Credit(s): 3

MUS 140(C) - Introduction to Jazz Credit(s): 3

THE 100(C) - Introduction to Theater Credit(s): 3

### TOTAL: 60 CREDITS

## NOTES

<sup>1</sup> Overall minimum GPA 2.7 for both ENG course requirements if transferring to Westfield State University.

<sup>2</sup> Select one laboratory science from the following: AST 110, CHM 121, ESC 110, ESC 120, ENV 120, PHS 101. ESC 110, ESC 120, or ENV 120 are recommended.

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 100, EDU 104, EDU 208, and EDU 260 and EDU 268 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 also will 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.

(C004)

# EDUCATION - SECONDARY EDUCATION OPTION, ARTS AND SCIENCE, A.A.

## CONTACT

April Graziano, 413.552.2016, agraziano@hcc.edu

## PROGRAM OVERVIEW

The program is designed for students interested in transferring to four-year schools. The program is for students interested in teaching middle school or high school with content area teaching licenses for grades 5-8, 8-12, or 5-12.

Graduates of HCC Education programs are expected to demonstrate developing skills toward all required teacher competencies.

### 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>

PSY 110(B) - Introduction to Psychology Credit(s): 3

PSY 218(B) - Adolescent Psychology Credit(s): 3

Social Science Elective (B) Credit(s): 3

HIS 111(C) - History of the United States I Credit(s): 3

or

HIS 112(C) - History of the United States II Credit(s): 3

Humanities Elective (C) Credit(s): 3

Humanities Elective (C) Credit(s): 3

#### **select 1 from 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 125(D) - Number Systems Credit(s): 3

MTH 142(D) - Statistics Credit(s): 3

#### **select 1 from 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 from 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: 9 CREDITS

EDU 100(B) - Education in America Credit(s): 3

EDU 202(B) - Foundations of Multicultural Education Credit(s): 3

EDU 208 - Introduction to Teaching Students with Exceptional Learning Needs Credit(s): 3

### PROGRAM ELECTIVES: 15-16 CREDITS

**(Select 15-16 credits from ONE AREA listed below; sufficient to complete the 60 credit graduation requirement):**

**Art:** ART 121, ART 125, ART 131, ART 132, ART 241, ART 242, ART 253, ART 261, ART 262

**Biology:** 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 142

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

**English:** ENG 201, ENG 211, ENG 212, ENG 215, ENG 216, ENG 217, ENG 224, ENG 235

**General Science:** AST 110, BIO 101, BIO 111, CHM 121, CHM 124, ENV 120, ESC 110, ESC 111, ESC 120, MTH 108, PHS 101, PHS 102

**History:** ECN 101, GEO 110, HIS 101, HIS 102, HIS 103, HIS 104, HIS 105, HIS 109, HIS 111, HIS 112, HIS 130, HIS 220, HIS 225, HIS 250, SOC 110

continues next page

**Math:** MTH 104, MTH 108, MTH 113, MTH 114, MTH 205, MTH 213, MTH 230

**Music:** all 200-level courses except 231 and 232

**Physical Education:** BIO 107, BIO 217, BIO 218, HFN 120, HFN 277, MTH 104, MTH 108, MTH 113, PSY 250, SOC 110

**TOTAL: 60 CREDITS**

## NOTES

<sup>1</sup>Overall minimum GPA 2.7 for both ENG course requirements if transferring to Westfield State University.

Students must achieve a minimum grade of “C” in all EDU prefix courses in order to graduate from this program. Three hours of field experience is required.

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

Students enrolled in EDU courses may 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 Policy Guide.

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

(M020)

# ELECTRONIC MEDIA OPTION, ARTS AND SCIENCE, A.A.

## CONTACT

Jay Ducharme, 413.552.2508, [jducharme@hcc.edu](mailto:jducharme@hcc.edu)

## PROGRAM OVERVIEW

For those interested in gaining skills in video, multimedia design, digital imaging, digital sound, animation and computer applications for medial.

Students will develop a portfolio of their work while gaining skills that will help them in further study or to pursue a career in:

- Multimedia Design
- Graphic Design
- Video
- Public Relations
- Digital Imaging
- Broadcast Media
- Digital Audio Production
- Animation
- Journalism
- Web Design
- Communication
- Interactive Game Design
- Theater
- Education
- Photography
- Film

### 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: 25 CREDITS

ART 125(C) - 2D: Two Dimensional Design *Credit(s): 3*

or

ART 140(C) - Basic Still Photography *Credit(s): 3*

COM 121(C) - Introduction to Communication *Credit(s): 3*

or

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

EMS 105 - Introduction to Visual Media *Credit(s): 3*

EMS 110 - Fundamentals of Video *Credit(s): 3*

EMS 111(C) - Introduction to Electronic Media *Credit(s): 3*

EMS 112(C) - Topics in Electronic Media *Credit(s): 3*

or

EMS xxx - any other 3-credit Electronic Media course *Credit(s): 3*

EMS 201 - Electronic Media Seminar *Credit(s): 3*

EMS 204 - Electronic Media Portfolio *Credit(s): 4*

### TOTAL: 60-61 CREDITS

## NOTES

After the first semester advisors are requested to contact Electronic Media faculty about program requirements.

Students in the Electronic Media Program are strongly encouraged to meet with an Electronic Media faculty member as soon as possible after beginning the program.

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Appropriate courses for first-semester students: ART 125, ART 140, COM 121, ART 150, EMS 105, EMS 110, EMS 111 or EMS 112

For more information about the Electronic Media Program visit the CMTA website.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges universities. MassTransfer also will 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.

(H035)

# 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.

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.

### 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 from 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: 22-23 CREDITS

MTH 205(D) - Linear Algebra *Credit(s): 4*

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

MTH 230(D) - Discrete Mathematics *Credit(s): 3*

EGR 118 - Introduction to Engineering with JAVA *Credit(s): 4*

EGR 223 - System Analysis (Circuit Analysis I) *Credit(s): 4*

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**select 1 from the following**EGR 203 - Introduction to Materials Science *Credit(s): 3*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**General Elective *Credit(s): 0-2***TOTAL: 60-70 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, and 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, MTH 245.

Students must achieve a minimum grade of "C" in all CHM, EGR, MTH, PHS courses in order to graduate from these programs and options.

(N079)

# ENGINEERING SCIENCE OPTION, ENGINEERING STUDIES, A.S.

## 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

EGR 109 - Introduction to Electronic Digital Circuits with Verilog *Credit(s): 4*

or

EGR 110(E) - Introduction to Robotics I *Credit(s): 4*

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

or

EGR 118 - Introduction to Engineering with JAVA *Credit(s): 4*

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

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

### PROGRAM ELECTIVES: 21-28 CREDITS

#### Select 7 from 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

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.

*continues next page*

<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 205 , EGR 221, EGR 222, EGR 223, EGR 224, EGR 250

<sup>4</sup> Students may select from Mathematics courses: MTH 205, MTH 213, MTH 214, MTH 230, MTH 245

<sup>5</sup> Students may select from Sustainability courses: SUS 101, SUS 102, SUS 103

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.

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

Fred Cooksey, 413.552.2538, fcooksey@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*

English Elective - 200 Level Diversity Course *Credit(s): 3<sup>1</sup>*

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): 4*

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

### PROGRAM REQUIREMENTS: 21 CREDITS

#### **select 1 from the following: literature elective**

ENG 203(C) - Environmental Literature *Credit(s): 3*

ENG 208(C) - Latino 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 226(C) - Introduction to Asian-American Literature *Credit(s): 3*

ENG 230(C) - Current Themes in Literature *Credit(s): 3*

ENG 235(C) - African-American Literature *Credit(s): 3*

ENG 237(C) - Shakespeare *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*

SPA 211(C) - Survey of Hispanic Literature I *Credit(s): 3*

SPA 214(C) - The Spanish Short Story *Credit(s): 3*

#### **select 1 from the following: literature/journalism/creative writing elective**

ENG 113 - Journalism I *Credit(s): 3*

ENG 203(C) - Environmental Literature *Credit(s): 3*

ENG 208(C) - Latino 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 226(C) - Introduction to Asian-American Literature *Credit(s): 3*

ENG 227(C) - Creative Writing for Theater *Credit(s): 3*

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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 237(C) - Shakespeare *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 15 credits from the following***

Arts & Science Elective *Credit(s): 3*  
Arts & Science Elective *Credit(s): 3*  
Arts & Science Elective *Credit(s): 3*  
Arts & Science Elective *Credit(s): 3*  
Arts & Science Elective *Credit(s): 3*

**GENERAL ELECTIVES: 3-4 CREDITS**

***sufficient to complete 60 credit graduation requirement<sup>2</sup>***

Elective *Credit(s): 3-4*

**TOTAL: 60-61 CREDITS**

**NOTES**

<sup>1</sup>Diversity Requirement--select from following choices: ENG 208, ENG 226, ENG 235, ENG 245, ENG 250, SPA 211, and SPA 214

<sup>2</sup>Any course in the college catalog is acceptable

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

(H016)

# ENTREPRENEURSHIP OPTION, BUSINESS ADMINISTRATION, A.S.

## CONTACT

Ellen Majka, 413.552.2350, emajka@hcc.edu

## PROGRAM OVERVIEW

The Entrepreneurship Option prepares students to create a business plan as the basis for creating a new business or growing an existing business. The degree can be completed in four semesters of full-time college coursework.

## PROGRAM OUTCOMES

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

- Interpret accounting data and analyze financial statements
- Apply marketing concepts to chosen businesses
- Define traditional functions of management and their contribution to strategic planning
- Define and execute the principles of retailing, advertising, and customer service/sales
- Create a plan for a new business
- Enter the workforce prepared for entry-level jobs in a wide range of industries

### GENERAL EDUCATION REQUIREMENTS: 23 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*

Social Science Elective (B) *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: 27 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*

BUS 112 - Professional Etiquette *Credit(s): 1*

BUS 113 - Ethics in Business *Credit(s): 1*

BUS 114 - Money Management *Credit(s): 1*

BUS 215 - Spreadsheets *Credit(s): 3*

LAW 211 - Business Law *Credit(s): 3*

MGT 230 - Principles of Management *Credit(s): 3*

MGT 235 - Entrepreneurship *Credit(s): 3*

MKT 240 - Principles of Marketing *Credit(s): 3*

### PROGRAM ELECTIVES: 9 CREDITS

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

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

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

### GENERAL ELECTIVES: 3 CREDITS

General Elective *Credit(s): 3*

### TOTAL: 62 CREDITS

## NOTES

<sup>1</sup>Business Electives: Select from ACC, BUS, HCA, LAW, MGT, MKT, or SPO

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
- Business Administration General Transfer Option transfer to most four-year private colleges
- Legal Studies Option transfer to Elms College and Bay Path University

*continues next page*



- 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.

(B033)

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

## CONTACT

Jamie Laurin, 413.552.2523, jlaurin@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.

### GENERAL EDUCATION REQUIREMENTS: 23-24 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*

Mathematics Elective (D) *Credit(s): 3-4<sup>1</sup>*

CHM 101(E) - General Chemistry I *Credit(s): 4*

or

CHM 113(E) - Principles of Chemistry I *Credit(s): 4*

or

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

CHM 102(E) - General Chemistry II *Credit(s): 4*

or

CHM 114(E) - Principles of Chemistry II *Credit(s): 4*

or

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

### PROGRAM REQUIREMENTS: 37 CREDITS

ENV 115 - Environmental Seminar *Credit(s): 1*

ENV 120(E) - Introduction to Environmental Science *Credit(s): 4*

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*

### TOTAL: 60-61 CREDITS

## NOTES

<sup>1</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. Students receiving less than a "C" grade in these courses are placed on probation until they retake the courses for a grade of "C" or better.

(M036)

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

## CONTACT

Jamie Laurin, 413.552.2523, jlaurin@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.

### 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: 3-4 credits<sup>2</sup>
- Program Elective: 3-4 credits<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 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.

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

(M031)

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

## CONTACT

Beth Butin, 413.552.2305, ebutin@hcc.edu

## PROGRAM OVERVIEW

The Forensic Science Degree is for those who are interested in pursuing a career in a forensic science discipline. Students should expect to transfer to a 4-year school and complete a bachelor's degree in this or related field to be considered for employment.

## PROGRAM OUTCOMES

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

- Practice good laboratory techniques ensuring safety, quality control, and quality assurance
- Create well-organized, informed, and effective written reports and scientific articles
- Supply informed, concise, and unbiased expert witness testimony
- Properly collect, preserve, and process evidence using various scientific techniques
- Explain the methods, procedures, and equipment applied to identify and characterize biological and chemical samples

Careers in the field can include: crime scene processing, criminalistics, forensic biology, and forensic chemistry. Students selecting this major should be advised that employers in Forensic Science related occupational fields conduct both CORI (Criminal Offense Record Act) and SORI (Sex Offender Registry Informational) checks pursuant to Chapter 6, Sections 172-178 of the Massachusetts General Laws related regulations.

### GENERAL EDUCATION REQUIREMENTS: 21 CREDITS

ENG 101(A) - Composition I *Credit(s): 3*

ENG 102(A) - Composition II *Credit(s): 3*

Social Science Elective (B) *Credit(s): 3*

MTH 113(D) - Calculus I *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*

### PROGRAM REQUIREMENTS: 31 CREDITS

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*

CRJ 100 - Introduction to Criminal Justice *Credit(s): 3*

FRS 101(E) - Introduction to Forensic Science *Credit(s): 4*

FRS 201(E) - Forensic Analytical Techniques *Credit(s): 4*

MTH 142(D) - Statistics *Credit(s): 3*

Social Science Elective (B) *Credit(s): 3*

Humanities Elective (C) *Credit(s): 3*

Humanities Elective (C) *Credit(s): 3*

### PROGRAM ELECTIVES: 8 CREDITS

**Select one of the following tracks**

#### FORENSIC BIOLOGY TRACK: 8 CREDITS

BIO 106(E) - Introduction to Biotechnology *Credit(s): 4*

BIO 243(E) - Genetics *Credit(s): 4*

#### FORENSIC CHEMISTRY TRACK: 8 CREDITS

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

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

#### FORENSIC TAPHONOMY TRACK: 8 CREDITS

FRS 110(E) - Insects and Forensics *Credit(s): 4*

FRS 111(E) - Forensic Anthropology *Credit(s): 4*

### TOTAL: 60 CREDITS

## NOTES

Students who do not test into MTH 113 will be required to take additional math credits that could include developmental math courses, MTH 104, and/or MTH 108.

Introduction to Forensic Science (FRS 101): for degree seeking students only.

The number of credits that may be transferred could exceed those required for this A.S. degree, depending on your chosen transfer institution. Students are advised to confer with the Transfer Coordinator or their academic advisor for more information.

(X074)

# FOUNDATIONS OF HEALTH CAREER, A.S.

## CONTACT

Rebecca Lewis 413.552.2426, rlewis@hcc.edu

## PROGRAM OVERVIEW

The Associate Degree in Foundations of Health Career Option is designed for students interested in a health-related career, whose focus is on direct-entry into the workforce. Students begin by taking HTH 101, along with general education requirements. Students will work closely with their advisor to place into appropriate courses guided by their strengths and personal career goals. Students who desire fast entry into the workforce have the option to complete a certificate in Community Health Worker, Direct Care Worker, Medical Billing & Coding, or Medical Assisting as part of this degree. The corequisites for selective programs in health are embedded in this major. Selective programs include Nursing, Practical Nursing Certificate, and Radiologic Technology. Each of these programs requires a separate application process along with attendance at the appropriate information session.

## PROGRAM OUTCOMES

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

- Effectively utilize terminology related to the health care field
- Apply basic clinical/professional competencies in a health care setting gained through completion of the Certified Nurse's Aide license in HTH 210, in addition to applying leadership strategies and critical thinking
- Understand the intersection of psychological and sociological components of human development and aging as they relate to healthcare practice
- Possess an understanding of the physiological makeup of the human body (nutritionally and biologically)
- Think critically about the health care system including current policies, events, and considerations related to entering a health career and public health practice
- Describe the duties of different types of health care professionals and how each contributes to the healthcare system
- Obtain one of the following academic certificates as part of the degree, which will ensure employment into a healthcare or public health entry-level position: Community Health Worker, Direct Care Worker, Medical Assistant, or Medical Billing & Coding
- Work with diverse populations and demonstrate an awareness of diversity and cultural humility that aligns with the goals inherent in being a Hispanic Serving Institution and a health professional
- Communicate effectively through active listening and speaking, and will convey health-related knowledge accurately, clearly, and in culturally aware and responsive ways to supervisors, coworkers, patients, and others
- Understand their ethical obligations in the health care and public health professions
- Demonstrate a foundational skill set in quantitative and qualitative reasoning that can be applied to a career in a health-related field

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

Foundations of Health students enrolled in HTH 210 or applying for Selective Programs are required to complete a CORI/SORI background check **prior to program/course enrollment**. A positive finding may prevent students from successfully completing the HTH 210 course, applying for Selective Programs, or graduating with a Foundations of Health Degree due to clinical site requirements. The College policy can be found in the Student Handbook.

Inability to attend orientation for the HTH 210 course and meet requirements for clinical orientation and placement will result in Administrative Withdrawal from HTH 210. There is a SEPARATE CORI/SORI application you must complete online if you have lived outside of the state of Massachusetts in the past 10 years; failure to disclose all relevant information may result in an inability to complete the HTH 210 course. Out of state CORI/SORI fees vary. If you have had legal issues in the past or have any legal affairs pending, you **must** contact Clare LaMontagne, Dean of Health Sciences, immediately.

### Drug Testing

The Work Connection at Holyoke Medical Center has been selected as the Division of Health Science's exclusive laboratory for student drug testing. Students are required to participate in the drug screening process prior to enrollment in the HTH 210 course. A positive finding may prevent students from successfully completing the HTH 210 course, applying for Selective Programs, or graduating with a Foundations of Health Degree due to clinical site requirements.

### Immunizations

Prior to enrolling in HTH 210 or applying for Selective Programs students are required to provide proof of immunizations.

Vaccines must be documented with month, day, and year of administration and be on MD office letterhead and/or stamped with facility address and phone number. \*\*If antibody titers are done in lieu of vaccines, documentation of the official copies of laboratory reports must be provided - MD flow sheets are not acceptable.\*\* Records for the following requirements must be submitted to the Student Health Services Office in Frost Building Room 105 when you register for the HTH 210 course:

- Measles, Mumps, Rubella (MMR) - two doses (28 or more days apart) are required OR Positive (+) titers for Measles, Mumps and Rubella.
- Hepatitis B - three shot series is required OR Positive (+) titer for Hepatitis B.
- Varicella (Chickenpox) - two doses (28 or more days apart) are required OR Positive (+) titer for Varicella.
- Pertussis containing vaccine - Tdap (dated 2006 or later). Note: Tetanus Toxoid (TT) or Tetanus Diphtheria (Td) does not suffice.
- TB (Mantoux) skin test - 2-step\* (at least 10 days between test #1 and test #2). **\*\*If TB test result is positive, a copy of a recent negative chest X-ray report is required.**

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

- Current HCC Health Affiliate Physical Form - signed and dated by MD
- Annual influenza vaccination

If you have any questions about the immunization process please contact Student Health Services at 413.552.2401

#### 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*

PSY 216(B) - Human Development *Credit(s): 3*  
 or  
 SOC 214(B) - Social Problems *Credit(s): 3*  
 or  
 SOC 220(B) - Race and Ethnicity *Credit(s): 3*

MTH 104(D) - College Algebra *Credit(s): 4*  
 or  
 MTH 142(D) - Statistics *Credit(s): 3*

BIO 107(E) - General Biology I: Introduction to Cell Functions *Credit(s): 4*

BIO 111(E) - Human Biology *Credit(s): 4*  
 or  
 BIO 217(E) - Human Anatomy and Physiology I *Credit(s): 4*

#### PROGRAM REQUIREMENTS: 20 CREDITS

BUS 115 - Computer Applications *Credit(s): 3*  
 or  
 HTH 114 - Medical Terminology *Credit(s): 3*  
 or  
 NTR 101 - Introduction to Nutrition *Credit(s): 3*

GRT 110(B) - Introduction to the Study of Aging *Credit(s): 3*  
 HTH 101 - Introduction to Health Careers *Credit(s): 3*

HTH 130 - Pharmacology for Health Careers *Credit(s): 2*  
 or  
 MEA 150 - Introduction to Drug Therapy *Credit(s): 2*

HTH 210 - Field Experience *Credit(s): 6*  
 SPA 111 - Spanish for Health-Related Careers I *Credit(s): 3*<sup>1</sup>

#### CERTIFICATE OPTIONS: 10-26 CREDITS

**Student must complete all program requirements listed above and choose one of the 4 certificate options below**

- Community Health Worker Certificate
- Direct Care Worker Certificate
- Medical Assistant Certificate
- Medical Billing & Coding Certificate

#### PROGRAM ELECTIVES: 4 CREDITS

**Required only if selecting the Direct Care Worker Certificate option above; sufficient to complete 60 credit graduation requirement**

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

#### TOTAL: 60-73 CREDITS

## NOTES

<sup>1</sup>Heritage Spanish speakers do not need SPA 111 or SPA 112- they are required to take SPA 203. This course prepares heritage speakers for use of Spanish in a professional setting.

<sup>2</sup>Select from the following prefixes: BIO, HFN, HSV, HTH, NTR, PSY, or SOC. Students must discuss academic plan with advisor for appropriate selection.

Some courses may appear in both the Foundations of Health degree and certificate programs; these courses only need to be taken once. Students wishing to transfer to a four-year school program should not complete this option, but should complete the FOH Transfer Option.

**Medical Assistant** - Students who have completed BIO 111 or BIO 217 and BIO 218 with a grade of C or better, within the last 7 years do not need to take MEA 109. MEA 150 will be waived as students will complete HTH 130, a FOH degree program requirement.

**Medical Billing & Coding**- Students who have completed BIO 111 or BIO 217 and BIO 218 with a grade of C or better within the last 7 years do not need to take HMC 107.

The following four certificate programs can be completed as part of the FOH Career Option: Community Health Worker Certificate, Direct Care Worker Certificate, Medical Assistant Certificate, and Medical Billing & Coding Certificate. Some of these certificates require course waivers (e.g. Medical Assisting has comparable courses to HTH 130 and BIO 217 and BIO 218 so these courses will be waived in place of MEA Coursework). Additional certificates may be completed in conjunction with this degree as determined by Department Chair.

The number of General Electives required for this major will vary depending on which Certificate program the student chooses to complete under Program Requirements.

**Medical Assistant & Medical Billing and Coding** - Students wishing to apply to a program or certificate requiring selective admission should work closely with their advisor and should also contact the Health Sciences Division office at the Center for Health Education or call Kathy Trombley at 413.552.2467 for additional information based on the prerequisites listed for the following:

**Medical Assisting**

Eligibility for ENG 101

**Medical Billing & Coding**

Eligibility for ENG 101

**Nursing (ADN)**

Complete: ENG 101 & ENG 102, BIO 107; BIO 217 & BIO 218; PSY 110; PSY 216; SOC 110; NTR 101; BIO 229;

Completion of MTH 095 with C- or better or adequate score on Math Placement Exam

Attend Nursing Information Session

PAX Test for RN

**Nursing (LPN)**

Complete: BIO 107; BIO 217 & BIO 218; NTR 101; PSY 110; PSY 216;

Completion of MTH 095 with C- or better or adequate score on Math Placement Exam

Attend Nursing Information Session

PAX Test for PN

**Radiologic Technology**

Complete: ENG 101 & ENG 102, BIO 107; BIO 217 & BIO 218; SOC 110; SOC 220 or SOC 214; HTH 114; MTH 104

Attend Radiologic Technology Information Session

**Veterinary Technology**

Complete: ENG 101; MTH 095 with a grade of C- or better or adequate score on the Math Placement Exam

Completion of BIO 107 with a C or better

Attend Veterinary Technology Information Session

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

(M080)

# FOUNDATIONS OF HEALTH TRANSFER, A.A.

## CONTACT

Rebecca Lewis 413.552.2426, rlewis@hcc.edu

## PROGRAM OVERVIEW

The Associate Degree in Foundations of Health Transfer Option is designed for students interested in a health-related career whose focus is on transferring to a four-year institution. Students begin by taking HTH 101 and HTH 102 along with general education requirements. Students will work closely with their advisor to place into appropriate courses guided by their strengths and personal career goals. The program's focus is intentionally broad, so that students can transfer for both clinical programs (Occupational Therapy, Physician Assistant, Nursing) as well as non-clinical programs (Health Administration, Public Health, Art Therapy), at both state and private colleges in Massachusetts.

## PROGRAM OUTCOMES

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

- Demonstrate a foundational skill set in writing, critical thinking, and quantitative reasoning that can be applied to a four-year degree in a health-related field
- Think critically about the health care system and public health, including current policies, events, and considerations related to entering a four-year transfer degree in health
- Understand the intersection of psychological and sociological components of human development and aging as they relate to health care practice
- Work with diverse populations and demonstrate an awareness of diversity and cultural humility that aligns with the goals inherent in being a Hispanic Serving Institution and a health professional
- Communicate effectively through active listening and speaking, and will convey health-related knowledge accurately, clearly, and in culturally-aware and responsive ways to instructors, supervisors, coworkers, patients, and others
- Understand their ethical obligations in the health care and public health professions

### 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*
- 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*

MTH 104(D) - College Algebra *Credit(s): 4*

or

MTH 142(D) - Statistics *Credit(s): 3*

BIO 107(E) - General Biology I: Introduction to Cell Functions *Credit(s): 4*

BIO 217(E) - Human Anatomy and Physiology I *Credit(s): 4*

### PROGRAM REQUIREMENTS: 22 CREDITS

- HTH 101 - Introduction to Health Careers *Credit(s): 3*
- Arts & Science Elective *Credit(s): 4*
- Arts & Science Elective *Credit(s): 3*
- Arts & Science Elective *Credit(s): 3*
- Arts & Science Elective *Credit(s): 3*
- Arts & Science Elective *Credit(s): 3*
- Arts & Science Elective *Credit(s): 3*

### GENERAL ELECTIVES: 3 CREDITS

General Elective *Credit(s): 3*

### TOTAL: 60-61 CREDITS

## NOTES

Students wishing to transfer to a four-year program need to consult carefully with their academic advisor as their selected coursework may vary considerably depending on desired academic/career path. Students should also meet with Mark Broadbent, Coordinator of Transfer Affairs to discuss their transfer plans.

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



Students wishing to transfer to any four-year program involving direct patient care, or taking general education electives that involve direct patient care, 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. Individuals with a court record/past conviction may be unable to participate in courses or transfer programs requiring direct patient care such as HTH 210 (if taken as an elective), or four-year nursing programs. The College policy can be found in the Student Handbook.

\*Any student wishing to complete HTH 210 as an elective should take GRT 110 as the Social Science elective.

\*Any student who chooses to take SPA 111 should also take SPA 112 under General Electives

### **Nursing Transfer Students**

Students pursuing a four-year nursing degree should take the following:

- BIO 217 & BIO 218 & BIO 229
- PSY 216
- MTH 142
- Any entry level CHM course
- NTR 101

### **University of Massachusetts Amherst**

- Public Health Program: MTH 160 , HTH 102, BIO 111, BIO 120, BIO 204 or BIO 229; ANT 101, ECN 101, PSY 217, PSY 218 or PSY 220 .
- Communication Disorders Program: MTH 142, PSY 215.

### **Springfield College**

- BA in Health Services Administration: BUS 115, ECN, ACC, MGT 230, MKT.
- BA in Health Studies/Health Education: CHM 113/CHM 114, BIO 107, BIO 217/BIO 218.
- Occupational Therapy BS/MS: BIO 107, BIO 217 & BIO 218, PSY 110, PSY 217, SOC 110, MTH 142
- Doctorate in Physical Therapy: BIO 107, BIO 217, BIO 218, CHM 101 or CHM 113, PHS 101, MTH 104, PSY 110
- Physician Assistant Program: Maximum of 30 credits are transferrable of which no more than 8 credits of science. Recommended: BIO 107, BIO 108 or CHM 121 or CHM 124.

### **Elms College**

- Communications Disorders Program (BA): PSY 142, PHI 120;
  - Given that the majority of requirements for this major do not transfer, it is advisable for students to transfer early on.
- Health Care Management Program (accelerated): BUS 115, MGT 230, MGT 240, MTH 142, PSY 110, PSY 216, SOC 110, any 100-level ART, MUS, or HIS, and any lab science course.

### **American International College**

- Public Health Program: MTH 142, HTH 101, HTH 102 (HTH 104 can also be applied to this degree)
- Doctorate in Physical Therapy: BIO 107, BIO 217, BIO 218, CHM 101 or CHM 113, PHS 101, MTH 104, PSY 110

### **Bay Path University**

- Occupational Therapy: BIO 107, BIO 217, MTH 142
- Physician Assistant Program: BIO 107, BIO 217, BIO 218, BIO 229, CHM 101 & CHM 102 or CHM 113 & CHM 114, CHM 221, plus 1 physical science, MTH 142, PHI 120
- Students who complete course work in the Community Health Worker Certificate can transfer these courses to Bay Path for a bachelor's degree in Community Health

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer also will 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.

(M081)

# GENDER AND WOMEN'S STUDIES OPTION, ARTS AND SCIENCE, A.A.

## CONTACT

Mary Orisich, 413.552.2323, morisich@hcc.edu

## PROGRAM OVERVIEW

The Gender and Women's Studies Option prepares students for jobs in a range of fields, and for transfer to four-year baccalaureate programs. Through an interdisciplinary approach, this option provides students the opportunity to think critically about gender in diverse contexts.

## PROGRAM OUTCOMES

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

- Critically examine the experiences of women in various social, historical, and cultural contexts
- Demonstrate an awareness of gendered experiences in diverse cultures and across time, examining the ways in which race, social class, sexuality, and ethnicity intersect with gender.
- Understand and apply fundamental concepts in feminist scholarship
- Demonstrate the ability to communicate effectively through writing, analysis, research, leadership, and organization
- Connect theory to practice through activism, community service learning and scholarship, and enhance their ability to advocate for justice

Students develop the skills and knowledge to further their education by completing professional and advanced academic degrees, and may also pursue careers in community development and organizing, law, politics, education, journalism, social service, and other career fields.

### GENERAL EDUCATION REQUIREMENTS: 32-33 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*
- COM 150(C) - Public Speaking *Credit(s): 3*
- HIS 130(C) - U.S. Women's History *Credit(s): 3*
- Humanities Elective (C) *Credit(s): 3*
- Mathematics Elective (D) *Credit(s): 3-4*
- BIO 111(E) - Human Biology *Credit(s): 4*
- Laboratory Science Elective (E) *Credit(s): 4*

### PROGRAM REQUIREMENTS: 6 CREDITS

- WST 100(B) - Introduction to Women's Studies *Credit(s): 3*
- SOC 215(B) - Sociology of Sex and Gender *Credit(s): 3*

### PROGRAM ELECTIVES: 18 CREDITS

#### Select 6 from the following

- ANT 114(B) - Understanding Diversity and Valuing Similarities *Credit(s): 3*
- ENG 230(C) - Current Themes in Literature *Credit(s): 3*
- HSV 205(B) - Family Violence *Credit(s): 3*
- PSY 203(B) - Human Sexuality *Credit(s): 3*
- PSY 224(B) - Psychology of Women *Credit(s): 3*
- SOC 130(B) - Intimate Relationships, Marriage, and Family *Credit(s): 3*
- WST 215(B) - Women and the Law *Credit(s): 3*
- WST 217(B) - Women, Crime, and Justice *Credit(s): 3*

### SUGGESTED ELECTIVES: 4 CREDITS

#### sufficient to complete 60 credit graduation requirement

- HFN 164 - Building Self-Esteem for Women *Credit(s): 1*
- HFN 166 - Self-Defense *Credit(s): 1*
- General Elective *Credit(s): 3<sup>1</sup>*
- General Elective *Credit(s): 3<sup>1</sup>*

### TOTAL: 60-61 CREDITS

## NOTES

<sup>1</sup>Recommended courses: ANT 101, HIS 107, HIS 109

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

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

(H072)

# 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.

### 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*

Program Requirement

Program Requirement

Program Requirement

Program Requirement

Program Requirement

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Program Requirement

Program Requirement

### TOTAL: 60 CREDITS

## NOTES

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

(C001)

# GRAPHICS OPTION, VISUAL ART, A.S.

## CONTACT

Felice Caivano, 413.552.2193, fcaivano@hcc.edu

## PROGRAM OVERVIEW

Successful completion of the Graphics Option will include the creation of a portfolio which is required for transfer to upper level studies leading to a BA or BFA degree. The portfolio, along with the experience of completing the courses, prepares the student for beginning a career in graphic design, printing, publishing, and advertising.

The portfolio will include samples of graphic design basics such as:

- Logo development
- Layout
- Advertising design
- Black & white graphics
- Color graphics
- Traditional layout
- Computer layout
- Computer imaging
- Computer illustration

### 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 125(C) - 2D: Two Dimensional Design *Credit(s): 3*

ART 126(C) - 3D: Three Dimensional Design-Sculptural Form *Credit(s): 3*

ART 131(C) - Introduction to Art History I *Credit(s): 3*

ART 132(C) - Introduction to Art History II *Credit(s): 3*

ART 256 - Commercial Art and Design I *Credit(s): 3*

ART 259 - Computers for Graphic Designers I *Credit(s): 3*

### PROGRAM ELECTIVES: 12 CREDITS

***select 4 from the following***

ART 257 - Commercial Art and Design II *Credit(s): 3*

ART 258 - Graphic Design Production *Credit(s): 3*

ART 260 - Computers for Graphic Designers II *Credit(s): 3*

ART 265 - Computers for Graphic Designers III: Digital Imaging *Credit(s): 3*

ART 266 - Introduction To Web Design *Credit(s): 3*

### SUGGESTED ELECTIVES: 3 CREDITS

***sufficient to complete 60 credit graduation requirement***

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

### TOTAL: 62-63 CREDITS

## NOTES

<sup>1</sup>Visual Art Electives are suggested. However, any course listed in the college catalog is acceptable.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges universities. MassTransfer also will 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 Programs for more information.

(H042)

# HEALTH, FITNESS, AND NUTRITION, A.S.

## CONTACT

Patti Mantia, 413.552.2449, pmantia@hcc.edu

## PROGRAM OVERVIEW

The Associate of Science Degree in Health, Fitness and Nutrition provides a sound academic foundation for the student who wants to pursue a career in health and fitness and/or transfer to a 4-year program in exercise science.

## PROGRAM OUTCOMES

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

- Define the roles and responsibilities of the exercise leader
- Identify and discuss the components of fitness and explain how they relate to wellness
- Describe and discuss human movement from physiological and biomechanical perspectives
- Define and discuss ACSM (American College of Sports Medicine) guidelines for fitness programs
- Discuss exercise programming considerations for populations with medical concerns and explain basic emergency medical care
- Demonstrate proficiency in technical skills related to exercise science and/or nutrition
- Demonstrate proficiency in interpersonal communication skills
- Meet objectives required for successful completion of national certification exams when appropriate
- Meet minimum criteria for transfer to four-year program and/or gain employment in the field of Health, Fitness, and Nutrition.

### 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*

SOC 110(B) - Introduction to Sociology *Credit(s): 3*

Social Science Elective (B) *Credit(s): 3*

COM 121(C) - Introduction to Communication *Credit(s): 3*

PHI 103(C) - Clear Thinking/Sound Reasoning *Credit(s): 3*

or

PHI 120(C) - Ethics *Credit(s): 3*

Humanities Elective (C) *Credit(s): 3*

Mathematics Elective (D) *Credit(s): 3-4*

BIO 217(E) - Human Anatomy and Physiology I *Credit(s): 4*

BIO 218(E) - Human Anatomy and Physiology II *Credit(s): 4*

### PROGRAM REQUIREMENTS: 19 CREDITS

HFN 103 - First Aid/Safety *Credit(s): 1*

or

HFN 104 - Sports First Aid *Credit(s): 1*

HFN 120 - Motor Learning Principles and Practices *Credit(s): 3*

HFN 172 - Introduction to Exercise Science *Credit(s): 2*

HFN 276 - Physiology of Exercise *Credit(s): 4*

HFN 277 - Biomechanics of Human Movement *Credit(s): 3*

HFN 290 - Professional Fitness Seminar/Field Experience *Credit(s): 3*<sup>1</sup>

NTR 101 - Introduction to Nutrition *Credit(s): 3*

### PROGRAM ELECTIVES: 9 CREDITS

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

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

HFN Elective *Credit(s): 1*<sup>2</sup>

HFN Elective *Credit(s): 1*<sup>2</sup>

HFN Elective *Credit(s): 1*<sup>2</sup>

### TOTAL: 63-64 CREDITS

## NOTES

<sup>1</sup>HFN 290 should be taken at the end of the program.

<sup>2</sup>Students wishing to select non-HFN elective options should seek approval from the Department Chair.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges universities. MassTransfer also will 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.

(M115)

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

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

## CONTACT

Warren Leigh, 413.552.2298, wleigh@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, 80% 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

Warren Leigh, 413.552.2298, wleigh@hcc.edu

## PROGRAM OVERVIEW

The Hospitality Management Transfer Option prepares students to transfer to the University of Massachusetts Amherst's Isenburg 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
- and communicate effectively with colleagues and customers using a variety of information resources

## GENERAL EDUCATION REQUIREMENTS: 38 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*

MTH 162(D) - Applied Calculus *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: 66 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.

Students who do not test out of MTH 104, which is a prerequisite for MTH 162, may take it as a general elective to reach 66 credit graduation requirement.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges universities. MassTransfer also will 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.

(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*

PSY 210(B) - Social Psychology *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: 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*

or

BUS 220 - Business Communications *Credit(s): 3*

BUS 112 - Professional Etiquette *Credit(s): 1*

BUS 113 - Ethics in Business *Credit(s): 1*

BUS 114 - Money Management *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*

MKT 240 - Principles of Marketing *Credit(s): 3*

### PROGRAM ELECTIVES: 6 CREDITS

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

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)
- Business Administration General Transfer Option --transfer to most 4-year private colleges
- Legal Studies Option--transfer to Elms College and Bay Path University

*continues next page*



- 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 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, people with physical and intellectual disabilities, 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 advocate, job developer, 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.

### 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*

or

PSY 217(B) - Abnormal 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*

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 from 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*

CRJ 110(B) - Child Abuse and Neglect *Credit(s): 3*

DVD 110 - Introduction to Developmental Disabilities *Credit(s): 3*

DVD 210 - Current Issues in Developmental Disabilities *Credit(s): 3*

EDU 110 - Children, Families, School, and Community *Credit(s): 3*

EDU 203 - Health, Safety, and Nutrition for Young Children *Credit(s): 3*

EDU 208 - Introduction to Teaching Students with Exceptional Learning Needs *Credit(s): 3*

GRT 110(B) - Introduction to the Study of Aging *Credit(s): 3*

HTH 101 - Introduction to Health Careers *Credit(s): 3*

HTH 102(B) - Introduction to Public Health *Credit(s): 3*

HTH 104 - Core Competencies for the CHW *Credit(s): 4*

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*

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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 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.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges universities. MassTransfer also will 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.

(H049)

# INFORMATION TECHNOLOGY MANAGEMENT OPTION, COMPUTER INFORMATION SYSTEMS, A.S.

## CONTACT

Joseph Lavoie, 413.552.2613, jtlavoie@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 simple programs using modern, high-level languages
- Adapt to the ever-changing field by mastering core computing concepts.

### 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*

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: 27 CREDITS

ACC 111 - Principles of Accounting I *Credit(s): 3*

CSI 106 - Programming Fundamentals *Credit(s): 4*

CSI 111 - Computer Concepts with Applications *Credit(s): 4*

CSI 214 - Systems Analysis and Design *Credit(s): 3*

CSI 218 - Programming Fundamentals II *Credit(s): 4*

or

CSI 254 - Java Programming I *Credit(s): 4*

CSI 242 - Applied Database Management *Credit(s): 3*

CSI 251 - Network Development *Credit(s): 3*

MGT 230 - Principles of Management *Credit(s): 3*

### TOTAL: 62-63 CREDITS

## NOTES

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges universities. MassTransfer also will grant students automatic acceptance to certain state colleges and universities by achieving a minimum GPA of 2.5 and completing your 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 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, 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 are 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:

- Grassroots/Union organizing
- Law/Advocacy
- Immigrant rights
- Community Arts
- City and Urban planning
- Environmental Justice
- Counseling
- Legal Advocacy
- Youth work
- Policy Analysis
- International Relations

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

### 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*

SOC 110(B) - Introduction to Sociology *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 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*

### PROGRAM REQUIREMENTS: 12 CREDITS

HIS 107(C) - History of Puerto Rico and the Caribbean *Credit(s): 3*

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 from the following**

ANT 101(B) - Cultural Anthropology *Credit(s): 3*

ANT 103(B) - People and Their Languages *Credit(s): 3*

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

COM 205(C) - Gender and Communication *Credit(s): 3*

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ENG 212(C) - American Writers II *Credit(s): 3*  
 HIS 130(C) - U.S. Women's History *Credit(s): 3*  
 SOC 220(B) - Race and Ethnicity *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*  
 SPA 215(C) - Vamos al cine: Spanish and Latin American Culture in Film *Credit(s): 3*  
 WST 100(B) - Introduction to Women's Studies *Credit(s): 3*

#### **GENERAL ELECTIVES: 4 CREDITS**

**sufficient to complete 60 credit graduation requirement**

General Elective *Credit(s): 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 Studies Program (Major & Minor)
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 - Latin & 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)

No offered agreements are in place, these are only possible schools and programs.

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

(H076)

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

## CONTACT

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

## PROGRAM OVERVIEW

This degree prepares students for a position in a legal setting, such as a paralegal or other paraprofessional, in venues such as: law offices, courthouses, administrative agencies, corporate in-house counsel offices, or insurance companies.

## PROGRAM OUTCOMES

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

- learn to gather and analyze facts relevant to legal disputes
- perform legal research
- draft legal documents
- prepare witnesses and evidence for presentation at legal proceedings

An effective legal professional must have a firm grasp of both substantive and procedural law, excellent communication skills, and the ability to think analytically and logically. This program provides the student with the skills necessary to perform specifically delegated, substantive legal work under the supervision of a lawyer.

### 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*

or

SOC 110(B) - Introduction to Sociology *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*

BUS 170 - Mathematics for Business Decisions *Credit(s): 3*

or

MTH 142(D) - Statistics *Credit(s): 3*<sup>1</sup>

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*

BUS 112 - Professional Etiquette *Credit(s): 1*

BUS 113 - Ethics in Business *Credit(s): 1*

BUS 114 - Money Management *Credit(s): 1*

BUS 115 - Computer Applications *Credit(s): 3*

or

BUS 215 - Spreadsheets *Credit(s): 3*

BUS 220 - Business Communications *Credit(s): 3*

or

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

LAW 210 - Introduction to Legal Studies *Credit(s): 3*

LAW 211 - Business Law *Credit(s): 3*

LAW 214 - Principles of Litigation *Credit(s): 3*

LAW 218 - Employment Law *Credit(s): 3*

MGT 231 - Human Resource Management *Credit(s): 3*

POL 110(B) - U.S. National Government *Credit(s): 3*

or

POL 120(B) - State and Local Government *Credit(s): 3*

### TOTAL: 62 CREDITS

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

**NOTES**

<sup>1</sup>If transferring to Bay Path University, select MTH 142

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

(B044)



# 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: 21 CREDITS

Arts and Science Elective *Credit(s): 3<sup>1</sup>*

Arts and Science Elective *Credit(s): 3<sup>1</sup>*

Arts and Science Elective *Credit(s): 3<sup>1</sup>*

Arts and Science Elective *Credit(s): 3<sup>1</sup>*

Arts and Science Elective *Credit(s): 3<sup>1</sup>*

Arts and Science Elective *Credit(s): 3<sup>1</sup>*

Arts and Science Elective *Credit(s): 3<sup>1</sup>*

## GENERAL ELECTIVES: 4 CREDITS

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

General Elective *Credit(s): 4*

## 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, MUS, PHI, SPA, SPE, THE.

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

- 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.

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

Karen Hines, 413.552.2302, khines@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.

### 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*

BUS 112 - Professional Etiquette *Credit(s): 1*

BUS 113 - Ethics in Business *Credit(s): 1*

BUS 114 - Money Management *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 from the following***

COM 131(C) - Mass Communication *Credit(s): 3*

EMS 110 - Fundamentals of Video *Credit(s): 3*

EMS 111(C) - Introduction to Electronic Media *Credit(s): 3*

EMS 124(C) - Digital Studio *Credit(s): 3*

### **TOTAL: 62 CREDITS**

## NOTES

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

*continues next page*

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

- Business Administration Mass Transfer Option transfer to state universities including UMass and Westfield State University
- Business Administration General Transfer Option transfer to most four-year private colleges
- Legal Studies Option transfer to Elms College and Bay Path 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

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.

### 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 Sciences 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: 15 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): 3*

### SUGGESTED ELECTIVES: 23-25 CREDITS

*See note*<sup>2</sup>

CSI 106 - Programming Fundamentals *Credit(s): 4*

CSI 111 - Computer Concepts with Applications *Credit(s): 4*

CSI 254 - Java Programming I *Credit(s): 4*

CSI 256 - Java Programming II *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): 3*

MTH 245(D) - Probability and Statistics for Engineers & Scientists *Credit(s): 3*

### GENERAL ELECTIVE: 0-2 CREDITS

**Sufficient to complete 60 credit graduation requirement**

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

### 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, CSI 256, EGR 118, MTH 205, MTH 214, MTH 230, and MTH 245 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.

### 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: 27-28 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): 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*

### SUGGESTED ELECTIVES: 11-12 CREDITS

#### See note<sup>2</sup>

CSI 106 - Programming Fundamentals *Credit(s): 4*

CSI 111 - Computer Concepts with Applications *Credit(s): 4*

CSI 254 - Java Programming I *Credit(s): 4*

CSI 256 - Java Programming II *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): 3*

MTH 245(D) - Probability and Statistics for Engineers & Scientists *Credit(s): 3*

### GENERAL ELECTIVES: 0-2 CREDITS

#### Sufficient to complete 60 credit graduation requirement

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, CSI 256, EGR 118, MTH 205, MTH 214, MTH 230, and MTH 245 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.

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This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges universities. MassTransfer also will grant students automatic acceptance to certain state colleges and universities by achieving a minimum GPA of 2.5 and completing an 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, Virginia 20190  
703.437.0700

### 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.

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<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 universities. MassTransfer also will 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.

### 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 103(C) - History of World Civilization I *Credit(s): 3*
- HIS 225(C) - American Environmental History *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 from the following**

- BIO 130(E) - Conservation Biology *Credit(s): 4*
- BIO 215(E) - Plants of New England *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 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.

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

(M032)

## CONTACT

Health Science 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 HCC Nursing Program is approved by the Massachusetts Board of Registration in Nursing and is accredited by the Accreditation Commission for Education Nursing.

\*ACEN  
3343 Peachtree Road NE  
Suite 850  
Atlanta, GA 30326  
Telephone: 404.975.5000 • Fax: 404.975.5020 • [www.acenursing.org](http://www.acenursing.org)

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

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

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

Students accepted to an educational program that prepares for licensure as a registered nurse should be aware that a court record may present a barrier to her/his ability to obtain licensure in the Commonwealth of Massachusetts and other jurisdictions in the United States. 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>.

## DRUG SCREENING POLICY

Mandatory drug screening is required for all students entering the Nursing Program. In addition, random drug screening may be required if indicated. If a student fails a 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 to remain in the nursing program. Failure and/or refusal of drug screenings are grounds for immediate removal from the nursing program. All screening will be at the student’s own expense. The Work Connection at Holyoke Medical Center has been selected as the Health Science Division’s exclusive laboratory for student drug screening.

All applicants must meet the following requirements at the time of their application:

**College Placement Testing (CPT)** must be completed within two years of the application deadline and demonstrate the following:

- **Math Proficiency/Placement:**  $\geq 82$  in Algebra, completion of MTH 095 or MTH 099 at HCC, or completion of a comparable course with a C- or better from another accredited college or university.
- **English Proficiency/Placement:**  $\geq 70$  in Reading and  $\geq 80$  in the Sentence Skills portion of the CPT or ability to enter college level coursework in English. English competency may also be demonstrated through college coursework (i.e completion of ENG 101 or equivalent course).
- **Science Proficiency:** the HCC Biology Department requires the successful completion (C or better) of BIO 101, BIO 102, or BIO 107 prior to taking Anatomy and Physiology. This pre-requisite may be waived by passing the Biology Challenge Exam. Testing may be scheduled by calling the Assessment Center.

Completion of Anatomy and Physiology I (BIO 217) and Anatomy and Physiology II (BIO 218) prior to the application deadline is strongly encouraged. Nursing students must achieve a C+ or better in all nursing and laboratory sciences courses (BIO 217-BIO 218, BIO 229) to remain in and graduate from the program. Applicants currently working in the health care field can petition to lengthen the time that their laboratory science coursework is transferable into the Nursing Program by completing the Laboratory Science Petition Form in the Nursing Information Packet.

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

Please see the Nursing Information Packet for other important information concerning required documentation and requirements for admission. Applicants for the Nursing Program are reminded that transportation is the responsibility of the student, including to various clinical sites.

**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: 42 CREDITS**

- NUR 170 - Fundamentals of Nursing *Credit(s): 9*
- NUR 172 - Role Development I *Credit(s): 2*
- 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: 72 CREDITS****NOTES**

All candidates must achieve a C+ or better in all NUR and laboratory science courses (BIO 217, BIO 218, and BIO 229) to remain in the program.

For additional information go to [www.hcc.edu](http://www.hcc.edu)

(M066)

# NUTRITION AND FOOD TRANSFER OPTION, ARTS AND SCIENCE, A.A.

## CONTACT

Patti Mantia, 413.552.2300, pmantia@hcc.edu

## PROGRAM OVERVIEW

The Nutrition Program at HCC is a transfer program designed for articulation with the University of Massachusetts at Amherst or other 4-year institutions with nutrition and food science programs.

## PROGRAM OUTCOMES

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

- Discuss nutrition as it relates to health and well-being
- Discuss the factors that influence behaviors and attitudes about food
- Discuss macro- and micro- nutrients and identify current recommendations for and sources of each
- Identify nutritional needs through the life cycle
- Discuss food digestion and metabolism
- Discuss dietary practices of different cultures
- Discuss dietary supplementation risks and benefits
- Discuss food safety and security
- Demonstrate effective interpersonal skills required by nutrition advisors
- Explain the relationship between nutrition, physical activity, and fitness
- Provide recommendations for physical activity
- Transfer to a 4 year institution to pursue a Bachelor's of Science in Nutrition and qualify for participation in a one-year ADA internship and become licensed to work in all fields of nutrition in the United States.

### GENERAL EDUCATION REQUIREMENTS: 35 CREDITS

ENG 101(A) - Composition I *Credit(s): 3*

ENG 102(A) - Composition II *Credit(s): 3*

ANT 101(B) - Cultural Anthropology *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 142(D) - Statistics *Credit(s): 3*

BIO 107(E) - General Biology I: Introduction to Cell Functions *Credit(s): 4*

BIO 229(E) - Microbiology *Credit(s): 4*

### PROGRAM REQUIREMENTS: 26 CREDITS

BIO 217(E) - Human Anatomy and Physiology I *Credit(s): 4*

BIO 218(E) - Human Anatomy and Physiology II *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*

NTR 101 - Introduction to Nutrition *Credit(s): 3*

NTR 230 - Nutrition Science for Nutrition Majors *Credit(s): 3*

### TOTAL: 61 CREDITS

## NOTES

Students interested in transferring to a 4-year Dietetics program should consider taking MGT 230 and MGT 231 in addition to all other program requirements.

Students interested in transferring to a 4-year Nutrition research program should consider taking CHM 222 in addition to all other program requirements.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges universities. MassTransfer also will 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.

(M071)

# PHOTOGRAPHY OPTION, VISUAL ART, A.S.

## CONTACT

Felice Caivano, 413.552.2193, fcaivano@hcc.edu

## PROGRAM OVERVIEW

Successful completion of the photography option will result in the production of a portfolio of photographs created by various methods. The portfolio should include a minimum of twenty works completed in our studio sections. Works will feature the student's ability to compose in 2D, with special emphasis placed on at least one of the suggested areas of photographic study in our program. Skillful use of the camera, competency in both traditional and digital darkroom practices, and constructive development of creative visual concepts should be evident in the learning process. Understanding of the basic concepts and terminology in photography is essential. The portfolio is required for transfer to upper level studies leading to the B.A. or B.F.A. degree for students transferring to four-year art colleges and universities.

### 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) - Introduction to Art History I *Credit(s): 3*  
 ART 132(C) - Introduction to Art History II *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*

### PROGRAM ELECTIVES: 10-12 CREDITS

#### Select 4 from the following

ART 110(C) - Visual Fundamentals *Credit(s): 3*  
 ART 122(C) - Drawing Composition *Credit(s): 3*  
 ART 148(C) - Introduction to Digital Fine Art Photography *Credit(s): 3*  
 ART 270 - Topics in Photography *Credit(s): 3*  
 ART 273(C) - Advanced Digital Fine Art Photography *Credit(s): 3*  
 ART 274(C) - Alternative Photographic Processes *Credit(s): 3*  
 ART 275(C) - Documentary Photography *Credit(s): 3*  
 ART 276(C) - Color Photography *Credit(s): 3*  
 EMS 105 - Introduction to Visual Media *Credit(s): 3*  
 EMS 110 - Fundamentals of Video *Credit(s): 3*  
 EMS 111(C) - Introduction to Electronic Media *Credit(s): 3*  
 EMS 112(C) - Topics in Electronic Media *Credit(s): 3*

### TOTAL: 60-63 CREDITS

## NOTES

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges universities. MassTransfer also will 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.

(H041)

# 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.

### 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**

CHM 113(E) - Principles of Chemistry I *Credit(s): 4*

or

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

CHM 114(E) - Principles of Chemistry II *Credit(s): 4*

or

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.

### 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: 18 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*
- General Elective: *Credit(s): 2*

### TOTAL: 62 CREDITS

## NOTES

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

Terri Kinstle, 413.552.2469, tkinstle@hcc.edu

## PROGRAM OVERVIEW

The Psychology Option is a transfer curriculum that prepares students for transfer to a four-year college with a major in psychology. The curriculum also benefits individuals who want to pursue professional careers in social work, human services, law enforcement, personnel administration, counseling, etc.

All psychology courses offered each semester address the general education outcomes of HCC. These outcomes currently include:

- Effective Communication
- Critical Thinking
- Knowledge of Diversity
- Information Literacy
- Quantitative Reasoning

Additionally, coursework in psychology also addresses the student learning goals and outcomes developed by the Psychology Department in accordance with the American Psychological Association's revised guidelines for undergraduate programs in psychology. These department-level student learning goals and outcomes currently include:

- Knowledge Base in Psychology
- Scientific Inquiry and Critical Thinking
- Ethical and Social Responsibility in a Diverse World
- Communication
- 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 111(E) - Human Biology *Credit(s): 4*

or

BIO 217(E) - Human Anatomy and Physiology I *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 from 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*

PSY 233(B) - Psychology of Aging *Credit(s): 3*

#### **select 1-2 from the following**

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 1-2 from the following**

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*

PSY 242(B) - Essential Counseling Skills *Credit(s): 3*

PSY 250(B) - Psychology of Sport *Credit(s): 3*

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

**PROGRAM ELECTIVES: 9 CREDITS**

*students can choose any Arts and Science electives, EXCEPT for PSY-designated courses*

Program Elective *Credit(s)*: 3

Program Elective *Credit(s)*: 3

Program Elective *Credit(s)*: 3

**GENERAL ELECTIVES: 3 CREDITS**

**Sufficient to complete 60 credit graduation requirement; any course listed in the catalog is allowed EXCEPT Psychology courses**

General Elective *Credit(s)*: 3

**TOTAL: 60-63 CREDITS****NOTES**

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

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

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

Holly Martin-Peele, 413.552.2460, hmartin@hcc.edu

## PROGRAM OVERVIEW

The Radiologic Technology program is fully accredited by the Joint Review Committee on Education in Radiologic Technology.

Education in Radiologic Technology  
20 North Wacker Drive  
Suite 2850  
Chicago, IL 60606-3182  
Telephone: 312.704.5300

## PROGRAM MISSION & GOALS

The mission of the Radiologic Technology Program at Holyoke Community College is to graduate students with an Associate in Science Degree in the curriculum of Radiology Technology and provide the skills and knowledge necessary to enter medical imaging professions.

Goal 1: Students will demonstrate clinical competence

Goal 2: Students will demonstrate effective communication skills

Goal 3: Students will demonstrate critical thinking and problem solving skills

Goal 4: Students will demonstrate a desire for professional growth and development

Goal 5: The program will graduate competent Radiologic Technologists

In addition, the program supports the overall HCC mission as stated in the college catalog.

**\*\*\*Criminal Offense Record Act (CORI), Sex Offender Registry Information (SORI), and National Requirements that Regulate Registration as a Registered Radiologic Technologist\*\***

Radiologic Technology students are required to complete the CORI/SORI form once accepted to the program. A positive finding may prevent students from successfully completing the Radiologic Technology program due to clinical site requirements and/or may prohibit them from taking the National Registry Examination in Radiography.

## DRUG SCREENING POLICY

Several health care facilities affiliated with the College's Health Division are now requiring that students have a negative drug screen prior to beginning clinical experiences in their facility. In addition, a clinical 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 all Health Division programs. If a student fails a drug screening, retesting occurs within 24 hours of notification of results. Failure to pass a drug screen or refusal to submit to a 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. All screening will be at the student's own expense. The Work Connection at Holyoke Medical Center has been selected as the Division of Health's exclusive laboratory for student drug testing.

## REQUIREMENTS TO APPLY

All students interested in the Radiologic Technology program at Holyoke Community College are **required** to attend a Radiologic Technology information session within two years prior to applying to the program. Information sessions are held monthly and cover the selective admissions process and specific program information. Each session lasts approximately one hour and is conducted by a representative from the Radiologic Technology department. Radiologic Technology information sessions are held in the Frost building, room 309, from 2:00 - 3:15 p.m. (unless otherwise stated). Check the website [www.hcc.edu](http://www.hcc.edu), click "**Open Houses & Info Sessions**" for upcoming program information sessions.

All applicants must meet the following at time of application:

**College Placement Testing (CPT):** Must be completed within two years prior to application deadline demonstrating the following placement:

- **Math Proficiency/Placement:**  $\geq 82$  in Algebra, completion of MTH 095 at HCC with a C- or better, or an equivalent course from an accredited college or university.
- **English Proficiency/Placement:**  $\geq 70$  in Reading and  $\geq 80$  in Sentence Skills portion of the CPT, or ability to enter college-level coursework in English. English competency may also be demonstrated through college coursework (i.e. completion of ENG 101 at HCC or an equivalent course from an accredited college or university).
- **Science Proficiency:** Completion of BIO 107 or successful completion of the challenge exam through the Assessment Center. Completion of BIO 217 and BIO 218 with a "C+" or better. Completion of, or enrollment in, BIO 107 and BIO 108 at the time of application is strongly encouraged.

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

## ESSENTIAL FUNCTIONS

The following essential functions will be necessary to successfully complete the Radiologic Technology program. In some cases, assessment and developmental courses may help students meet these standards. These essential functions may be performed with reasonable accommodation. This information is provided to allow the student to assess his (her) own capabilities.

To ensure patient safety, students throughout the program must be able to demonstrate skills in the following:

### Physical

- Helping in positioning patients who may be comatose, paralyzed, or otherwise incapacitated, from wheelchairs/beds to x-ray tables, and vice versa. This includes regular lifting, pulling, and pushing of 40+ pounds.
- Handling and moving objects--use hands and arms in handling, installing, positioning, manipulating, and moving materials/things. Continuously reaching above shoulder level, frequently while holding objects.
- Positioning, placing and moving equipment, (i.e. image receptors, portable x-ray machines, and overhead equipment) as radiography requires positioning the x-ray tube hanging from the ceiling to various areas of the room.
- Response to signals such as sound and light from a distance of 15 feet, as control panels and exposure switches are located in rooms or paneled areas separate from the x-ray table on which patients are placed.
- Determination of differences in gradual changes in blacks and grays, for the purpose of judging images for technical quality.

### Communicative

- Knowledge of the structure and content of the English language.
- Active listening- the ability to give full attention to what others are saying, and to take time to understand the points being made.
- Oral comprehension- the ability to listen and understand information and ideas presented through spoken words and sentences.
- Speech clarity- the ability to speak clearly so others can understand you.
- Speech recognition- the ability to identify and understand the speech of another person.
- Written expression- the ability to communicate information and ideas in writing so others will understand.
- Communicating with others- the ability to provide information to supervisors, co-workers, and physicians by telephone, in written form, e-mail, or in person.
- Interacting with computers- the ability to use computers and computer systems, including hardware and software.
- Civility-the ability to be polite, respectful, and demonstrate professional behavior as exhibited in classroom and clinical settings.

### Cognitive

- The ability to fill syringes and enema bags, manipulate locks on equipment, and follow isolation procedures.
- Problem sensitivity- the ability to tell when something is wrong or is likely to go wrong.
- Control precision- the ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- Clinical decision making- the ability to gather, analyze, and draw conclusions from data.

### Emotional

- Dependability- requires being reliable, responsible, and dependable, and fulfilling role obligations.
- Integrity- requires being honest and ethical.
- Cooperation- requires being pleasant with others and displaying a good-natured, cooperative attitude.
- Self control- requires maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior even in very difficult situations.
- Concern for others- requires being sensitive to others' needs and feelings.
- Initiative- requires a willingness to take on responsibilities and challenges.
- Stress tolerance- requires accepting criticism and dealing calmly and effectively with high stress situations.
- Adaptability/flexibility- requires being open to change and to considerable variety in the workplace.

## GENERAL EDUCATION REQUIREMENTS: 24 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*

SOC 214(B) - Social Problems *Credit(s): 3*

or

SOC 220(B) - Race and Ethnicity *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 I *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*

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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 courses to remain in and graduate from this program (M096)

# SOIOLOGY 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.

### 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*
- SOC Elective *Credit(s): 3*
- SOC Elective *Credit(s): 3*
- SOC Elective *Credit(s): 3*
- SOC Elective *Credit(s): 3*

### SUGGESTED ELECTIVES: 9 CREDITS

**Sufficient to complete 60 credit graduation requirement**

- 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 also will 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 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*

MTH 162(D) - Applied Calculus *Credit(s): 3*

SPO 110 - Introduction to Sport Management *Credit(s): 3*

SPO 211 - Sport Law *Credit(s): 3*

### GENERAL ELECTIVES: 3 CREDITS

#### **sufficient to complete 62 credit graduation requirement**

General Elective *Credit(s): 3*

### TOTAL: 62 CREDITS

## NOTES

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer also will 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)

# SUSTAINABILITY STUDIES OPTION, ARTS AND SCIENCE, A.A.

## CONTACT

Kate Maiolatesi, 413.552.2462, kmaiolatesi@hcc.edu

## PROGRAM OVERVIEW

The Sustainability Studies degree option prepares students to pursue careers in sustainable living, in fields such as: health and safety, energy and climate change, environmental research and engineering, public policy and law, resource conservation, corporate social responsibility, urban planning, advocacy, and political science. The program provides a cross-disciplinary approach to learning that enables students to integrate skills and knowledge from multiple sources and experiences, and apply their understanding to personal, professional, and civic life. Transfer opportunities may exist with regional colleges and universities.

## PROGRAM OUTCOMES

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

- Understand and experience a sense of community.
- Develop an awareness of the necessity for humans to live in tune with the environment.
- Become familiar with the basic scientific concepts and principles in relation to ecological thinking.
- Critically examine environmental issues and formulate a position based on science.

### GENERAL EDUCATION REQUIREMENTS: 35-36 CREDITS

ENG 101(A) - Composition I *Credit(s): 3*

ENG 102(A) - Composition II *Credit(s): 3*

ECN 120(B) - Ecological Economics *Credit(s): 3*

PSY 110(B) - Introduction to Psychology *Credit(s): 3*

PSY 202(B) - Ecopsychology *Credit(s): 3*

ENG 203(C) - Environmental Literature *Credit(s): 3*

HIS 225(C) - American Environmental History *Credit(s): 3*

PHI 140(C) - Environmental Ethics *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>

SUS 101(E) - Introduction to Sustainability Studies *Credit(s): 4*

SUS 102(E) - Introduction to Clean Energy Resources *Credit(s): 4*

### SUGGESTED ELECTIVES: 25 CREDITS

#### **Sufficient to complete 60 credit graduation requirement**

ART 110(C) - Visual Fundamentals *Credit(s): 3*

BIO 130(E) - Conservation Biology *Credit(s): 4*

BIO 230(E) - Ecology *Credit(s): 4*

COM 121(C) - Introduction to Communication *Credit(s): 3*

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

ECN 100(B) - Introduction to Economics *Credit(s): 3*

EMS 110 - Fundamentals of Video *Credit(s): 3*

EMS 111(C) - Introduction to Electronic Media *Credit(s): 3*

ENG 218(C) - Advanced Academic Writing *Credit(s): 3*

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 230 - Principles of Environmental Site Assessment *Credit(s): 3*

ENV 253(E) - Aquatic Ecology and Pollution *Credit(s): 4*

ESC 120(E) - Introduction to Geology: Earth Processes *Credit(s): 4*

ESC 130(E) - Introduction to Oceanography *Credit(s): 4*

MUS 106(C) - Introduction to World Music *Credit(s): 3*

PHI 120(C) - Ethics *Credit(s): 3*

POL 101(B) - Introduction to Political Science *Credit(s): 3*

POL 110(B) - U.S. National Government *Credit(s): 3*

POL 120(B) - State and Local Government *Credit(s): 3*

PSY 210(B) - Social Psychology *Credit(s): 3*

SOC 110(B) - Introduction to Sociology *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*

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SSN 120(B) - Conflict Resolution and Mediation *Credit(s): 3*  
 SUS 103(E) - Energy Efficiency and Conservation Methods *Credit(s): 4*  
 SUS 105 - Introduction to Wind Energy *Credit(s): 2*  
 SUS 107 - Introduction to Electrical Generation *Credit(s): 4*  
 SUS 109 - Renewable Energy Technology Internship *Credit(s): 3*  
 SUS 110 - Green Careers Exploration *Credit(s): 2*  
 SUS 113 - Solar Thermal Energy *Credit(s): 2*  
 SUS 114 - Solar Photovoltaics *Credit(s): 2*  
 SUS 115 - Green Building Practices *Credit(s): 4*  
 SUS 116(E) - Sustainable Agriculture I *Credit(s): 4*  
 SUS 119 - Sustainable Agriculture Internship *Credit(s): 3*  
 SUS 150 - Topics in Sustainability Studies *Credit(s): 3*  
 SUS 216(E) - Sustainable Agriculture II *Credit(s): 4*  
 SUS 220 - Clean Energy and Sustainable Agriculture *Credit(s): 3*  
 THE 110(C) - Fundamentals of Acting *Credit(s): 3*

**TOTAL: 60-61 CREDITS**

## NOTES

<sup>1</sup>If student is planning to pursue a bachelor's degree, please speak to the transfer coordinator for proper advisement on course selection.

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

Transfer opportunities exist with integrated programs at numerous colleges and universities including the following regional institutions:

1. Westfield State University Interdisciplinary Environmental Science Major
2. Massachusetts College of Liberal Arts Multidisciplinary Environmental Studies Major
3. University of Massachusetts at Amherst - Sustainability Studies
4. University of Vermont Integrated Environmental Studies Program
5. Amherst College Environmental Studies Program

No articulation agreements are currently in place; these are only possible schools and programs.

For those students interested specifically in Environmental Science, please refer to the Environmental Science Degree Program.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges universities. MassTransfer also will 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.

(H084)

# SUSTAINABLE AGRICULTURE OPTION, ARTS AND SCIENCE, A.A.

## CONTACT

Kate Maiolatesi, 413.552.2462, kmaiolatesi@hcc.edu

## PROGRAM OVERVIEW

As concerns grow about what to eat and where our food comes from, we need to be more informed about what our food choices are and how we can ensure the safety of our food.

This program will inform students about the political and economic considerations about our local and global food systems, as well as the scientific principles of the sustainable agricultural practice of growing food according to ecological principles and therefore protecting the environment while providing food, and how the diversity and stability of agro-ecosystems are superior to conventional agricultural systems.

Students will be ready for careers in sustainable farming, participation in setting agricultural policy, food system planning, food-related enterprises, and food science, as well as transfer to area four year colleges' agriculture programs.

## PROGRAM OUTCOMES

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

- Understand the difference between industrialized, traditional, conventional, organic, and permaculture farming practices.
- Understand how environmental factors including light, temperature, humidity, and soil pH contribute to the health of crops.
- Understand how our food system contributes to the health of our entire ecosystem.
- Understand how our food choices contribute to our own health as well as the health of our planet.
- Demonstrate proficiency in growing food crops.

### GENERAL EDUCATION REQUIREMENTS: 35-36 CREDITS

ENG 101(A) - Composition I *Credit(s): 3*

ENG 102(A) - Composition II *Credit(s): 3*

ECN 120(B) - Ecological Economics *Credit(s): 3*

PSY 110(B) - Introduction to Psychology *Credit(s): 3*

PSY 202(B) - Ecopsychology *Credit(s): 3*

ENG 203(C) - Environmental Literature *Credit(s): 3*

HIS 225(C) - American Environmental History *Credit(s): 3*

PHI 140(C) - Environmental Ethics *Credit(s): 3*

MTH 104(D) - College Algebra *Credit(s): 4*

or

MTH 142(D) - Statistics *Credit(s): 3*

SUS 116(E) - Sustainable Agriculture I *Credit(s): 4*

SUS 216(E) - Sustainable Agriculture II *Credit(s): 4*

### PROGRAM REQUIREMENTS: 20 CREDITS

ENV 138(E) - Soil and the Environment *Credit(s): 4*

PHI 230(C) - Topics in Philosophy *Credit(s): 3*

SUS 101(E) - Introduction to Sustainability Studies *Credit(s): 4*

SUS 110 - Green Careers Exploration *Credit(s): 2*

SUS 119 - Sustainable Agriculture Internship *Credit(s): 3*

SUS 124(E) - Introduction to Permaculture *Credit(s): 4*

### PROGRAM ELECTIVES: 6-8 CREDITS

#### Select 2 from the following

SUS 102(E) - Introduction to Clean Energy Resources *Credit(s): 4*

SUS 125 - Urban Agriculture *Credit(s): 4*

SUS 126 - Introduction to Apiculture *Credit(s): 4*

SUS 127 - Sustainable Small-Scale Livestock Management *Credit(s): 4*

SUS 150 - Topics in Sustainability Studies *Credit(s): 3*

SUS 220 - Clean Energy and Sustainable Agriculture *Credit(s): 3*

### TOTAL: 61-64 CREDITS

## NOTES

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

(H083)

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

## CONTACT

Timothy Cochran, 413.552.2484, 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:

- Theater
- Education
- Broadcasting
- Journalism
- Advertising
- Public Relations
- Business
- Politics
- Communication
- Photography
- Film
- Sales/Marketing
- Government Relations

### 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 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*

THE 212(C) - Theater History: Classical Theater *Credit(s): 3*

or

THE 213(C) - Theater History: Modern Drama *Credit(s): 3*

### PROGRAM ELECTIVES: 8 CREDITS

#### Select from the following

THE 100(C) - Introduction to Theater *Credit(s): 3*

THE 120 - Movement for Actors *Credit(s): 3*

THE 181 - Musical Theater Workshop I *Credit(s): 4*

THE 182 - Musical Theater Workshop II *Credit(s): 4*

THE 210 - Acting II *Credit(s): 3*

THE 218 - Voice and Diction *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 237(C) - Shakespeare *Credit(s): 3*

THE 240 - Playscript Analysis *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

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

**NOTES**

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges universities. MassTransfer also will 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)

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

## CONTACT

Advising, Career and Transfer Center (ACT), 413.552.2722, [advising@hcc.edu](mailto:advising@hcc.edu)

## PROGRAM OVERVIEW

Not sure what college degree to pursue? This is the option for you! Students who are uncertain of their interest or potential career options will be provided with intensive career counseling and support at the very beginning of their HCC experience. Students will be required to work with their assigned career counselor throughout their first semester, who will guide them through the career exploration process and help them select a major. We encourage you to click on Degrees & Certificates to assist you in exploring all of the degree and certificate options HCC has to offer.

### 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: 25 CREDITS

Any course listed in the College Catalog

### TOTAL: 60-61 CREDITS

## NOTES

As result of having selected this option, students will:

- Attend the required New Student Orientation session for the Undecided Option
- Be provided with intensive Career Counseling and Advising support
- Select a Degree prior to the end of their first semester that will be aligned with their personal career interest/goal

(H005)

# UNIVERSITY WITHOUT WALLS OPTION, LIBERAL STUDIES, A.S.

## CONTACT

Idelia Smith, 413.552.2228, ismith@hcc.edu

## PROGRAM OVERVIEW

This program meets MassTransfer requirements, which guarantees transfer of credit to all state colleges and universities. This option was designed to prepare the student to undertake the development of a comprehensive portfolio of written documentation reflecting the student's professional work that will be evaluated for college credit by the transfer university.

### 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*<sup>1</sup>  
 Social Science Elective (B) *Credit(s): 3*  
 Art or Music Elective (C) *Credit(s): 3*  
 History Elective (C) *Credit(s): 3*  
 Literature Elective (C) *Credit(s): 3*  
 MTH 155(D) - Topics in Mathematics *Credit(s): 3*  
 Laboratory Science Elective (E) *Credit(s): 4*  
 Laboratory Science Elective (E) *Credit(s): 4*

### PROGRAM REQUIREMENTS: 10 CREDITS

ENG 218(C) - Advanced Academic Writing *Credit(s): 3*  
 COM 150(C) - Public Speaking *Credit(s): 3*  
 CSI 111 - Computer Concepts with Applications *Credit(s): 4*

### PROGRAM ELECTIVES: 6 CREDITS

ANT 101(B) - Cultural Anthropology *Credit(s): 3*

ANT 114(B) - Understanding Diversity and Valuing Similarities *Credit(s): 3*  
 or  
 History Elective (C) *Credit(s): 3*  
 or  
 Literature Elective (C) *Credit(s): 3*

### GENERAL ELECTIVES: 13 CREDITS

General Elective *Credit(s): 3*  
 General Elective *Credit(s): 3*  
 General Elective *Credit(s): 3*  
 General Elective *Credit(s): 3*  
 General Elective *Credit(s): 1*

### TOTAL: 64 CREDITS

## NOTES

<sup>1</sup> PSY 110 and SOC 110 are 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 universities. MassTransfer also will 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

Trains paraprofessional personnel who will assist veterinarians as technicians in clinical settings or serve in a variety of positions in animal research laboratories, state animal shelters, or other facilities where supervision of animals is required. 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.

## ADMISSION REQUIREMENTS

- Completion of BIO 107 (or approved equivalent course) with a grade of "C" or better
- Completion of MTH 085 (or approved equivalent course) with a grade of "C" or better, or testing out of MTH 085 on the mathematics placement exam
- Attendance at a Veterinary Technician Program Information Session prior to applying. Contact Admissions or follow this link for a list of dates for these information sessions: <https://www.hcc.edu/courses-and-programs/academic-divisions/health-sciences/special-info-sessions>
- Rabies vaccination is strongly recommended (but not required) and observation in a veterinary facility is also recommended (but not required) for admission
- All application materials must be submitted no later than February 1 for fall admission

The Veterinary Technician Program has selective admissions with one class admitted per year, beginning in the fall. Upon completion of the program, the student will be able to meet the following objectives with the proficiency expected of a Veterinary Technician at the entry level.

## 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 patient monitoring, and demonstrate knowledge of common surgical procedures
- Calculate and administer anesthetics. Maintain anesthesia and monitor the recovery of patients
- Collect laboratory samples and specimens through venipuncture, fecal collection, cystocentesis, and skin scraping. Use appropriate technique for collection, handling, and identification of specimens
- Follow oral and written instructions
- Report results and keep accurate records according to established procedures
- Learn to deal appropriately with clients
- Perform radiographic imaging techniques
- Retain composure and efficiency under stress
- Demonstrate initiative - when work is done, offer assistance for helping with other tasks
- 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 dealing with people
- As admissions requirements are periodically changing, students interested in this program should contact the Office of Admissions (413-552-2321) for current details.

Upon completing the AS degree in Veterinary and Animal Science, the Veterinary Technician National Exam (VTNE) may be taken to become a credentialed veterinary technician. Over the past 3 years (July 1, 2015 - June 30, 2018) HCC had 33 first time candidates take the VTNE with a pass rate of 67%. 72 graduates were eligible to take the exam in this time period.

## 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*

Social Science Elective (B) *Credit(s): 3*

or

HIS 121(C) - History of Animal Advocacy in the United States, 1865-Present *Credit(s): 3*

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

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*  
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 in Domestic Animals *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**

(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 the program, students will have:

- Experienced a broad range of practices and materials
- Attained skills in basic art making techniques
- Acquired an understanding of visual concepts
- Gained fluency in the language of art

### 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) - Introduction to Art History I *Credit(s): 3*

ART 132(C) - Introduction to Art History II *Credit(s): 3*

Any History or Art History Elective *Credit(s): 3*<sup>1</sup>

### PROGRAM ELECTIVES: 13 CREDITS

ART Elective *Credit(s): 3*

ART Elective *Credit(s): 3*

ART Elective *Credit(s): 3*

ART Elective *Credit(s): 3*

General Elective *Credit(s): 1*<sup>2</sup>

### TOTAL: 60-61 CREDITS

## NOTES

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

<sup>2</sup> Any course in the catalog is acceptable.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer also will 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)

# WEB DEVELOPMENT OPTION, COMPUTER INFORMATION SYSTEMS, A.S.

## CONTACT

Joseph Lavoie, 413.552.2613, jtlavoie@hcc.edu

## PROGRAM OVERVIEW

Upon completion of the Web Development option, students should be able to design and develop both the front-end and back-end of websites using languages such as HTML-5, Javascript, PHP, Java, and/or C++. Students will understand the differences between client and server-side programming, trace programming flow and logic, and learn how to create stable and scalable designs. Students will experience development on both mobile and desktop environments. This degree is intended to prepare students for a job in the web design field after graduation.

### 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: 32 CREDITS

- CSI 106 - Programming Fundamentals *Credit(s): 4*
- CSI 111 - Computer Concepts with Applications *Credit(s): 4*
- CSI 207 - Mobile Application Developments *Credit(s): 4*
- CSI 218 - Programming Fundamentals II *Credit(s): 4*
- CSI 242 - Applied Database Management *Credit(s): 3*
- CSI 251 - Network Development *Credit(s): 3*
- CSI 252 - Introduction to Web Site Development *Credit(s): 3*
- CSI 255 - Scripting for the Web *Credit(s): 4*
- EMS 118(C) - Media for the Web *Credit(s): 3*

### PROGRAM ELECTIVES: 6-8 CREDITS

#### ***select 2 from the following***

- CSI 254 - Java Programming I *Credit(s): 4*
- CSI 258 - Data Structures *Credit(s): 4*
- EMS 112(C) - Topics in Electronic Media *Credit(s): 3*
- EMS 140 - Introduction to Game Design *Credit(s): 3*
- ENG 223(C) - Writing for the Professions *Credit(s): 3*

### **TOTAL: 61-64 CREDITS**

## NOTES

Depending on course selection, 50% of this program can be completed online. Go to Online Learning for more information.  
(N068)

# 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

#### Semester One: 13 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*

BUS 112 - Professional Etiquette *Credit(s): 1*

BUS 215 - Spreadsheets *Credit(s): 3*

#### Semester Two: 13 credits

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 113 - Ethics in Business *Credit(s): 1*

### TOTAL: 26 CREDITS

## NOTES

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

(B018)

## Holyoke Community College

Undergraduate certificate in Accounting

Program Length: 9 months

### Students graduating on time

**N/A\*** of Title IV students complete the program within 9 months<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

### Program Costs\*

**\$5,173** for in-state tuition and fees

**\$10,529** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

#### Program graduates are employed in the following fields:

Bookkeeping, Accounting, and Auditing Clerks: <http://onetonline.org/link/summary/43-3031.00>

### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

### Additional Information:

No additional notes provided.

## Footnotes:

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

8. Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# ADDICTION STUDIES CERTIFICATE

## CONTACT

Allison Hrovat, 413.552.2381, ahrovat@hcc.edu

## PROGRAM OVERVIEW

As our society grows more and more aware of the toll that addiction takes on individuals, families, and communities, the need for trained professionals in the field of addictions steadily grows. The Addiction Studies Certificate provides students with foundational knowledge in psychology, human services, addictions, and substance abuse. Courses in this program will apply towards the educational requirements for professional certification. Additional requirements, including documented supervised hours of practice, will be needed in order to complete the certification process.

For specific information about the certification process, please contact the MBSACC or MBSAS.

### PROGRAM REQUIREMENTS: 18 CREDITS

HSV 113 - Introduction to Human Services *Credit(s): 3*

HSV 120(B) - Introduction to Addiction Studies *Credit(s): 3*

HSV 123 - Helping Skills, Techniques, and Ethics in Human Services and Social Work *Credit(s): 3*

HSV 208(B) - Substance Abuse *Credit(s): 3*

or

SOC 208(B) - Substance Abuse *Credit(s): 3*

HSV 214 - Treatment Methodologies in Addiction *Credit(s): 3*

PSY 110(B) - Introduction to Psychology *Credit(s): 3*

### PROGRAM ELECTIVES: 6 CREDITS

#### **Select 2 from the following**

ANT 114(B) - Understanding Diversity and Valuing Similarities *Credit(s): 3*

HSV 205(B) - Family Violence *Credit(s): 3*

HSV 212(B) - Group Dynamics *Credit(s): 3*

or

COM 212(B) - Group Dynamics *Credit(s): 3*

PSY 216(B) - Human Development *Credit(s): 3*

PSY 217(B) - Abnormal 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, 80% of this program can be completed online. Go to Online Learning for more information.

(H024)

# Holyoke Community College

Undergraduate certificate in Addiction Studies

Program Length: 9 months

## Students graduating on time

**23%** of Title IV students complete the program within 9 months<sup>1</sup>

## Program Costs\*

**\$4,827** for in-state tuition and fees

**\$9,771** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

## Students Borrowing Money

### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

## Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

### Program graduates are employed in the following fields:

Substance Abuse and Behavioral Disorder Counselors: <http://onetonline.org/link/summary/21-1011.00>

## Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

## Additional Information:

No additional notes provided.

Date Created: 3/27/2018

**Footnotes:**

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

**7. State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

**8. Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A



# ADMINISTRATIVE PROFESSIONAL STUDIES CERTIFICATE

## CONTACT

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

## PROGRAM OVERVIEW

The Administrative Professional Studies Certificate prepares students for entry-level positions in varied office settings. The certificate combines a general education core with business and computer courses designed to emphasize both the technical and the communication skills necessary for success in the field.

## PROGRAM OUTCOMES

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

- prepare a variety of business documents
- communicate orally and in writing
- manage routine office duties

### PROGRAM REQUIREMENTS: 20-21 CREDITS

ENG 101(A) - Composition I *Credit(s): 3*

BUS 112 - Professional Etiquette *Credit(s): 1*

BUS 115 - Computer Applications *Credit(s): 3*

or

CSI 111 - Computer Concepts with Applications *Credit(s): 4*

BUS 170 - Mathematics for Business Decisions *Credit(s): 3*

BUS 215 - Spreadsheets *Credit(s): 3*

BUS 220 - Business Communications *Credit(s): 3*

BUS 278 - Internship in Business *Credit(s): 3*

GSY 111 - Job Search Strategies *Credit(s): 1*

### PROGRAM ELECTIVES: 6 CREDITS

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

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

### TOTAL: 26-27 CREDITS

## NOTES

<sup>1</sup> Business Electives: Choose from the following: ACC, BUS, HCA, LAW, MGT, MKT or SPO.

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

(B042)

## Holyoke Community College

Undergraduate certificate in Administrative Professional Studies

Program Length: 9 months

### Students graduating on time

**N/A\*** of Title IV students complete the program within 9 months<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

### Program Costs\*

**\$5,213** for in-state tuition and fees

**\$10,569** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

#### Program graduates are employed in the following fields:

Executive Secretaries and Executive Administrative Assistants: <http://onetonline.org/link/summary/43-6011.00>

### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

### Additional Information:

No additional notes provided.

Date Created: 3/27/2018

These disclosures are required by the U.S. Department of Education

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## Footnotes:

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

8. Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# CHILDREN'S BEHAVIORAL HEALTH CERTIFICATE

## CONTACT

Allison Hrovat, 413.552.2381, ahrovat@hcc.edu

## PROGRAM OVERVIEW

This certificate in Children's Behavioral Health is designed to train students interested in working with children with behavioral health needs and their families. This certificate is part of a larger focus in the Human Services field to connect Community Health Workers (CHW) and Children's Behavioral Health Workers (CBHW) with Clinical Mental Health teams to provide enhanced community and home based services to children, youth, and their families.

## PROGRAM OUTCOMES

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

- Provide evidence of basic mastery of the core competencies for Community Health Workers/Children's Behavioral Health Workers (CHW/CBHW) OR introductory knowledge about the Human Services and Social Work fields.
- Demonstrate an understanding of community-based services and the roles of Community Health Workers, Family Partners, and Therapeutic Mentors.
- Demonstrate an understanding of child/adolescent development and family systems within a framework of cultural competence
- Demonstrate an understanding of evidence-based and trauma-informed services
- Demonstrate an understanding of the child welfare system and children's behavioral health systems of care
- Demonstrate the ability to communicate effectively, work effectively with children and families, provide accurate documentation, and conduct oneself in a professional manner

## PROGRAM REQUIREMENTS: 28-29 CREDITS

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 140(B) - Foundations in Children's Behavioral Health *Credit(s): 3*

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

HTH 104 - Core Competencies for the CHW *Credit(s): 4*

PSY 110(B) - Introduction to Psychology *Credit(s): 3*

PSY 215(B) - Child Psychology *Credit(s): 3*

or

PSY 218(B) - Adolescent Psychology *Credit(s): 3*

HTH 209 - Practicum for CHWs *Credit(s): 3*

or

HSV 288 - Practicum in Human Services I *Credit(s): 4*

## TOTAL: 28-29 CREDITS

## NOTES

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

(H028)

# Holyoke Community College

Undergraduate certificate in Children's Behavioral Health

Program Length: 12 months

## Students graduating on time

**N/A\*** of Title IV students complete the program within 12 months<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

## Program Costs\*

**\$5,432** for in-state tuition and fees

**\$11,406** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

## Students Borrowing Money

### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

## Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

### Program graduates are employed in the following fields:

Community Health Workers: <http://onetonline.org/link/summary/21-1094.00>

## Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

## Additional Information:

No additional notes provided.

Date Created: 3/28/2018

These disclosures are required by the U.S. Department of Education

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**Footnotes:**

- <sup>1</sup> The share of students who completed the program within 100% of normal time (12 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

**7. State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

**8. Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# CLEAN ENERGY CERTIFICATE

## CONTACT

Kate Maiolatesi, 413.552.2462, kmaiolatesi@hcc.edu

## PROGRAM OVERVIEW

To prepare for employment in the clean energy sector, students will learn about all types of sustainable energy sources, including solar, wind, geothermal, and biomass. They will learn how to use specialized equipment and monitor energy usage. Hands-on experience will be provided in the internship as well as the labs to acquaint the students with the necessary equipment and technologies

### PROGRAM REQUIREMENTS: 24 CREDITS

- MGT 235 - Entrepreneurship *Credit(s): 3*
- SUS 102(E) - Introduction to Clean Energy Resources *Credit(s): 4*
- SUS 103(E) - Energy Efficiency and Conservation Methods *Credit(s): 4*
- SUS 107 - Introduction to Electrical Generation *Credit(s): 4*
- SUS 109 - Renewable Energy Technology Internship *Credit(s): 3*
- SUS 110 - Green Careers Exploration *Credit(s): 2*
- SUS 115 - Green Building Practices *Credit(s): 4*

### PROGRAM ELECTIVES: 4-7 CREDITS

- ESL 153 - ESL for Renewable Energy Technology *Credit(s): 3*
- SUS 105 - Introduction to Wind Energy *Credit(s): 2*
- SUS 106 - Introduction to Geothermal Energy *Credit(s): 2*
- SUS 113 - Solar Thermal Energy *Credit(s): 2*
- SUS 114 - Solar Photovoltaics *Credit(s): 2*

### TOTAL: 28-31 CREDITS

(H091)

## Holyoke Community College

### Undergraduate certificate in Clean Energy

Program Length: 9 months

#### Students graduating on time

**N/A\*** of Title IV students complete the program within 9 months<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

#### Program Costs\*

**\$5,254** for in-state tuition and fees

**\$11,022** for out-of-state tuition and fees

**\$3,200** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

#### Students Borrowing Money

##### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

##### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

##### Program graduates are employed in the following fields:

Heating and Air Conditioning Mechanics and Installers: <http://onetonline.org/link/summary/49-9021.01>

#### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

#### Additional Information:

No additional notes provided.



## Footnotes:

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

8. Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# COMMUNITY HEALTH WORKER CERTIFICATE

## CONTACT

Rebecca Lewis, 413.552.2426, rlewis@hcc.edu

## PROGRAM OVERVIEW

The Community Health Worker (CHW) Certificate Program includes education in the core competencies recognized and authorized by the Massachusetts Department of Public Health, Board of Certification. CHWs perform activities to promote, support, and protect the health of individuals, families, and communities--including client advocacy, health education, and health care system navigation. With some work experience built into the curriculum, students will require additional work hours prior to or after completion of the Certificate program in order to qualify for state certification.

## PROGRAM OUTCOMES

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

- Explain and apply each of the core competencies related to CHW Training/Practice or related work
- Demonstrate an understanding of how one's own culture affects health behavior
- Identify basic professional standards of practice required for CHW or related work
- Explain the role of group dynamics, motivational interviewing, and other facilitation skills in the context of a CHW or related role
- Identify the most pressing population-based health conditions facing communities and how CHWs interact with communities to address these
- Educate individuals, families, and communities regarding specific health topics
- Demonstrate basic knowledge of keyboarding and word processing
- Obtain the core educational components required to apply for State Certification as a CHW

## PROGRAM REQUIREMENTS: 26 CREDITS

BUS 112 - Professional Etiquette *Credit(s): 1*

BUS 115 - Computer Applications *Credit(s): 3*

HSV 212(B) - Group Dynamics *Credit(s): 3*<sup>1</sup>

HTH 101 - Introduction to Health Careers *Credit(s): 3*

HTH 102(B) - Introduction to Public Health *Credit(s): 3*

HTH 104 - Core Competencies for the CHW *Credit(s): 4*

HTH 109 - Principles of Electronic Health Records for Direct Care Workers *Credit(s): 1*

HTH 201 - Essential Health Topics for CHWs *Credit(s): 2*

HTH 209 - Practicum for CHWs *Credit(s): 3*

PSY 110(B) - Introduction to Psychology *Credit(s): 3*

or

SOC 110(B) - Introduction to Sociology *Credit(s): 3*

## TOTAL: 26 CREDITS

## NOTES

<sup>1</sup>SOC 110 can be substituted as pre-requisite for HSV 212 with Department Chair approval.

Students must be ENG 101 eligible in order to complete this certificate

More information on CHWs as a career path can be found at: Massachusetts Department of Public Health Office of CHWs: MDPH and at: MA Board of Certification of CHWs

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

Foundations of Health students enrolled in HTH 209, or applying for Selective Programs, are required to complete a CORI/SORI background check prior to registering for classes or applying to programs, 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. A positive finding **may** prevent students from successfully completing the HTH 209 course, applying for Selective Programs, or graduating with a Foundations of Health degree due to clinical site requirements. The College policy can be found in the Student Handbook.

There is a SEPARATE CORI/SORI application you must complete online if you have lived outside the state of Massachusetts in the past 10 years; failure to disclose all relevant information may result in an inability to complete the HTH 209 course. Out of state CORI/SORI fees vary. If you have had legal issues in the past or have any legal affairs pending, you must contact Clare LaMontagne, Dean of Health Sciences, to set up a meeting.

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

(M086)

# Holyoke Community College

Undergraduate certificate in Community Health Worker

Program Length: 9 months

## Students graduating on time

0% of Title IV students complete the program within 9 months<sup>1</sup>

## Program Costs\*

**\$4,898** for in-state tuition and fees

**\$10,254** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

## Students Borrowing Money

### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

## Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

### Program graduates are employed in the following fields:

Community Health Workers: <http://onetonline.org/link/summary/21-1094.00>

## Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

## Additional Information:

No additional notes provided.

Date Created: 3/28/2018

**Footnotes:**

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

**7. State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

**8. Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# COMPUTER NETWORKING CERTIFICATE

## CONTACT

Joseph Lavoie, 413.552.2613, jtlavoie@hcc.edu

## PROGRAM OVERVIEW

This certificate is designed to provide students with a hands-on working knowledge of how businesses store, maintain, and share vast amounts of information and focuses upon the technical aspects of maintaining, troubleshooting, and repairing computer and network systems, including analyzing and finding solutions to problems experienced by individual computer users.

## PROGRAM OUTCOMES

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

- Work on the technical aspect of maintaining, troubleshooting, and repairing computer and network systems.
- Enter a number of career paths in all segments of business and industry as help desk technicians, network administrators, information technology specialists, PC analysts, or systems analysts.

## PROGRAM REQUIREMENTS: 25 CREDITS

CSI 105 - Principles of Information Security and Assurance *Credit(s): 3*

CSI 111 - Computer Concepts with Applications *Credit(s): 4*

CSI 211 - System Support *Credit(s): 3*

CSI 214 - Systems Analysis and Design *Credit(s): 3*

CSI 216 - System Support II *Credit(s): 3*

CSI 250 - Current Topics in Information Systems *Credit(s): 3*

CSI 251 - Network Development *Credit(s): 3*

CSI 252 - Introduction to Web Site Development *Credit(s): 3*

## TOTAL: 25 CREDITS

(N062)

## Holyoke Community College

Undergraduate certificate in Computer Networking

Program Length: 13 months

### Students graduating on time

**N/A\*** of Title IV students complete the program within 13 months<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

### Program Costs\*

**\$4,542** for in-state tuition and fees

**\$9,486** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

#### Program graduates are employed in the following fields:

Network and Computer Systems Administrators: <http://onetonline.org/link/summary/15-1142.00>

### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

#### Additional Information:

No additional notes provided.

## Footnotes:

- <sup>1</sup> The share of students who completed the program within 100% of normal time (13 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

8. Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# CULINARY ARTS CERTIFICATE

## CONTACT

Warren Leigh, 413.552.2298, wleigh@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, and HCC is the only Massachusetts community college with this certification. The Certificate serves as the first year to HCC's A.S. in Foodservice Management, as well as preparing students to go on to culinary degree-granting institutions such as Johnson & Wales University, the Culinary Institute of America, and New England Culinary Institute.

## 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 product 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): 3*

CUL 101 - Culinary Fundamentals II *Credit(s): 3*

CUL 104 - Professional Standards for the Food Service Industry *Credit(s): 1*

CUL 106 - Digital Technology for Culinarians *Credit(s): 1*

CUL 111 - Sanitation and Safety *Credit(s): 2*

CUL 115 - Culinary Math *Credit(s): 2*

### Semester Two: 12 Credits

CUL 107 - Pantry and Garde Manager *Credit(s): 2*

CUL 108 - Stocks, Soups, and Sauces *Credit(s): 2*

CUL 109 - Entree Preparation and Presentation *Credit(s): 2*

CUL 112 - Dining Room Service: Theory and Application *Credit(s): 2*

CUL 113 - Introduction to Food Service Operations *Credit(s): 2*

CUL 114 - Baking and Pastry Arts I *Credit(s): 2*

## TOTAL: 24 CREDITS

## NOTES

Students must pass the NRAEF ServSafe exam in order to complete the requirements for attaining the certificate. CUL 111 may be waived in lieu of an earned and valid ServSafe Certificate.

(B111)



# Holyoke Community College

Undergraduate certificate in Culinary Arts

Program Length: 9 months

## Students graduating on time

**36%** of Title IV students complete the program within 9 months<sup>1</sup>

## Program Costs\*

**\$6,225** for in-state tuition and fees

**\$12,611** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

## Students Borrowing Money

### The typical graduate leaves with

**\$0** in debt<sup>3</sup>

### The typical monthly loan payment

**\$0** per month in student loans with an interest rate of **4.45%**<sup>4</sup>.

## Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

### Program graduates are employed in the following fields:

Cooks, Restaurant: <http://onetonline.org/link/summary/35-2014.00>

## Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

## Additional Information:

No additional notes provided.

Date Created: 4/9/2018

These disclosures are required by the U.S. Department of Education

**Footnotes:**

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a 4.45% interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

**7. State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

**8. Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# CYBER SECURITY CERTIFICATE

## CONTACT

Joseph T. Lavoie, 413.552.2613, jtlavoie@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.

This certificate will allow students to have a knowledge of current digital security concerns and solutions in the world, gained through hands-on learning in the classroom, while allowing them to continue on with their education if so chosen.

### 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 *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*
- SEC 264 - Disaster Recovery *Credit(s): 3*

### TOTAL: 27 CREDITS

## NOTES

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

(N043)

## Holyoke Community College

Undergraduate certificate in Cyber Security

Program Length: 9 months

### Students graduating on time

**N/A\*** of Title IV students complete the program within 9 months<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

### Program Costs\*

**\$6,021** for in-state tuition and fees

**\$11,583** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

#### Program graduates are employed in the following fields:

Information Security Analysts: <http://onetonline.org/link/summary/15-1122.00>

### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

### Additional Information:

No additional notes provided.

## Footnotes:

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

8. Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# 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

(H081)

# Holyoke Community College

Undergraduate certificate in Deaf Studies

Program Length: 9 months

## Students graduating on time

**N/A\*** of Title IV students complete the program within 9 months<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

## Program Costs\*

**\$4,542** for in-state tuition and fees

**\$9,486** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

## Students Borrowing Money

### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

## Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

### Program graduates are employed in the following fields:

Interpreters and Translators: <http://onetonline.org/link/summary/27-3091.00>

## Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

## Additional Information:

No additional notes provided.

Date Created: 3/28/2018

These disclosures are required by the U.S. Department of Education

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**Footnotes:**

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

**7. State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

**8. Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A



# 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 provide education to staff working for, or individuals interested in working for, agencies that provide residential programs, employment programs, and recreational, personal, and family supports for individuals with cognitive and intellectual disabilities. Tuition assistance may be available to individuals currently employed for an agency which receives DDS funding.

### PROGRAM REQUIREMENTS: 25 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*

### PROGRAM ELECTIVES: 3 CREDITS

#### *select 1 from the following*

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

PSY 216(B) - Human Development *Credit(s): 3*

PSY 217(B) - Abnormal Psychology *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, 80% of this program can be completed online. Go to Online Learning for more information.

(S013)

## Holyoke Community College

Undergraduate certificate in Developmental Disabilities Direct Support

Program Length: 9 months

### Students graduating on time

**N/A\*** of Title IV students complete the program within 9 months<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

### Program Costs\*

**\$5,584** for in-state tuition and fees

**\$11,352** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

#### Program graduates are employed in the following fields:

Social and Human Service Assistants: <http://onetonline.org/link/summary/21-1093.00>

### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

### Additional Information:

No additional notes provided.

## Footnotes:

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

8. Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# DIRECT CARE WORKER CERTIFICATE

## CONTACT

Rebecca Lewis 413.552.2426, rlewis@hcc.edu

## PROGRAM OVERVIEW

The Direct Care Worker Certificate prepares students to perform the responsibilities of both a Certified Nursing Assistant (CNA) and a Home Health Aide (HHA). Under the supervision of a Registered Nurse (RN) or a Licensed Practical Nurse (LPN), Direct Care Workers help patients with their health care needs in a variety of settings: nursing homes, hospitals, hospices, adult day care centers, primary care, pediatrics, rehabilitation centers, assisted living facilities, or at the patient's home. Direct Care Workers help fulfill basic quality of life needs for those who need assistance due to illness, disability, or infirmity. The certificate combines specialized training that meets both state and federal standards with academic coursework that students need to successfully compete for entry level positions in health care.

## PROGRAM OUTCOMES

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

- Identify and explain the primary role/responsibilities of a direct care worker and how this applies to various care settings
- Successfully pass the clinical and written state exam for HTH 210 CNA course
- Successfully pass written exam for Home Health Aide Certification
- Identify and apply principles of cultural competence to direct patient/person care
- Explain the role of professionalism in health care and how it relates to patient care in both home and facility settings
- Understand how to work with individuals with dementia and related behaviors in both home and facility settings
- Explain the role of electronic medical records in patient care.

## PROGRAM REQUIREMENTS: 25 CREDITS

ANT 114(B) - Understanding Diversity and Valuing Similarities *Credit(s): 3*

BUS 112 - Professional Etiquette *Credit(s): 1*

BUS 115 - Computer Applications *Credit(s): 3*

GRT 110(B) - Introduction to the Study of Aging *Credit(s): 3*

HTH 101 - Introduction to Health Careers *Credit(s): 3*

HTH 105 - Alzheimer's Disease and Other Dementia-Related Disorders *Credit(s): 1*

HTH 109 - Principles of Electronic Health Records for Direct Care Workers *Credit(s): 1*

HTH 114 - Medical Terminology *Credit(s): 3*

HTH 210 - Field Experience *Credit(s): 6*<sup>1</sup>

HTH 216 - Home Health Aide Supplemental *Credit(s): 1*

## TOTAL: 25 CREDITS

## NOTES

<sup>1</sup>HTH 210: Documentation of current successful CORI/SORI background check is required.

Students must be ENG 101 eligible in order to complete this certificate.

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

Foundations of Health students enrolled in HTH 210 or applying for Selective Programs are required to complete a CORI/SORI background check prior to registering for classes or applying to programs. A positive finding may prevent students from successfully completing the HTH 210 course, applying for Selective Programs, or graduating with a Foundations of Health Degree due to clinical site requirements. The College policy can be found in the Student Handbook.

Inability to attend clinical orientation and placement may result in Administrative Withdrawal from HTH 210. There is a SEPARATE CORI/SORI application you must complete online if you have lived outside of the state of Massachusetts in the past 10 years; failure to disclose all relevant information may result in an inability to complete the HTH 210 course. Out of state CORI/SORI fees vary. If you have had legal issues in the past or have any legal affairs pending, you must contact Clare LaMontagne, Dean of Health Sciences, immediately.

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

(M085)

# Holyoke Community College

Undergraduate certificate in Direct Care Worker

Program Length: 9 months

## Students graduating on time

**N/A\*** of Title IV students complete the program within 9 months<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

## Program Costs\*

**\$4,720** for in-state tuition and fees

**\$9,870** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

## Students Borrowing Money

### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

## Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

### Program graduates are employed in the following fields:

Personal Care Aides: <http://onetonline.org/link/summary/39-9021.00>

## Licensure Requirements<sup>6</sup>

Program qualifies students to sit for licensure exam in:

**Massachusetts**

## Additional Information:

No additional notes provided.

Date Created: 3/28/2018

These disclosures are required by the U.S. Department of Education

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**Footnotes:**

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

**7. State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

**8. Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# ELECTRONIC MEDIA CERTIFICATE

## CONTACT

Jay Ducharme, 413.552.2508, [jducharme@hcc.edu](mailto:jducharme@hcc.edu)

## PROGRAM OVERVIEW

May be completed in one year. Ideal for those not seeking a full degree but who wish to gain new career skills in video, multimedia, digital imaging, digital sound, multimedia design, animation and computer applications for media.

Students will develop a portfolio of their work while gaining skills that will help them in further study or to pursue a career in:

- Multimedia Design
- Graphic Design
- Video
- Public Relations
- Digital Imaging
- Broadcast Media
- Digital Audio Production
- Animation
- Journalism
- Web Design
- Communication
- Interactive Game Design
- Theater
- Education
- Photography
- Film

### PROGRAM REQUIREMENTS: 25 CREDITS

ART 125(C) - 2D: Two Dimensional Design *Credit(s): 3*

or

ART 140(C) - Basic Still Photography *Credit(s): 3*

COM 121(C) - Introduction to Communication *Credit(s): 3*

or

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

EMS 105 - Introduction to Visual Media *Credit(s): 3*

EMS 110 - Fundamentals of Video *Credit(s): 3*

EMS 111(C) - Introduction to Electronic Media *Credit(s): 3*

EMS 112(C) - Topics in Electronic Media *Credit(s): 3*

or

EMS xxx - any other 3-credit Electronic Media course *Credit(s): 3*

EMS 201 - Electronic Media Seminar *Credit(s): 3*

EMS 204 - Electronic Media Portfolio *Credit(s): 4*

### TOTAL: 25 CREDITS

## NOTES

For more information on the Electronic Media Program visit the CMTA website.

Students in the Certificate Program are strongly encouraged to meet with an Electronic Media faculty member as soon as possible after beginning the program.

- Suggested first semester schedule:

EMS 105

EMS 110

EMS 111

ART 125 or ART 140

It is very important that Electronic Media Certificate students take courses in correct rotation. Therefore if classes are filled, please contact Jay Ducharme (413.552.2508) to allow students to enroll.

(H036)

## Holyoke Community College

Undergraduate certificate in Electronic Media

Program Length: 9 months

### Students graduating on time

**N/A\*** of Title IV students complete the program within 9 months<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

### Program Costs\*

**\$4,720** for in-state tuition and fees

**\$9,870** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

#### Program graduates are employed in the following fields:

Multimedia Artists and Animators: <http://onetonline.org/link/summary/27-1014.00>

### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

### Additional Information:

No additional notes provided.



## Footnotes:

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

8. Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# ENTREPRENEURSHIP CERTIFICATE

## CONTACT

Ellen Majka, 413.552.2350, emajka@hcc.edu

## PROGRAM OVERVIEW

This certificate is designed to provide students with an understanding of what is required to start their own business as well as to help current small business owners better manage their existing companies.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to

- identify entrepreneurship opportunities
- generate ideas
- research the market

### PROGRAM REQUIREMENTS: 12 CREDITS

ACC 111 - Principles of Accounting I *Credit(s): 3*

BUS 112 - Professional Etiquette *Credit(s): 1*

BUS 113 - Ethics in Business *Credit(s): 1*

BUS 114 - Money Management *Credit(s): 1*

BUS 215 - Spreadsheets *Credit(s): 3*

MGT 235 - Entrepreneurship *Credit(s): 3*

### PROGRAM ELECTIVES: 12-13 CREDITS

Accounting Elective *Credit(s): 3-4*

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

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

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

### GENERAL ELECTIVES: 3 CREDITS

General Elective *Credit(s): 3*

### TOTAL: 27-28 CREDITS

## NOTES

<sup>1</sup> Select courses with the following prefixes: ACC, BUS, HCA, LAW, MGT, MKT, or SPO.

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

(B094)

# Holyoke Community College

Undergraduate certificate in Entrepreneurship

Program Length: 9 months

## Students graduating on time

**N/A\*** of Title IV students complete the program within 9 months<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

## Program Costs\*

**\$5,481** for in-state tuition and fees

**\$11,043** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

## Students Borrowing Money

### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

## Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

### Program graduates are employed in the following fields:

General and Operations Managers: <http://onetonline.org/link/summary/11-1021.00>

## Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

## Additional Information:

No additional notes provided.

Date Created: 3/27/2018

These disclosures are required by the U.S. Department of Education

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## Footnotes:

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

8. Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# FORENSIC SCIENCE CERTIFICATE

## CONTACT

Beth Butin, 413.552.2305, ebutin@hcc.edu

## PROGRAM OVERVIEW

The Forensic Science Certificate is designed for those already in law enforcement who are interested in learning new technology and skills, or for incoming students who are not ready to enter a degree program. A Forensic Science Certificate will better prepare existing law enforcement personnel for advancement in the field and hopeful law enforcement personnel for entry into a highly competitive field.

## PROGRAM OUTCOMES

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

- Practice good laboratory techniques ensuring safety, quality control, and quality assurance
- Create well-organized, informed, and effective written reports and scientific articles
- Supply informed, concise, and unbiased expert witness testimony
- Properly collect, preserve, and process evidence using various scientific techniques

The Forensic Science Certificate will be an in-house certificate that is specialized and not intended for transfer. Students selecting this major should be advised that employers in forensic science-related occupational fields conduct both CORI (Criminal Offense Record Act) and SORI (Sex Offender Registry Informational) checks pursuant to Chapter 6, Sections 172-178 of the Massachusetts General Laws and related regulations.

### PROGRAM REQUIREMENTS: 15 CREDITS

ENG 101(A) - Composition I *Credit(s): 3*

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*

CHM 101(E) - General Chemistry I *Credit(s): 4*

or

CHM 113(E) - Principles of Chemistry I *Credit(s): 4*

or

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

FRS 101(E) - Introduction to Forensic Science *Credit(s): 4*

### PROGRAM ELECTIVES: 9-11 CREDITS

***select 3 from the following***

CRJ 100 - Introduction to Criminal Justice *Credit(s): 3*

CRJ 112 - Criminal Law and Procedure *Credit(s): 3*

CRJ 102 - Criminal Evidence *Credit(s): 3*

or

CRJ 205 - Criminal Investigation and Crime Analysis *Credit(s): 3*

FRS 110(E) - Insects and Forensics *Credit(s): 4*

FRS 201(E) - Forensic Analytical Techniques *Credit(s): 4*<sup>1</sup>

### TOTAL: 24-26 CREDITS

## NOTES

<sup>1</sup>Contact program coordinator about next offering.

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

(X073)

## Holyoke Community College

Undergraduate certificate in Forensic Science

Program Length: 9 months

### Students graduating on time

**N/A\*** of Title IV students complete the program within 9 months<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

### Program Costs\*

**\$4,827** for in-state tuition and fees

**\$9,771** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

#### Program graduates are employed in the following fields:

Forensic Science Technicians: <http://onetonline.org/link/summary/19-4092.00>

### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

### Additional Information:

No additional notes provided.

## Footnotes:

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

8. Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# GRAPHIC DESIGN CERTIFICATE

## CONTACT

Felice Caivano, 413.552.2193, fcaivano@hcc.edu

## PROGRAM OVERVIEW

An interview with the program coordinator is required for acceptance into the Graphic Design Certificate program. Successful completion of the certificate will include the creation of a portfolio, which is required for transfer to upper-level studies leading to a BA or BFA degree and for entry-level graphics positions. The portfolio, along with the experiences gained in completing the curriculum, prepares the student for beginning a career in graphic design printing and publishing.

The portfolio will include samples of graphic design basics, such as:

- Logo development
- Layout
- Advertising design
- Black & white graphics
- Color graphics
- Traditional layout
- Computer layout
- Computer imaging
- Computer illustration

### PROGRAM REQUIREMENTS: 24 CREDITS

ART 125(C) - 2D: Two Dimensional Design *Credit(s): 3*

ART 256 - Commercial Art and Design I *Credit(s): 3*

ART 257 - Commercial Art and Design II *Credit(s): 3*

ART 258 - Graphic Design Production *Credit(s): 3*

ART 259 - Computers for Graphic Designers I *Credit(s): 3*

ART 260 - Computers for Graphic Designers II *Credit(s): 3*

ART 265 - Computers for Graphic Designers III: Digital Imaging *Credit(s): 3*

ART 266 - Introduction To Web Design *Credit(s): 3*

**TOTAL: 24 CREDITS**

## NOTES

HUM 280, though not required to complete the certificate, is highly recommended to further prepare students for employment opportunities upon completion of the program.

(H034)



# Holyoke Community College

Undergraduate certificate in Graphic Design

Program Length: 13 months

## Students graduating on time

**N/A\*** of Title IV students complete the program within 13 months<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

## Program Costs\*

**\$4,542** for in-state tuition and fees

**\$9,486** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

## Students Borrowing Money

### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

## Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

### Program graduates are employed in the following fields:

Graphic Designers: <http://onetonline.org/link/summary/27-1024.00>

## Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

## Additional Information:

No additional notes provided.

Date Created: 3/28/2018

These disclosures are required by the U.S. Department of Education

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**Footnotes:**

- <sup>1</sup> The share of students who completed the program within 100% of normal time (13 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

**7. State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

**8. Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# HEALTH AND FITNESS SPECIALIST CERTIFICATE

## CONTACT

Patti Mantia, 413.552.2449, pmantia@hcc.edu

## PROGRAM OVERVIEW

The Health and Fitness Specialist Certification program prepares the student for a variety of employment opportunities within the health and fitness industry. Credits from the certificate program are transferable into the Health, Fitness, and Nutrition Associate of Science Degree program at HCC, or into other academic institutions.

## PROGRAM OUTCOMES

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

- Define the roles and responsibilities of the exercise leader
- Identify and discuss the components of fitness and explain how they relate to wellness
- Describe and discuss human movement from physiological and biomechanical perspectives
- Define and discuss ACSM (American College of Sports Medicine) guidelines for fitness programs
- Discuss exercise programming considerations for populations with medical concerns and explain basic emergency medical care
- Demonstrate proficiency in technical skills related to exercise science and/or nutrition
- Demonstrate proficiency in interpersonal communication skills
- Meet objectives required for successful completion of national certification exams when appropriate.

### PROGRAM REQUIREMENTS: 23 CREDITS

HFN 103 - First Aid/Safety *Credit(s): 1*

or

HFN 104 - Sports First Aid *Credit(s): 1*

HFN 106 - Sports Supplements *Credit(s): 1*

HFN 171 - Leadership in Recreation, Fitness, and Sport *Credit(s): 3*

HFN 172 - Introduction to Exercise Science *Credit(s): 2*

HFN 180 - Physical Conditioning I *Credit(s): 1*

HFN 183 - Personal & Group Fitness Trainer *Credit(s): 4*

HFN 186 - Health and Fitness Internship *Credit(s): 2*

HFN 188 - Health and Wellness Counseling *Credit(s): 3*

HFN 290 - Professional Fitness Seminar/Field Experience *Credit(s): 3*<sup>1</sup>

NTR 101 - Introduction to Nutrition *Credit(s): 3*

### PROGRAM ELECTIVES: 6 CREDITS

***select from the following***<sup>2</sup>

Any HFN course

LAW 211 - Business Law *Credit(s): 3*

MGT 235 - Entrepreneurship *Credit(s): 3*

SPO 110 - Introduction to Sport Management *Credit(s): 3*

SPO 211 - Sport Law *Credit(s): 3*

### TOTAL: 29 CREDITS

## NOTES

<sup>1</sup>HFN 290 should be taken as the final class in this program.

<sup>2</sup>Students are encouraged to meet with their advisor to discuss elective choices.

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

(M100)

## Holyoke Community College

Undergraduate certificate in Health & Fitness Specialist

Program Length: 9 months

### Students graduating on time

0% of Title IV students complete the program within 9 months<sup>1</sup>

### Program Costs\*

**\$5,432** for in-state tuition and fees

**\$11,406** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

#### Program graduates are employed in the following fields:

Fitness Trainers and Aerobics Instructors: <http://onetonline.org/link/summary/39-9031.00>

### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

### Additional Information:

No additional notes provided.

Date Created: 3/28/2018

## Footnotes:

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

8. Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# HOSPITALITY MANAGEMENT CERTIFICATE

## CONTACT

Warren Leigh, 413.552.2298, wleigh@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: 24 CREDITS

### Semester One: 12 credits

HCA 101 - Introduction to Hospitality *Credit(s): 3*

HCA 232 - Food and Beverage Operations *Credit(s): 3*

MGT 230 - Principles of Management *Credit(s): 3*

MKT 227 - Sales and Customer Service *Credit(s): 3*

### Semester Two: 12 credits

HCA 202 - Lodging Operations *Credit(s): 3*

HCA 205 - Meetings and Events *Credit(s): 3*

MGT 231 - Human Resource Management *Credit(s): 3*

MKT 240 - Principles of Marketing *Credit(s): 3*

## TOTAL: 24 CREDITS

## NOTES

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

(B053)

# Holyoke Community College

Undergraduate certificate in Hospitality Management

Program Length: 9 months

## Students graduating on time

**N/A\*** of Title IV students complete the program within 9 months<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

## Program Costs\*

**\$5,095** for in-state tuition and fees

**\$10,245** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

## Students Borrowing Money

### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

## Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

### Program graduates are employed in the following fields:

Food Service Managers: <http://onetonline.org/link/summary/11-9051.00>

## Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

## Additional Information:

No additional notes provided.

Date Created: 3/27/2018

These disclosures are required by the U.S. Department of Education

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**Footnotes:**

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

**7. State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

**8. Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A



# 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 112 - Professional Etiquette *Credit(s): 1*

BUS 113 - Ethics in Business *Credit(s): 1*

BUS 114 - Money Management *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*

PSY 210(B) - Social 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)

## Holyoke Community College

Undergraduate certificate in Human Resource Management

Program Length: 9 months

### Students graduating on time

**31%** of Title IV students complete the program within 9 months<sup>1</sup>

### Program Costs\*

**\$5,020** for in-state tuition and fees

**\$10,170** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

#### Program graduates are employed in the following fields:

Human Resources Managers: <http://onetonline.org/link/summary/11-3121.00>

### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

### Additional Information:

No additional notes provided.

Date Created: 3/27/2018

## Footnotes:

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

8. Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# HUMAN SERVICES CERTIFICATE

## CONTACT

Allison Hrovat, 413.552.2381, ahrovat@hcc.edu

## PROGRAM OVERVIEW

The Human Services Certificate is appropriate for those considering a career change into the Human Services field as well as those in the field who may want to upgrade their skills and knowledge. It is also part of a career ladder leading toward the Associate Degree in Human Services/Social Work Transfer. The program offers an opportunity to acquire knowledge and skills which will enable individuals to work in a variety of areas. There are specialization courses from which students may select, depending on their areas of interest.

Opportunities in human services are available in human service agencies, community action programs, community organizing, day care centers, educational settings, community health settings, work with the elderly, correctional facilities, substance abuse programs, and with those individuals who may have emotional, physical, or developmental disabilities.

### 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 110 - Children, Families, School, and Community *Credit(s): 3*

EDU 203 - Health, Safety, and Nutrition for Young Children *Credit(s): 3*

EDU 208 - Introduction to Teaching Students with Exceptional Learning Needs *Credit(s): 3*

GRT 110(B) - Introduction to the Study of Aging *Credit(s): 3*

HTH 101 - Introduction to Health Careers *Credit(s): 3*

HTH 102(B) - Introduction to Public Health *Credit(s): 3*

HTH 104 - Core Competencies for the CHW *Credit(s): 4*

NTR 101 - Introduction to Nutrition *Credit(s): 3*

SSN 120(B) - Conflict Resolution and Mediation *Credit(s): 3*

Any course with HSV, PSY, or SOC Designation. *Credit(s): 3*

### 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)

# Holyoke Community College

Undergraduate certificate in Human Services

Program Length: 9 months

## Students graduating on time

**39%** of Title IV students complete the program within 9 months<sup>1</sup>

## Program Costs\*

**\$4,902** for in-state tuition and fees

**\$9,846** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

## Students Borrowing Money

### The typical graduate leaves with

**\$4,029** in debt<sup>3</sup>

### The typical monthly loan payment

**\$41** per month in student loans with an interest rate of **4.45%**<sup>4</sup>.

## Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

### Program graduates are employed in the following fields:

Social and Human Service Assistants: <http://onetonline.org/link/summary/21-1093.00>

## Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

## Additional Information:

No additional notes provided.

Date Created: 4/9/2018

These disclosures are required by the U.S. Department of Education

**Footnotes:**

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a 4.45% interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

**7. State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

**8. Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# INFANT/TODDLER AND/OR PRESCHOOL CERTIFICATE

## CONTACT

Tricia Kiefer, 413.552.2450, tkiefer@hcc.edu

## PROGRAM OVERVIEW

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 REQUIREMENTS: 26 CREDITS

ENG 101(A) - Composition I *Credit(s): 3*

EDU 101 - Early Childhood Programs *Credit(s): 3*

EDU 104 - Child Development and Behavior *Credit(s): 3*

EDU 110 - Children, Families, School, and Community *Credit(s): 3*

EDU 203 - Health, Safety, and Nutrition for Young Children *Credit(s): 3*

EDU 209 - Early Intervention and Inclusion: Birth to age 5 *Credit(s): 3*

EDU 210 - Curriculum in Early Education *Credit(s): 4*

EDU 217 - Infant and Toddler Development, Learning, and Care *Credit(s): 4*

### TOTAL: 26 CREDITS

(M028)

## Holyoke Community College

Undergraduate certificate in Infant/Toddler/Preschool Education

Program Length: 9 months

### Students graduating on time

**N/A\*** of Title IV students complete the program within 9 months<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

### Program Costs\*

**\$4,898** for in-state tuition and fees

**\$10,254** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

#### Program graduates are employed in the following fields:

Childcare Workers: <http://onetonline.org/link/summary/39-9011.00>

### Licensure Requirements<sup>6</sup>

Program meets licensure requirements in:

**Massachusetts**

### Additional Information:

No additional notes provided.



## Footnotes:

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

8. Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# LEGAL STUDIES CERTIFICATE

## CONTACT

Kelly O'Connor, 413 552-2315, koconnor@hcc.edu

## PROGRAM OVERVIEW

This program is intended to provide students with concrete legal training as legal professionals.

## PROGRAM OUTCOMES

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

- understand our system of laws
- gather and analyze facts relevant to legal disputes
- analyze the application of law to specific sets of facts
- perform legal research
- draft legal documents

### PROGRAM REQUIREMENTS: 24 CREDITS

ACC 111 - Principles of Accounting I *Credit(s): 3*

BUS 112 - Professional Etiquette *Credit(s): 1*

BUS 113 - Ethics in Business *Credit(s): 1*

BUS 114 - Money Management *Credit(s): 1*

BUS 115 - Computer Applications *Credit(s): 3*

or

BUS 215 - Spreadsheets *Credit(s): 3*

BUS 220 - Business Communications *Credit(s): 3*

or

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

LAW 210 - Introduction to Legal Studies *Credit(s): 3*

LAW 211 - Business Law *Credit(s): 3*

LAW 214 - Principles of Litigation *Credit(s): 3*

LAW 218 - Employment Law *Credit(s): 3*

or

MGT 231 - Human Resource Management *Credit(s): 3*

### TOTAL: 24 CREDITS

## NOTES

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

(B043)

# Holyoke Community College

## Undergraduate certificate in Legal Studies

Program Length: 9 months

### Students graduating on time

**N/A\*** of Title IV students complete the program within 9 months<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

### Program Costs\*

**\$5,382** for in-state tuition and fees

**\$10,326** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

#### Program graduates are employed in the following fields:

Paralegals and Legal Assistants: <http://onetonline.org/link/summary/23-2011.00>

### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

### Additional Information:

No additional notes provided.

Date Created: 3/22/2019

These disclosures are required by the U.S. Department of Education

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**Footnotes:**

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

**7. State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

**8. Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# MARKETING CERTIFICATE

## CONTACT

Karen Hines, 413.552.2302, khines@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 REQUIREMENTS: 24 CREDITS

BUS 101 - Introduction to Business *Credit(s): 3*

or

MGT 230 - Principles of Management *Credit(s): 3*

BUS 112 - Professional Etiquette *Credit(s): 1*

BUS 113 - Ethics in Business *Credit(s): 1*

BUS 114 - Money Management *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)

## Holyoke Community College

### Undergraduate certificate in Marketing

Program Length: 9 months

#### Students graduating on time

**N/A\*** of Title IV students complete the program within 9 months<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

#### Program Costs\*

**\$4,902** for in-state tuition and fees

**\$9,846** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

#### Students Borrowing Money

##### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

##### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

##### Program graduates are employed in the following fields:

Market Research Analysts and Marketing Specialists: <http://onetonline.org/link/summary/13-1161.00>

#### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

#### Additional Information:

No additional notes provided.

## Footnotes:

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

8. Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# MEDICAL ASSISTANT CERTIFICATE

## CONTACT

Janet Lavin Grant, 413.552.2445, jgrant@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.

## 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

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 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.

*continues next page*



Additional Course Fee: \$15.00 Malpractice Insurance (The fee is subject to change.)  
(M010)

## Holyoke Community College

Undergraduate certificate in Medical Assistant

Program Length: 12 months

### Students graduating on time

2% of Title IV students complete the program within 12 months<sup>1</sup>

### Program Costs\*

**\$5,432** for in-state tuition and fees

**\$11,406** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

#### Program graduates are employed in the following fields:

Medical Assistants: <http://onetonline.org/link/summary/31-9092.00>

### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

### Additional Information:

No additional notes provided.

Date Created: 3/30/2018

## Footnotes:

- <sup>1</sup> The share of students who completed the program within 100% of normal time (12 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

8. Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# MEDICAL BILLING & CODING CERTIFICATE

## CONTACT

Janet Lavin Grant, 413.552.2445, jgrant@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 perform 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 the 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-9-CM, ICD-10-CM, ICD-9-CPT, ICD-10-PCS & HCPCS Level 2 coding systems

Upon completion of their case-study based practicum, students should be workplace ready upon graduation. Students will be eligible to sit for the following Massachusetts State and National Exams:

- Certified Billing & Coding Specialist (CBCS) Exam through the National Healthcareer Association (NHA).
- National Certified Insurance & Coding Specialist (NCICS) Exam through the National Center for Competency Testing (NCCT).
- Certified Professional Biller (CPB) Exam through the American Academy of Professional Coders (AAPC).
- Certified Electronic Health Records Specialist (CEHRS) Exam through the National Healthcareer Association (NHA).
- Certified Coding Associate (CCA) Exam through the American Health Information Management Association (AHIMA).
- Certified Professional Coder (CPC) Exam through the American Academy of Professional Coders (AAPC), for Apprentice status.
- Registered Healthcare Documentation Specialist (RHDS) Level 1 through the Association for Healthcare Documentation Integrity (AHDI).
- Certified Healthcare Documentation Specialist (CHDS) Level 2 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 only as a combination of evening and online classes

(M043)

# Holyoke Community College

Undergraduate certificate in Medical Billing and Coding

Program Length: 12 months

## Students graduating on time

**68%** of Title IV students complete the program within 12 months<sup>1</sup>

## Program Costs\*

**\$5,213** for in-state tuition and fees

**\$10,569** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

## Students Borrowing Money

### The typical graduate leaves with

**\$0** in debt<sup>3</sup>

### The typical monthly loan payment

**\$0** per month in student loans with an interest rate of **4.45%**<sup>4</sup>.

## Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

### Program graduates are employed in the following fields:

Medical Records and Health Information Technicians: <http://onetonline.org/link/summary/29-2071.00>

## Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

## Additional Information:

No additional notes provided.

Date Created: 4/9/2018

These disclosures are required by the U.S. Department of Education

**Footnotes:**

- <sup>1</sup> The share of students who completed the program within 100% of normal time (12 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a 4.45% interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

**7. State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

**8. Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# 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.

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, Virginia 20190  
709.437.0700

### 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 115 - Class Voice Methods Credit(s): 2
- MUS 116 - Woodwind Instrumental Methods Credit(s): 2
- MUS 117 - String Instrumental Methods Credit(s): 2
- MUS 118 - Brass Instrumental Methods Credit(s): 2
- MUS 125 - Percussion Instrumental Methods Credit(s): 2
- 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 180 - Introduction to Music Technology Credit(s): 3
  
- MUS 181 - Musical Theater Workshop I Credit(s): 3 <sup>3</sup>
- or
- THE 181 - Musical Theater Workshop I Credit(s): 4 <sup>3</sup>

continues next page

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

MUS 182 - Musical Theater Workshop II *Credit(s): 3*  
or  
THE 182 - Musical Theater Workshop II *Credit(s): 4*

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)



# Holyoke Community College

Undergraduate certificate in Music Performance

Program Length: 9 months

## Students graduating on time

**N/A\*** of Title IV students complete the program within 9 months<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

## Program Costs\*

**\$5,872** for in-state tuition and fees

**\$10,816** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

## Students Borrowing Money

### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

## Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

### Program graduates are employed in the following fields:

Musicians, Instrumental: <http://onetonline.org/link/summary/27-2042.02>

## Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

## Additional Information:

No additional notes provided.

Date Created: 3/27/2018

These disclosures are required by the U.S. Department of Education

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**Footnotes:**

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

**7. State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

**8. Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# PRACTICAL NURSING CERTIFICATE

## CONTACT

Health Science 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 HCC Practical Nursing Program is approved by the Massachusetts Board of Registration in Nursing.

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

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

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

Students accepted to an educational program that prepares for licensure as a practical nurse should be aware that a court record may present a barrier to her/his ability to obtain licensure in the Commonwealth of Massachusetts and other jurisdictions in the United States.

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).

## DRUG SCREENING POLICY

Mandatory drug screening is required for all students entering the Nursing Program. In addition, random drug screening may be required if indicated. If a student fails a drug screening, retesting occurs within 24 hours of notification of results. Failure to pass a drug screen or refusal to submit to a screening will make the student ineligible to remain in the nursing program. Failure and/or refusal of drug screenings are grounds for immediate removal from the nursing program. All screening will be at the student's own expense. The Work Connection at Holyoke Medical Center has been selected as the Health Science Division's exclusive laboratory for student drug screening.

All applicants must meet the following requirements at the time of their application:

**College Placement testing (CPT)** must be completed within two years of application deadline demonstrating the following placement:

**Math Proficiency/Placement:**  $\geq 82$  in Algebra or completion of MTH 095 or MTH 099 with a C- or better, or comparable course from an accredited college or university.

**English Proficiency/Placement:**  $\geq 70$  in Reading and  $\geq 80$  in Sentence Skills portion of the CPT or ability to enter college-level coursework in English. English competency may also be demonstrated through college coursework (i.e completion of ENG 101 or equivalent course from an accredited college or university).

**Science Proficiency:** the HCC Biology Department requires the successful completion (C or better) of BIO 100, BIO 103 or BIO 107 prior to taking Anatomy and Physiology. This pre-requisite may be waived by passing the Biology Challenge Exam. Testing may be scheduled by calling the Assessment Center.

**Completion of Anatomy and Physiology I and Anatomy and Physiology II** prior to the application deadline is strongly encouraged. Nursing students must achieve a C+ or better in all nursing and laboratory sciences courses (A&P I and II) to remain in and graduate from the program. Applicants currently working in a health care field can petition to lengthen the time that their laboratory science coursework is transferable to the Nursing Program by completing the Laboratory Science Petition Form in the Nursing Information Packet.

**Please see the Nursing Information Packet for important information concerning required documentation and requirements for admission.** Applicants for the Practical Nurse Program are reminded that transportation is the responsibility of the student, including to various clinical sites.

The Board of Registration in Nursing mandates a minimum number of hours for practical nursing students (CMR 244-6.00(4)(b)4). Therefore, a student may be withdrawn from the program for failing to meet the attendance policy.

## PROGRAM REQUIREMENTS: 44 CREDITS

BIO 217(E) - Human Anatomy and Physiology I *Credit(s): 4*

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

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 172 - Role Development I *Credit(s): 2*  
PNR 180 - Health Promotion and Maintenance *Credit(s): 9*  
PNR 182 - Practical Nurse Role Development II *Credit(s): 2*  
PNR 190 - Practical Nurse Acute and Complex Care *Credit(s): 3*  
PSY 110(B) - Introduction to Psychology *Credit(s): 3*  
PSY 216(B) - Human Development *Credit(s): 3*

**TOTAL: 44 CREDITS**

## NOTES

All candidates must achieve a C+ or better in all NUR and laboratory science courses (BIO 217 and BIO 218) to remain in and graduate from the program.

For additional information go to [www.hcc.edu](http://www.hcc.edu)

(M064)

# Holyoke Community College

Undergraduate certificate in Practical Nursing

Program Length: 12 months

## Students graduating on time

**64%** of Title IV students complete the program within 12 months<sup>1</sup>

## Program Costs\*

**\$9,145** for in-state tuition and fees

**\$18,209** for out-of-state tuition and fees

**\$3,200** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

## Students Borrowing Money

### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

## Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

### Program graduates are employed in the following fields:

Licensed Practical and Licensed Vocational Nurses: <http://onetonline.org/link/summary/29-2061.00>

## Licensure Requirements<sup>6</sup>

Program qualifies students to sit for licensure exam in:

**Massachusetts**

## Additional Information:

No additional notes provided.

Date Created: 3/28/2018

**Footnotes:**

- <sup>1</sup> The share of students who completed the program within 100% of normal time (12 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

**7. State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

**8. Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# SUPERVISION AND LEADERSHIP IN THE HELPING PROFESSIONS CERTIFICATE

## CONTACT

Allison Hrovat, 413.552.2381, ahrovat@hcc.edu

## PROGRAM OVERVIEW

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

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

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

### PROGRAM REQUIREMENTS: 18 CREDITS

- ENG 101(A) - Composition I *Credit(s): 3*
- HSV 113 - Introduction to Human Services *Credit(s): 3*
- HSV 124(B) - The Helping Relationship: Delivering Human Services *Credit(s): 3*
- HSV 225 - Human Services Administration *Credit(s): 3*
- HSV 226(B) - Supervisory Relationships in the Helping Professions *Credit(s): 3*
- PSY 110(B) - Introduction to Psychology *Credit(s): 3*

### PROGRAM ELECTIVES: 6 CREDITS

#### **Select 2 from the following**

- ANT 114(B) - Understanding Diversity and Valuing Similarities *Credit(s): 3*
- SSN 120(B) - Conflict Resolution and Mediation *Credit(s): 3*
- Any course with an HSV, DVD, or GRT designation *Credit(s): 3*
- Any course with an HSV, DVD, or GRT designation *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 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.

(H020)

## Holyoke Community College

Undergraduate certificate in Supervision & Leadership in the Helping Professions

Program Length: 9 months

### Students graduating on time

**N/A\*** of Title IV students complete the program within 9 months<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

### Program Costs\*

**\$4,827** for in-state tuition and fees

**\$9,771** for out-of-state tuition and fees

**\$1,600** for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: [www.hcc.edu/tuition-and-aid/tuition-and-fees](http://www.hcc.edu/tuition-and-aid/tuition-and-fees)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

#### Program graduates are employed in the following fields:

Social and Community Service Managers: <http://onetonline.org/link/summary/11-9151.00>

### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Massachusetts**

#### Additional Information:

No additional notes provided.



## Footnotes:

- <sup>1</sup> The share of students who completed the program within 100% of normal time (9 months).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

8. Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# SUSTAINABILITY STUDIES CERTIFICATE

## CONTACT

Kate Maiolatesi, 413.552.2462, kmaiolatesi@hcc.edu

## PROGRAM OVERVIEW

Students will become familiar with a variety of topics in environmental sustainability. Not intended for SUS majors and Five College advantage students.

This certificate is not yet approved for financial aid.

### SELECT 6 CREDITS FROM THE FOLLOWING SUS ELECTIVES

- SUS 101(E) - Introduction to Sustainability Studies *Credit(s): 4*
- SUS 102(E) - Introduction to Clean Energy Resources *Credit(s): 4*
- SUS 103(E) - Energy Efficiency and Conservation Methods *Credit(s): 4*
- SUS 105 - Introduction to Wind Energy *Credit(s): 2*
- SUS 106 - Introduction to Geothermal Energy *Credit(s): 2*
- SUS 107 - Introduction to Electrical Generation *Credit(s): 4*
- SUS 110 - Green Careers Exploration *Credit(s): 2*
- SUS 113 - Solar Thermal Energy *Credit(s): 2*
- SUS 114 - Solar Photovoltaics *Credit(s): 2*
- SUS 115 - Green Building Practices *Credit(s): 4*
- SUS 116(E) - Sustainable Agriculture I *Credit(s): 4*
- SUS 119 - Sustainable Agriculture Internship *Credit(s): 3*
- SUS 150 - Topics in Sustainability Studies *Credit(s): 3*
- SUS 216(E) - Sustainable Agriculture II *Credit(s): 4*
- SUS 220 - Clean Energy and Sustainable Agriculture *Credit(s): 3*

### SELECT 6-10 CREDITS OF ADDITIONAL PROGRAM ELECTIVES

- BIO 230(E) - Ecology *Credit(s): 4*
- ECN 120(B) - Ecological Economics *Credit(s): 3*
- ENG 203(C) - Environmental Literature *Credit(s): 3*
- 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 230 - Principles of Environmental Site Assessment *Credit(s): 3*
- ENV 253(E) - Aquatic Ecology and Pollution *Credit(s): 4*
- ESC 120(E) - Introduction to Geology: Earth Processes *Credit(s): 4*
- ESC 130(E) - Introduction to Oceanography *Credit(s): 4*
- ESL 153 - ESL for Renewable Energy Technology *Credit(s): 3*
- HIS 225(C) - American Environmental History *Credit(s): 3*
- PHI 140(C) - Environmental Ethics *Credit(s): 3*
- PSY 202(B) - Ecopsychology *Credit(s): 3*

### TOTAL: 12-16 CREDITS

(H092)

# 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 Certificate Requirements," in the Glossary.

Students may also refer to the current Registration Booklet or see the transfer counselor.

- English Composition *Credit(s): 6*
- Social Sciences *Credit(s): 9*
- Humanities / Fine and Performing Arts *Credit(s): 9*
- Mathematics / Natural & Physical Sciences: *Credit(s):3-4*
- Natural & Physical Sciences *Credit(s): 8*

## 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 103(B) - People and Their Languages *Credit(s): 3*
- ANT 110(B) - Introduction to Anthropology *Credit(s): 3*
- ANT 114(B) - Understanding Diversity and Valuing Similarities *Credit(s): 3*
- ANT 120(B) - Survey of North American Indians *Credit(s): 3*
- ANT 130(B) - Archaeology and Prehistory *Credit(s): 3*
- ANT 150(B) - Topics in Anthropology *Credit(s): 3*
- ANT 250(B) - Topics in Anthropology *Credit(s): 3*
- COM 212(B) - Group Dynamics *Credit(s): 3*
- CRJ 110(B) - Child Abuse and Neglect *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 120(B) - Ecological Economics *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 202(B) - Foundations of Multicultural Education *Credit(s): 3*
- GEO 110(B) - World Regional Geography *Credit(s): 3*
- GRT 110(B) - Introduction to the Study of Aging *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 120(B) - Introduction to Addiction Studies *Credit(s): 3*
- HSV 124(B) - The Helping Relationship: Delivering Human Services *Credit(s): 3*
- HSV 140(B) - Foundations in Children's Behavioral Health *Credit(s): 3*
- HSV 205(B) - Family Violence *Credit(s): 3*
- HSV 208(B) - Substance Abuse *Credit(s): 3*
- HSV 212(B) - Group Dynamics *Credit(s): 3*
- HSV 226(B) - Supervisory Relationships in the Helping

- Professions *Credit(s): 3*
- HSV 230(B) - Understanding Death and Bereavement *Credit(s): 3*
- HTH 102(B) - Introduction to Public Health *Credit(s): 3*
- POL 101(B) - Introduction to Political Science *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 233(B) - Psychology of Aging *Credit(s): 3*
- PSY 240(B) - Forensic Psychology *Credit(s): 3*
- PSY 242(B) - Essential Counseling Skills *Credit(s): 3*
- PSY 250(B) - Psychology of Sport *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 204(B) - Sociology of Death and Dying *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*
- WST 215(B) - Women and the Law *Credit(s): 3*
- WST 217(B) - Women, Crime, and Justice *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 124(C) - Basic Design II *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) - Introduction to Art History I *Credit(s): 3*
- ART 132(C) - Introduction to Art History II *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 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 231(C) - Painting I *Credit(s): 3*
- ART 232(C) - Painting II *Credit(s): 3*
- ART 241(C) - Sculpture I *Credit(s): 3*
- ART 242(C) - Sculpture II *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 273(C) - Advanced Digital Fine Art Photography *Credit(s): 3*
- ART 274(C) - Alternative Photographic Processes *Credit(s): 3*
- ART 275(C) - Documentary Photography *Credit(s): 3*
- ART 276(C) - Color Photography *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*
- ASL 291(C) - American Sign Language V *Credit(s): 3*
- ASL 292(C) - American Sign Language VI *Credit(s): 3*
- 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*
- 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*
- 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*
- EMS 111(C) - Introduction to Electronic Media *Credit(s): 3*
- EMS 112(C) - Topics in Electronic Media *Credit(s): 3*
- EMS 118(C) - Media for the Web *Credit(s): 3*
- EMS 124(C) - Digital Studio *Credit(s): 3*
- EMS 125(C) - History and Criticism of Film *Credit(s): 3*
- EMS 150(C) - Interactive Digital Storytelling *Credit(s): 3*
- EMS 225(C) - Great Film Directors *Credit(s): 3*
- ENG 203(C) - Environmental Literature *Credit(s): 3*
- ENG 204(C) - Gothic Literature *Credit(s): 3*
- ENG 208(C) - Latino 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 223(C) - Writing for the Professions *Credit(s): 3*
- ENG 224(C) - Children's Literature *Credit(s): 3*
- ENG 226(C) - Introduction to Asian-American Literature *Credit(s): 3*
- ENG 227(C) - Creative Writing for 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 237(C) - Shakespeare *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 201(C) - Intermediate French I *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 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 155(C) - History of the Vietnam War *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 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 140(C) - Environmental Ethics *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 205(C) - Advanced Spanish Conversation *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 211(C) - Survey of Hispanic Literature I *Credit(s): 3*
- SPA 214(C) - The Spanish Short Story *Credit(s): 3*
- SPA 215(C) - Vamos al cine: Spanish and Latin American Culture in Film *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 212(C) - Theater History: Classical Theater *Credit(s): 3*
- THE 213(C) - Theater History: Modern Drama *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 237(C) - Shakespeare *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 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): 3*
- MTH 245(D) - Probability and Statistics for Engineers & Scientists *Credit(s): 3*
- PSY 142(D) - Statistics for Psychology *Credit(s): 4*

### **NATURAL & PHYSICAL SCIENCES: 8 CREDITS**

- (2 courses/4 credits each)
- AST 110(E) - Introduction to Astronomy *Credit(s): 4*
- AST 140(E) - Modern 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 114(E) - Introduction to Evolutionary Biology *Credit(s): 4*
- BIO 120(E) - General Zoology *Credit(s): 4*
- BIO 130(E) - Conservation Biology *Credit(s): 4*
- BIO 215(E) - Plants of New England *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 222(E) - Vertebrate Field Biology *Credit(s): 4*
- BIO 223(E) - Animal Behavior *Credit(s): 4*
- BIO 229(E) - Microbiology *Credit(s): 4*
- BIO 230(E) - Ecology *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 102(E) - General Chemistry II *Credit(s): 4*
- CHM 113(E) - Principles of Chemistry I *Credit(s): 4*
- CHM 114(E) - Principles of Chemistry II *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 101(E) - Introduction to Forensic Science *Credit(s): 4*
- FRS 110(E) - Insects and Forensics *Credit(s): 4*
- FRS 111(E) - Forensic Anthropology *Credit(s): 4*
- FRS 201(E) - Forensic Analytical Techniques *Credit(s): 4*
- PHS 101(E) - General Physics I *Credit(s): 4*
- PHS 102(E) - General Physics 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*
- SEM 110(E) - Introduction to Robotics I *Credit(s): 4*
- SEM 111(E) - Introduction to Robotics II *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 103(E) - Energy Efficiency and Conservation Methods *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 Permaculture *Credit(s): 4*
- SUS 216(E) - Sustainable Agriculture II *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*

# COURSE DESIGNATIONS

ACC	Accounting	FIN	Finance	MUS	Music
ANT	Anthropology	FRH	French	NTR	Nutrition
ART	Art	FRS	Forensic Science	NUR	Nursing
ASL	American Sign Language	GEO	Geography	PHI	Philosophy
AST	Astronomy	GER	German	PHM	Pharmacy Science
BIO	Biology	GRT	Gerontology	PHS	Physics
BUS	Business	GSY	General Studies	PNR	Practical Nursing
CHM	Chemistry	HCA	Hospitality/Culinary Arts	POL	Political Science
COM	Communication	HFN	Health, Fitness, & Nutrition	PSY	Psychology
CRJ	Criminal Justice	HIM	Health Information Management	RDL	Radiologic Technology
CSI	Computer Information Systems	HIS	History	SEC	Security
CUL	Culinary Arts	HMC	Health/Medical Coding	SEM	Science and Technology
DFS	Deaf Studies	HON	Honors	SOC	Sociology
DVD	Developmental Disabilities	HSV	Human Services	SPA	Spanish
ECN	Economics	HTH	Health	SPO	Sport Administration
EDU	Education	HUM	Humanities	SSN	Social Science
EGR	Engineering	LAW	Legal Studies	SUS	Sustainability
EMS	Electronic Media Studies	LAX	Latinx Studies	THE	Theater
ENG	English	MEA	Medical Assistant	VET	Veterinary Technology
ENV	Environmental Science	MGT	Management	WST	Women's Studies
ESC	Earth Science	MKT	Marketing		
ESL	English as a Second Language	MTH	Mathematics		

# 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
EGR	Engineering
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
EMS	Electronic Media
ENG	English
ESL	English as a Second Language
FRH	French
HIS	History (for Transfer Compact only)
HON	Honors
HUM	Humanities
MUS	Music
PHI	Philosophy
SPA	Spanish
THE	Theater

## MISCELLANEOUS

ENV	Environmental Science
MTH	Mathematics

# ONLINE COURSES

## ABOUT ONLINE COURSES AND PROGRAMS

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

Our goal is to provide an exceptional educational experience for our students. When you take HCC courses online you may be at a distance, but you are never alone. We use both technology and a caring support system to bring our campus to you.

## HOW IT WORKS

To take an online class you'll need access to a computer and an internet connection. Our Course Management System is Moodle.

Online classes are asynchronous, which means students aren't required to be in a class or online at a specific time. However, you are required to meet deadlines for submitting coursework or taking tests. Your professor doesn't tell you when to study or do your work, only when it's due.

## WONDER IF YOU'RE 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 tutors are available to assist with academics, HCC advisors are also available to offer transfer and career guidance, and our HelpDesk and MERC Students can help resolve technical issues.

## MORE INFORMATION

Visit the [Online Learning](#) page to learn more and to submit an online course registration request.

# ONLINE PROGRAMS

## FLEXIBLE & CONVENIENT

We understand the importance of work, family, and other commitments. With our online degree options you can earn a degree without sacrificing priorities.

HCC's online degree and certificate programs make it easier for busy people to earn a degree. Plus, our partnerships with four-year colleges and universities make transfer a snap! In addition to our 100% online programs listed below, many degrees and certificates can be completed 80% or 50% online, which will be noted at the bottom of a degree or certificate.

We know you have what it takes to finish your degree online. Have questions? Contact Karin Moyano Camihort, Dean of Online Programs & Academic Initiatives, at [kmoyanocamihort@hcc.edu](mailto:kmoyanocamihort@hcc.edu) or at 413.552.2236.

## DEGREES

- Applied Technology Option
- Banking Option
- Business Administration Career Option
- Business Administration MassTransfer Option
- Business Administration General Transfer Option
- Criminal Justice
- Entrepreneurship Option
- General Integrated Studies Option
- Human Resource Management Option
- Liberal Arts & Science Option
- Marketing Option

## CERTIFICATES

- Entrepreneurship Certificate
- Human Resource Management Certificate
- Human Services Certificate
- Marketing Certificate



# 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 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):* C or better in ASL 101 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):* C or better in ASL 102 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):* C or better in ASL 201 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).

## **ASL 291(C) - AMERICAN SIGN LANGUAGE V**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course builds upon ASL 202. Informal narrative skills as well as daily conversational skills are further developed and refined. Appropriate use of advanced grammatical elements will be stressed during interactive activities. The ability to express and comprehend ideas or concepts is emphasized. Students are expected to develop proficiency in giving non-manual conversational strategies.*Prerequisite(s):* C or better in ASL 202 or appropriate score on ASL Competency Exam

## **ASL 292(C) - AMERICAN SIGN LANGUAGE VI**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Builds upon competencies gained in ASL 291.*Prerequisite(s):* C or better in ASL 202 or appropriate score on ASL Competency Exam

## **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 103(B) - PEOPLE AND THEIR LANGUAGES**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

What is language? What is an accent? How do children learn language? These are some of the questions explored in this introductory course about language structure. This course investigates the nature of sounds, words, sentences, meanings, and conversations. The course applies learned concepts to other areas of language study: language acquisition, dialect variation, sign language, and language change. Emphasis is placed on collection and analysis of everyday language examples.*Prerequisite(s):* Eligibility for ENG 101

### **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*

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.

### **ANT 120(B) - SURVEY OF NORTH AMERICAN INDIANS**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

A survey of the Indians of North America, including: a study of their origins, patterns of survival, social organization, and religions; the effects of White contact; and their present condition in the United States, Canada, and Mexico.

### **ANT 130(B) - ARCHAEOLOGY AND PREHISTORY**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

An introduction to archaeology, including an overview of the methods and theories of the discipline, the conceptual framework within which we impose meaning on archaeological materials, and an exploration of the theories of the origins and evolution of humans and culture.

### **ANT 150(B) - TOPICS IN ANTHROPOLOGY**

*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 Anthropology course and ENG 101 (additional prerequisites or permission of the instructor may be specified, depending upon the topic to be studied).

## **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 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 124(C) - BASIC DESIGN II**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Continuation of ART 123 . Covers specific problems in two and three dimensions, emphasizing repetition, color, structure, function, and related concepts.*Prerequisite(s): ART 123*

### **ART 125(C) - 2D: TWO DIMENSIONAL DESIGN**

*Credit(s): 3*

*Two 2.5 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 2.5 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 131(C) - INTRODUCTION TO ART HISTORY I**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

A chronological, historical analysis of major works of art from prehistoric times to the present. Emphasis on technical, aesthetic, and historical relevance.*Pre/Corequisite(s): ENG 101*

### **ART 132(C) - INTRODUCTION TO ART HISTORY II**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

A chronological, historical analysis of major works of art from prehistoric times to the present. Emphasis on technical, aesthetic, and historical relevance.*Pre/Corequisite(s): ENG 101*

### **ART 140(C) - BASIC STILL PHOTOGRAPHY**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Introduces the technical and aesthetic craft for making a photo-

graph through outdoor and indoor practices, hand processing, and printing methods that lead to professional quality work.*Note: Adjustable digital or adjustable film camera required*

### **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: Adjustable digital or adjustable 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 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 sequen-

tial 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 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 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 242(C) - SCULPTURE II**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*  
Advanced introduction to three dimensional composition, personal expression, and the wide range of materials, methods, and equipment employed in sculptural and allied fields.*Prerequisite(s): ART 241*

### **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 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 - COMMERCIAL ART AND DESIGN I**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

Introduction to the basic concepts and methods used in producing visual advertising. Covers both practical and creative aspects in the fields of graphics, typography, and layout with an emphasis on the production of a portfolio of work.*Pre/Corequisite(s): ART 121 or ART 125*

### **ART 257 - COMMERCIAL ART AND DESIGN II**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

Continuation of ART 256 with additional focus on marketable graphic and design skills applicable to the field of printing and advertising. Emphasis will be on the aesthetics of design, technical proficiency in the production of camera ready art, and understanding of the current and future methods in print production.*Prerequisite(s): ART 256*

### **ART 258 - GRAPHIC DESIGN PRODUCTION**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

Practical skills in the use of modern design/production equipment. Topics include a history of print, type specification, printing processes (historic & current), use of paper, color separation, use of screens, computer pre press, and other methods used in print production. There will be an introduction of traditional layout and current computer layout. There are several field trips during class time.*Prerequisite(s): ART 259*

### **ART 259 - COMPUTERS FOR GRAPHIC DESIGNERS I**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

Develops a familiarity with the computer and the basics of desktop publishing while working at a Macintosh terminal. Covers basic computer terminology and page layout with current layout software. The basics of illustration tools will also be introduced.*Prerequisite(s): ART 256*

### **ART 260 - COMPUTERS FOR GRAPHIC DESIGNERS II**

*Credit(s): 3*

*Two, 2½ hour studios per week.*

An introduction to advanced software and terminology for illustration and layout. The current illustration software will be taught. This course will build upon the technical foundation developed in

ART 256 and ART 259. It is also a good adjunct to ART 220.*Pre/*  
*Corequisite(s):* ART 259 or permission of instructor

### **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 265 - COMPUTERS FOR GRAPHIC DESIGNERS III: 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, and image manipulation with photographs.*Prerequisite(s):* ART 259

### **ART 266 - INTRODUCTION TO WEB DESIGN**

*Credit(s):* 3

*Two, 2½ hour studios per week.*

Provides students with a solid understanding of the effective use of graphics in Web design. Students will acquire skills with current Web design software, with an emphasis on design and visual communication principles. This course builds upon the technical and creative foundations developed in ART 259.*Prerequisite(s):* ART 265 or EMS 111 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 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 273(C) - ADVANCED DIGITAL FINE ART PHOTOGRAPHY**

*Credit(s):* 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course advances student understanding of digitally-based fine art photography through the refinement of their digital image aesthetic and by expanding their technical production skills. Students will focus on artistic expression while placing digital practice within the perspective of photographic and cultural history. They will optimize their technical knowledge by learning essential problem solving procedures with Adobe software. Creative possibilities will be investigated through projects, assignments and critiques. Additional emphasis will be placed on developing

critical insight through building a strong, personal visual art portfolio.*Prerequisite(s):* ART 148

### **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.

### **ART 275(C) - DOCUMENTARY PHOTOGRAPHY**

*Credit(s):* 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course involves learning the visual language of documentary still photography. Students will develop their own stylistic approach to photographing cultural, social, political, and personal issues relevant to our lives today. Students will practice the camera and editing skills needed to create a series of photographs and organize them into a cohesive visual statement. Along with multiple photographic assignments geared toward the creation of a documentary portfolio, students will study the traditional photographic essay, the cultural history of documentary photography, contemporary documentary criticism, and the ethical challenges that arise through the act of photographing the world. Students may choose to produce work using film or digital processes.*Prerequisite(s):* ART 140

### **ART 276(C) - COLOR PHOTOGRAPHY**

*Credit(s):* 3

*Two, 2½ hour studios per week.*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course involves learning to define a subject through the use of color negative processes in the color darkroom. The student will learn to create a cohesive body of color work using traditional color darkroom practices via the Colenta Color Processor. The class introduces students to the materials, techniques, and aesthetics of making color photographs. Color prints will be made from color negatives only and processed commercially. Aesthetics of color photographs will be examined through group critiques and discussions of work by contemporary color photographers. *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 re-

sources 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.

### **AST 140(E) - MODERN ASTRONOMY**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

A more detailed treatment of topics in modern astronomy, including stellar structure and evolution; special and general relativity; black holes; quasars and the quasar controversy; radio galaxies; the expansion of the universe; the Big Bang and alternate model cosmologies; the 3 degree Kelvin microwave background; open, closed, or static universe and the search for the missing mass; and observational attempts to establish the curvature of space. A laboratory is included to support the theory. Knowledge of high school algebra is recommended. *Prerequisite(s):* AST 110 and MTH 095 or MTH 097 or MTH 099 or SM18.

## **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 102, 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 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 and 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 113 - BIOTECHNOLOGY SEMINAR**

*Credit(s): 1*

Students will engage in a 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 skills, especially as they pertain to job applications and interviews.

### **BIO 114(E) - INTRODUCTION TO EVOLUTIONARY BIOLOGY**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

This course will introduce evolution, one of the fundamental concepts of biology. We will explore questions such as "Why is there so much diversity of life?"; "Why are there similarities among all organisms on Earth?"; "Why are islands such amazing places of bizarre and unique life?"; and "Why and how did humans get to be the way we are?". This will include a detailed look at the Theory of Natural Selection as described by Charles Darwin, and how we have expanded our knowledge of evolution to include ideas such as genetic mutation. We will also explore how we as humans are affecting the evolution of life on Earth. Labs will include activities around natural selection, taxonomy/systematics (how things are related) and other aspects of evolution using case studies, simulations, experiments, and/or field trips. NOTE: This course is for non-majors who wish to fulfill a laboratory science (E) and who are interested in the central role of evolution in biology.

### **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 215(E) - PLANTS OF NEW ENGLAND**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

Learn the identities and life histories of New England plants through study in field, lab, and lecture settings. Gain proficiency in the use of botanical keys and field guides to identify plants in the field. Become familiar with major plant families. Investigate the relationships between plant communities and land use history. Field trips are frequent and require moderate walking over uneven terrain. *Prerequisite(s):* One semester of college biology or environmental science.

### **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 comprehen-

sive 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):* A grade of C or better in BIO 107 taken within 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 222(E) - VERTEBRATE FIELD BIOLOGY**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

The evolution, physiology, ecology, behavior, and identification of major vertebrate classes will be discussed. Required laboratory field trips will emphasize the identification of local vertebrates through observational and quantitative sampling and collection techniques. Three one-hour lectures and one three-hour laboratory per week. NOTE: Field trips and laboratories will require moderate amounts of walking over varied terrain and may require early morning meetings. *Prerequisite(s):* BIO 104 or BIO 108 or BIO 120 or BIO 230

### **BIO 223(E) - ANIMAL BEHAVIOR**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

The course will emphasize the evolution and mechanisms of behavior in the animal kingdom. Topics covered may include the history of and approaches to animal behavior; behavioral genetics; the nervous system; hormones and their role in behavior; development of behavior; communication; migration and orientation; habitat selection and foraging behavior; conflict and social behavior; mating systems; and parental care. *Prerequisite(s):* BIO 104 or BIO 108 or BIO 120 or VET 133

### **BIO 229(E) - MICROBIOLOGY**

*Credit(s): 4*

*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):* A grade of C or better in one of the following: BIO 101, BIO 107, BIO 110, or BIO 120

### **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 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):* A grade of C or better in one of the following: BIO 106, BIO 229, or BIO 243

## **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):* A grade of C or better in one of the following: BIO 107, BIO 110, BIO 120, or BIO 229; BIO 107 is recommended

## **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 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. Students will not receive credit for CSI 111 and BUS 115. Keyboarding skills preferred, but not required.

### **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 and eligibility for MTH 095

### **BUS 171 - INTRODUCTION TO USING THE PERSONAL COMPUTER**

*Credit(s): 1*

This course is designed for the beginning computer user and is a practical, step-by-step introduction to understanding personal computers, application software, and operating systems using Microsoft Windows. This course is open to students of all levels of computer ability, and is recommended as a first course for students having no computer experience. Students learn how to converse with the personal computer using the mouse, keyboard, menus, toolbars, and dialog boxes; how to customize the operating system's interface; how to work with applications and documents; how to manage files and folders; how to use operating system accessories; how to access on screen help; and an overview of troubleshooting operation systems. Alternative operating systems are also introduced. Keyboarding skills preferred, but not required.

### **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 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):* 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 245 - INTRODUCTION TO INTERNATIONAL BUSINESS**

*Credit(s): 3*

The United States and the rest of the world are now a part of a global economy, a global marketplace. An introduction to this international environment of business is provided by this course, with an emphasis on the challenges and opportunities this global economy offers all organizations--large or small, U.S. or foreign-owned, doing business in the United States or abroad. An emphasis will be on international trade and finance, strategic planning, sociocultural issues, and political and legal forces.

## **BUS 276 - INTERNSHIP IN BUSINESS**

*Credit(s): 1*

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 277 - INTERNSHIP IN BUSINESS**

*Credit(s): 2*

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 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.

### **CHM 102(E) - GENERAL CHEMISTRY II**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

An introduction to solutions, ionization, kinetics, energy, equilibria, acid base theories, oxidation reduction, and organic chemistry. Descriptive material supporting the discussion is from the fields of inorganic chemistry and organic chemistry.  
*Prerequisite(s):* CHM 101 or CHM 113 or CHM 121

### **CHM 113(E) - PRINCIPLES OF CHEMISTRY I**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

A study of fundamental chemical laws and theories, including stoichiometry, the gaseous and liquid states, periodic law, atomic and molecular structures, and energy. Descriptive materials supporting the discussions are from the fields of inorganic and organic chemistry. Qualitative and quantitative laboratory work supports the lecture discussions.  
*Prerequisite(s):* Grade of C- or higher in MTH 085; or appropriate score on the math placement exam; or completion of SM12

### **CHM 114(E) - PRINCIPLES OF CHEMISTRY II**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

A study of solutions, ionization, acid based theories, equilibria, oxidation reduction, electrochemistry, and nuclear chemistry. An introduction to organic chemistry. Descriptive materials supporting the discussions are from the fields of inorganic and organic chemistry. Qualitative and quantitative laboratory work supports the lecture discussions.  
*Prerequisite(s):* CHM 113 or CHM 121 (or equivalent) with a grade of C- or better.

### **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 relation-

ships; quantitative and stoichiometric relationships; thermochemistry; gas laws; liquid state; and solutions. Qualitative and quantitative laboratory work supports lecture discussion.

*Prerequisite(s):* MTH 095 or MTH 099 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 114 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, or one previous semester of Organic Chemistry with a grade of C or better.

## **COMMUNICATION**

### **COM 108 - MEDIA LITERACY**

*Credit(s):* 3

This course will center on the relationship between media and society. Students will examine, discuss, and analyze media messages and produce their own media based on analytical observations and a fundamental understanding of basic media literacy concepts. Coursework will include an analysis of advertisements, television programs, video games, movies and news and will involve participation in a variety of role playing activities designed to simulate various scenarios in the media industry. This course is suited to anyone interested in learning more about what goes into marketing and promotion or for those who want to better understand the persuasive techniques used in advertising. Interested students should be advised this is not a course in media bashing. The goal is for individuals to become more aware of (and resistant to) the seductive power of media messages

### **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 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 122 - INTRODUCTION TO RADIO BROADCASTING**

*Credit(s):* 3

A presentation of many facets of radio. Topics to be covered include radio station management, programming, advertising, the Federal Communications Commission, production techniques, and on-the-air practices. It is recommended that students take COM 150 prior to this course.

### **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 out-

side 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*  
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 212(B) - GROUP DYNAMICS**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

Emphasizes development of group membership skills necessary for professional practice. Through group exercises, students experience concepts being studied and are given the opportunity to develop basic skills in observing and understanding human behavior, including their own, in a group context. Basic concepts in group dynamics such as cohesion, interactional patterns, roles and responsibilities within a group, norms, status, group culture, and content vs. process will be discussed. In addition, the various stages of group development and the tasks involved in each will be introduced. An understanding of the leader's role in creating a facilitating environment during the different stages of group development will also be discussed. Same as HSV 212 *Prerequisite(s):* PSY 110 or SOC 110

### **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 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. *Prerequisite(s):* CSI 111 and eligibility for ENG 101

### **CSI 106 - PROGRAMMING FUNDAMENTALS**

*Credit(s): 4*

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 and MTH 095  
*Pre/Corequisite(s):* CSI 111

### **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 207 - MOBILE APPLICATION DEVELOPMENTS**

*Credit(s): 4*

Students will learn how to develop applications on major mobile platforms. Topics will include how to deal with memory management, the user interface, input methods, handling data set, and a variety of other mobile properties, such as GPS and orientation handling. This course should provide the skills for any student to develop for mobile architecture. *Prerequisite(s):* CSI 106

## 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; and CSI 111, and MTH 095 or MTH 099, 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 101 or 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 095 (or equivalent)

## 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 255 - SCRIPTING FOR THE WEB

*Credit(s): 4*

This course is designed to prepare the student for programming on the web utilizing the most widely used scripting languages. Fundamentals of logic will be addressed. Development of algorithms and proper programming techniques will be covered. Security, browser specific code, and interactivity will be addressed. Basic programming control and data structures will be taught. Server side scripting will also be addressed. *Prerequisite(s):* CSI 252  
*Note:* This course has been revised to incorporate the topics taught in CSI 105, the former prerequisite to this course, which will be discontinued.

## CSI 256 - JAVA PROGRAMMING II

*Credit(s): 4*

This course will serve as an in-depth exploration of data structures using the Java language. Topics will include: the design and implementation of stacks, queues, lists, maps, trees, and graphs using both arrays and references; a further study of recursion, searching and sorting algorithms, and order-of-growth analysis; as well as various advanced features of the Java language, such as multi-threading. *Prerequisite(s):* CSI 254

## 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. Top-

ics 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 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 an 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 an 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

### **SEC 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

## **CRIMINAL JUSTICE**

### **CRJ 100 - INTRODUCTION TO CRIMINAL JUSTICE**

*Credit(s)*: 3

Historical/philosophical background and critical evaluation of the criminal justice system. A study of the United States Constitution and its impact on modern criminal justice. The relationship of crime to the police, prosecution, the courts, probation, parole, corrections, and the general functions of each. Exploration of the field of criminal justice and professional career opportunities in it.*Prerequisite(s)*: Eligibility for ENG 095

### **CRJ 102 - CRIMINAL EVIDENCE**

*Credit(s)*: 3

Examination of the rules of evidence, with an emphasis on the best evidence rule, the hearsay rule, the exception to the rule, corpus delicti, opinion, evidence, circumstantial evidence, privileged communications, admissions and confessions, witnesses, courtroom procedure, and testifying in court.*Prerequisite(s)*: CRJ 100 and CRJ 112

### **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 110(B) - CHILD ABUSE AND NEGLECT**

*Credit(s)*: 3

*MassTransfer Block Code: Social Sciences*

Provides an understanding of child abuse and neglect as it involves the criminal justice system and public welfare. Students develop the skills needed for intervention and follow up of complaints and in collaborating with other human service systems charged with the responsibility for dealing with child abuse and neglect cases.*Prerequisite(s)*: PSY 110 or SOC 110

### **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 205 - CRIMINAL INVESTIGATION AND CRIME ANALYSIS**

*Credit(s): 3*

This course studies the fundamentals of investigative principles, including theories of case investigation, proper crime scene management, collection and preservation of evidence, and the capabilities and limitations of forensic laboratories in analyzing evidentiary items such as serology, trace evidence, and drug chemistry. Interview and interrogation strategies, use of informants, and surveillance techniques will also be studied. The emphasis of the course content is to familiarize students with proper investigative methods in relation to specific criminal offenses. *Prerequisite(s):* CRJ 100 and CRJ 112

## **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*

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*

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 research 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 095 - CULINARY ARTS**

*Credit(s): 2*

A course designed to engage prospective students in the basic skills necessary for college-level study in the culinary arts by providing them with an opportunity to experience some of the many aspects of a culinary career. Emphasis will be on developing skills in measurement, reading and interpreting recipes, basic cooking techniques, and an awareness of food as both a sensory experience and as a means of cultural expression through a combination of demonstrations, hands-on experience, and field visits to settings in which the culinary arts are practiced. Credits earned in this course do not count toward credits required for graduation. *Corequisite(s):* ENG 085 and MTH 075

### **CUL 100 - CULINARY FUNDAMENTALS I**

*Credit(s): 3*

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.

*Prerequisite(s):* Eligibility for ENG 095 and MTH 085

*Corequisite(s):* CUL 115

*Additional Course Fee: \$425. Uniforms and Tools (The fee is subject to change.)*

### **CUL 101 - CULINARY FUNDAMENTALS II**

*Credit(s): 3*

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 C- or better  
*Corequisite(s):* CUL 115

## **CUL 104 - PROFESSIONAL STANDARDS FOR THE FOOD SERVICE INDUSTRY**

*Credit(s): 1*

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 106 - DIGITAL TECHNOLOGY FOR CULINARIANS**

*Credit(s): 1*

An introductory, hands-on course designed to provide an overview of computer software currently available and to provide hands-on exposure to internet, e-mail, word processing, spreadsheets, and graphics applications as they apply to the culinary arts.*Prerequisite(s):* Eligibility for ENG 095 and MTH 085

## **CUL 107 - PANTRY AND GARDE MANAGER**

*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 101 with a C- or better and CUL 111 or current ServSafe Certificate

## **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 101 with a C- or better and CUL 111 or earned ServSafe Certificate

## **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 101 and CUL 108, each with a C- or better, and CUL 111 or an earned ServSafe Certificate

## **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 101 with a C- or better

## **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.*Prerequisite(s):* CUL 101 and CUL 115, each with a C- or better

## **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.*Prerequisite(s):* Eligibility for ENG 095 and MTH 085

## **CUL 115 - CULINARY MATH**

*Credit(s): 2*

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, edible portion costs, recipe costing, and beverage calculations. Rules of thumb and common industry usages of the aforementioned skills will be explored.*Prerequisite(s):* Eligibility for MTH 085

## **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, food service management 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):* eligibility for ENG 101; 24 credits of CUL-designated courses, including CUL 101 with a C- or better

## **CUL 205 - BANQUET COOKERY AND SERVICE I: RECEPTIONS AND BUFFETS**

*Credit(s): 2*

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 receptions and buffets projects. Topics covered include hot and cold buffets, cocktail receptions, off-premises catering, and the control and service of alcoholic beverages.*Prerequisite(s):* 24 credits in CUL-designated courses, including CUL 101, CUL 107, CUL 109, and CUL 112, each with a grade of C- or better.

## **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 with a grade of C- or better and a valid ServSafe Certificate

## **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):* eligibility for ENG 101; 24 credits in CUL-designated courses, including CUL 101, CUL 113, and CUL 115, each with a grade of C- or better

## **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 101 with a grade of C or better and passing score on NRAEF ServSafe Certification Exam.

## **CUL 250 - BANQUET COOKERY AND SERVICE II: 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):* eligibility for ENG 101; 24 credits in CUL-designated courses, including CUL 205 with a grade of C- or better

## **CUL 290 - TOPICS IN CULINARY ARTS**

*Credit(s): 1*

The exploration of current topics in culinary arts, allowing practical application in areas of culinary arts study most relevant to today's students. *Prerequisite(s):* Eligibility for ENG 101, 24 credits in CUL designated courses, and a valid ServSafe certificate

## **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



## 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 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 expla-

nation 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 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 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 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 120(B) - ECOLOGICAL ECONOMICS**

*Credit(s)*: 3

*MassTransfer Block Code: Social Sciences*

Conventional (neoclassical) economics assumes that the economy can continue to grow forever, that well being is determined only by market goods, and that people always act selfishly. Ecological economics in contrast, starts from the understanding that the economy is a sub-system of the global environment, and subject to its bio-physical limits. In addition, human well-being is determined by many other factors besides market goods: friendship, love, status, rights, freedom, etc. and that human behavior is far more complex than simple self-interest.

The primary insight of ecological economics is that the human economy is part of the global environmental system. Ecological economics situates human activity within the environment, and the study of the natural environment includes human interests and activities. Ecological economics is a systems approach with a global perspective on human resource use, economic development, and the environment. Ecological economics is concerned not only with efficiency and equity, but also with environmental and social sustainability.

This course provides a historical overview of various schools of economic thought, presents the major principles required to fuse ecology with economics, and helps students to analyze economic policies under the lens of ecological reality. Particular attention is paid to economic growth theory and policy as it pertains to the sustainability of human society and management of natural resources. This is a transdisciplinary course, incorporating relevant principles and practices from political science, economics, psychology, philosophy, the natural sciences, and physics. *Prerequisite(s)*: Any ECN course with a passing grade of C- or higher, or eligibility for MTH 095, or by permission of instructor.

### **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 passing grade of C or higher, or eligibility for 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 passing 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*

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.

### **EDU 101 - EARLY CHILDHOOD PROGRAMS**

*Credit(s)*: 3

An introduction to early education and care for young children. Included are the history and philosophies that influence programs for young children today. Philosophies and programs studied include: Piaget, Erickson, Vygotsky, Gardner, Developmentally Appropriate Practice, Inclusion, Center-Based Child Care, Montessori, and Reggio Emilia. A 20-hour field study in an inclusive setting for young children will be required. *Prerequisite(s)*: Eligibility for ENG 101

### **EDU 104 - CHILD DEVELOPMENT AND BEHAVIOR**

*Credit(s)*: 3

Examines physical, cognitive, social, and emotional growth and development of children from conception to twelve years of age. Provides insight into theories and practices which influence the behavior of children in their environments. Students conduct child observations in a preschool/kindergarten classroom setting. 3 hours of field experience is required as part of this course. *Prerequisite(s)*: Eligibility for ENG 101

### **EDU 110 - CHILDREN, FAMILIES, SCHOOL, AND COMMUNITY**

*Credit(s)*: 3

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.

## **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 with a grade of C or better and eligibility for ENG 101

## **EDU 135 - HEALTHY ENVIRONMENTS AND RELATIONSHIPS IN EARLY EDUCATION**

*Credit(s): 1*

This course will focus on the identification and application of positive approaches used in early education to establish and maintain safe, healthy learning environments, as well as cultivate respectful and productive relationships with families. This course satisfies Child Development Associate (CDA) Goals I and IV, Functional Areas 1, 2, 3, and 11. *Corequisite(s):* EDU 136

## **EDU 136 - EARLY EDUCATION AND CARE FIELD EXPERIENCE I**

*Credit(s): 3*

This course will provide students with an opportunity to develop skills and competencies through hands-on engagement with young children in an early education and care setting. Students will spend 240 hours in this setting to apply concepts learned in coursework. This course meets the requirements toward a Child Development Associate (CDA) Credential as well as work verification for EEC Teacher Certification. *Corequisite(s):* EDU 135  
*Note:* Criminal Offense Record Act (CORI), Sex Offender Registry Information (SORI): Students in this course will be subject to a CORI/SORI check and review pursuant to the Criminal Records 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. Individuals with a court record/past conviction may be unable to participate in the course. The college policy can be found in the HCC Student Handbook.

## **EDU 138 - ACCOUNTABILITY IN EARLY EDUCATION SETTINGS**

*Credit(s): 1*

This course will focus on the skills needed for professionals in early education to understand the managerial tasks and organizational strategies that ensure efficiency and accountability in regards to collaboration with internal and external colleagues. These skills include: authentic assessment through observation; documentation of learning, planning, and evaluating; record keeping; and working with colleagues and community agencies. This course satisfies Child Development Associate (CDA) Goal V, Functional Area 12.

## **EDU 139 - PROFESSIONALISM IN EARLY EDUCATION AND CARE**

*Credit(s): 1*

This course will focus on the skills and traits that contribute to professionalism in early education and care, including reflective practice, ethical considerations, articulation of values and vision, professional development, and advocacy. This course satisfies Child Development Associate (CDA) Goal V, Functional Area 13.

## **EDU 145 - APPLICATION OF DEVELOPMENTAL DOMAINS IN EARLY EDUCATION**

*Credit(s): 1*

This course will focus on the practical application of recognizing and supporting the development of young children across multi-

ple domains in an early education setting. Developments domains studied will include: cognitive, physical, social, emotional, communication, and creativity.

This course satisfies Childhood Development Associate (CDA) Goals II and III, Functional Areas 4-10. *Corequisite(s):* EDU 146

## **EDU 146 - EARLY EDUCATION AND CARE FIELD EXPERIENCE II**

*Credit(s): 3*

This course will provide students with an opportunity to develop skills and competencies through hands-on engagement with young children in an early education and care setting. Students will spend 240 hours in this setting to apply concepts learned in coursework. This course meets the requirements toward a Child Development Associate (CDA) Credential as well as work verification for EEC Teacher Certification. *Corequisite(s):* EDU 145  
*Note:* Criminal Offense Record Act (CORI), Sex Offender Registry Information (SORI): Students in this course 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. Individuals with a court record/past conviction may be unable to participate in courses. The college policy can be found in the HCC Student Handbook.

## **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.

## **EDU 175 - MTEL-CLS TEST PREPARATION**

*Credit(s): 3*

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. *Prerequisite(s):* ENG 102

## **EDU 202(B) - FOUNDATIONS OF MULTICULTURAL EDUCATION**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

This course provides an introduction to the goals of multicultural education, strategies of culturally responsive teaching, and the habits of mind needed to become effective educators. 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. A 20-hour field experience in an educational setting is required.

*Prerequisite(s):* EDU 100 and ENG 101

## **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 with a grade of C or better and eligibility for ENG 101

## **EDU 208 - INTRODUCTION TO TEACHING STUDENTS WITH EXCEPTIONAL LEARNING NEEDS**

*Credit(s): 3*

This course will develop participants' understanding of collaborative roles and strategies of professionals who work with children in inclusionary classroom settings. The class will focus on the development of an inclusive and welcoming classroom environment where all learners thrive through the use of differentiated instruction, Universal Design for Learning, and the appropriate application of assistive technologies. Topics include, but are not limited to, Individualized Education Plans, 504 Plans, learning and intellectual disabilities, English Language Learners, gifted and talented education, and assessment and evaluation of exceptional learners. A 20-hour field experience in an inclusive educational setting is required.*Prerequisite(s):* EDU 104 or PSY 215 or PSY 218 with a grade of C or better, and eligibility for ENG 101

## **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 with a grade of C or better

## **EDU 210 - CURRICULUM IN EARLY EDUCATION**

*Credit(s): 4*

Emphasizes how children learn within a developmentally appropriate setting. Students will use a thematic approach in designing an anti-bias curriculum in alignment with the Massachusetts Guidelines for Preschool Learning Experiences. Content areas to be explored include: Language and Literacy, Science, Math, Blocks, Creative Arts, and Dramatic Play in an inclusive classroom setting. These concepts will be applied in a laboratory-based experience that will include written lesson plans, student made materials, and participatory workshops.*Prerequisite(s):* EDU 104 with a grade C or better and ENG 101

## **EDU 213 - STUDENT TEACHING PRACTICUM AND SEMINAR**

*Credit(s): 6*

*15 practicum hrs/wk 1.5 seminar hrs/wk*

Practicum: This course is a full semester internship consisting of a minimum of 150 classroom contact hours in which student teachers will experience team teaching at an inclusive early child-

hood 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:* 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): 4*

An introduction to the early education and care principles and practices that support development and learning for children ages birth to 36 months. Students will review and design curricula that incorporate a relationship-based approach and support developmentally appropriate experiences across all developmental domains. 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 for the social, emotional, language/communication, cognitive, fine motor, and gross motor areas of development.*Prerequisite(s):* EDU 101 and EDU 104, each with a grade of "C" or better, and eligibility for ENG 101

## **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, EDU 208, EDU 210, and ENG 102, all with a grade of C or better.

## **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.

### **EDU 230 - CHILD CARE ADMINISTRATION II**

*Credit(s)*: 3

Course content will focus on the practical application of organizational management including the development of a mission/vision, budget, staffing, curriculum, program assessment, policy writing, legal issues, and marketing. *Prerequisite(s)*: D.E.E.C. Director I Certified, EDU 220 (or equivalent) with a grade of C or higher, 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.

### **EDU 260 - PRINCIPLES OF TEACHING AND LEARNING IN ELEMENTARY EDUCATION**

*Credit(s)*: 4

Students will be introduced to teaching skills and strategies for elementary classrooms (grades 1-6). Students will create developmentally appropriate lesson plans in alignment with the Massachusetts Curriculum Frameworks and Common Core State Standards. This course will prepare students to teach and integrate all subjects required at an elementary level with writing across the curriculum, including: Social Studies, Math, Science, English/Language Arts, the Arts, and Physical Education. These concepts will be applied in a laboratory-based experience that will include written lesson plans, student-made materials, and participatory workshops. 20 hours of observation and prepracticum experience in an elementary classroom is required, which includes the delivery of at least three lessons. *Prerequisite(s)*: Minimum of 45 completed credits; EDU 100, EDU 104 or PSY 215, and EDU 208, each with a grade of C or better; ENG 101

### **EDU 271 - FOUNDATIONS OF 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. A 20 hour field experience in an educational setting is required. *Prerequisite(s)*: EDU 104 or PSY 215 with a C or better; ENG 101

## **ELECTRONIC MEDIA**

### **EMS 105 - INTRODUCTION TO VISUAL MEDIA**

*Credit(s)*: 3

This course offers a systematic study of the ways in which images convey meaning. Focus is on integrating visual theory with the practice of analyzing images or sequences of images from art, photography, video, film, advertising, and electronic media. Course topics include: basic structure of the human eye and brain, physical nature of light, perception, basic semiotic theory, composition, color, and the application of these to visual media such as informational visual media, visual art, and advertising. Provides a conceptual visual foundation for students majoring

in art, communication, electronic media, graphics, journalism, marketing, photography, theater, or any field dealing with visual communication.

### **EMS 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.

### **EMS 111(C) - INTRODUCTION TO ELECTRONIC 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 electronic 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.

### **EMS 112(C) - TOPICS IN ELECTRONIC MEDIA**

*Credit(s)*: 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*  
This course explores a special topic relating to electronic media. Students work individually and/or in groups to research, design, and produce major media projects, focusing on expanding their knowledge of and experience with the particular topic. *Note*: Course may be taken more than once

### **EMS 115 - INTRODUCTION TO ANIMATION**

*Credit(s)*: 3

*Two, 2 ½ hour studios per week.*

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.

### **EMS 118(C) - MEDIA FOR THE WEB**

*Credit(s)*: 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*  
Introduces students to the fundamentals of preparing images, sound, and video for use on the World Wide Web. The course focuses on how specific software packages such as Photoshop, Sound Edit 16, and Premiere are used to prepare media for delivery on the web. Emphasis will be placed on the effective use of visual design and communication principles in conveying information. Coursework will include projects in digital sound, digital imaging, and digital video.

### **EMS 124(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 discuss how the computer has changed the nature of image making. Coursework will include a final portfolio of digital images. No computer experience is necessary.

### **EMS 125(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

### **EMS 130 - INTRODUCTION TO DIGITAL AUDIO**

*Credit(s): 3*

This course is designed to introduce students of all disciplines to the fundamentals of digital audio production. It focuses on how sound design differs from other media as a communication tool, and how best to use the medium of sound to convey ideas. Students will acquire skills in digital audio production and editing. Students will apply their knowledge to specific areas of interest. Course work will include the production of group and individual projects.

### **EMS 140 - INTRODUCTION TO GAME DESIGN**

*Credit(s): 3*

This course explores the various ways in which a computer can be used as an interactive visual storyteller. Students will gain experience in using digital technologies for creating interactive fiction and simple video games. The course covers the history of interactive media and how it differs from other digital and analog forms of engagement. Through the use of group and individual projects, students will discover the importance of well-designed feedback, problem solving, and narrative flow. No prior computer experience is necessary.

### **EMS 150(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

### **EMS 201 - ELECTRONIC MEDIA SEMINAR**

*Credit(s): 3*

This course provides students with an opportunity to pursue an area of electronic media beyond the introductory level and to gain skills in project and time management. Over the semester, students will work independently on a major media project of their choice, meeting regularly with the instructor.*Prerequisite(s):* Either EMS 110 or EMS 111, with a grade of C or better, or permission of instructor.

### **EMS 202 - ELECTRONIC MEDIA SEMINAR II**

*Credit(s): 3*

A continuation of EMS 201, providing additional opportunity to work independently in electronic media.*Prerequisite(s):* EMS 201 with a grade of C or better, or permission of instructor.

### **EMS 203 - ELECTRONIC MEDIA SEMINAR III**

*Credit(s): 3*

A continuation of EMS 202, providing additional opportunity to work independently in electronic media.*Prerequisite(s):* EMS 202 with a grade of C or better, or permission of instructor.

### **EMS 204 - ELECTRONIC MEDIA PORTFOLIO**

*Credit(s): 4*

This course provides students with an opportunity to create a major media project that integrates various aspects of electronic media, and that demonstrates the student's ability to work competently in the field. The creation of a portfolio of work accomplished while in the program is an integral part of the course, as well as an oral defense before a portfolio committee. This course should be taken in the final semester of the student's program of study.*Prerequisite(s):* Permission of instructor

### **EMS 210 - ADVANCED VIDEO**

*Credit(s): 3*

This course is designed for the student who is comfortable with basic video production techniques and would like to pursue more work in lighting, sound design, editing technique, camera work, and special effects. Students will work on both individual and group production projects in a variety of genres (such as narrative, documentary, and experimental). Emphasis is placed on developing individual expression and refining technical ability. Access to a video camera is necessary.*Prerequisite(s):* EMS 110 or permission of instructor

### **EMS 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

## **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. Same as SEM 110 *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. Same as SEM 111 *Prerequisite(s):* EGR 110 or SEM 110  
*Pre/Corequisite(s):* MTH 104  
*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 comput-

ers. *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 094 - READING AND WRITING STUDIO

*Credit(s): 2*

This course will allow more advanced developmental students the opportunity to proceed more quickly to ENG 101. Students will receive not only academic remediation but also an introduction to college culture. In contrast to ENG 095, ENG 094 excludes basic sub-skills such as sentence construction and descriptive writing in favor of higher order skills such as the sequencing of paragraphs, thesis formation, and use of evidence in support of a critical claim. The scope of the course is also broader, integrating mentors, academic advising, and visits to the writing center in order to help students gain a sense of self in the college community. *Prerequisite(s):* Accuplacer scores of 65 or higher for Reading and 75 or higher for Sentence Skills

### 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):* Appropriate scores on English placement tests or a grade of C- or higher in ENG 095.

### 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 with a grade of C- or higher.

### 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):* Appropriate scores on English placement tests or a grade of B+ or higher in ENG 095

### 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 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 204(C) - GOTHIC LITERATURE

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*  
Why do we enjoy being frightened? Why are we endlessly fascinated by the dark, the strange, and the supernatural? This course gives students the opportunity to explore these questions through one of the most maligned yet popular genres in English literature. Gothic stories often feature ghosts, vampires, ruined castles, family secrets, and haunted mansions. In this class, we will examine the origins and development of the literature of terror and horror from the 18th century to the present day. We will study Gothic works in a variety of forms with an emphasis on the historical and cultural forces that shaped them and aim to understand their enduring appeal. Readings may include literary and popular works by British, American, and European authors. *Prerequisite(s):* ENG 102 with a grade of C- or higher.

### ENG 208(C) - LATINO LITERATURE

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*  
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 Latino 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, Chicano/a, and other Latino/a 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 223(C) - WRITING FOR THE PROFESSIONS**

*Credit(s)*: 3

*MassTransfer Block Code*: Humanities/Fine and Performing Arts

Focuses on developing the specific, clear, and lucid prose required in a professional writing environment. Students will attend to various types of writing that reflect the communication skills demanded in business, science, and other professional careers. Students will employ computer and multimedia technologies to prepare many of the assignments in the course. The semester will culminate in a major report that studies a particular problem that student groups or individuals have researched within their own disciplines.  
*Prerequisite(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 226(C) - INTRODUCTION TO ASIAN-AMERICAN LITERATURE**

*Credit(s)*: 3

*MassTransfer Block Code*: Humanities/Fine and Performing Arts

Designed to explore cultural perspectives through Asian-American literature in the context of the American experience. The course will sample well-known works of fiction, drama, or poetry by Asian-Americans and encourage the students to reflect on their own cultures and values through the unique perspectives of these writers. Representative works and writers may include: Amy Tan, Chang Rae Lee, Ha Jin, Lisa See, Gish Jen, Maxine H. Kingston, Shawn Wong, as well as David H. Hwang, Wakako Yamauchia, and Velina H. Houston. Students can expect to leave this class with not only greater knowledge of Asian-America but also a deeper understanding of what it means to be a pluralistic society.  
*Prerequisite(s)*: ENG 102

### **ENG 227(C) - CREATIVE WRITING FOR 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*  
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 237(C) - SHAKESPEARE

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*  
A creative analysis of Shakespeare's plays with some consideration given to the sonnets. A concern for "the man and his times" will supplement the analysis of his comedies, histories, and tragedies. Same as THE 237  
*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*  
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*  
Cultural issues are explored through reading and discussion of significant works that reveal common themes in world literature (such as nature, childhood, gender, conflict, alienation and assimilation, identity, and self image). Emphasis is on relativity of perspective. May include works from Asia, Africa, Oceania, the Americas, and Europe, with emphasis on non-Euro American literature.  
*Prerequisite(s):* ENG 102

## ENGLISH AS A SECOND LANGUAGE

### ESL 108 - SPEAKING AND LISTENING II

*Credit(s): 6*

This course develops the English language learner's ability to initiate and participate in conversations about personal information, daily activities, future plans, and past activities. The student will learn to follow more lengthy stretches of speech in basic English and will learn more high frequency vocabulary.  
*Prerequisite(s):* appropriate placement test scores

### ESL 110 - READING AND WRITING II

*Credit(s): 6*

Students will strengthen reading strategies for increasing comprehension, vocabulary, and reading enjoyment and will practice basic paragraph structure. Emphasis in reading is on understanding simple material with the aid of a bilingual dictionary and on recognizing the main idea of a paragraph. Students will select and report on supplemental reading. Emphasis in writing is on basic paragraph structure in descriptive and narrative writing.  
*Prerequisite(s):* Appropriate Placement test scores

### **ESL 130 - SPEAKING AND LISTENING III**

*Credit(s): 3*

Students will continue to refine their understanding and production of spoken English. Rules for speaking in social situations will be introduced, and skills for effective listening will be developed. Students will learn to present and support their ideas and opinions and to respond to those of others using different levels of formality. They will also learn to organize and give short (3-5 minutes), planned oral presentations. *Prerequisite(s):* Grade of C- or higher in ESL 108 or Placement Test

### **ESL 131 - READING AND WRITING III**

*Credit(s): 6*

Students will develop reading strategies in English such as pre-viewing, skimming, scanning, identifying and stating main ideas, drawing inferences, and predicting outcomes. Students will select and report on supplemental readings. They will study techniques to advance their comprehension and production of written English. Students will master controlled, focused paragraphs and learn to write a short composition. *Prerequisite(s):* Grade of C- or higher in ESL 110 or appropriate Placement Test score

### **ESL 140 - SPEAKING AND LISTENING IV**

*Credit(s): 3*

Students will continue to develop their abilities to initiate and sustain a conversation with English speakers on a variety of topics, to present and support ideas and opinions, and to summarize and paraphrase. Students will organize and deliver oral presentations and will learn note-taking skills for academic lectures. *Prerequisite(s):* Grade of C- or higher in ESL 130 or Placement Test

### **ESL 141 - READING AND WRITING IV**

*Credit(s): 6*

Students will continue to develop strategies for increasing comprehension of academic reading material in English. Emphasis is on paraphrasing and summarizing written material, recognizing cohesive relationships (main idea, thesis, supporting details, and new information), and writing controlled, focused essays using a variety of rhetorical modes and level 4 structures. Students will read and report on adapted and unadapted literature (short story or novel), newspaper and journal articles, textbook excerpts, and essays. *Prerequisite(s):* Grade of C- or higher in ESL 131 or appropriate Placement Test score

### **ESL 150 - SPEAKING AND LISTENING V**

*Credit(s): 3*

This course aims to improve the students' abilities to converse in English on selected topics of current interest. Students will participate in extended conversations and discussions, will organize and give oral presentations on a variety of topics, and will hear and outline academic lectures. *Prerequisite(s):* Grade of C- or higher in ESL 140 or Placement Test

### **ESL 151 - READING AND WRITING V**

*Credit(s): 6*

This course emphasizes the integration of reading and writing skills at an advanced level. It has a dual purpose: to help English Language Learners develop reading and writing fluency in English for academic purposes and for life in the United States. Emphasis in reading is on reading critically a variety of unadapted materials including: textbook style excerpts, essays, newspaper and journal articles, short stories, and short novels. Emphasis in writing is on essays of three to five pages using a variety of rhetorical modes and level 5 structures. Students will continue to develop their abilities to summarize, paraphrase, and synthesize course materials. *Prerequisite(s):* Grade of C- or higher in ESL 141 or appropriate Placement Test score

### **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 153 - ESL FOR RENEWABLE ENERGY TECHNOLOGY**

*Credit(s): 3*

This is a course that prepares English Language Learners to enter the renewable energy workforce. This course will emphasize the integration of reading and communication skills at the advanced level through in-depth examination of the topic. Students will be immersed in the topic of renewable energy resources through discussion and oral presentations based on the reading of textbooks, newspapers, and essays as well as interviews, films, and community events. *Prerequisite(s):* ESL 141 or appropriate ESL Placement Test score

### **ESL 168 - GRAMMAR II**

*Credit(s): 3*

This course provides reinforcement of and focus on English grammar structures appropriate for Level 2 English Language Learners. The class will focus on an understanding of the present, past, and future tenses, prepositional phrases, count/non-count nouns, and other Level 2 structures. *Prerequisite(s):* Appropriate Placement Test score

### **ESL 169 - GRAMMAR III**

*Credit(s): 3*

This course provides reinforcement and focus on English grammar structures appropriate for Level 3 English Language Learners. The class will focus on an understanding of the present perfect and present perfect continuous tenses, phrases and clauses, adverbs, modals, and other Level 3 structures. *Prerequisite(s):* Grade of C- or higher in ESL 168 or appropriate Placement Test score

### **ESL 170 - GRAMMAR IV**

*Credit(s): 3*

This course provides reinforcement and focus on English grammar structures appropriate for Level 4 English Language Learners. The class will focus on an understanding of the past perfect and past perfect continuous tenses, adjective clauses, past modals, and other Level 4 structures. *Prerequisite(s):* Grade of C- or higher in ESL 169 or appropriate Placement Test score

### **ESL 171 - GRAMMAR V**

*Credit(s): 3*

This course provides reinforcement and focus on English grammar structures appropriate for Level 5 English Language Learners. The class will focus on an understanding of the past perfect verb tenses, gerunds and infinitives, reported speech, passive voice, untrue conditionals, and other Level 5 structures. *Prerequisite(s):* Grade of C- or higher in ESL 170 or appropriate Placement Test score

### **ESL 180 - PRONUNCIATION**

*Credit(s): 3*

Helps non-native English speakers improve their pronunciation of spoken English. Emphasis is on the specific individual sounds of English and also on the stress, rhythm, and intonation of the spoken language. Students will analyze the speech of native speakers

and their own speech in order to improve comprehension and comprehensibility. *Prerequisite(s)*: Grade of C- or higher in ESL 108 or appropriate Placement Test score

## 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. *Prerequisite(s)*: One semester of a laboratory science

## 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 102, CHM 114, or CHM 124

## 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*: This course does not count towards the Forensic Science major. Forensic Science majors must take FRS 101. Students can not receive credit for both FRS 100 and FRS 101.

### FRS 101(E) - INTRODUCTION TO FORENSIC SCIENCE

Credit(s): 4

*MassTransfer Block Code: Natural & Physical Laboratory Science*

A course designed for students who are interested in exploring

the field of forensic science. A study of fundamental forensic science techniques and procedures. Lecture topics include: techniques used to evaluate types of physical, chemical, and biological evidence; the legal system and forensic science; crime scenes; and various forensic specialties. Laboratories afford students the opportunity to identify, examine, and assess forensic evidence using modern chemical and biological techniques. *Note*: Students cannot 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.

### FRS 201(E) - FORENSIC ANALYTICAL TECHNIQUES

Credit(s): 4

*MassTransfer Block Code: Natural & Physical Laboratory Science*

An introduction to chemical and biological techniques and analyses with an emphasis on forensic applications. Lecture topics in half of the course include gas chromatography, high performance liquid chromatography, spectrophotometry, mass spectrometry, and organic extraction. Lecture topics in the other half of the course include population genetics principles and statistics, DNA genotyping, procedures for DNA analysis, and quality control and regulations. Laboratories provide the opportunity to analyze chemical and biological materials using the appropriate techniques. *Prerequisite(s)*: BIO 107, CHM 121, CHM 124, and FRS 101

## 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. *Prerequisite(s):* FRH 101 or 2 years of high school French

## FRH 201(C) - INTERMEDIATE FRENCH I

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Strengthens vocabulary, idiomatic expression, and control of grammar. Selected readings and compositions supplement the formal study of the language. Conducted in French. *Prerequisite(s):* FRH 102 or 3 years of high school French

## 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

### GSY 2 - HOW TO STUDY EFFECTIVELY

*Credit(s): 1*

Designed to help students succeed in college. Special instructions will be given by the Student Personnel Staff. The following topics are covered: developing proper study habits, scheduling time, reading efficiently, taking notes, listening efficiently, and taking examinations. Students are graded on a Satisfactory/Unsatisfactory basis. *Note:* Credits earned in this course do not count toward the total credits required for graduation

### GSY 110 - CAREER PLANNING

*Credit(s): 1*

Introduces students to the importance of career exploration and planning. Students will assess their interests, skills, abilities, values, and personality preferences and learn how their preferences relate to choice of college major and careers. Students will research and explore labor market information and career options, set goals, learn decision-making techniques, and develop a career action plan. Information about the college transfer process will be presented as well.

## GSY 111 - JOB SEARCH STRATEGIES

*Credit(s): 1*

This course provides students with a clear understanding of the job search process. Students will learn how to identify their skills and accomplishments, write a professional resume and cover letter, research industries and job listings, submit an electronic resume, and develop and practice effective job interview techniques. Online career resources, videos, group discussion, guest speakers, and case studies will be offered in this interactive and very useful class.

## 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.

## GERONTOLOGY

### GRT 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.

## 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 104 - CORE COMPETENCIES FOR THE CHW**

*Credit(s):* 4

This course is designed for students who are working toward a Community Health Worker Certificate. 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 completion of this course meets one basic requirement (core competencies) 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

### **HTH 105 - ALZHEIMER'S DISEASE AND OTHER DEMENTIA-RELATED DISORDERS**

*Credit(s):* 1

This course provides students with a basic understanding of Alzheimer's and other related dementias. Changes in memory and function, communicating with people with Alzheimer's and other dementias, person-centered care, methods and approaches to care, and understanding the needs of and working with family members will all be examined using the CARES curriculum. Learning techniques such as small group discussion, interactive exercises and case studies will be used. This class was developed to meet the training requirements of 105 CMR 150.024 for students who obtain employment in a long-term care facility with a dementia special care unit upon graduation. *Prerequisite(s):* Eligibility for ENG 101

*Pre/Corequisite(s):* HTH 210

### **HTH 109 - PRINCIPLES OF ELECTRONIC HEALTH RECORDS FOR DIRECT CARE WORKERS**

*Credit(s):* 1

This course presents the use of electronic health record systems (EHR) in a health care setting. Students first learn the conceptual framework for the use of electronic health records in medical documentation and patient management. By working through exercises that simulate use of the EHR, students develop transferable skills needed to manage the usual software tasks for Direct Care Workers. This course assumes some basic keyboarding skills; however, practice time will also be provided to gain proficiency. This course is typically taken in the second semester of both the Direct Care Worker and Community Health Worker Certificate programs.

### **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 130 - PHARMACOLOGY FOR HEALTH CAREERS**

*Credit(s):* 2

Introduces the major drug classes, their indications, mechanisms of action, and potential for drug-drug or drug-food interactions. Also introduces fundamental terminology that is essential to understanding the basics of drug therapy. 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. 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.

### **HTH 131 - INTRODUCTION TO PATIENT CARE SKILLS**

*Credit(s):* 3

This course will employ a case-based learning methodology through life-sized simulation and explore a variety of job duties as related to health care occupations. Students will learn vital signs, sterile techniques, handling of body fluids, body mechanics, Cardio Pulmonary Resuscitation (CPR), first aid, proper chart documentation, research techniques, professionalism, ethics, cultural diversity, and communication skills.

### **HTH 201 - ESSENTIAL HEALTH TOPICS FOR CHWS**

*Credit(s):* 2

This course provides students with an understanding of common mental and behavioral health issues and chronic diseases that they are likely to encounter as Community Health Workers (CHWs). Students will learn about the often complex health and social conditions of people they may work with through the use of case studies, interactive exercises, and group discussion. The role of CHWs in prevention, treatment and care will also be examined. Topics covered will include mental/behavioral health, violence, substance abuse, hypertension, cardiovascular disease, diabetes, weight management, asthma, and assessing the home environment. Staying positive and preventing vicarious trauma will also be explored. This course is typically taken in the second semester of the Community Health Worker Certificate. *Pre/Corequisite(s):* HTH 104 with a grade of C or better

### **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 104 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. Students

may be responsible for additional course fees associated with CORI/SORI and drug testing.

*Prerequisite(s):* HTH 104 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: Liability Insurance and Drug Testing. 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 nursing assistant tasks through lecture, small group activities, practice, media, and hands-on experience. Students will be tested for the Massachusetts Nurse Assistant Certification (state licensing exam) upon successful completion of the course. A positive CORI/SORI, drug test, or failure to complete immunization requirements will result in an inability to successfully complete this course. *Pre/Corequisite(s):* GRT 110; Successful CORI/SORI Background check, negative drug screen, and proof of immunizations required prior to course enrollment/registration. Mandatory student orientation prior to start of course. Permission of Health Services required.

*Additional Course Fee: CNA Licensure Exam; Drug Testing, Dementia Training, and Malpractice Insurance (All fees subject to change.) Non Course Fees: CORI/SORI background check (out of state) and CPR*

### **HTH 216 - HOME HEALTH AIDE SUPPLEMENTAL**

*Credit(s): 1*

This course provides students who have already completed or are currently enrolled in HTH 210, or a Certified Nurse's Aide equivalent course, with the additional information they need to become a Home Health Aide and work for a Home Care Agency. Students will explore the basic philosophy of home care, the role of the home health aide, and important policies and procedures when working in someone's home. Home safety, working with various home care populations, nutrition, and infection control in the home are also examined. Learning techniques such as small group discussion, interactive exercises, role play, and case studies will be used to ensure students are ready to take the Home Health Aide Competency Exam developed by the Home Care Aide Council. *Pre/Corequisite(s):* HTH 210 (with a grade of C- or better if taken as a prerequisite)

### **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

### **HTH 280 - HEALTH COOPERATIVE EDUCATION I**

*Credit(s): 3*

An elective cooperative education field experience in the health sciences that provides the student with an opportunity to apply classroom theory in an actual work setting in a supervised posi-

tion. Includes a weekly, 50-minute seminar to discuss students' field work and experiences and 15 to 20 hours per week of cooperative experience. Nursing students have a special schedule of seminars and work experience designed for the summer session. *Prerequisite(s):* Nursing: NUR 101 and permission of coordinator.

Early Childhood: EDU 101, EDU 104, EDU 111, EDU 112 and permission of coordinator.

Environmental Science: CHM 102, CHM 114, or CHM 124; ENV 140; and permission of coordinator.

Medical Transcription: HMC 103 and HTH 114 and permission of coordinator.

### **HTH 281 - HEALTH COOPERATIVE EDUCATION II**

*Credit(s): 3*

An elective cooperative education field experience in the health sciences that provides the student with an opportunity to apply classroom theory in an actual work setting in a supervised position. Includes a weekly, 50 minute seminar to discuss students' field work and experiences and 15 to 20 hours per week of cooperative experience. Nursing students have a special schedule of seminars and work experience designed for the summer session. *Prerequisite(s):* HTH 280

## **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

### **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

### **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

## 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)*: HTH 114 and HMC 107 or BIO 111 or BIO 217 & BIO 218

*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 Healthcare 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

## HEALTH, FITNESS, AND NUTRITION

### HFN 103 - FIRST AID/SAFETY

*Credit(s)*: 1

Provides the knowledge and skills called for in most situations in which emergency care is required and medical assistance is not excessively delayed. An introduction to CPR is included. Course will be taught by a Nationally Certified CPR/First Aid Instructor. *Note*: Students cannot receive credit for both HFN 103 and HFN 104.

### HFN 104 - SPORTS FIRST AID

*Credit(s)*: 1

This is a first aid and CPR course geared towards the physical educator, coach, and/or fitness instructor. The course includes assessment and emergency care for sports-related injuries, illnesses, and spine and musculoskeletal injuries. CPR and the Heimlich Maneuver are included. This program is used for certification by American Sport Education Program.*Note*: Students may not receive credit for both HFN 103 and HFN 104.

### HFN 106 - SPORTS SUPPLEMENTS

*Credit(s)*: 1

This course is designed to teach the student about positive and negative aspects of sports supplements for enhanced motor performance. Students will examine the history of sports supplementation in Olympic and other competitive events and discuss legal aspects of sports supplements. The role of the FDA and other agencies will be discussed as students examine various popular performance enhancing drugs and herbal supplements.

## **HFN 110 - FUNDAMENTALS OF COACHING**

*Credit(s): 3*

Covers the fundamental principles of coaching. Emphasis is on the development of a program, from organization through preparation for competition.

## **HFN 111 - TOPICS IN SPORT**

*Credit(s): 3*

A survey course that provides an introduction to sport and leisure activities. Students will learn and practice team and individual sports such as volleyball, soccer, basketball, cross-country, track, wrestling, golf, baseball, tennis, and others. Students are expected to fully participate in each sport/activity.

## **HFN 114 - PERSONAL FITNESS**

*Credit(s): 1*

This course is designed to help sedentary people develop and follow a lifestyle exercise routine. Course topics include aerobic fitness, strength and endurance training, and flexibility routines. Class participants are expected to come to every class dressed for movement.

## **HFN 115 - HEALTHY LIVING**

*Credit(s): 3*

This course is designed to help members of the HCC and local communities learn how to develop and follow a plan for healthy living. This course includes topics such as physical fitness, nutrition, stress management, and other current health-related issues. Emphasis is on application of material. Students are required to dress for physical and other types of activities.

## **HFN 118 - WEIGHT ROOM WORKOUTS**

*Credit(s): 1*

This course is designed to provide the student with an opportunity to learn the science behind the design of a resistance training program and an opportunity to apply their knowledge in the weight room. Students will be required to participate fully in the weight room and design a program to meet his/her current needs and goals.

## **HFN 120 - MOTOR LEARNING PRINCIPLES AND PRACTICES**

*Credit(s): 3*

An introductory course to the principles and practice of motor learning as would be applied to physical education, physical fitness, and sports-related activities. Students will examine the fundamental process of learning and teaching human movement patterns. Students will study and discuss the learner, the process of learning, and the process of teaching movement skills. Using personal research projects, students will examine and analyze external and internal factors that influence movement performance. Case studies will be used for class discussion and student evaluation. This course is designed to teach the student about the various tools that may be used to enhance resistance training. Students will learn how to use and practice techniques with elastic devices, hand weights, resistance balls, medicine balls and steps, body bars, and other devices.

## **HFN 129 - TOOLS FOR RESISTANCE TRAINING**

*Credit(s): 1*

This course is designed to teach the student about the various tools that may be used to enhance resistance training. Students will learn how to use and practice techniques with elastic devices, hand weights, resistance balls, medicine balls and steps, body bars, and other devices.

## **HFN 133 - GROUP EXERCISE: AEROBICS, STEP AEROBICS, AND MORE**

*Credit(s): 1*

An intermediate level course in aerobic exercise. Emphasis is on the conditioning of the cardiovascular system through a variety of group exercises packaged together to maintain interest and enjoyment while gaining all of the health benefits.

## **HFN 134 - LEADING GROUP EXERCISE**

*Credit(s): 3*

A comprehensive course that is designed to prepare the fitness enthusiast for the position of aerobics/step aerobics instructor and for successful completion of an international certification exam. The course includes a combination of scientifically-based theoretical information and practical experience as needed to lead others safely through group exercise. Topics include exercise science, components of fitness, injury prevention, and leadership skills. Practical skills such as use of music, cueing, movement transitions, choreography development, and mirror-image teaching are practiced for traditional and step aerobics. Additional class formats such as kickboxing, mat training, yoga, slide training, and others will be discussed.

## **HFN 135 - TOPICS IN DANCE**

*Credit(s): 1*

A beginning course in contemporary dance. Focus is on the technical knowledge and creative expression essential to participation in the latest dance steps.

## **HFN 138 - GROUP EXERCISE LEADER INTERNSHIP**

*Credit(s): 2*

This course is designed to provide the group exercise leader with an opportunity to gain experience leading exercise classes at the Bartley Athletic Center under the supervision of an HFN faculty member. The student will be expected to maintain thirty scheduled hours, provide services that are common to group exercise (member orientation, equipment maintenance, etc.), and provide hands-on assistance as needed in the group exercise class. Additionally, students will be expected to conduct two whole classes on their own (unpaid, as part of the course). Students will report on a weekly basis to their HFN supervisor and write a final reflection paper.

*Prerequisite(s):* HFN 134 with a grade of C or better

## **HFN 145 - BEGINNING YOGA**

*Credit(s): 1*

An introduction to the fundamentals of Hatha Yoga, the yoga of physical well-being. The class will include the practice of meditation, warm-ups, stretching exercises (Asanas), rhythmic breathing (Pranayama), and deep relaxation. A brief history and philosophy of the ancient practice of yoga also will be presented.

## **HFN 148 - YOGA II**

*Credit(s): 1*

An intermediate level yoga course that includes both theory and practice of yoga as a means to health and wellness. Students will advance in the practice of Hatha Yoga Asanas (as learned in the introductory course) and examine other Yoga disciplines.

## **HFN 160 - MARTIAL ARTS**

*Credit(s): 1*

(Style/School and Level to be announced) Offers its practitioners an opportunity to improve physical fitness, coordination, focus, energy and awareness, self-discipline, and personal growth. Includes topics such as self-defense, kicks, hand techniques, blocks, and choreographed movements. Students may take the course

more than once for credit to study different styles/schools and levels

### **HFN 164 - BUILDING SELF-ESTEEM FOR WOMEN**

*Credit(s): 1*

A hands-on, experiential course designed to build self-esteem for women. Topics will include self-expression, assertiveness, communication skills, confidence building, self-acceptance, and stress reduction. Activities will include art and writing projects, adventure learning, group discussions, and role playing.

### **HFN 166 - SELF-DEFENSE**

*Credit(s): 1*

A course in personal safety that introduces the basic components of conflict management and self-defense strategies and skills. This co-ed course will include both theory and practice sessions.

### **HFN 170 - EXERCISE IN HEALTH AND DISEASE**

*Credit(s): 3*

A survey course that examines exercise programming considerations for healthy populations and those with special medical considerations. Review of the physiological and biomechanical concerns of various populations will be discussed and applied to the exercise environment. Exercise program design for exercisers with known cardiopulmonary, metabolic, and autoimmune diseases will be discussed. Gender differences will be evaluated and exercise guidelines for youth, seniors, and pregnant exercisers will be examined. Fitness assessments that are appropriate for various populations will be highlighted.

### **HFN 171 - LEADERSHIP IN RECREATION, FITNESS, AND SPORT**

*Credit(s): 3*

An introduction to leadership in recreation, fitness, and sporting environments. Course includes evaluation of role and competencies of the leader and effective program management techniques. Topics such as communication skills, motivation, implementing change, teaching and learning, and time management techniques will be discussed. Through observation, practice sessions, and use of case studies, students will begin to define and develop effective leadership techniques.

### **HFN 172 - INTRODUCTION TO EXERCISE SCIENCE**

*Credit(s): 2*

An introduction to the structure and operations of fitness facilities and exploration of career opportunities in the fitness field. Students will examine various aspects of the fitness industry including: the history of fitness as a business entity, facility types, career opportunities, fitness technology, and consumer influences. Students will use site visitations and participation as learning tools.

### **HFN 179 - CURRENT ISSUES IN SPORT AND FITNESS**

*Credit(s): 3*

A survey course that examines current issues that influence the fields of sport and fitness. Topics include: nutritional supplementation, training guidelines, industry standards and guidelines, certification requirements, and other issues relevant to growth of the sport and fitness fields. Emphasis will be placed on scientific evaluation of topics discussed. Students will be asked to research a topic and present scientifically-based findings to the class.

### **HFN 180 - PHYSICAL CONDITIONING I**

*Credit(s): 1*

An introductory course on safe and effective resistance training and cardiovascular conditioning for fun, health, and self-improvement.

### **HFN 181 - PHYSICAL CONDITIONING II**

*Credit(s): 1*

An intermediate level course designed for students interested in resistance training and cardiovascular conditioning as a means of enhancing athletic performance. Focus is on sport-specific programs that establish a sound fitness base while maximizing athletic potential.

### **HFN 182 - PHYSICAL CONDITIONING III**

*Credit(s): 1*

An advanced level course for students interested in high intensity strength training and cardiovascular conditioning. The emphasis is on current research and its application to developing optimal muscle strength, volume and/or distribution.

### **HFN 183 - PERSONAL & GROUP FITNESS TRAINER**

*Credit(s): 4*

A survey course that examines the roles and responsibilities of personal and group fitness trainers. This course is designed to prepare the student for the role of personal and group fitness leader and for successful completion of an International Certification exam. This course includes both theoretical information and practical application of knowledge and skills used by the trainer in a gym environment and group setting. Topics include: exercise science, components of fitness, fitness assessments, exercise prescription, special populations, leadership skills, and business aspects of the fitness business. Case studies and projects will be used to apply concepts to the practical environment. Students will be expected to demonstrate skills either in person or via an online format.

### **HFN 185 - PRINCIPLES AND PRACTICES OF STRENGTH TRAINING**

*Credit(s): 3*

A detailed study of strength/endurance training principles and practices. Topics include: anatomy and physiology, kinesiology, nutrition, biomechanics, and measurement of strength and endurance. Students will learn to use the science of exercise in a practical format and design resistance programs to meet health-related and motor performance goals. Students will examine and practice training techniques used in recreational fitness and competitive lifting. *Prerequisite(s):* BIO 217 or HFN 134 or HFN 183

### **HFN 186 - HEALTH AND FITNESS INTERNSHIP**

*Credit(s): 2*

This course is designed to provide HFN students with the opportunity to apply knowledge and practice skills as a personal and/or group fitness trainer at the Bartley Athletic Center under the supervision of an HFN faculty member. The student will be expected to outline and follow a schedule of ninety (unpaid) hours in the fitness center and/or group exercise room. Students will report on a weekly basis to the HFN supervisor, provide documentation of hours/work accomplished, and write a final reflection paper.

*Prerequisite(s):* HFN 183 with a grade of C or better

### **HFN 188 - HEALTH AND WELLNESS COUNSELING**

*Credit(s): 3*

This course is designed to teach the basic skills of health and wellness counseling to non-professionally trained counselors. The course includes the theories of counseling and behavior change as well as practical skills such as attending, observational, responding, and influencing skills. Students will learn and discuss ethical and legal issues related to health and wellness counseling.

## HFN 189 - FITNESS ASSESSMENTS

*Credit(s): 3*

This course is designed for exercise leaders, practitioners, and teachers who are responsible for assessing the risk of exercise participation and development of exercise programs, and for students who will pursue a career in exercise physiology or athletic training. Through study, practice and field observations, students will learn how to administer physical measurements of cardiovascular fitness, muscular strength and endurance, body composition, flexibility, postural deviations, and biomechanical risks. Students will learn and practice development of exercise programs based on the assessment results.

## HFN 192 - HEALTH AND FITNESS FACILITY MANAGEMENT

*Credit(s): 3*

This course is designed to prepare the student for a management role in a health and fitness facility. The course includes discussion of human resource management, equipment purchasing, facility design, sales and marketing, financial management, program design and management, safety and legal issues, and facility management. Students will review and examine health and fitness facility standards and guidelines of the American College of Sports Medicine (ACSM). Students will be required to shadow managers at two different health and fitness facilities.

## HFN 276 - PHYSIOLOGY OF EXERCISE

*Credit(s): 4*

An introduction to the study of human physiology as it relates to acute and chronic exercise across the lifespan. In this course, the student will study the systematic aspects of nerve, musculoskeletal, circulatory, respiratory, thermal, and endocrine physiology, with an emphasis on practical application to exercise. Students will examine the effects of nutrition and supplementation on exercise performance. *Prerequisite(s):* BIO 217

## HFN 277 - BIOMECHANICS OF HUMAN MOVEMENT

*Credit(s): 3*

An introduction to the structure and function of the body as related to human movement and physical activity. Course includes discussion of the anatomical considerations for movement, functional anatomy, and mechanics and laws of motion as related to the human body. *Prerequisite(s):* BIO 100 or BIO 103 or BIO 107 or BIO 111 or BIO 217

## HFN 290 - PROFESSIONAL FITNESS SEMINAR/FIELD EXPERIENCE

*Credit(s): 3*

An experiential course that includes classroom discussion and externship opportunities to enhance the learning experiences and learning opportunities of the fitness professional. The focus of the course is to experience a variety of health, fitness, and wellness career opportunities and develop and apply critical thinking skills. This course is open to all students pursuing a certificate and/or degree in fitness/physical education (e.g., personal trainers, group exercise leaders, exercise specialists, and fitness managers).

*Note:* It is recommended that students complete either HFN 134, HFN 173, or HFN 183 prior to taking HFN 290.

## 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 Ro-

man 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.

### 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*

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 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*

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 155(C) - HISTORY OF THE VIETNAM WAR**

*Credit(s): 3*

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course will examine the origins, development, and consequences of the Vietnam War. We will pay particular attention to the Vietnamese independence movement; the French effort to recolonize Indochina in the aftermath of World War II; the influence of Cold War politics on the increasing U.S. involvement in Vietnam; the growth of domestic opposition in the United States to U.S. policy in Vietnam; and the impact of the Vietnam War on Americans' sense of national identity.

## **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 experience 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 AND CULINARY ARTS**

### **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 120 - TOPICS IN CULINARY ARTS**

*Credit(s)*: 1

A hands-on laboratory course focused on the techniques for decorating and constructing elegant wedding and special occasion cakes. Focus will be on choosing the right cake recipes and frosting recipes for particular occasions; identifying the construction concepts necessary for creating beautiful cakes including determining serving size, cake size, and serving cost; producing gum paste sugar flowers; and setting up a certified kitchen in order to successfully market your cake business. Some prior decorating experience is preferred for this class.

### **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. *Prerequisite(s)*: Eligibility for ENG 095 or appropriate score on the English Placement Test  
*Additional Course Fee: \$80.00 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, MGT 230, or SPO 110

### **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)*: Grade of C- or higher in both CUL 101 and CUL 115, or HCA 130

### **HCA 280 - HOSPITALITY MANAGEMENT COOPERATIVE EDUCATION I**

*Credit(s)*: 3

An opportunity to apply classroom theory in an actual work setting in a supervised position. Approximately 150 hours of work plus a 50-minute weekly seminar that includes presentations and discussion of topics related to success on the job as well as career exploration.*Prerequisite(s)*: 24 total credits, HCA 101, and either CUL 215 OR HCA 232

### **HCA 281 - HOSPITALITY MANAGEMENT COOPERATIVE EDUCATION II**

*Credit(s)*: 3

An opportunity to develop in-depth knowledge and demonstrate increased levels of expertise in a supervised position. Approximately 15-20 hours per week of work plus a 50-minute weekly seminar. Seminar includes presentation of reports and discussion of topics related to success on the job.*Prerequisite(s)*: HCA 280

## **HUMAN SERVICES**

### **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 support systems that assist people with recovery from substance abuse and dependence. Students will explore theories of addiction, as well as form an understanding of issues in treatment, relapse, prevention, and recovery. Emphasis will be placed on screening, assessment, modalities of treatment, and care for diverse populations affected by substance abuse issues. Additionally, approaches to addictions across the lifespan, wellness strategies, and self-care for professionals will be explored. This course is particularly relevant for those planning to enter the workforce as recovery coaches, recovery advocates, substance

abuse counselors, and community health workers.*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)*: ENG 101, HSV 113, PSY 110  
*Pre/Corequisite(s)*: HSV 122

### **HSV 124(B) - THE HELPING RELATIONSHIP: DELIVERING HUMAN SERVICES**

*Credit(s)*: 3

*MassTransfer Block Code: Social Sciences*

This course helps the student develop the knowledge, skills, and personal characteristics that are critical for an effective helping relationship. Students will explore helper attitudes and values, increase awareness of themselves and others, and develop active listening, empowerment, case management, and crisis intervention skills. Course material is built upon research about human behavior, life stage theory, intervention strategies, and strength-based practice.*Prerequisite(s)*: HSV 113 and PSY 110

### **HSV 125 - INTRODUCTION TO THE PRACTICUM**

*Credit(s)*: 3

This course prepares students for Human Service Practicum I/II. Students will identify the developmental stages involved in the practicum experience as they explore their own values, goals, and expectations. Students will have the opportunity to observe a variety of service delivery systems through a combination of supervised field trips, informational interviews, and service learning. In addition, the course will address the Community Support Skills Standards in more detail, and assist students in the development of their Human Service Portfolios. Learning objectives and specific activities will be individualized, based on the needs of the student.*Prerequisite(s)*: HSV 113; permission of department chair  
*Pre/Corequisite(s)*: HSV 124

*Note*: 30-hour service learning component required.

## **HSV 140(B) - FOUNDATIONS IN CHILDREN'S BEHAVIORAL HEALTH**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

The focus of this course is to provide the necessary knowledge and skills for individuals to work with children who have significant behavioral, emotional, and mental health needs. Topics will include: children's behavioral health systems of care, working with community health centers, supporting youth and families, and the science of child development. Evidence-based, trauma-informed practice is a core foundation of this course; students will learn about models of assessment, culturally competent mediation, education to promote healthy behavioral change, and the use of public health concepts and approaches. Additionally, students will gain skills in advocacy and community capacity building, documentation, and effective communication. This course is designed for those entering the field of children's behavioral health as community health workers, therapeutic mentors, family partners, and direct care workers for youth and their families. *Prerequisite(s):* eligibility for ENG 101

*Pre/Corequisite(s):* HSV 113 or HTH 104

## **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 trauma-related symptoms, the impact of trauma on families and communities, 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 abuse, including the disease concept; the effect of alcohol and other drugs on the body; medical complications; the effect of substance abuse problems on the family

and others; and special issues related to populations such as adolescents, individuals at risk for suicide, women, the elderly, and individuals with a dual diagnosis. Same as SOC 208. *Prerequisite(s):* PSY 110 or SOC 110

## **HSV 212(B) - GROUP DYNAMICS**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

Emphasizes development of group membership skills necessary for professional practice. Through group exercises, students experience concepts being studied and are given the opportunity to develop basic skills in observing and understanding human behavior, including their own, in a group context. Basic concepts in group dynamics such as cohesion, interactional patterns, roles and responsibilities within a group, norms, status, group culture, and content vs. process will be discussed. In addition, the various stages of group development and the tasks involved in each will be introduced. An understanding of the leader's role in creating a facilitating environment during the different stages of group development will also be discussed. Same as COM 212. *Prerequisite(s):* PSY 110 or SOC 110

## **HSV 213 - PROFESSIONAL AND ETHICAL STANDARDS IN THE HELPING PROFESSIONS**

*Credit(s): 3*

This course facilitates students' understanding of ethical dilemmas and problem-solving frameworks related to professional conduct in the helping professions. In addition to presenting the National Organization for Human Services (NOHS) Ethical Code of Conduct and codes of ethics from other professional organizations as a guide, students will apply professional standards in human services settings. *Prerequisite(s):* HSV 113

## **HSV 214 - TREATMENT METHODOLOGIES IN ADDICTION**

*Credit(s): 3*

This course provides students with an opportunity to learn theoretical frameworks and techniques for assisting individuals with addiction issues. Students will gain an awareness of societal, social, and intercultural contexts of the historical approaches to addiction counseling. Students will develop knowledge of the range and nature of treatment modalities currently used in substance abuse counseling. Through the use of role-play, case studies and videos, students will develop a personal style of interaction to support individuals with addiction issues. *Prerequisite(s):* HSV 120  
*Pre/Corequisite(s):* HSV 124

## **HSV 225 - HUMAN SERVICES ADMINISTRATION**

*Credit(s): 3*

Provides an understanding of the relationship between the behaviors of workers and their human service agencies, and how such agencies might function more efficiently. Particular attention is paid to hiring, training, supervision, work conditions, and productivity. In addition to group and managerial settings and roles, there is some focus on individual clerical responsibilities, proper documentation of services, and general communication skills. *Prerequisite(s):* HSV 113 or permission of instructor

## **HSV 226(B) - SUPERVISORY RELATIONSHIPS IN THE HELPING PROFESSIONS**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

An introductory course for supervisors in the helping professions, designed to develop the knowledge, skills, and attitudes needed for individuals in supervisory roles. Common threads throughout the course include ethics, cultural competency, belief systems, developing relationships, supervisory/leadership style, and



developing and working with teams. *Prerequisite(s)*: HSV 113 and eligibility for ENG 101

## **HSV 230(B) - UNDERSTANDING DEATH AND BEREAVEMENT**

*Credit(s)*: 3

*MassTransfer Block Code: Social Sciences*

In this course, students will explore theoretical frameworks and practical approaches to managing death and bereavement in the helping professions. Topics will include: death and loss throughout the lifespan, terminal illness, violent death, and suicide, each from multiple cultural perspectives. Grief reactions, including the causes and treatment of complicated grief, will be explored. Students will develop effective strategies to help support and aid others in dealing with loss. Death as a universal, natural, and inevitable part of life will be a central theme. *Prerequisite(s)*: PSY 110 or SOC 110

## **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 286 - CHILDREN'S BEHAVIORAL HEALTH WORKER FIELD EXPERIENCE**

*Credit(s)*: 4

Students contract to complete a minimum of 125 hours working in a community-based agency as a Therapeutic Mentor or Family Partner to meet the requirements for the Community Health Worker/Children's Behavioral Health Worker (CHW/CBHW) certification. The student will be under the supervision of an experienced Community Health Worker, and work with the behavioral health treatment team. The student does work that familiarizes him or her with concrete and practical examples of principles studied in class through readings or research. The focus of this course is developing skills with the Core Competencies required for the CHW/CBHW certification. Students keep logs of their activities, meet regularly with their faculty sponsors, write papers, and develop a portfolio documenting attainment of Core Competency skills. *Prerequisite(s)*: HTH 104 and HSV 140 with a grade of C or higher

## **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; PSY 216

## **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 and permission of instructor

### **HUM 280 - HUMANITIES COOPERATIVE EDUCATION I**

*Credit(s)*: 3

An elective cooperative field experience that provides students with the opportunity to exercise and expand their understanding of the arts and humanities by working with area theaters, galleries, printing companies, television and radio stations, community centers, or cultural resource centers. This experience encompasses the administrative as well as the creative aspects of arts and humanities related organizations within the community. It also offers exposure to professionals and service-oriented cultural groups within the student's chosen discipline. Fifteen to twenty hours per week of cooperative work experience. Weekly 50 minute seminars to discuss students' field work and experiences. *Prerequisite(s)*: 27 credits and ENG 102

### **HUM 281 - HUMANITIES COOPERATIVE EDUCATION II**

*Credit(s)*: 3

An elective cooperative field experience that provides students with the opportunity to exercise and expand their understanding of the arts and humanities by working with area theaters, galleries, printing companies, television and radio stations, community centers, or cultural resource centers. This experience encompasses the administrative as well as the creative aspects of arts and humanities related organizations within the community. It also offers exposure to professionals and service-oriented cultural groups within the student's chosen discipline. Fifteen to twenty hours per week of cooperative work experience. Weekly 50 minute seminars to discuss students' field work and experiences. *Prerequisite(s)*: HUM 280

## **LATINX STUDIES**

### **LAX 110(C) - INTRODUCTION TO LATINX STUDIES**

*Credit(s)*: 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

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 101

### **LAX 208(C) - LATINX LITERATURE**

*Credit(s)*: 3

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, Dominican, 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 210 - INTRODUCTION TO LEGAL STUDIES**

*Credit(s)*: 3

A study of the structure of the American legal system, as well as various substantive areas of the law, including: torts, family law, contract law, real estate law, criminal law, and criminal procedure. The processing of legal reasoning will be explored through analysis of cases, statutes, and constitutional provisions. The roles and ethical obligations of legal professionals will also be discussed.

### **LAW 211 - BUSINESS LAW**

*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 214 - PRINCIPLES OF LITIGATION**

*Credit(s)*: 3

A study of the principles and process of civil litigation through examination and analysis of the Rules of Civil Procedures and the Rules of Evidence. Students will gain insight into the litigation process by conducting mock interviews and investigations and through drafting pleadings, motions, and other litigation-related documents.

### **LAW 218 - EMPLOYMENT LAW**

*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 020 - DEVELOPMENTAL MATH (SELF-PACED)**

*Credit(s): 4*

*4 class hours*

These courses offer students a computer-and-workbook-based option where they can individually pace themselves to complete the developmental math sequence by working through a sequence of modules. Modules must be completed in order, and each module exam shall be repeated until the required competency is achieved. Students must pass a minimum of three modules in a semester to earn a semester grade of C- or better in the course and will be encouraged to move through the material at a faster rate if able to. If a student requires only one or two modules to satisfy a prerequisite, the student should register for MTH 027, MTH 028, or MTH 029, as appropriate. All topics mastered will carry over to the following semesters. A student's entry point into the module sequence is based on the Mathematics Placement Exam and prior coursework. Credits earned in this course do not count toward the total credits required for graduation.

### **MTH 021 - DEVELOPMENTAL MATH (SELF-PACED)**

*Credit(s): 4*

*4 class hours*

These courses offer students a computer-and-workbook-based option where they can individually pace themselves to complete the developmental math sequence by working through a sequence of modules. Modules must be completed in order, and each module exam shall be repeated until the required competency is achieved. Students must pass a minimum of three modules in a semester to earn a semester grade of C- or better in the course and will be encouraged to move through the material at a faster rate if able to. If a student requires only one or two modules to satisfy a prerequisite, the student should register for MTH 027, MTH 028, or MTH 029, as appropriate. All topics mastered will carry over to the following semesters. A student's entry point into the module sequence is based on the Mathematics Placement Exam and prior coursework. Credits earned in this course do not count toward the total credits required for graduation. *Prerequisite(s):* MTH 020 with a grade of C- or better

### **MTH 022 - DEVELOPMENTAL MATH (SELF-PACED)**

*Credit(s): 4*

*4 class hours*

These courses offer students a computer-and-workbook-based option where they can individually pace themselves to complete the developmental math sequence by working through a sequence of modules. Modules must be completed in order, and each module exam shall be repeated until the required competency is achieved. Students must pass a minimum of three modules in a semester to earn a semester grade of C- or better in the course and will be encouraged to move through the material at a faster rate if able to. If a student requires only one or two modules to satisfy a prerequisite, the student should register for MTH 027, MTH 028, or MTH 029, as appropriate. All topics mastered will carry over to the following semesters. A student's entry point into the module sequence is based on the Mathematics Placement Exam and prior coursework. Credits earned in this course do not

count toward the total credits required for graduation. *Prerequisite(s)*: MTH 021 with a grade of C- or better

### **MTH 023 - DEVELOPMENTAL MATH (SELF-PACED)**

*Credit(s)*: 4

*4 class hours*

These courses offer students a computer-and-workbook-based option where they can individually pace themselves to complete the developmental math sequence by working through a sequence of modules. Modules must be completed in order, and each module exam shall be repeated until the required competency is achieved. Students must pass a minimum of three modules in a semester to earn a semester grade of C- or better in the course and will be encouraged to move through the material at a faster rate if able to. If a student requires only one or two modules to satisfy a prerequisite, the student should register for MTH 027, MTH 028, or MTH 029, as appropriate. All topics mastered will carry over to the following semesters. A student's entry point into the module sequence is based on the Mathematics Placement Exam and prior coursework. Credits earned in this course do not count toward the total credits required for graduation. *Prerequisite(s)*: MTH 022 with a grade of C- or better

### **MTH 024 - DEVELOPMENTAL MATH (SELF-PACED)**

*Credit(s)*: 4

*4 class hours*

These courses offer students a computer-and-workbook-based option where they can individually pace themselves to complete the developmental math sequence by working through a sequence of modules. Modules must be completed in order, and each module exam shall be repeated until the required competency is achieved. Students must pass a minimum of three modules in a semester to earn a semester grade of C- or better in the course and will be encouraged to move through the material at a faster rate if able to. If a student requires only one or two modules to satisfy a prerequisite, the student should register for MTH 027, MTH 028, or MTH 029, as appropriate. All topics mastered will carry over to the following semesters. A student's entry point into the module sequence is based on the Mathematics Placement Exam and prior coursework. Credits earned in this course do not count toward the total credits required for graduation. *Prerequisite(s)*: MTH 023 with a grade of C- or better

### **MTH 025 - DEVELOPMENTAL MATH (SELF-PACED)**

*Credit(s)*: 4

*4 class hours*

These courses offer students a computer-and-workbook-based option where they can individually pace themselves to complete the developmental math sequence by working through a sequence of modules. Modules must be completed in order, and each module exam shall be repeated until the required competency is achieved. Students must pass a minimum of three modules in a semester to earn a semester grade of C- or better in the course and will be encouraged to move through the material at a faster rate if able to. If a student requires only one or two modules to satisfy a prerequisite, the student should register for MTH 027, MTH 028, or MTH 029, as appropriate. All topics mastered will carry over to the following semesters. A student's entry point into the module sequence is based on the Mathematics Placement Exam and prior coursework. Credits earned in this course do not count toward the total credits required for graduation. *Prerequisite(s)*: MTH 024 with a grade of C- or better

### **MTH 027 - DEVELOPMENTAL MATH (SELF PACED)**

*Credit(s)*: 2

A continuation of the self-paced developmental mathematics sequence for those who need to finish Module 5 and 6 or Module

6 only. Students must complete module 6 to earn a grade of C- or better in this course. Credits earned in this course do not count toward the total credits required for graduation. *Prerequisite(s)*: Module 4 (SM04)

### **MTH 028 - DEVELOPMENTAL MATH (SELF-PACED)**

*Credit(s)*: 2

A continuation of the self-paced developmental mathematics sequence for those who need to finish Module 11 and 12 or Module 12 only. Students must complete module 12 to receive a grade of C- or better in this course. Credits earned in this course do not count toward the total credits required for graduation. *Prerequisite(s)*: Module 10 (SM10)

### **MTH 029 - DEVELOPMENTAL MATH (SELF-PACED)**

*Credit(s)*: 2

*2 class hours*

A continuation of the self-paced developmental mathematics sequence for those who need to finish Module 17 and 18 or Module 18 only. Credits earned in this course do not count toward the total credits required for graduation. *Prerequisite(s)*: Module 16 (SM16)

### **MTH 075 - BASIC MATHEMATICS**

*Credit(s)*: 4

Arithmetic skills, operations on numbers, fractions, decimals, calculation, measurement, equations, formulas, elementary geometry, and problem solving. Credits earned in this course do not count toward the total credits required for graduation.

### **MTH 079 - PREALGEBRA**

*Credit(s)*: 6

*6 class hours*

A pre-algebra approach to arithmetic skills, operations on whole numbers, integers, fractions, decimals, calculation, measurement, formulas, elementary geometry, problem solving by integrating basic algebraic expressions, equations, and graphing. MTH 079 and MTH 099 is a two course sequence (6 credits each) equivalent to the three course sequence MTH 075-MTH 085-MTH 095 (4 credits each).

Credits earned in this course do not count toward the total credits required for graduation.

### **MTH 085 - INTRODUCTORY ALGEBRA**

*Credit(s)*: 4

An introduction to the ideas, notation, and techniques of elementary algebra, graphs, and problem solving. Credits earned in this course do not count toward the total credits required for graduation. *Prerequisite(s)*: MTH 070 or MTH 075 or MTH 079, with a grade of C- or better, or SM06, or adequate score on the Mathematics Placement Examination

### **MTH 095 - INTERMEDIATE ALGEBRA**

*Credit(s)*: 4

An intermediate level study of topics in algebra, graphs, and problem solving. Credits earned in this course do not count toward the total credits required for graduation. *Prerequisite(s)*: MTH 085 with a grade of C or better, or SM12, or adequate score on the Mathematics Placement Examination

### **MTH 099 - INTRODUCTORY AND INTERMEDIATE ALGEBRA**

*Credit(s)*: 6

*6 class hours*

An introduction and an intermediate level study of the ideas, notations, and topics in algebra, graphs, and problem solving. MTH

079 099 is a two course sequence (6 credits each) equivalent to the three course sequence MTH 075 MTH 085 MTH 095 (4 credits each). Credits earned in this course do not count toward the total credits required for graduation. *Prerequisite(s): MTH 079 with a grade of C or better or adequate score on Mathematics Placement Examination.*

*Note: Self paced Mathematics (MTH 020 MTH 025) does not apply.*

### **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 095 or MTH 099 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 110 - WHAT IS CALCULUS ABOUT?**

*Credit(s): 1*

Calculus describes how things change. It allows us to model natural phenomena and to make predictions. Originally developed by Isaac Newton, calculus made possible our travel to the moon, the development of engineering and technical wonders, and is the basis of many STEM disciplines. This 1 credit course is for those interested in developing an early appreciation of the big ideas behind calculus as they relate to discoveries in scientific fields. The course focuses on enriching and motivating students' understanding of calculus concepts.

If you are curious about the big ideas behind calculus, or if you may need to take calculus later on in your college career, then this is the course for you. *Prerequisite(s): MTH 095 or MTH 099, with a grade of C or better, or SM18, or adequate score on the Math Placement Exam*

### **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 Exam*  
*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 075 or MTH 079 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 085 or MTH 099 or MTH 030 with a grade of C- or better, or SM12, 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 125*

### **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 085 or MTH 099 with a grade of C- or better; or SM12, 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. *Note: Students taking MTH 155 as their only college level mathematics course will need to demonstrate their basic math skills competency by either taking MTH 075, or by being placed out of MTH 075 prior to graduation from HCC.*

### **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 201 - THE THEORY OF SERIES AND THEIR APPLICATIONS**

*Credit(s): 2*

This 2 credit course will expose you to topics you will encounter in advanced mathematics and their applications to engineering and physics courses. The course is recommended for all mathematics, engineering, and physics major students, and all others who wish to enhance their knowledge in mathematics. The main topics of the course include: Sequences, Series, Taylor and Fourier Series, Fourier and Laplace Transforms, and their applications. *Prerequisite(s):* MTH 114 with a grade of C or better

## **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 112 or 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 112 or 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): 3*

*MassTransfer Block Code: Mathematics*

Topics include basic logic and proof techniques, functions, analysis of algorithms, feasibility, intractability, graph theory and trees, induction and recursion, counting techniques, Boolean algebra, and modeling computation. A rigorous course dealing with both theory and applications. *Prerequisite(s):* MTH 113

## **MTH 245(D) - PROBABILITY AND STATISTICS FOR ENGINEERS & SCIENTISTS**

*Credit(s): 3*

*MassTransfer Block Code: Mathematics*

Probability and statistical theory, with primary emphasis on engineering applications. Students will utilize techniques of collection, analysis, and interpretation of experimental data, and will also explore probability modeling using discrete and continuous random variables. An examination of estimation and inference will be conducted through the use of confidence intervals and hypothesis testing, and the additional topics of regression, correlation, and analysis of variance (ANOVA) will round out the student's foundational knowledge. *Prerequisite(s):* MTH 112 or MTH 114

## **MEDICAL ASSISTING**

### **MEA 104 - MEDICAL MANAGER**

*Credit(s): 2*

This course is designed to teach data entry skills needed by clerical workers staffing a health care facility that maintains an

electronic records management capability. Emphasis is placed on basic theory and data input into the Medical Manager software

### **MEA 106 - INSURANCE, CODING, BILLING & COLLECTIONS**

*Credit(s): 2*

Designed to provide students with an understanding of the health care reimbursement system as it relates to the financial management of a health care facility. It will provide both general and detailed information that will enable the student to better understand the third party reimbursement process, including claims submission and payment. *Prerequisite(s):* Eligibility for ENG 101

### **MEA 107 - HEALTH OFFICE PRACTICES AND PROCEDURES**

*Credit(s): 2*

Designed to introduce students to practices and procedures common to the operation of a health care office. Topics include group dynamics, personal strategies for managing time and stress, and techniques of communication that enhance the relationship of the health office staff with clients. *Prerequisite(s):* Eligibility for ENG 101

### **MEA 108 - CLINICAL SKILLS II-PHLEBOTOMY**

*Credit(s): 1*

This course provides the student with the knowledge and utilization of basic phlebotomy skills. *Note:* Restricted to students in the Medical Assistant Certificate program

### **MEA 109 - ANATOMY AND PHYSIOLOGY FOR MEDICAL ASSISTANTS**

*Credit(s): 2*

Presents an introduction to human anatomy and physiology with an emphasis on how pathology affects the human body. Physiology will be emphasized in respect to how it causes disease and how the disease is diagnosed and treated. *Prerequisite(s):* Eligibility for ENG 101

### **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

### **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

### **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

### **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

*Note*: Restricted to students in the Medical Assistant Certificate program

### **MEA 220 - MEDICAL ASSISTANT EXTERNSHIP**

*Credit(s)*: 3

This course is designed to allow students to demonstrate the skills and technical abilities they acquired throughout the Medical Assistant Program. The externship is a non-paying position in a medical facility for a period of 160 hours. This is the last course in the Medical Assisting Certificate sequence.*Additional Course Fee*: \$15.00 *Malpractice Insurance* and \$30.00 *RMA Simulated Exam Fee* (The fees are subject to change.)

### **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

## **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

An introductory appreciation course, open to all students. Explores music outside the Western European tradition, including the music of Polynesia, Native North America, Latin America, Africa and Black America, Eastern Europe, the Mideast, Indonesia, India, and Japan. Specific topics chosen from these areas will be studied.

### **MUS 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 115 - CLASS VOICE METHODS**

*Credit(s)*: 2

Open to all students. Provides the training needed to teach others in specific areas of instrumental or vocal music. Emphasis is on gaining performance skill, discussing literature and its historical significance, and arranging for the specific instrumental or vocal groups involved.*Pre/Corequisite(s)*: MUS 100

## **MUS 116 - WOODWIND INSTRUMENTAL METHODS**

*Credit(s): 2*

Open to all students. Provides the training needed to teach others in specific areas of instrumental or vocal music. Emphasis is on gaining performance skill, discussing literature and its historical significance, and arranging for the specific instrumental or vocal groups involved.*Pre/Corequisite(s): MUS 100*

## **MUS 117 - STRING INSTRUMENTAL METHODS**

*Credit(s): 2*

Open to all students. Provides the training needed to teach others in specific areas of instrumental or vocal music. Emphasis is on gaining performance skill, discussing literature and its historical significance, and arranging for the specific instrumental or vocal groups involved.*Pre/Corequisite(s): MUS 100*

## **MUS 118 - BRASS INSTRUMENTAL METHODS**

*Credit(s): 2*

Open to all students. Provides the training needed to teach others in specific areas of instrumental or vocal music. Emphasis is on gaining performance skill, discussing literature and its historical significance, and arranging for the specific instrumental or vocal groups involved.*Pre/Corequisite(s): MUS 100*

## **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 125 - PERCUSSION INSTRUMENTAL METHODS**

*Credit(s): 2*

Open to all students. Provides the training needed to teach others in specific areas of instrumental or vocal music. Emphasis is on gaining performance skill, discussing literature and its historical significance, and arranging for the specific instrumental or vocal groups involved.*Pre/Corequisite(s): MUS 100*

## **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 the result of 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. 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 160 - INTRODUCTION TO MUSIC EDUCATION**

*Credit(s): 3*

This class serves as an introduction to teaching music to students of diverse ages and backgrounds and in a variety of settings. Students will learn techniques and gain skills in teaching in both the ensemble and classroom settings, as well as in the private studio, and will design and teach lessons to the other members of the class. This class also involves a service learning component, and students will have the opportunity to teach and lead music activities to partner organizations in the greater Holyoke community.*Note:* Does not fulfill MA Educator Licensure requirements. Some musical experience is desirable, but formal training in music is not required.

## **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, NUR 172/PNR 172, PSY 110  
*Additional Course Fee: Malpractice Insurance \$15, Misc. Tests \$100, Supplies \$200, Program Fee \$200, Technological Device Fee \$500. All fees are subject to change.*

### NUR 172 - ROLE DEVELOPMENT I

*Credit(s): 2*

*1.5 lecture hours 0.5 lab hours*

Students will gain an understanding of the role of the professional nurse. Students will explore the history of nursing, nursing education, and elements of professionalism. Students will identify contemporary issues and trends impacting nursing practice today. The health care delivery system will be examined as it relates to current nursing practices. Same as PNR 172 *Prerequisite(s):* Acceptance into the Nursing Program  
*Corequisite(s):* NUR 170/PNR 170 and PHM 171  
*Pre/Corequisite(s):* BIO 217, PSY 110

### 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, NUR 172/PNR 172, PHM 171  
*Corequisite(s):* PHM 181  
*Pre/Corequisite(s):* BIO 218, PSY 216  
*Additional Course Fee: Malpractice Insurance \$15, Misc. Tests \$100, Supplies \$200, Program Fee \$200. 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 \$200, Program Fee \$200. 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: Malpractice Insurance \$15, Misc. Tests \$100, Supplies \$50, Program Fee \$200. 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

### NTR 230 - NUTRITION SCIENCE FOR NUTRITION MAJORS

*Credit(s): 3*

An introduction to the science of nutrition for nutrition majors. Topics include the six essential nutrients: carbohydrates, lipids, proteins, vitamins, minerals, and water. For each nutrient, the following is discussed: chemical structures, physical characteristics, digestion, absorption, and metabolism, role in the body, effects of deficiency and excess, food sources, and human requirements at various life stages. *Prerequisite(s):* BIO 107 or BIO 217  
*Pre/Corequisite(s):* CHM 221

## PHARMACY SCIENCE AND TECHNOLOGY

### PHM 171 - PHARMACOLOGY I

*Credit(s): 1*

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 health care 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, NUR 172/PNR 172  
*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, NUR 172/PNR 172  
*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 140(C) - ENVIRONMENTAL ETHICS**

*Credit(s)*: 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

This course is an introduction to the study of the different approaches to how one should treat the natural environment. Beginning with a historical overview of various indigenous, technical, and cultural knowledges and then progressing to assess literature on environmental concerns, the course will proceed to interrogate such philosophical concepts as ecology, alienation, web of relations, dominant hierarchies, stewardship, and survival, among others. Finally, more recent developments in contemporary philosophy such as ecofeminism, naturalist ethics, and ecological postmodernism will be explored.

### **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 course-work. 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 102(E) - GENERAL PHYSICS II

*Credit(s)*: 4

*MassTransfer Block Code*: Natural & Physical Laboratory Science

Basic concepts and principles of electricity and magnetism, light, and modern physics. Topics include: Coulomb's Law, electric fields, potential, current, resistance, magnetic fields, inductance, DC circuits, AC circuits, reflection, refraction, lenses, interference, diffraction, polarization, and atomic and nuclear relationships. *Prerequisite(s)*: PHS 101

### 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 111 or 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 112 or MTH 114

## POLITICAL SCIENCE

### POL 101(B) - INTRODUCTION TO POLITICAL SCIENCE

*Credit(s)*: 3

*MassTransfer Block Code*: Social Sciences

An introduction to the scope and methods of political science. Particular attention will be given to the historical development of such basic political concepts as politics, power, the state, justice, authority, constitutions and citizenship, personhood, equality, representation, liberty, institutions, and ideology. Various methods used by political scientists to analyze political life and organization will also be studied. *Prerequisite(s)*: Eligibility for ENG 101

### 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 either POL 110 or 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 deci-

sion 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, NUR 172/PNR 172, PHM 171, PSY 110  
*Additional Course Fee*: Malpractice Insurance \$15, Misc. Tests \$100, Supplies \$200, Program Fee \$200, Technological Device Fee \$500.  
*All fees are subject to change.*

### **PNR 172 - ROLE DEVELOPMENT I**

*Credit(s)*: 2

*1.5 lecture hours 0.5 lab hours*

Students will gain an understanding of the role of the professional nurse. Students will explore the history of nursing, nursing education, and elements of professionalism. Student will identify contemporary issues and trends impacting nursing practice today. The health care delivery system will be examined as it relates to current nursing practice. Same as NUR 172 *Prerequisite(s)*: Acceptance into the Nursing Program

*Corequisite(s)*: NUR 170/PNR 170 and PHM 171

*Pre/Corequisite(s)*: BIO 217, PSY 110

### **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, NUR 172/PNR 172, PHM 171, PNR 182

*Corequisite(s)*: PHM 181

*Pre/Corequisite(s)*: BIO 218, PSY 216

*Additional Course Fee*: Malpractice Insurance \$15, Misc. Tests \$100, Supplies \$200, Program Fee \$200. *All fees are subject to change.*

### **PNR 182 - PRACTICAL NURSE ROLE DEVELOPMENT II**

*Credit(s)*: 2

*1 lecture hours 1 Clinical Hour*

This course continues to address contemporary professional issues that impact the transition into the practice of Practical Nurse. The student will learn leadership and management skills that will affect the Practical Nurse. *Prerequisite(s)*: PNR 170, PNR 172

*Pre/Corequisite(s)*: NTR 101

### **PNR 190 - PRACTICAL NURSE ACUTE AND COMPLEX CARE**

*Credit(s)*: 3

*1 lecture hours 2 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 statistics for students interested in careers in psychology or related fields. Descriptive and inferential statistics are applied to psychological and social problems. Topics include probability theory, descriptive statistics, the binomial and normal distributions, confidence intervals, chi square tests, t tests, analysis of variance, correlation, and simple regression. A computer-based statistical package is used to analyze data. *Prerequisite(s)*: PSY 110 with a grade of C- or better, and either MTH 095 or MTH 099 with a grade of C or better, or SM18, 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

The study of diverse human sexual behaviors, thoughts, attitudes, and feelings from a biopsychosocial perspective. Includes relevant theories, research findings, and contemporary controversies related to sexuality, as well as topics designed to encourage personal growth and good health. 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 research methods in psychology or related fields. Covers literature reviews, critical evaluations of articles in professional journals, the design of research studies, and use of a computer-based statistical package to analyze data. Independent research focuses on the procedures involved in conducting studies and writing research reports. Group laboratory exercises are included.*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*

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 233(B) - PSYCHOLOGY OF AGING**

*Credit(s)*: 3

*MassTransfer Block Code: Social Sciences*

Examines the psychological development and functioning of the older adult, looking specifically at how the aging process affects the psychological functioning and behavior of the individual. It will address both the biological and behavioral factors of the aging personality and mental functioning, with a goal of preparing the student to understand and effectively work with the older adult. Students will be required to do activities using primary research articles.*Prerequisite(s)*: PSY 110 with a grade of C- or better

### **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 250(B) - PSYCHOLOGY OF SPORT**

*Credit(s)*: 3

*MassTransfer Block Code: Social Sciences*

Examines how the major theoretical frameworks in psychology re-



late to sport. The focus is on how an understanding of psychological concepts such as achievement, motivation, personality theory, aggression, and anxiety can be used to facilitate the athlete's enjoyment and performance in sport. 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 I**

*Credit(s)*: 3

Introduces new radiography students to the basic skills required for participation in the clinical experience portions of the program. Topics covered are: basic patient care procedures, medical ethics and law, confidentiality, infection control, diagnostic and treatment tubes, medical records, medical liability, medications and venipuncture, medical emergencies, pathophysiology, healthy lifestyle education, and a study of the leading causes of death. Sessions include demonstration and practice of patient care procedures. *Prerequisite(s)*: *Acceptance into Radiologic Technology program*

*Corequisite(s)*: RDL 122 and RDL 132

*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

Provides an introduction to radiography including: history, the basic operating principles of X-ray generators, and radiographic imaging equipment. Topics include digital and computed image production, various imaging receptors, and the prime factors used to produce radiographs. The latter combines lecture with actual experience in the clinical affiliate. Manipulation of general radiograph equipment and accessories takes place in the clinical affiliate during Clinical Education and Lab Experience I, which are taken concurrently. *Prerequisite(s)*: MTH 095 or MTH 099 with a C- or better, or SM18, or equivalent score on the Mathematics Placement Examination.

*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

Radiographic circuits are studied to understand technique control. Quality Assurance standards and procedures are presented.

Lab experiments are performed to further understand QA practice. *Prerequisite(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: \$15.00 Malpractice Insurance and Rad Tech Program fee. (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 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: \$15.00 Malpractice Insurance and Rad Tech Program fee. (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 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 102 - INTRODUCTION TO CULINARY SCIENCE

*Credit(s): 4*

This course is designed for culinary arts and science students who seek the underlying scientific principles which fundamentally affect food preparations. The methods of scientific measurement will be applied to processes carried out in the kitchen environment as a laboratory. Topics will include: applications of specific heat properties and heat transfer, the physical and chemical nature of substances in foods, the quantitative measurement of ingredients and the effects of amounts on the results of food preparation, the relationships of rate and temperature for individual processes, and the effects of changing types of substances as ingredients for a desired food product.*Prerequisite(s):* Eligibility for ENG 101 and 24 credits in CUL-designated courses

### SEM 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. Same as EGR 110

### SEM 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. Same as EGR 111 *Prerequisite(s)*: EGR 110 or SEM 110

### **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 work-

shops, 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.

### **SEM 280 - COOPERATIVE EDUCATION IN SCIENCE, ENGINEERING, AND MATHEMATICS I**

*Credit(s)*: 3

Cooperative field experience that provides the opportunity to exercise and expand hands-on experience with local area industries. Includes administrative and other aspects of science work within the community. A minimum of twenty hours per week cooperative experience, plus weekly 50 minute seminars to discuss field work. *Prerequisite(s)*: 2 semesters of course work in an SEM academic program (dependent on particular program) and permission of co-op coordinator.

### **SEM 281 - COOPERATIVE EDUCATION IN SCIENCE, ENGINEERING, AND MATHEMATICS II**

*Credit(s)*: 3

Cooperative field experience that provides the opportunity to exercise and expand hands-on experience with local area industries. Includes administrative and other aspects of science work within the community. A minimum of twenty hours per week cooperative experience, plus weekly 50 minute seminars to discuss field work. *Prerequisite(s)*: 2 semesters of course work in an SEM academic program (dependent on particular program) and permission of co-op coordinator.

## SOCIAL SCIENCE

### SSN 101 - COLLEGE SUCCESS AND THE ADULT LEARNER

*Credit(s): 1*

This course is designed to assist adult learners make a successful transition to college. Students will learn about the expectations of the college environment, how to access support services, and engage in personal assessment that will encourage the identification of individual strengths. Topics will include: career path exploration, time management strategies, and instruction that will serve to empower students to develop academic skills in core competencies including critical thinking, information literacy, quantitative reasoning, effective communication, and knowledge of diversity.

### SSN 102 - SERVICE LEARNING PRACTICUM

*Credit(s): 1*

This practicum offers students an opportunity to more fully engage in the course in which they are enrolled. In addition to having a hands-on learning experience related to the objectives of their course, the student learns the theory behind civic engagement and community service learning. Students also learn about community development and effective ways for engaging in the community. Over the course of the semester, students have time in class to reflect on what they are learning at their community-based learning work site and how it directly relates to the objectives of the class. Students are required to work, on average, 25 hours over the course of the semester at a non-profit organization that offers work opportunities that relate directly to the objectives of the class.

### SSN 104(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*

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 204(B) - SOCIOLOGY OF DEATH AND DYING**

*Credit(s)*: 3

*MassTransfer Block Code*: Social Sciences

Information about and problems of death and dying from a sociological perspective. Major topics include: the demography of death; cross cultural, subcultural, and religious views of death and dying; sociological analysis of funerals; aging and death; and the dying patient and caring institutions. *Prerequisite(s)*: SOC 110

### **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 abuse, including the disease concept; the effect of alcohol and other drugs on the body; medical complications; the effect of substance abuse problems on the family and others; and special issues related to populations such as adolescents, individuals at risk for suicide, women, the elderly, and individuals with a dual diagnosis. Same as HSV 208 *Prerequisite(s)*: 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

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

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. Students 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 exam-

ples 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*: To take SPA 101 for credit, a student shall have successfully completed no more than two years of Spanish study at the high school level. This policy may be waived for students who took their high school language course three or more years before they sign up for SPA 101.

SPA 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 111 - SPANISH FOR HEALTH-RELATED CAREERS I

*Credit(s)*: 3

SPA 111 is an elementary level course designed for people currently employed in the medical field or for those students planning a career in a health-related field. This course would be beneficial for anyone in the field of medicine, nursing, pharmacology, radiographic technology, physical therapy, or dentistry as well as those working as receptionists or office managers in a medical facility. *Prerequisite(s)*: One year of high school Spanish, or one semester of college Spanish taken within the last three years

*Note*: Students with Spanish oral fluency should talk to an advisor or the course instructor to seek other placement options, such as SPA 112 or SPA 203

### SPA 112 - SPANISH FOR HEALTH-RELATED CAREERS II

*Credit(s)*: 3

This course is the second semester of an elementary level course sequence designed for people currently employed in the medical field or for those students planning a career in a health-related field. This course builds on the skills and knowledge acquired in SPA 111 and trains students for more advanced linguistic tasks, such as making recommendations, discussing past events, and

giving advice about possible medical treatments. It is designed for people with four or more years of high school Spanish, two years of college Spanish or advanced Spanish speakers who need to learn specialized medical vocabulary. *Prerequisite(s)*: SPA 111 or intermediate proficiency in Spanish

### 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 205(C) - ADVANCED SPANISH CONVERSATION

*Credit(s)*: 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Develops listening and speaking skills in diverse social settings. This course teaches practical strategies for effective communication in Spanish through careful analysis of conversations by native Spanish speakers. Emphasis is on the study and practice of idiomatic vocabulary for social interaction. Students are expected to use Spanish exclusively and to apply grammatical concepts

learned in their previous study of the language. Students will be evaluated through oral presentations, dialogue improvisations, and debates. Suitable for students with intermediate knowledge of Spanish grammar and vocabulary. This course is NOT appropriate for native Spanish speakers who are already fluent in the language.*Pre/Corequisite(s)*: SPA 202 or four years of high school 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 211(C) - SURVEY OF HISPANIC LITERATURE I**

*Credit(s)*: 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

Reading and discussion of literary texts from the twelfth century to the present. Fables, short stories, poems, letters, and complete and selected portions of plays and novels will be used. Conducted in Spanish.*Prerequisite(s)*: SPA 202 or equivalent

### **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 op-

portunity 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

### **SPA 215(C) - VAMOS AL CINE: SPANISH AND LATIN AMERICAN CULTURE IN FILM**

*Credit(s)*: 3

*MassTransfer Block Code: Humanities/Performing Arts*

Designed for high-intermediate or advanced Spanish speakers who want to improve their Spanish language skills and cultural awareness, this course will introduce students to a variety of thought-provoking films by modern Spanish and Latin American directors, whose works create an idelible image of social and cultural issues in the countries portrayed. By listening and practicing authentic contemporary dialogues used in films, students will acquire idiomatic vocabulary and enhance their pronunciation. Supplementary texts and articles will provide background to the historical events addressed in the films so students can increase their cultural competence. Through the discussion and analysis of these films and supplementary articles, advanced-intermediate students of Spanish will gain improved written and oral Spanish language proficiency as well as a broader view of contemporary issues in Spain and Latin America.*Prerequisite(s)*: SPA 201 or equivalent

## **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 demands society faces. Topics covered will include governmental regulations, analysis of renewable energy systems, calculation of savings, and financing options available.

### **SUS 103(E) - ENERGY EFFICIENCY AND CONSERVATION METHODS**

*Credit(s): 4*

*MassTransfer Block Code: Natural & Physical Laboratory Science*

This course provides students with the opportunity to understand and explore energy efficiency/conservation strategies. In lab, students will learn to demonstrate the appropriate usage of energy monitoring and measuring equipment commonly used by energy specialists and energy auditors. In the field, energy consuming facilities--both residential and commercial--will be analyzed by students for energy efficiency. Students will learn to calculate energy savings and environmental impacts in order to assess optimum energy consumption strategies.

### **SUS 105 - INTRODUCTION TO WIND ENERGY**

*Credit(s): 2*

This course provides a comprehensive training in the application of wind power technology. Students will gain an understanding of wind power as a sustainable form of energy and learn the fundamental science behind harnessing wind and converting it to electrical energy. We will look at the process for siting, developing, constructing, operating, and maintaining wind energy projects of different scales, from residential and small commercial to municipal and utility scale.

### **SUS 106 - INTRODUCTION TO GEOTHERMAL ENERGY**

*Credit(s): 2*

This course provides a comprehensive training in the application of geothermal technology. Students will gain an understanding of geothermal energy as a sustainable form of energy and learn the fundamental science behind harnessing the earth's heat and converting it to useful energy. We will look at the process for siting, developing, constructing, operating, and maintaining geothermal energy projects of different scales, from residential and small commercial to municipal and utility scale.

### **SUS 107 - INTRODUCTION TO ELECTRICAL GENERATION**

*Credit(s): 4*

This course is designed for people with no electrical background who plan to work in the clean energy or construction industries in positions which require electrical knowledge. Students will gain an understanding of how electricity works in residential, commercial, and industrial settings. Topics covered will include: generation and distribution of electricity, circuits, transformers, and the National Electrical Code.

### **SUS 109 - RENEWABLE ENERGY TECHNOLOGY INTERNSHIP**

*Credit(s): 3*

This supervised field training program will further the hands-on skills students have acquired in SUS 105. They will work with an appropriate energy resource-specific industry partner and gain field experience in the performance of tasks appropriate for each of the renewable energy technology certificate programs. Students will be expected to work 225 hours with the industry partner. *Prerequisite(s):* SUS 105 or SUS 113, and SUS 114

### **SUS 110 - GREEN CAREERS EXPLORATION**

*Credit(s): 2*

The 21st century has been labeled the "green" century, and promises expanded opportunities for careers oriented toward sustainability. This course explores the diverse array of expanding green career opportunities and the impact of sustainability on existing occupations and industries. Students identify local career opportunities while engaging community members and organizations. Students develop important work finding skills such as resume creation, interviewing, and networking.

### **SUS 113 - SOLAR THERMAL ENERGY**

*Credit(s): 2*

This course provides a comprehensive training in the application of solar thermal technology. Students will gain an understanding of the solar energy resource and its adaptive application in a variety of strategies, including passive solar and active solar thermal. In addition, students will practice designing systems on site for a given location and explore the potential of a solar-based economy. The laboratory will train students to conduct solar energy site assessments, install solar thermal systems, and promote the use of solar energy in residential, commercial, and municipal facilities.

### **SUS 114 - SOLAR PHOTOVOLTAICS**

*Credit(s): 2*

This course provides a comprehensive training in the application of solar technology. Students will gain an understanding of the solar energy resource and its adaptive application in the use of photovoltaics. In addition, students will practice designing systems on site for a given location and explore the potential of a solar-based economy. The laboratory will train students to conduct solar energy site assessments, install solar photovoltaic systems, and promote the use of solar energy in residential, commercial, and municipal facilities.

### **SUS 115 - GREEN BUILDING PRACTICES**

*Credit(s): 4*

Recent emphasis on making buildings "greener" has led to considerable confusion. Just what is meant by the term? This class will explore that multi-level problem and take a hands-on approach to implementing tested strategies for designing and building structures that are highly energy efficient, environmentally friendly, healthy, and durable. The course will cover the connections between occupant health and the choice of structural and finish materials, the careful control of air exchange and thermal transfer, the use of renewable energy sources, and industry standards for system efficiencies.

### **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

### **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 122 - INTRODUCTION TO 3D BUILDING DESIGN**

*Credit(s)*: 4

This course introduces students to the exciting field of green building design and construction. Through short drawing exercises and hands-on projects, this course uses Autodesk® Revit Architecture (2018) to practice the basic skills of visual communication, explore the creation of architectural spaces, and conceptualize sustainable elements in building design. Successful completion of this course provides students with a highly marketable skill in the green building profession.

### **SUS 124(E) - INTRODUCTION TO PERMACULTURE**

*Credit(s)*: 4

*MassTransfer Block Code: Natural & Physical Laboratory Science*  
Permaculture is a method of designing landscapes using nature as the template. It is an ethically-based, whole system approach to agriculture that includes ecological concepts. Students will learn about the process of 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 126 - INTRODUCTION TO APICULTURE**

*Credit(s)*: 4

Designed to provide a broad overview of honey bee (*Apis mellifera*) biology and beekeeping, this course includes an introduction to honey bee biology and behavior; honey bee diseases and pests; hive management for honey production; and an introduction to

pollination ecology (the interaction of honey bees with native pollinators and land management practices that support diverse pollinator populations). Though the focus of the course will be on honey bees and other bees, other pollinators such as wasps, beetles, and flies will be touched upon.*Note*: This course DOES NOT fulfill the (E) designation for Mass Transfer

### **SUS 127 - SUSTAINABLE SMALL-SCALE LIVESTOCK MANAGEMENT**

*Credit(s)*: 4

This course provides students with an introduction to sustainable small-scale livestock management with an emphasis on alternative livestock production and marketing systems that deviate from typical or conventional ways of raising livestock. These alternative agricultural practices include: organic production; pasturing small flocks and herds; minimal antibiotic use; and a connection to local and niche markets. Students will incorporate principles of sustainable agriculture and whole farm planning as they explore the various aspects of managing livestock, including: breed selection; reproduction; herd health; raising replacement stock; choosing appropriate housing and equipment; managing pasture and feed sources for adequate nutrition; and finding appropriate markets and processing facilities.*Note*: This course DOES NOT fulfill the (E) designation for Mass Transfer

### **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) - SUSTAINABLE AGRICULTURE II**

*Credit(s)*: 4

*MassTransfer Block Code: Natural & Physical Laboratory Science*  
This course 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 GMO's, species interactions in agricultural systems, and landscape diversity. The laboratory will include composting, worm castings, green manures, and cover crops.

### **SUS 220 - CLEAN ENERGY AND SUSTAINABLE AGRICULTURE**

*Credit(s)*: 3

Clean energy is becoming a priority as our global community faces the challenge of climate change. At the same time, agriculture is changing to meet the needs of a more environmentally-aware consuming public. In this intercollegiate and collaborative course, students will learn how to apply clean energy technologies to sustainable agriculture practices. This class brings together students at Holyoke Community College, Hampshire College, and the University of Massachusetts Amherst to learn a variety of emerging technologies. Topics will include solar, wind, and geothermal technologies, ecological farming, greenhouse management, rainwater collections, root zone heating, and considerations of social justice. This course is intended for second year students.*Prerequisite(s)*: Permission of instructor  
*Note*: Field trips will involve physical activity and appropriate dress

## 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 112 - COSTUME CONSTRUCTION

*Credit(s): 3*

This class focuses on the realization of costume design through costume construction. This course will familiarize the student with the equipment, hardware, safety, and techniques common in the area of costume design and construction through lecture and practical experience. Students will apply the concepts learned in class to the construction of the costumes for HCC productions. Students will engage in analysis and interpretation of dramatic writing and survey major historical events associated with costumes.

### THE 120 - MOVEMENT FOR ACTORS

*Credit(s): 3*

The body is an actor's instrument. In performance, the actor's body alignment, shape, senses, and impulse tells a story. This course is designed to ground participants in the total expressive ability of the actor's body, and the physical presence of the performer on stage. As an ensemble, the class trains toward integrating clear physical gesture, stage combat technique, and stylized movement composition into performance. Working with a variety of physical disciplines and movement vocabularies taught by the instructor, the students collaboratively improvise, structure, record, and rehearse several choreographed group movement sequences throughout the semester, which are presented, discussed, and critiqued in class.

### THE 124(C) - STAGECRAFT: 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): 4*

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): 4*

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 212(C) - THEATER HISTORY: CLASSICAL THEATER**

*Credit(s)*: 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

A history of the theater from its origins in ancient Greece to the neoclassical theater of France and England in the 17th century.

### **THE 213(C) - THEATER HISTORY: MODERN DRAMA**

*Credit(s)*: 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

A history of the modern theater from the Romantic Movement to contemporary postmodern theater.

### **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 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 237(C) - SHAKESPEARE**

*Credit(s)*: 3

*MassTransfer Block Code: Humanities/Fine and Performing Arts*

A creative analysis of Shakespeare's plays with some consideration given to the sonnets. A concern for the "man and his times" will supplement the analysis of his comedies, histories, and tragedies. Same as ENG 237*Prerequisite(s)*: ENG 102

### **THE 240 - PLAYSRIPT ANALYSIS**

*Credit(s)*: 3

This course is designed to introduce students to analysis techniques that are utilized by actors, directors, designers, and stage managers as they produce a play. 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 dramatic work. Emphasis will be placed on the effective use of action analysis, script scoring, and dramaturgy in order to best realize a playwright's vision for the stage.*Prerequisite(s)*: ENG 101

### **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**

### **VET 133(E) - ANATOMY & PHYSIOLOGY OF DOMESTIC ANIMALS I**

*Credit(s)*: 4

*MassTransfer Block Code: Natural & Physical Laboratory Science*

Covers the anatomy and physiology of the animal cell and various mammalian tissues, as well as the gross and microscopic anatomy and physiology of the following vertebrate types: equine, bovine, ovine, porcine, canine, and feline. The systems to be covered are: integumentary, skeletal, muscular, nervous, and endocrine, as well as cellular aspects of metabolism and the digestive system. Provides sufficient knowledge of normal physiologic processes to understand the responses to drugs and disease processes discussed later in the veterinary science curriculum. Dissection is required. *Prerequisite(s)*: Eligibility for MTH 095 and a grade of C or better in BIO 100 or BIO 107 or a passing grade on the challenge exam. *Note*: Restricted to Veterinary Technician, Pre-Veterinary, and Animal Science students.

### **VET 134(E) - ANATOMY & PHYSIOLOGY OF DOMESTIC ANIMALS II**

*Credit(s)*: 4

*MassTransfer Block Code: Natural & Physical Laboratory Science*

Continuation of VET 133. The digestive, respiratory, circulatory, urinary, and reproductive systems are covered. Dissection is required. Restricted to Veterinary Technician and Pre Veterinary and Animal Science students.*Prerequisite(s)*: A grade of C or better in VET 133

### **VET 140 - PRINCIPLES OF ANIMAL HEALTH CARE**

*Credit(s)*: 1

A prerequisite to all clinical laboratory or veterinary science courses. Introduces routine nursing procedures such as: correct animal restraint; routes of administration of medications; and the temperature, pulse, and respiration of both large and small animals. Presents the history and scope of the veterinary profession. Discusses breeds of small and large animals. A primary objective is to familiarize students with nursing procedures and the collection

of samples in order to eliminate wasted time in later courses. *Note:* Restricted to Veterinary Technician students.

### **VET 145 - VETERINARY MEDICAL TERMINOLOGY**

*Credit(s): 1*

Introduces basic medical terminology. Concentration will be on terms commonly used in veterinary medicine. This will facilitate and enhance students' comprehension of the material presented in subsequent medically-oriented courses. *Note:* Restricted to Veterinary Technician students.

### **VET 147 - VETERINARY PRACTICE MANAGEMENT**

*Credit(s): 3*

Preparation for the business aspects of working in a veterinary practice. Provides information about veterinary practice ethics, communication skills, marketing, accounting systems, veterinary practice computer systems, and the laws of the veterinary profession. Restricted to Veterinary Technician students. *Prerequisite(s):* VET 282

### **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. Restricted to Veterinary and Animal Science students. *Prerequisite(s):* A grade of C or better in VET 134; or BIO 107 and BIO 229.

### **VET 160 - VETERINARY LABORATORY PROCEDURES I**

*Credit(s): 4*

The course will cover representative species of helminths, arthropods, protozoa, and bacteria which are a veterinary importance to the domestic animals. Morphology, life cycles, pathology, clinical signs, treatment, prevention and control of disease, and zoonotic importance will be discussed. The laboratory sessions will consist of culture and staining techniques, fecal exams, hematology, and examination of fresh material, prepared slides, and preserved specimens. *Prerequisite(s):* Grade of C or better in VET 133, VET 140, and VET 145

*Pre/Corequisite(s):* VET 134

### **VET 165 - VETERINARY LABORATORY PROCEDURES II**

*Credit(s): 4*

Covers the common laboratory procedures performed routinely by technicians in veterinary health care facilities. The need for and basis of the procedures will be discussed, but emphasis will be placed on clinical proficiency during laboratory periods. Walking on field trips and working with large animals required. Current rabies and tetanus vaccinations required. Restricted to Veterinary Technician students. *Prerequisite(s):* A grade of C or better in VET 133, VET 134, VET 140, VET 145, and VET 160

### **VET 202 - ANIMAL SCIENCE SEMINAR**

*Credit(s): 1*

Lecture 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

### **VET 247 - ANIMAL NURSING I**

*Credit(s): 4*

Primarily concerned with non-surgical animal nursing practices. Designed to familiarize the student with the principles of good nursing. Emphasis is placed on management of simple fractures and wounds, fluid therapy, and various types of emergency proce-

dures. The purpose of the course is to enable the student to deal with these procedures as they are encountered in most veterinary practices. Walking on field trips and working with large animals required. *Prerequisite(s):* VET 133, VET 134, VET 140, VET 145, VET 160 with a C or better, and MTH 130.

*Pre/Corequisite(s):* VET 165

*Additional Course Fee:* \$15.00 malpractice Insurance (The fee is subject to change.)

*Note:* Restricted to Veterinary Technician students

### **VET 248 - ANIMAL NURSING II**

*Credit(s): 4*

This course provides the theoretical knowledge and practical experience necessary to assist in anesthesia, surgery, and dentistry. Areas of concentration include: injectable and inhalation anesthesia, dentistry, preparation and monitoring the small animal surgical patient in anesthesia, surgical assistance, and maintaining the surgical suite. Current rabies and tetanus vaccinations are required. *Prerequisite(s):* A grade of C or better in VET 247 and VET 264

### **VET 258 - CLINICAL COMPETENCY FOR VETERINARY TECHNICIANS**

*Credit(s): 2*

A clinical course designed to provide hands-on training for veterinary technicians. It offers an opportunity to use and perfect skills learned in other courses in a controlled situation under the direction of faculty. Graded on a Satisfactory/Unsatisfactory basis. Dissection, walking on field trips, and working with large animals are required. Current rabies and tetanus vaccination required.

*Prerequisite(s):* VET 134, VET 165, VET 247, and VET 261 with a C or better.

*Pre/Corequisite(s):* VET 248 and VET 270

*Note:* Restricted to Veterinary Technician students

### **VET 261 - ANIMAL FACILITIES MANAGEMENT**

*Credit(s): 1*

Principles of routine small animal husbandry. Small animal practices found in association with scientific facilities are also considered. Lab will require the daily care of animals. Current rabies and tetanus vaccination required. Restricted to Veterinary Technician students. *Prerequisite(s):* A grade of C or better in VET 134 and VET 160

### **VET 263 - EXOTIC PETS**

*Credit(s): 2*

Provides knowledge and experience with exotic animals and unconventional pets. Emphasis is on the handling of animals, husbandry practices, diseases, types of medications used, and any unique biological factors of the animals, all of which are essential to the technician. Walking on field trips required. Restricted to Veterinary Technician students. *Prerequisite(s):* A grade of C or better in BIO 107

### **VET 264 - VETERINARY PHARMACOLOGY**

*Credit(s): 4*

Introduces the drugs used in veterinary medical practice, including their actions and possible interactions and side effects. Provides the knowledge needed to calculate drug dosages, administer treatments, dispense drugs to clients as prescribed by the veterinarian, and instruct clients about drug administration and precautions. Restricted to Veterinary Technician students. *Prerequisite(s):* MTH 130 and a grade of C or better in VET 133 and VET 134

## **VET 265 - VETERINARY RADIOLOGY**

*Credit(s): 2*

Introduces the principles of radiation as a diagnostic tool. X-rays and their production, differences in film types and intensifying screens, technique charts, position of the patient for radiographing, use and care of equipment, darkroom procedures and film storage, special radiographic procedures, and radiation poisoning and protection from radiation are covered. Proper methods of radiographing patients in order to produce a good quality radiograph with a minimum of risk are stressed. Current rabies and tetanus vaccination required. Students will be required to participate in radiographing animals. Restricted to Veterinary Technician students.*Prerequisite(s):* Grade of C or better in VET 133, VET 140 and VET 145

*Pre/Corequisite(s):* VET 134

## **VET 268 - REPRODUCTION IN DOMESTIC ANIMALS**

*Credit(s): 2*

Covers the principles of veterinary obstetrics and gynecology. Provides a working knowledge of normal reproductive cycles, pregnancy, gestation, and parturition, as well as of problems encountered in animal breeding. Current rabies and tetanus vaccination required. Restricted to Veterinary Technician students.

*Prerequisite(s):* A grade of C or better in BIO 107

## **VET 282 - EXTERNSHIP FOR VETERINARY TECHNICIANS I**

*Credit(s): 2*

Provides the opportunity to exercise and expand students' skills as veterinary technicians. Co-op students work in a local veterinary practice, zoo, laboratory facility, or similar curriculum-related center. Experience will include both administrative and clinical aspects of veterinary practice. Approximately 15-20 hours of work per week plus a weekly seminar are required.*Prerequisite(s):* A grade of C or better in VET 134 and VET 160, documentation of health insurance, and current rabies and tetanus vaccinations.

## **VET 283 - EXTERNSHIP FOR VETERINARY TECHNICIANS II**

*Credit(s): 3*

Provides the opportunity to exercise and expand students' skills as veterinary technicians. Co-op students work in a local veterinary practice, zoo, laboratory facility or similar curriculum-related center. Experience will include both administrative and clinical aspects of veterinary practice. Approximately 15-20 hours of work per week plus a weekly seminar are required.*Prerequisite(s):* A grade of C or better in VET 153 and VET 248, documentation of health insurance, and current rabies and tetanus vaccinations.

## **WOMEN STUDIES**

### **WST 100(B) - INTRODUCTION TO WOMEN'S STUDIES**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

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

### **WST 215(B) - WOMEN AND THE LAW**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

This course examines the legal system in the United States and its impact on the lives of women individually and collectively. Topics will include equal protection, constitutional issues, education, employment, family law, criminal law, reproductive issues, and violence against women. Same as LAW 215

### **WST 217(B) - WOMEN, CRIME, AND JUSTICE**

*Credit(s): 3*

*MassTransfer Block Code: Social Sciences*

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 CRJ 217*Prerequisite(s):* PSY 110 or SOC 110

# 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

Academic integrity is expected of all students. Any dishonesty in the performance of course work, such as plagiarism or cheating in other forms, will be reported. In the event that a student is charged with some form of academic dishonesty, the Academic Integrity Policy and Code of Conduct Disciplinary Process will be followed (see the Student Handbook). See "Plagiarism" for additional information.

## ACT CENTER - ADVISING, CAREER AND TRANSFER CENTER

Your one stop resource center for assistance with academic advising, choosing a major, career exploration, job search and assistance transferring to a four-year college.

### CAREER DEVELOPMENT

413.552.2722

careercenter@hcc.edu

Career Development offers resources for career exploration, job searches, choosing a major and individual career counseling. Mon-Fri 8:30 a.m. - 4:30 p.m.

## 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. 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.

Students who do not meet the self-service registration criteria (see "Registration") or have not received a Registration Code from their academic advisor must receive written approval from an advisor to make course schedule changes. A discussion with an instructor does not constitute an official course change. 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 matriculated student enrolled in Day, Evening and Online credit courses at the college is assigned to either a faculty or a staff member for the purpose of academic advising. Together, the student and advisor plan the student's program of study during the priority registration periods in the fall and spring. The final responsibility for selecting courses fulfilling graduation requirements rests solely with the student. Students can stop at the Advising Center or Academic Affairs (FR 317) to find out their advisor's name and contact information. Students may also check their student account, available on the HCC website by clicking the My HCC link.

## 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, Assumption College, Bay Path University, Bryant College, Cambridge College, Cornell University, Elms College, Emerson College, Excelsior College, Framingham State University, Hampshire College, Johnson & Wales University, New England College of Business and Finance, Northeastern University, Palmer College, Roger Williams University School of Continuing Studies, Savannah College of Art and Design, Smith College, Springfield College, Springfield Technical Community College, Southern New Hampshire University, SUNY Canton, The College of Saint Rose, The Sage College, University of Bridgeport, University of Maine, University of Massachusetts Amherst, University of Massachusetts Dartmouth, University of Phoenix, Western New England University, and Westfield State University.

## FIRST DEGREE PROGRAM

Holyoke Community College has established a reverse transfer partnership called First Degree program with the following local schools: Bay Path University, Elms College, Springfield College, Western New England University, and Westfield State University. The First Degree program allows students who have transferred without the Holyoke Community College associate degree to transfer credits back to HCC while simultaneously working on their bachelor's degree. Students must earn a minimum of 30 credits at Holyoke Community College and be in good academic, disciplinary, and financial standing. Students who did not complete the MassTransfer block before transferring to Westfield State University cannot receive the benefits through the First Degree program. Qualified students simply sign a participation form; this allows staff at HCC and the other schools to share information and transcripts. For full details about transfer opportunities, contact the transfer counselor in the Advising Center, 413.552.2498, mbroadbent@hcc.edu.

## 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)

## 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 151 C, Section 2B, of the Massachusetts General Laws allows students who cannot attend classes, take examinations, study, or fulfill work requirements on a particular day due to their religious 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. An "Audit" grade cannot be used to satisfy a graduation requirement. A student registering for a course as an audit must complete a Petition to Audit a Class form available in the Student Records Office (Frost 221). Copies of the form will be given to the student and to the instructor. Students have the responsibility to inform the instructor in writing that they are auditing the course and to request the instructor's attendance policy and all requirements (excluding written work) that must be completed to receive a grade of "Audit"

Students registering to audit a course may not change their status after the close of the add/drop period.

Students who do not complete the requirements for an "Audit" in a course will have a grade of "W" recorded for that course, 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

## 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 reading, writing, math, study skills, college course content, and personal management skills relating to college through the use of learning coaches.

The Centers are open Monday - Thursday 9:00 a.m. - 6:30 p.m., Friday 9:00 a.m. - 2:00 p.m., and Saturday 10:00 a.m. - 2:00 p.m. Please note the Math Center closes at 3:00p.m on Fridays. Services are free to all HCC students. CAPS is located in the Donahue building (DON 240). Call 413.552.2584 for information.

### TUTORING

Free one-on-one and small group tutoring is available Monday through Thursday 9:00 a.m. to 6:00 p.m. and Friday from 9:00 a.m. to 2:00 p.m. Tutoring addresses such concerns as understanding course content, reading textbooks, and preparing for tests. To obtain a tutor, go to the Tutoring Center in DON 244. Tutoring is available on drop-in or appointment basis. Tutoring is also available online through the Connecticut Distance Learning Consortium (CTDLC) eTutoring platform 24/7. The subject areas offered online are: Writing, Math, Statistics, Calculus, Accounting, Biology, Chemistry, Anatomy and Physiology, Information Literacy, and Research Methods.

### WRITING/ESL

The Writing Center (Donahue 238) is open Monday through Thursday from 9:00 a.m. to 6:00 p.m. and Friday 9:00 a.m. to 2:00 p.m. Contact the Writing Center at 413.552.2599 for more information. The Writing Center offers students free drop-in consultation and assistance related to any college course that requires writing assignments such as essays, research papers, or literary analyses. Handouts, handbooks, videos, and software are available to help students who are working on elements of the writing process, citation methods, grammar, punctuation, and other writing-across-the-curriculum issues. The ESL Support Program offers tutoring services within the Writing Center. Please call the ESL Support Office at 413.552.2553 for further information.

## MATH CENTER

The Math Center offers free tutoring for any college math course and math topics related to science, business, health, and other fields. The Center, located in Donahue 246, is open for drop-in help Monday through Thursday 9:00 a.m. to 6:00 p.m. and 9:00 a.m. to 3:00 p.m. on Friday. The Center provides help with course content, study skills, problem-solving strategies, and ways to overcome math anxiety. Handouts, videos, and software dealing with algebra, basic math, calculus, and other topics are available. Students may also receive assistance by calling the Math Help Desk at 413.552.2423 or by accessing online math tutoring at <http://www.etutoring.org>.

## CHANGES OF CURRICULUM AND ENROLLMENT RESTRICTIONS

Any curriculum change, such as a change of program or department, should be undertaken only after seeking the advice of the program coordinator, academic advisor, or 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.
- Radiologic Technology, A.S.
- Veterinary Technician Option, Veterinary & Animal Science, A.S.
- Visual Art, A.S.

## 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.

## 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.

HOURS: Monday-Thursday 8 a.m. - 6 p.m., Friday 8 a.m. - 4 p.m., Saturday (consult our webpage for Saturday testing dates).

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 Elaine Hebert-Dancik, Test Center Coordinator, at 413.552.2112 or at [ehebertdancik@hcc.edu](mailto:ehebertdancik@hcc.edu)

## 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, adult education, professional development, and personal growth. It provides innovative and affordable programming that helps businesses, organizations, and individuals achieve their goals.

In addition to housing HCC's Business and Technology degree and certificate programs popular for a career or transfer and various adult education programs, 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.

## JUMP START

HCC's Jump Start program offers seven FREE short-term career-training programs with excellent job placement results for MA Department of Transitional Assistance. We also offer specialized programs for SNAP non-cash recipients. For more information contact, Aimee Funk at 413.552.2005 or Deb Mutch at 413.552.2496.



## **GATEWAY TO COLLEGE**

Gateway to College is a dual enrollment program at Holyoke Community College, where high school students who have dropped out (or are at risk of dropping out) take college classes for credit in both high school and college. This is not a high school equivalency program: students who complete the Gateway program earn a high school degree from their school district and graduate with earned college credit.

Part of a national network that includes 42 programs in 21 states, HCC's Gateway program is in its eighth year, and has earned national recognition for its extraordinary success. More than 300 students from fourteen different local school districts have graduated from Gateway to date. Before entering Gateway, most had a high school G.P.A. 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, on average these students accumulated approximately 12 college credits while enrolled in Gateway to College. Most Gateway graduates continue in college. For more information, please contact Gateway at 413.552.2370.

## **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).

## **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 Ken White at 413.552.232

## **PROFESSIONAL DEVELOPMENT FOR K-12 EDUCATORS**

Community Services offers on-line, 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" (GPD) are available. For information, contact Community Services at 413.552.2324.

## **HISET/GED PREPARATION**

### **HIGH SCHOOL EQUIVALENCY TEST**

HCC provides an opportunity to earn your high school equivalency certificate through the HiSET test. 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 for the HiSET exam, please contact Marisol Fontanez at 413.552.2990

### **WHAT'S ON THE HISET EXAM?**

Your skills and knowledge are measured in five core areas that make up the five HiSET subtests:

- Language Arts - Reading
- Language Arts - Writing
- Mathematics
- Science
- Social Studies

### **TO REGISTER**

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.

Theresa Eccles  
Chief Examiner & Test Administrator  
P: 413.552.2292  
F: 413.552.2113

## **MINDEGE 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 Cybersecurity

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

## **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
- 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/>

## YOUTH SUMMER PROGRAM

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 these summer youth programs, contact us at 413.552.2123.

## COMPUTER SKILLS

Technology is clearly a fundamental part of the fabric of modern life. Because computer skills are essential to success in most career areas, Holyoke Community College has invested heavily in computer equipment and the human support necessary to make that equipment useful. The college has 31 computer labs equipped to support our diverse educational offerings. Features include: high-speed Internet access, four electronic labs, areas on campus for wireless connection, five state-of-the-art MAC labs, and several "smart classrooms" wired for video conferencing. In addition, Holyoke Community College has recently embarked on an initiative to expand its distance learning options, offering more online classes than ever before. As a result, the opportunity to develop or enhance computer skills in two areas--word processing and information retrieval--is incorporated into the schedule of every student enrolled at the College. In addition, all students have numerous other opportunities to explore more advanced computer areas such as graphic design, electronic media, geographic information systems, web page design, and many more.

## 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 for students and faculty are 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 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 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 an Army ROTC Program.

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.

## CO-REQUISITE

A requirement that must be fulfilled at the same time as another requirement. All course co-requisites are listed in the COURSE DESCRIPTIONS section of this catalog. If none is listed by a course, none exists for it. (See Pre-Requisite)

Students may petition to be excused from co-requisites. To do so, they must present a written argument, using a form designed for this purpose, justifying their request and secure the agreement and signatures of both the course instructor and Division Dean or his/her designee.

## COUNSELING

HCC offers free, comprehensive wellness services through the WellConnect Student Assistance Program. Through WellConnect, students, their families, and members of their household have access to one-on-one, 24/7 mental health counseling; legal assistance; budget, debt and financial counseling; new parent coaching, and numerous other services and resources. One of the benefits of this program is the flexibility it offers students, who will be able to access one-on-one counseling at locations and times that are convenient for them.

Students can access WellConnect at any time by calling 866.640.4777 (voice/TTY) or online at <https://wellconnect.cuthrive.com/>. Students in need of support on campus during normal college business hours (Monday-Friday 8:30 a.m. - 4:30 p.m.) should come to the Student Affairs Office in Frost 224 or contact us at 413.552.2390 for immediate assistance.

## COURSE DESIGNATIONS

- (A) English Composition Code
- (B) Behavioral and Social Science Code
- (C) Humanities and Fine Arts
- (D) Mathematics
- (E) Natural or Physical Science

## 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. (See Transfer Credit)

## 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 business related 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.) or 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 thirty must be earned at the College. However, students may request a waiver of this requirement. Waivers are granted on a case-by-case basis. Waivers are requested through the Office of the Vice President for Academic Affairs.
3. Achieve a cumulative 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 2007 or later and are seeking an A.A., A.S., or A.A.S. degree will be required to demonstrate

basic computational skills before earning their degree. These skills may be demonstrated by:

1. achieving a score on the arithmetic portion of the Math Placement Exam sufficient to be excused from (MTH 075);  
**or**
2. passing Basic Mathematics (MTH 075) with a grade of "C-" or better;  
**or**
3. passing Self Paced Modules 1- 6 with a grade of "C-" or better; or
4. passing Pre-algebra (MTH 079) with a grade of "C-" or better; or
5. receiving transfer credit or CLEP exam credit for a college-level Math course other than Topics in Mathematics (MTH 155).

### Candidates for certificates must fulfill the following requirements:

1. Complete the requirements of the Certificate Program in which enrolled.
2. Achieve a cumulative grade point average of at least 2.0.
3. Satisfy all financial obligations to the College.

Requirements for each Program and Option are established by the academic divisions of the College and approved by the Faculty. All students should examine their Program and Option descriptions and course sequences carefully. Each course listed must be successfully completed. Some Programs require more than the minimum 60 credits for the degree, and certain programs set minimum grades to be achieved in specific courses. Only six semester hours or two non-Arts and Science courses may be taken as general electives in any A.A. Arts and Science option, unless otherwise specified. Students may be excused from any requirement only by the Vice President for Academic Affairs and only for very compelling reasons, upon recommendation of the department chair and 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 credit

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.

### MATHEMATICS COMPETENCY

All students who begin their studies at Holyoke Community College in Fall 2007 or later and are seeking an A.A. or A.S. degree will be required to demonstrate basic computational skills before earning their degree. These skills may be demonstrated by:

1. achieving a score on the arithmetic portion of the Math Placement Exam sufficient to be excused from (MTH 075); or
2. passing Basic Mathematics (MTH 075) with a grade of "C-" or better; or
3. passing Self-Paced Modules 1- 6 with a grade of "C-" or better; or
4. passing Prealgebra (MTH 079) with a grade of "C-" or better; or
5. receiving transfer credit or CLEP exam credit for a college-level Math course other Topics in Mathematics (MTH 155).

### 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

### DEVELOPMENTAL COURSES

To determine whether students are adequately prepared to succeed in college-level English and Math courses, they are required to take a placement assessment upon admission to the College (See "Placement Assessment" in the GENERAL INFORMATION section). Students who do not successfully place into college-level ("100-level") courses are required to take developmental or remedial courses. These courses are designed to develop and enhance students' competence in English and Math.

Credits earned in developmental courses are used for the purposes of determining students' status as full or part-time and their eligibility for financial aid; however, these credits do not count toward the total credits required for graduation in any area of study offered at Holyoke Community College. Effective with the 1998-1999 academic year, developmental course

credits (courses numbered below 100), which do not currently count toward graduation, shall not be included in a student's Earned Hours, Quality Hours, or Grade Point Average. Developmental course credits shall be included in Attempted Hours for Financial Aid purposes.

### DISABILITIES, ASSISTANCE FOR STUDENTS WITH

The Office for Students with Disabilities and Deaf Services (OSDDS) provides assistance for students with documented disabilities. Students should contact the office before beginning their first semester so that services can be provided in a timely manner. Each student's instructor and appropriate campus services are involved in this process.

Available assistance may include assistive technology, academic counseling, disability advocacy and interpreting services for the Deaf and hard of hearing. For information about services, contact OSDDS, Donahue 147, and 413.552.2417. (See Office for Students with Disabilities and Deaf Services, in the GENERAL INFORMATION section.)

### DISHONESTY

- See Academic Integrity

### DISMISSAL

- See Probation And Dismissal, Academic

### DROPPING A COURSE

- See Student Handbook

### ELECTIVES

Electives are courses that support general education objectives or round out curricular requirements. The choice of electives is based on the following:

Program/Option 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

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 respon-

sibility to make the necessary arrangements with an instructor regarding all make-up examinations.

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 LANGUAGES PLACEMENT

Students without foreign language experience will be placed into the first elementary course. Those who have studied a foreign language previously will be placed according to the following chart:

High School Study of Foreign Language Course at HCC

0-1 year	SPA 101 or 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) or SPA 205 (C)
Heritage Spanish Speaker/Fluency in Spanish	SPA 203 (C) or SPA 204 (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.

## 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)

1. Satisfactory performance on the placement test.
2. Four high school units in one foreign language or three units in one and two units in another foreign language.
3. 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

### INCOMPLETE GRADE

The grade of "I" is given to a student who for good reason (e.g., illness) is temporarily unable to complete the work in a course.

The student has until the middle of the following semester (specified on the academic calendar) to complete work for Incomplete courses other than those that serve as a prerequisite for another course. Unless waived, prerequisite course requirements must be completed before the first day of the following semester/summer.

A grade of "F" will be recorded for work not completed as required

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 GPA.	--	--
W	Student withdrew from class. Not calculated into the G.P.A.	--	--

## MID-SEMESTER PROGRESS REPORT

Mid-semester grades are made available to students online at [www.hcc.edu/myhcc](http://www.hcc.edu/myhcc), Log in: Online Services, during the priority registration period. These grades provide some guidance in the selection of the next semester's courses. All grades, especially those representing below average achievement, should be discussed with course instructors and academic advisors.

Mid-semester grades do not become part of permanent records, but are an important indicator of academic progress to date.

## GRADE POINT AVERAGE (G.P.A.)

The 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 Grade Point Average. 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 GPA calculation. The previously recorded grade will be excluded from the GPA, 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 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.

## 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 resume 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 Sue Streeter, Integrative Learning Program, at [sstreeter@hcc.edu](mailto:sstreeter@hcc.edu) for more information. 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. It is affiliated with the American Psychological Association (APA), the American Psychological Society (APS), and is a member of the Association of College Honor Societies. Membership is offered to students who are Psychology majors meeting the following criteria: (1) they have completed at least 3 psychology courses, (2) they have an overall G.P.A. of 3.5 or higher, and (3) they have achieved grades of B+ or better in all Psychology courses. Students must demonstrate a genuine interest in psychology and high standards in personal behaviors.

## HONORS PROGRAM

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 a stand-alone Honors courses in English, Nutrition, History, 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 will receive an Honors Program invitation, 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 a 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, 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 Sue Streeter, Program Assistant, at [sstreeter@hcc.edu](mailto:sstreeter@hcc.edu) or Dr. Vanessa Martinez, 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. 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 completed, they may then register for HON 201, 1-3 credits of honors, which will bear the Project's title on the student's transcript.

## LABORATORY SCIENCE REQUIREMENT

1. Electing any two of the following laboratory science courses:

AST 110 (E)	BIO 217 (E)	ENV 120 (E)	FRS 201 (E)
AST 140 (E)	BIO 218 (E)	ENV 124 (E)	PHS 118 (E)
BIO 100 (E)	BIO 120 (E)	ENV 137 (E)	SEM 110 (E)
BIO 103 (E)	BIO 130 (E)	ENV 138 (E)	SEM 116 (E)
BIO 107 (E)	BIO 203 (E)	ENV 140 (E)	SEM 118 (E)
BIO 109 (E)	BIO 212 (E)	ENV 230 (E)	SEM 130 (E)
BIO 110 (E)	BIO 222 (E)	ENV 253 (E)	VET 224 (E)
BIO 111 (E)	BIO 223 (E)	ESC 111 (E)	
BIO 112 (E)	BIO 230 (E)	ESC 120 (E)	
BIO 115 (E)	BIO 243 (E)	ESC 130 (E)	
BIO 116 (E)	EGR 110 (E)	FRS 101 (E)	

If not specified as part of an Area of Study, the laboratory science requirement may be fulfilled by:

2. Electing one of the following two-course sequences in the order given:

PHS 101-PHS 102 (E) or PHS 111-PHS 112 (E)

CHM 101 (E), CHM 113 (E) or CHM 121 (E), AND

\*CHM 102 (E), CHM 114 (E), or CHM 124 (E)

\*In order to meet the HCC general laboratory science graduation requirement, the student must successfully also complete CHM 102 or CHM 114 or CHM 124

The following sequences may be used only if they are specified or recommended as part of the student's area of study.

ELC 111-112      ELR 103-203

Note: Courses with (E) designations meet MassTransfer Block requirements.

## LEARNING COMMUNITIES

For more than two decades, Holyoke Community College has been helping students integrate their learning through Learning Communities (LCs). At their core, LCs have four essential features: interdisciplinary subject matter, collaborative learning, team teaching, and integrated assessment. They provide an alternative to traditional college general education course offerings by connecting courses often perceived as unrelated. In a learning community, a common theme or purpose is used to integrate courses and provide coherence, rather than subject matter alone. LCs strives to build both academic and social communities of learners. In LCs faculty teach together, while students learn cooperatively and collaborate on assignments. By most students', faculty and staff accounts, the Learning

Communities Program is one of Holyoke Community College's ongoing success stories. Learning Communities help under-prepared students prepare, prepared students to advance, and advanced students to excel.

## 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 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, three 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 material on reserve at the circulation desk for student use. 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 participating member of C/WMARS (Central/Western Massachusetts Automated Resource Sharing network) which augments the resources of the HCC Library by providing online access to the collections of over 140 libraries. Students at HCC may borrow from all C/WMARS libraries by either visiting the libraries themselves or requesting material to be delivered to the HCC Library.

## MASSTRANSFER

In June 2008, the Board of Higher Education accepted the Final Report from the Commonwealth Transfer Advisory Group, which included a new statewide transfer policy: MassTransfer. MassTransfer seeks to provide a broad population of students with straightforward and understandable options toward the completion of associate and baccalaureate degrees, clearing the way for student access and student success in Massachusetts' public higher education system.

MassTransfer has two main purposes:

- to provide community college students who complete designated associate degrees under MassTransfer with the benefits of the full transfer and applicability of credit, guaranteed admission, and a tuition discount (each benefit based on the student's final grade point average) to linked baccalaureate programs; and
- to provide any student in the Massachusetts public higher education system the intermediate goal of completing a portable transfer block ("MassTransfer Block") which satisfies general education/distribution/core requirements across institutions (with the receiving institution able to add no more than six additional credits/two courses).



## SECTION I: FOR STUDENTS COMPLETING AN ASSOCIATE DEGREE UNDER MASSTRANSFER AT A MASSACHUSETTS COMMUNITY COLLEGE

A student completing an associate 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

Each associate degree program under MassTransfer is linked to baccalaureate degrees and schools at the Massachusetts state colleges and University of Massachusetts campuses across the Commonwealth. The list of associate degree programs and linked baccalaureate programs under MassTransfer will be available at [www.mass.edu](http://www.mass.edu), as well as on the transfer websites at the individual public higher education institutions.

### BENEFITS

A student completing an associate degree who seeks admission to a linked baccalaureate program under MassTransfer will be entitled to the following benefits based upon the final cumulative grade point average at the community college awarding the degree:

1. A final cumulative grade point average of a 2.0 or higher
  1. Waives the admissions application fee and essay
  2. Guarantees the full transfer of college-level credits, including "D" grades, applied to the degree requirements of the linked baccalaureate degree or school at the state college or University of Massachusetts campus such that the MassTransfer student will be required to complete no more credits or courses than a native student with the following stipulations:
    1. The student changes his or her major.
    2. If the linked baccalaureate program requires a higher grade point average or specific courses for the major which are required of native students, the MassTransfer student must meet these requirements.
  3. Satisfies the general education requirements at the receiving institution with the receiving institution able to add no more than six additional credits / two courses in compliance with the New England Association of Schools and Colleges' Standards for Accreditation. This will apply when the receiving institution already places these requirements on its native students and will determine at its discretion, which credits, if any, shall be required.

*Note: College-level course credits consistent with the standards set forth in the Undergraduate Experience recommendations are included under MassTransfer. Credits awarded by the sending institution through CLEP, challenge examinations, and credit for prior learning shall be included when a student qualifies under*

*MassTransfer.*

2. A final cumulative grade point average of a 2.5 or higher
  1. Grants all of the benefits outlined in section 1A.
  2. Guarantees admission to the linked baccalaureate degree or school at a Massachusetts state college or University of Massachusetts campus with the following stipulations:
    1. If the linked baccalaureate program requires a higher grade point average, which is required of native students, the MassTransfer student must meet this requirement.
    2. If because of space or fiscal limitations the receiving institution does not admit all qualified applicants to a given major or program, the receiving institution will use the same criteria for MassTransfer applicants as it does for its native students.
    3. Students must be in good academic, fiscal and disciplinary standing with all previous institutions.
3. A final cumulative grade point average of a 3.0 or higher
  1. Grants all of the benefits outlined in sections 1A and 1B.
  2. Guarantees a tuition waiver equal to 33% of the Massachusetts resident tuition rate at a state college or University campus for two years of undergraduate enrollment with the following requirements:
    1. Enrollment is continuous at the state college or university campus.
    2. The student earns a cumulative grade point average of a 3.0 or higher for the first year of enrollment at the state college or University of Massachusetts campus.

*Note: For students demonstrating compelling hardships, institutions may exercise professional judgment regarding the above conditions.*

## SECTION II: FOR STUDENTS COMPLETING THE GENERAL EDUCATION TRANSFER BLOCK AT ANY MASSACHUSETTS HIGHER EDUCATION INSTITUTION WITH A 2.0 OR HIGHER GRADE POINT AVERAGE

A student completing the general education transfer block will have earned the following 34 credit hours outlined below, 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

### BENEFITS

Students completing the 34-credit general education transfer block (exclusive of developmental coursework) with a 2.0 or higher grade point average will be entitled to the following benefit:

Satisfies the general education requirements at the receiving institution with the receiving institution able to add no more than six additional credits/two courses in compliance with the New England Association of Schools and Colleges' Standards for Accreditation. This will apply when the receiving institution already places these requirements on its native students and will determine at its discretion, which credits, if any, shall be required. Students enrolled in a specific major or degree program may be required to take additional courses, if these courses are specifically required for the major or program and are required of native students.

For full details about the MassTransfer policy, please see the transfer counselor, Mark Broadbent, Frost 273, 413.552.2498, mbroadbent@hcc.edu, online at [www.hcc.edu/student-services/transfer](http://www.hcc.edu/student-services/transfer).

## 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 5 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:

1. View and Print
  1. Mid-term and final grades
  2. Class schedule
  3. Unofficial transcripts (course history)
2. Check course availability
3. Review your financial aid information
4. 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 Helpdesk: [helpdesk@hcc.edu](mailto:helpdesk@hcc.edu) or 413.552.2075.

## ONLINE LEARNING

Going to College just got easier. Complete your classwork any time, day, or night. All you need is an Internet connection. Online lets you earn your degree on your schedule.

Online courses are not self-paced. They follow the same academic calendar and have specific deadlines. Online learning means that the student and the instructor do not have to be at the same place at the same time. Through the HCC's online learning platform, Moodle, your classroom is a website that can be accessed from anywhere in the world. You can view the lectures posted by the instructor in Moodle; you can communicate and interact with classmates via Forums and/or Assignments.

Most courses require student participation on a minimum of 3 to 5 days a week. You must be self-motivated, enjoy learning independently, and possess basic computer skills (emailing, attaching files, word processing, etc.).

For a complete listing of online degree and certificate programs, visit us at [www.hcc.edu/online-learning](http://www.hcc.edu/online-learning).

Blended Courses (also known as Brick and Click) are courses that combine face-to-face classroom instruction with online learning. Blended Courses reduce the amount of time the student spends in the classroom, because portions of the course requirements are completed online. These courses take advantage of in-class interaction as well as online learning.

Email us at [onlineprograms@hcc.edu](mailto:onlineprograms@hcc.edu) to learn more about our courses, programs, and resources.

Call us at 413.552.2272.

### IS ONLINE LEARNING FOR ME?

Wonder if you are a good candidate for online courses? Successful online students are organized, self-directed, and able to work well independently. Online learning demands a different set of skills and study habits. Before you enroll, consider the following:

Are you?

- Self-motivated and willing to accept responsibility for your own learning
- Self-disciplined, able to manage your time effectively and stick to deadlines
- Comfortable with technology, especially web-based and Internet technologies
- Willing to take the initiative and contact your instructor with questions or concerns regarding the course
- Able to communicate well in writing

Though you may be working online, there is always someone who can help if you get stuck! In addition to your professor and classmates, online tutors are available to assist with academics; HCC advisors are also available to offer transfer and career guidance, and our Help Desk can help resolve technical issues.

To learn more about our courses, certificates, programs, and resources contact us at, 413.552.2272 or [onlineprograms@hcc.edu](mailto:onlineprograms@hcc.edu).

## PLAGIARISM

Plagiarism is a form of theft. It is the stealing of another's ideas, information, creative work, or words and passing them off as one's own. Examples of plagiarism include quoting from a published work without the use of quotation marks and identi-

fiction of the author, and copying from another student's examination or report or from Internet resources. Students who are accomplices in the act of plagiarism are equally guilty of academic dishonesty and may be subject to disciplinary action according to the HCC Student Handbook.

## PRE-REQUISITE

A requirement that must be completed before some other steps can be taken; for example, a course that must be completed before one can enroll in another course. All course pre-requisites are listed in the COURSE DESCRIPTIONS section of this catalog. If none is listed by a course, none exists for it. (See also Co-Requisite) Students may petition to be excused from course pre-requisites. To do so, they must present an argument justifying their request in writing, and secure the agreement and signature of both the course instructor and the Division Dean or his/her designee. These forms are available in Academic Division offices or Student Records.

## PROBATION AND DISMISSAL, ACADEMIC

The Academic Standing GPA includes developmental level coursework. It is used to determine a student's academic standing: 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
CALCULATE: 15 grade points divided by 6 credits = <b>2.5 grade point average</b>	CALCULATE: 12 grade points divided by 3 credits = <b>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 My Online Services

Students enrolled in the current term may schedule and add//drop courses online during the Self-Service registration period.

Students may need to obtain an Registration Code from their advisor and enter that Code online to access registration. Students not assigned an advisor can obtain their alternate PIN (if needed) in the Advising Center.

REGISTRATION CODE NOTE: Students who have earned 12 or more college level course credits at HCC (excluding transfers) and have a cumulative HCC G.P.A. of 2.5 or higher may schedule, add, and drop courses online without an Registration Code. For more information, go to MY HCC Online Services during the Priority Registration sign-up period.

### PRIORITY REGISTRATION

There are two Priority Registration periods for current students: one in March/April (for fall semester) and in October/November (for spring semester). Exact dates are listed in the Academic Calendar posted on the College's website. <http://www.hcc.edu/courses-and-programs/academic-calendar>.

Students are encouraged to meet with their assigned advisor and pre-register for courses during Priority Registration. HCC provides academic advising to all students. Students can look up their advisor's name and contact information online at [www.hcc.edu](http://www.hcc.edu), select the link labeled "MY HCC" then click on "My Online Services," or visit Advising, Career and Transfer Center (ACT), Frost 273.

## 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 resume 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 552-2369 or just drop by Don 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 the semester) without being recorded as having been enrolled in that course. Refunds for dropped courses are made in accordance with the College’s refund policy.

### **ADMINISTRATIVE WITHDRAWAL FROM COURSE FOR NON-ATTENDANCE:**

Instructors will notify the Registrar of any student on their class list who does not attend the course during the first two weeks. The student will be issued a WX grade and will be considered withdrawn from the course. A student who is issued a WX grade is not eligible for a refund of any part of the cost of the course concerned.

### **ADMINISTRATIVE WITHDRAWAL FROM COURSE FOR EXCESSIVE ABSENCES:**

Instructors may dismiss a student from a class due to excessive absences, issuing an AW grade. AW is not calculated into the G.P.A. and may not be removed by a student’s later attempt to withdraw from the course.

### **COURSE WITHDRAWAL BY STUDENT:**

Students attending on-campus classes must bring to the Student Records Office a completed Course/College Withdrawal form. Students taking only online courses have the option of submitting the form to [studentrecordsforms@hcc.edu](mailto:studentrecordsforms@hcc.edu). An instructor must honor a student’s request to withdraw from a course (provided no previous “WX” or “AW” grade was issued).

## **WITHDRAWAL FROM THE COLLEGE:**

College withdrawals must occur before the last day of classes. The date the Student Records Office receives the completed Course/College Withdrawal form becomes the official withdrawal date. Students taking only online courses have the option of submitting the form to [studentrecordsforms@hcc.edu](mailto:studentrecordsforms@hcc.edu). 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.”

# ADMINISTRATION AND FACULTY

- CHRISTINA ROYAL, B.A. Marist College, M.A. Marist College, Ph.D., Capella University. President
- \*SOLOMON ABRAHA, B.A., and M.P.S., New Platz, SUNY; Ed.D. University of Massachusetts, Amherst. Mathematics
- JENNIFER ADAMS, B.A., Mount Holyoke College; M.S., Simmons College. Coordinator of the Library
- OLUGBEMIGA ADEKUNLE, B.S., University of Maryland, Baltimore County; M.S., University of Illinois at Urbana-Champaign; M.S., Old Dominion University. Dean of Science, Engineering and Mathematics
- PERPETUAL AGYEMANG, B.E.D., University of Cape Coast; M.S. Youngstown State University. Mathematics
- MAHMUD A. AHMADOV, B.S., M.S., and Ph.D., Baku State University, Baku, Azerbaijan. Mathematics
- KAREN AIKEN, R.N., A.S., Springfield Technical Community College; B.S.N., Fitchburg State College; M.S.N., University of Hartford. Nursing
- NATALIE ALEXANDER, B.S., Laurentian University; MSN, College of Our Lady of the Elms. Nursing (Practical Nursing Certificate Program)
- \*SARAH ALGIE, B.A., Wheaton College; M.A., Western New England University; M.B.A., University of Rhode Island. Mathematics
- ASHLEY ALIENGENA, B.A., Roger Williams University. Literacy Specialist/Adult Education
- KAYLA ALIENGENA, BSN, MSN, American International College. Nursing
- \*ROBERT J. ALLER, A.A., Holyoke Community College; B.A., University of Massachusetts; M.F.A. Bard College. Art
- \*MARY B. ANNARELLA, B.S., Biochemistry, Pennsylvania State University; M.A., University of Massachusetts. Education
- ALIZA ANSELL, B.A., University of Massachusetts. Program Coordinator, ABE Special Programs Coordinator
- MARK ANSTEL, B.A., University of Rochester; M.L.A., Boston University. Hospitality Management and Culinary Arts
- \*MIGUEL ARCE, B.A., University of Texas; M.S.W., San Jose University. Sociology
- \*JEANNE ARTHUR, A.A., Holyoke Community College; B.S., American International College; M.A., Western New England University. Mathematics
- \*GEORGE C. BABB, B.S., Eastern Montana College of Education; M.Ed., University of Massachusetts. Mathematics
- \*JOSEPH W. BABU, B.S., Coppin State College; M.S. University of Massachusetts. Mathematics
- SUSAN BACCHIOCCHI MISCO, B.S., University of New Hampshire; M.S., Northeastern University. Senior Financial Aid Counselor
- \*THOMAS J. BAIRD, B.A., M.Ed., Keene State College; CAGS, Westfield State College. Mathematics
- THOMAS E. BARRUP, B.S., Rensselaer Polytechnic Institute; M.E., University of Florida. Engineering
- \*LOUIS M. BARRY, A.S., Holyoke Community College; B.S., Castleton State; M.A., Anna Maria College. Criminal Justice
- \*WILLIAM R. BASSHAM, B.A., Metropolitan State College of Denver. Biology
- \*SONIA BATTLE, A.S., Holyoke Community College; B.A., University of Massachusetts. Spanish
- NANCY BAZANCHUK, A.A., Holyoke Community College; B.S., Bridgewater State University. Learning Specialist Disability Services
- TERESA BEAUDRY, B.S.N., M.S.N., American International College. Interim Director of Nursing
- DIANE BEERS, B.A., Hood College; Ph.D. Temple University. History
- \*SHEENA BELLEROSE, B.S., Westfield State University; M.Ed., University of Massachusetts. Education
- \*CAREN BENDROR, B.A., Adlphi University; M.A., Columbia University. Anthropology
- \*MARY BERGAMINI, B.A., Western New England College; M.A., American International College; J.D., New England School of Law. Government
- SOFIA BILGRAMI, B.A., Central Connecticut State University; MBA, University of Connecticut. Culinary/Baking & Pastry Arts
- \*SHARON BISKUP, B.S., M.Ed., American International College; M.B.A., University of Massachusetts. Business Administration
- \*GLORIA E. BLACK, B.S., University of Massachusetts; M.S., University of Massachusetts. Spanish
- PESHA BLACK, B.A., Brandeis University. Director of Ludlow Area Adult Learning Center and Springfield Adult Learning Center
- \*ISABELLE C. BOGGS, B.M., Iniversite de Paris Sorbonne, M.M., University of Montreal. Music
- \*LAWRENCE E. BOND, Art
- \*PATRICIA BONNEAU, B.A., Keene State College; M.A., Westfield State College; M.A., American International College. Psychology
- \*LEWIS J. BOSLER, M.A., Antioch University. Psychology
- \*ANNE BOSTOCK, A.A., Holyoke Community College; B.M., M.M., University of Massachusetts. Music
- \*MATTHEW BOSTOCK, B.A., Westfield State University; M.M., University of Massachusetts. Music
- \*MARLA BRODSKY, B.F.A., Emerson College. Health & Fitness
- MARK BROADBENT, B.A., Syracuse University; M.Ed., Springfield College. Coordinator of Transfer Affairs
- \*DEBORAH BRUNO, A.A., Holyoke Community College; B.S., Mount Holyoke College. Environmental Science
- JOSEPH BRUSEO, B.A., Rutgers University; M.S. Frostburg State University, Ph.D., Bowling Green State University. Biology
- MARY BETH BUCKLEY, A.A., Holyoke Community College; B.A., University of Massachusetts; M.A., Midwestern State University. Radiologic Technology
- \*MADISON BULL, B.A., Nichols College; M.Ed., Springfield College. Psychology
- JANE E. BURKHARDT, B. A., California State University; M.A., California State University. English
- \*TORSTEN Z. BURNS, B.F.A., Alfred University; M.F.A., San Francisco Art Institute Communication, Media & Theatre Arts

- \*DAVID A. BURT, A.S., Holyoke Community College; B.A., University of Massachusetts, M.Ed., Cambridge College. Criminal Justice
- \*TRACEY BURTON, B.A. Bay Path University, M.Ed., Elms College. Education
- JUAN BURWELL, B.A., Amherst College; M.A., Princeton University. Astronomy
- ELIZABETH BUTIN, B.S., Iowa State University; M.S., University of Massachusetts. Forensic Science
- MICHELE CABRAL, CPA, B.S., Westfield State University; M.B.A., Elms College. Interim Director of Training & Workforce Options (TWO)/Massachusetts Casino Career Training Institute (MCCTI)
- \*JULIA CAFRITZ, B.A., M.A., New York University. English
- GARRET CAHILL, B.S., M.S., University of Massachusetts. Mathematics
- FELICE CAIVANO, B.F.A., Hartford Art School (University of Hartford); M.F.A., University of Massachusetts, Amherst. Art
- \*JOHN C. CALHOUN, B.F.A., San Francisco Art Institute; M.F.A., Rhode Island School of Design. Art
- \*FELICITY P. CALLAHAN, A.B., Oberlin College; M.A.T., Smith College. Mathematics
- \*THERESA CALLAHAN, B.A., University of California; M.A., University of North Texas; Ph.D., University of North Texas. Psychology
- KARIN MOYANO CAMIHORT, B.A., Smith College; M.A., Universidad Blas Pascal; M.Ed., D.E.D., University of Massachusetts. Dean of Online Programs and Academic Initiatives
- DANIEL CAMPBELL, B.S., University of Massachusetts. Director of Facilities and Engineering
- \*BRENDA CANNING, B.S., University of Massachusetts; M.B.A., Western New England College. Accounting
- \*ELISABETH R. CANTOR, B.A., University of Massachusetts; M.S., University of Wisconsin. Sociology
- \*AMY E. CAREY, B.S., M.Ed., Westfield State College. Education
- LAUREL CARPENTER, A.S., Holyoke Community College; B.A., MAT, Smith College; MS, University of Massachusetts. Environmental Science
- PATRICK CARPENTER, B.A. Elms College; M.S., Bay Path University. Director of Institutional Advancement
- ERIC CARREIRA, B.S., M.S., University of Massachusetts. Mathematics
- \*PHILIP W. CARTER, B.S., M.S., University of New Hampshire; M.S., University of Massachusetts, Amherst; Ph.D., Cornell University. Mathematics
- \*SEAN T. CASEY, B.A., Brown University; M.F.A., University of Massachusetts, Amherst. English
- \*CARYL A. V. CASSON, B.A., Smith College; M.A., University of Massachusetts, Amherst. English
- \*COLIN S. CAVELL, B.A., Louisiana State University; M.A., University of New Orleans; Ph.D., University of Massachusetts. Political Science
- SHARON CENEDELLA, B.S., Framingham State College. Learning Specialist Disability Services
- \*PETER G. CERRETA, B.B.A., M.B.A., Western New England College. Management
- KELLY CHAMPAGNE, A.S., Holyoke Community College. Senior Special Programs Coordinator, ITD
- DAVID B. CHAMPOUX, B.A., McGill University; M.F.A., Emerson College. English
- \*JIAN CHANG, B.S., Marlboro College; M.S., Case Western Reserve University; M.S., University of Massachusetts at Amherst. Mathematics
- \*ANN M. CHARTIER, B.A., American International College. Biology/Forensic Science
- \*SABINE CHARTON-LONG, B.A., Paris Nanterre University; M.A., University of Massachusetts. French
- \*TONY C. CHENG, B.S., Hong Kong Baptist College, M.S. & Ph.D., University of Massachusetts. Physics
- KRISTINE RICKER CHOLEVA, A.S., B.S., Johnson & Wales University; M.B.A., University of Massachusetts. Interim Dean of Business & Technology
- \*JOHN CIPORA, A.B., Brandeis University; M.Ed., Ed.D., University of Massachusetts Amherst. Psychology, Sociology
- \*SHERYL CIVJAN, B.S., Phillips University; M.A., Ph.D., University of Missouri. Psychology
- EDWARD S. CLANCY, B.A., College of the Holy Cross; M.A., State University of New York at Binghamton. English
- \*CAROL CLARK, Health & Fitness
- \*LYNN L. CLARK, B.S., Illinois Institute of Technology; M.S., American International College. Mathematics
- CATHY CLEMMITT, B.A., Westfield State College. Staff Assistant Nursing
- MARK S. CLINTON, B.S., East Texas State University; M.A., Ph.D., Claremont Graduate School. Government
- CAMILLE CLOSE, B.A., The University of the West Indies; M.S., Long Island University; M.S., Eastern Connecticut State University. Librarian
- JENILEE COCHRAN, B.A., Fairfield University; M.Ed., University of Massachusetts. Senior Special Programs Coordinator
- TIMOTHY COCHRAN, B.A., M.A., University of Northern Colorado. Communication, Media, and Theater Arts
- GLEN COFFELT, Supervisor of Custodial Services and Grounds
- ELLEN B. COGEN, B.M., University of Massachusetts; M.M., New England Conservatory of Music. Music
- JULISSA COLON, B.A., Smith College. Special Programs Coordinator
- \*TARA CONANT, B.A., Westfield State College; M.F.A. Bard College. Photography
- SCOTT CONRAD, B.S., Springfield College; M.S., Bay Path University. Director of IT Services
- MAUREEN CONROY, B.S., Bridgewater State College. Director of College Disability and Opportunity Services
- \*CYNTHIA N. CONSENTINO, BFA, The Cooper Union School of Art; MFA, University of Massachusetts. Art
- \*TAMARA M. CONSTANT, B.A., Regis College; M.A., Southern Illinois University. English as a Second Language
- \*STEPHANIE CONVERSE, B.A., Mount Holyoke College. Communication
- FRED COOKSEY, B.A., M.A., George Mason University; M.F.A., University of North Carolina. English

- \*PHILIP F. COOPER, B.E., Youngstown State University; M.Ed., University of Massachusetts. Mathematics
- JOSHUA CORNEHLSSEN, B.A., Kenyon College; B.Ed, University of Toronto; M.A., McGill University. Literacy Specialist/Adult Education
- MARY CORNELL, AA, Eastern Florida State College; B.S., University of Massachusetts; MSN, American International College. Nursing - ADN Program
- \*KAREN A. COSTELLO, B.S., Westfield State University; M.Ed., American International College. Education
- \*ROBERT S. COUGHLIN, JR., B.S., M.S., Eastern Connecticut State University; M.A., Sacred Heart University. Mathematics
- \*RICHARD H. COWLES, B.S.E., M.A., Westfield State College. Psychology
- \*CARLOS M. COYE, A.S., Saint John's College; B.A., Xavier University; M.A., University of Houston. Philosophy
- \*NICHOLAS E. CREANZA, B.S., Hampden College of Pharmacy; M.B.A., Western New England College. Medical Assisting
- \*SAMUEL CROMPTON, B.A., Framingham State College; M.A., Duke University. History
- \*JANET A. CROSIER, B.A., M.A., Norwich University. English
- \*GEOFFREY A. CUNNINGHAM, B.M., M.M., University of Massachusetts, Amherst. Music
- JACQUELINE DAILEY, B.A., St. Anselm College; M.A., Boston College. English
- \*MARK DAMON, B.S., Stonehill College; M.S., University of Massachusetts. Biology
- MILISSA DANIELS, A.A., Greenfield Community College. Career Development Counselor, Culinary Training Program
- \*KATHARINE PAULA DAUBE, B.A., University of Massachusetts; M.S., Harvard University School of Public Health. Sociology
- \*KIMBERLY ANNE DAVIDSON, B.A., University of California. Health & Fitness
- \*SCOTT DAVIS, B.S., Tufts University; M.S., Yale University. Mathematics
- \*DANIELLE DELLAQUILA, B.S., University of Rhode Island; M.S., University of Massachusetts. Nutrition
- \*BRITA DEMPSEY, B.A., Smith College; M.S., Antioch University. Biology
- KAREN A. DEROUIN, B.A., Anna Maria College, M.Ed., University of Massachusetts. Director of Financial Aid
- KAREN DESJEANS, A.S., Bay Path College; B.A., Elms College. Staff Associate, Administrative/Purchasing
- \*LENORA F. DESROSIERS, B.A., Coucher College; M.Ed., Lesley University; M.F.A., New England College. English
- \*WILLIAM T. DEVINE, B.A., Westfield State College; M.A.T., Assumption College. Art
- VEENA DHANKHER, M.Ed., Ph.D., University of Georgia. Director of Institutional Research
- \*SHEILA DIAS, B.A., University of Maine; M.A., Westfield State College. English
- MAYRA DIAZ, A.S., Holyoke Community College. Staff Assistant, Academic Affairs
- CATHERINE DILLARD, B.A., Case Western Reserve University; M.S., University of Massachusetts. Mathematics
- \*CHRISTINA DIMEO, B.A., University of Massachusetts; M.S., Bay Path College. Communication
- MARY DIXEY, B.A., University of Connecticut; M.L.S., Simmons College. Dean of Library Services
- AMY DOPP, B.S., University of Massachusetts; M.S., Bay Path University. Dean of Resource Development
- MARGARET DOWNING, A.S., Holyoke Community College; B.A., Westfield State University; M.Ed., Springfield College. Coordinator of Career, Planning, and Placement
- \*AMY DOYLE, B.A., M.S., Salve Regina University. Art
- \*RODNEY P. DUBE, B.A., University of Hartford; M.S., Ed.D., University of Massachusetts. Psychology, ABMPP Emeritus
- \*GREGORY R. DUBREUIL, A.S., Holyoke Community College; B.A., American International College. Accounting
- JAY DUCHARME, A.A., Holyoke Community College; B.A., University of Massachusetts; M.F.A., University of Mississippi. Communication, Media, and Theater Arts
- STEVEN DUFFANY, A.A., Holyoke Community College; B.S., Westfield State College. College Store Manager
- KERMIT DUNKELBERG, B.F.A., Drake University; M.A., Tufts University; Ph.D., New York University. AVP of ABE and WFD
- \*ELAINE DUNLAP, B.A., The Colorado College; M.A., University of Wisconsin. Anthropology
- \*STANLEY DUNNY, B.S., University of Massachusetts Amherst; M.S., University of Wisconsin; Ph.D., Purdue University. Chemistry
- JAMES M. DUTCHER, B.A., Hobart College; M.A., Ph.D., University of Massachusetts. English
- \*MARK E. DUVALL, A.A., Holyoke Community College; B.S., University of Massachusetts, Amherst. Computer Applications
- STEPHANIE EASLER, B.A., University of Maine at Farmington; M.S., Ph.D., Springfield College. Biology
- THERESA ECCLES, A.S., Holyoke Community College; B.A., American International College; M.B.A., University of Massachusetts. Senior Special Programs Coordinator
- \*DEBRA WILLIAMS ECKER, B.S., Saint Joseph College; M.Ed., Westfield State College. Education
- CLARA ELLIOTT, A.S., Colegio Universitario Cecilio Acosta; B.S., Universidad Simon Rodriguez; MBA, Western New England College. Dean of Human Resources
- \*KRISTIN EMMONS, B.S.N., American International College. Nursing Education
- BEMIE ENYONG, B.S., St Petersburg State University. M.A., University of Wisconsin - Stout. Coordinator of Career, Planning and Placement
- \*GEORGE BART ESTES, B.A., Denison University; M.A.Ed., The City College of New York. Mathematics
- \*MARY L. FALCETTI, B.A., M.Ed., Westfield State College. English
- ERIC FARRELL, B.A., Providence College; M.Ed., Salem State University. Coordinator of Student Records
- \*LYNNE A. FEINBERG, A.B., Bard College; B.F.A., School of Visual Arts; M.A., School for International Training. English as a Second Language
- ROBERT A. FERRIER, B.M., Berklee College of Music; M.M., University of Massachusetts at Amherst. Music

KORI FERRIS, B.S., Bryant University; M.S., Boston College. Associate Director of Financial Aid Technical Operations

ROSEMARY FIEDLER, A.A., Holyoke Community College; B.A., Elms College; M.Ed., Springfield College. Special Programs Coordinator, THRIVE Center

\*REBECCA FISHER, B.A., UWW, Ph.D., University of Massachusetts. English

ANDREW FLETCHER, B.S., University of Massachusetts. Staff Associate, CAPS Center

\*RUTH FLOHR, A.A., Greenfield Community College; B.A., Smith College; M.A., San Francisco University. Communication

\*DIANE F. FLYNN, B.S., University of Massachusetts. Biology

\*RAND FOERSTER, B.A., Central Michigan University; M.F.A., Yale University School of Drama. Speech

WILLIAM FOGARTY, B.A., Miami University; MPA, The George Washington University. VP Administration & Finance

\*MICHAEL C. FORAN, B.A., North Adams State College; M.F.A., Goddard College. English

\*AMY A. FORD, B.A., The William Paterson University of New Jersey; M.P.A., University of Massachusetts. Human Services

\*JASON R. FORGUE, B.S., M.A., Syracuse University. Economics

CURT FOSTER, B.S., University of Pennsylvania. Interim Assistant Comptroller

\*MICHAEL T. FOURNIER, B.A., University of New Hampshire; M.A., University of Maine. English

SAGE FRANETOVICH, B.S., Rutgers University; M.S., Oregon State University. Biology

\*DONNA R. FRANCIS, B.A., Otterbein College; M.S., University of Cincinnati; Ph.D., University of Michigan. Environmental Science

\*MELINDA P. FRIED, B.S., Gordon College; D.C., Life University. Biology

AMY FUNK, Lead Program Administrator, Jump Start Program

\*TONY FURTADO, B.S., M.S., Rensselaer Polytechnic Institute. Mathematics

\*HEATHER M. GALPIN, B.A., Massachusetts College of Liberal Arts. Biology

\*JOHN G. GAMBINO, B.S., Salem State College; M.S., University of Massachusetts at Amherst. Mathematics

\*SANTA GARCIA, A.S., Puerto Rico Junior College; B.S., M.A.E.D.C., American University of Puerto Rico. Spanish

\*KAREN R.G. GATCHELL, B.N., University of Dundee; M.A., University of St. Andrews. Nursing

\*TUSI GASTONGUAY, B.A., Merrimack College; M.A., Northeastern University; M.Ed., University of Massachusetts. English as a Second Language

\*THOMAS GEHA, B.A., Missouri Western State University; M.F.A., Indiana University; Theater

DEBRA GEOFFROY, B.S., American International College. Learning Specialist Disability Services

\*ANN P. GERVAIS, B.A., College of Our Lady of the Elms; M.B.A., Western New England College. Accounting

KIM GIFFORD, A.S., Holyoke Community College. Staff Assistant, Development and Marketing

\*SANDRA H. GIL, B.A., M.S.T., American International College. Biology

SARAH GILLEMAN, B.A., Smith College; M.A., Boston College. English

\*BONNIE J. GINMAN, A.S., Springfield Technical Community College. Medical Assisting

JOAN GIOVANNINI, B.A., M.Ed., University of Massachusetts. Education

\*DANIEL GODBOUT, A.S., Holyoke Community College; B.A., Elms College; Ph.D., New York Chiropractic College. Biology Lab

ELIZABETH GOLEN, B.S., Springfield College; M.A., Westfield State College. Coordinator of Student Activities

\*GARY F. GOLAS, A.S., Holyoke Community College; B.A., University of Massachusetts. Environmental Science

CHRISTINE GOSSELIN-MILLER, A.S., Holyoke Community College. Staff Assistant, Human Resources

\*JONATHAN GOULD, B.A., Wesleyan University; M.F.A., University of Massachusetts. English

SHEILA GOULD, B.A., Elms College; M.Ed., American International College. Education

BARBARA J. GRANGER, B.S., University of Massachusetts; M.Ed., Worcester State College. Academic Counselor

JANET GRANT, B.A., Simmons College; M.S., University of Massachusetts. Foundations of Health

STACY GRAVES, B.A., Westfield State University. HCC MGM Culinary Arts Institute Facility Coordinator

APRIL GRAZIANO, B.A., Southwestern University; M.Ed., Cambridge College. Education

ROBERT GREENEY, B.A., Fordham; Ph.D., Clark University. Physics/Electronics/Computer Technology

ROBERT GRIFFIN, B.A., Columbia University. Director of Program Operations

\*PETER N. GRIMALDI, B.A., M.Ed., Westfield State College. Music

\*JACQUELINE GRISWOLD, B.S., M.S., University of Maine; Ed.D., Northeastern University. Human Services

\*PENNY L. GRISWOLD, A.S., B.S., Johnson & Wales University; M.B.A., Western New England College. Human Services

LAURA GRONSKI, A.S., Holyoke Community College. Assistant Manager/Textbook Manager/Staff Assistant

SHARON GRUNDEL, B.A., University of Buffalo. Training & Workforce Options - Director of Contract Sales

RAUL GUTIERREZ, B.A., M.A., University of Illinois at Chicago. Spanish

DONALD HANOVER, BA Purdue University; M.A. , Ph.D., Binghamton University (SUNY). Philosophy

\*KERY M. HARDWICK, B.S., M.S., University of Massachusetts at Amherst. Mathematics

\*JOHN L. HARRINGTON, B.S., Westfield State College; M.S., American International College. Business

JEFFREY HAYDEN, B.A, Assumption College; MTS, Catholic Theological Union. Vice President for Business and Community Services and Executive Director of the Kittredge Center for Business and Workforce Development

ELIZABETH HAYWARD, B.S., Centre College; BSN, Spaulding University; MPH, University of North Carolina. Foundations of Health



- \*SAMUEL A.E. HEADLEY, B.A., BA, University of Birmingham; M.S., King's College London; Ph.D., Temple University. Biology
- ELAINE HEBERT-DANCIK, B.A., University of Massachusetts; M.B.A., Bay Path University. Coordinator of High Stakes Testing and Computer Based Learning Center
- ALIX HEGELER, B.A., Hampshire College; M.F.A., University of Massachusetts. Art
- ERIC HEINZMAN, B.A., Ithaca College; M.S., Ohio University. Mathematics
- \*STEVEN K. HEISE, B.A., Minnesota State University; M.A., Ohio University. History
- NICOLE HENDRICKS, B.A., Wesleyan University; MPA, New York University. Criminal Justice
- \*KAREN HENDRY, B.S., Syracuse University; M.Ed., Springfield College. Nutrition, Practical Nursing
- \*MARSHA M. HENRY, B.A., American International College. Office Technologies
- MAURA HENRY, A.B., Smith College; M.A., Ph.D., Harvard University. History
- \*ROBERT E. HENRY, B.A., University of Connecticut; J.D., Quinnipiac University. History
- PENELOPE HERIDEEN, B.A., Brown University; M.A., University of San Paulo, Brazil; Ph.D., Northeastern University. Sociology
- BENJAMIN R. HERSEY, B.A., University of Massachusetts at Amherst; M.F.A., Naropa University. English
- KIM HICKS, B.M., University of Montana; B.A., University of Northern Colorado; M.A., Ph.D., University of Massachusetts. Dean of Arts & Humanities
- \*MARY L. HIGGINS, B.A., Anna Maria College; M.A., University of Massachusetts. Mathematics
- STEVEN D. HILBUN, B.B.A., Texas Christian University; M.A., Boston College. Mathematics
- HARRY D. HILL III, B.S., Springfield College; A.S., Holyoke Community College. Graphic Designer
- JESSICA HILL, B.S., M.S., Auburn University; Ph.D., Louisiana University. Economics
- GAIL HILYARD, A.S., York Technical College; B.A., B.S., M.Ed., EdD, University of Massachusetts. Academic Coordinator
- \*H. KENNETH HOHENBERGER, B.S., University of Massachusetts; M.S., A.B.D., University of Illinois. Mathematics
- ANDREA HOJNACKI, B.A., Roosevelt University; M.A., Fairfield University. MAICEI Program Coordinator
- CHRISTINE HOLBROOK, B.A. Framingham State University; M.Ed., Westfield University. Registrar
- \*CARL HOLMGREN, B.S., M.S., American International College; CAGS, Anna Maria College; Ph.D., Cheshire University. Psychology
- LIV ANNA HOMSTEAD, B.A., Ithaca College; MSW, Columbia University. Special Program Coordinator (Behavioral Health Workforce Education & Training)
- ALLISON HROVAT, B.S., Ohio University; M.Ed., Ohio University; M.Ed., Boston College. Human Services
- MARK HUDGIK, A.A., Holyoke Community College; B.A., University of Massachusetts; M.S., Bay Path University. Director of Admissions
- \*JONATHAN HULVEY, B.A., University of Georgia; M.A., University of North Carolina; Ph.D., University of Tennessee. Biology
- \*LUCY ANNE HURSTON, A.S., Manchester Community College; B.A., Central Connecticut State University; M.A., Ohio State University. Sociology
- NANCY HUTNER, B.A., Dartmouth College; M.A., Ph.D., Boston University. Psychology
- \*JOSEPH G. HYNES, B.A., M.A., Pennsylvania State University; M.A., Boston College. English
- UNYIERE IDEM, B.A., M.A., University of Calabar; Ph.D., University of Edinburgh. English as a Second Language
- \*MOHAMMAD IDREES, M.S., The City University, London; Ed.D., University of Massachusetts. Economics
- \*SETH A. JACKSON, A.S., Holyoke Community College; B.S.E.E., M.S.E.C.E., University of Massachusetts at Amherst. Engineering
- THOMAS JACQUES, B.A., Regents College, University of the State of New York. Power Plant Engineer/Staff Assistant
- TINA JACQUES, R.N., B.S.N., University of Phoenix; M.S.N., Western Governors University. Practical Nursing Certificate Program
- \*BRENDA JAEGER, A.S., Holyoke Community College; B.S., University of Massachusetts; M.B.A., American Intercontinental University. Nursing Education
- \*PATRICIA JALBERT-JARVIS, A.S., Holyoke Community College; B.S., North Adams State College; M.S., Springfield College. Education
- \*PATRICIA L. JENKINS, B.S., Westfield State College. Biology
- \*NING JIANG, B.S., Kunming University of Science and Technology; M.Ed., University of Massachusetts. Mathematics
- FRANK JOHNSON, B.A., Old Dominion University; M.F.A., University of Massachusetts. Academic Coordinator
- \*LELAND JOHNSTON, B.F.A., University of Arizona; M.F.A., Cranbrook Academy of Art. Art
- \*DALE R. JONES, A.A.S., State University College at Morrisville; A.A.S., Schenectady County Community College; B.M., Berklee College of Music; B.A., M.S. State University of New York at Albany. Mathematics
- \*MICHAEL E. JONES, B.A., M.A., Wheaton College. Mathematics
- SUSAN JONES, B.S., Charter Oak State College; M.A., Ashford University. Patient Simulation Technician
- \*BRIAN KAPINOS, B.S., University of Massachusetts; M.P.A., Westfield State University. Political Science
- SARAH KAPINOS, B.S., Western New England University; M.S., Bay Path University. Senior Financial Aid Counselor
- KLARA KAROL, B.S., University of West Bohemia; M.S., University of West Bohemia. Business Administration
- VICTOR KATZ, B.A., Rutgers College; M.A., Yale University; J.D., University of Illinois at Urbana-Champaign. Art
- TARA KAVANUAGH, B.A., M.P.H., University of Massachusetts; M.S.N., Yale University School of Nursing; DNP, University of Massachusetts. Nursing
- KATHLEEN KEENE, B.A., University of Virginia; M.S., Bay Path College; Technical Writing Certificate, American University of Paris. Director of Enterprise Applications
- JENNIFER KEENAN-JOLIE, A.S., Asnuntuck Community College; B.A., Trinity College. Associate Director of Financial Aid

- \*DOUGLAS E. KELLEY, B.S., M.S., Rensselaer Polytechnic Institute. Mathematics
- EILEEN F. KELLEY, B.A., Northeastern University; M.Ed., Ed.D., University of Massachusetts. English as a Second Language
- \*SUZANNE W. KELLEY, B.A., M.A., University of Massachusetts; J.D., Western New England College School of Law. English
- BRUCE KELLOGG, B.S., Western New England College. System Analyst
- PAMELA S. KENNEDY, B.A., Southern Illinois University; M.A., University of Illinois. English as a Second Language
- PATRICIA A. KENNEDY, B.A., Brandeis University; M.A., Tufts University. English
- \*KENNETH DAVID KIDWELL, B.A., University of Mary Washington; M.M., University of Hartford. Music
- TRICIA KIEFER, B.A., M.A., Westfield State College; C.A.G.S., University of Massachusetts; Westfield State College. Education
- \*AUDREY KILCOYNE, A.S., Bryant College; B.S.N., University of Massachusetts; MSN, University Hartford. Nursing
- \*THERESA KING, B.S., University of Massachusetts; M.S., Northeastern University. Deaf Studies
- TERRI KINSTLE, B.A., Dartmouth College; M.S., Ph.D., University of Kentucky. Psychology
- \*CAROLINE KLOCKSIEG, B.A., The University of Tennessee at Chattanooga; M.F.A., Arizona State University. English
- JAMES KNAPP, B.A., University of Connecticut; M.S., Central Connecticut State University. Biology
- \*CHRISTOPHER KOBYLINSKY, B.S., M.A., Western Connecticut State University. English
- JOHANNA KOLODZIEJ, R.N., B.A., B.S.N., University of Massachusetts; MSN, University of Hartford. Nursing - ADN Program
- \*LOIS A. KOLTZ, A.S., Springfield Technical Community College; B.A., University of Massachusetts. Accounting
- JOANNE KOSTIDES, B.A., M.A., University of Massachusetts. Communication, Media, and Theater Arts
- MICHAEL L. KOWALEWSKI, A.S., Holyoke Community College; B.S., Lesley College; M.B.A., University of Massachusetts. Coordinator of Instructional Technology
- \*SUSAN E. KRANE, B.A., Smith College; M.A., Wesleyan University. English
- \*KRZYSZTOF S. KUBACKI, M.S., Marie Curie-Skłodowska University; Ph.D., Polish Academy of Science. Mathematics
- \*NICOLE A. KULIKOV-HAGOBIAN, B.S., M.A., California State University, Fresno; Ph.D., University of Northern Colorado. Nutrition
- OLIVIA KYNARD, B.S., M.S., Springfield College. Interim Affirmative Action/Title IX Coordinator
- \*HENRY R. LAFLEUR, B.S.E., Westfield State College; M.A., Wesleyan University. Mathematics
- CLARE LAMONTAGE, A.D.N., Springfield Technical Community College; B.S.M., American International College; M.S., University of Connecticut; Ph.D., University of Massachusetts. Dean of Health Sciences
- JESSE LANG, B.S., Tufts University; M.A., Smith College. Biology
- \*RAYMOND J. LARROW, B.F.A., Boston University; M.F.A., Southern Methodist University. Art
- \*HILLARY A. LAWRENCE, B.A., University of Massachusetts. Veterinary Science
- JAMIE LAURIN, A.A., A.S., Holyoke Community College; B.S., M.S., University of Massachusetts. Environmental Science
- \*JOSEPH O. LAVOIE, SR., B.A., American International College; M.B.A., Western New England College. Computer Information Systems
- JOSEPH T. LAVOIE, A.S., Holyoke Community College; B.S., M.S., University of Phoenix. Computer Information Systems
- \*J. PHILIP LAWRENCE, B.A., M.Ed., University of Massachusetts Amherst. Art
- JOHANNA LEBRON, B.B.A., M.S.A., University of Massachusetts. Interim Bursar
- LAUREN LeCLAIR, B.A., Westfield State University; M.S., Southern New Hampshire University. Coordinator of Student Success Initiatives (temporary)
- LAURA LEFEBVRE, B.A., Mass. College of Liberal Arts. Director of Public Safety
- \*WILLIAM LEFRANCOIS, B.A., Merrimack College; M.S., University of Lowell. Biology
- WARREN W. LEIGH, A.A., University of Maryland; B.S., Rochester Institute of Technology; M.A., University of Phoenix. Culinary & Baking and Pastry Arts
- \*PATRICIA A. LEPORE, Veterinary and Animal Science Lab Technician
- \*ILENE S. LERMAN, B.A., Hofstra University; M.A., New Mexico State University. Mathematics
- \*JEFFREY M. LERNER, B.A., New School for Social Research; M.S., University of Massachusetts. Biology
- \*VIVIAN LESKES, B.A., Barnard College, Columbia University; M.Ed., University of Massachusetts. English as a Second Language
- NAOMI LESLEY, B.A., Brown University; M.A., San Diego State University; M.M., Johns Hopkins University; Ph.D., The George Washington University. English
- \*ALIDA LOUISA LEWIS, A.B., Sarah Lawrence College; M.F.A., University of Massachusetts. English
- REBECCA OSBORN LEWIS, B.A., Kenyon College; M.P.H., MSW, University of Washington. Foundations of Health
- ARVARD LINGHAM, A.S., Holyoke Community College; B.A., M.B.A., University of Massachusetts. Coordinator of Non-Credit Registration & Kittredge Center Operations
- \*RENEE LISOWSKI, B.A., State University of New York at Potsdam College. Biology
- MILES XIANLIU, B.A. Hebei Teachers University; M.A. Northeastern University; Ph.D. University of North Dakota. English
- \*CHRISTOPHER LIZON, A.S., Holyoke Community College; B.F.A. University of Hartford/Hartford Art School. Photography/ Lab Technician
- \*AIMEE LOISELLE, B.A., Dartmouth College; M.A., University of Vermont. History
- \*LORAIN MARIE LOPARDO, As.S.N., Springfield Technical Community College; B.S., Springfield Collge; M.P.H., M.S.N., University of Massachusetts at Amherst. Nursing

NELSON LOPEZ, A.S., Holyoke Community College; B.B.A., University of Massachusetts. Special Project Assistant

JUDITH LOUGHREY, B.S.N., Elms College; M.S.N., George Mason University. ADN Program, Nursing

DAWN LOVEGROVE, A.A., Hillsborough Community College; B.A., University of South Florida; M.A., University of South Florida. Communications

\*EDMUND LUCAS, B.S., Lyndon State College; M.Ed., Springfield College. Computer Applications

\*SHAWN LUCAS, B.S., University of Massachusetts; M.S., Walden University. Mathematics

\*JAMES R. MAES, B.M., Syracuse University. Music

MICHAEL MAGIERA, A.S., Springfield Technical Community College. Computer Analyst/LMS Technical Administrator

MOIRA MAGUIRE, B.A., George Washington University; M.A., Northeastern University; PhD., American University. Dean of Social Sciences

LISA MAHON, B.A., University of Tampa; M.A., University of San Francisco. English

KATHLEEN HINKEL MAIOLATESI, B.S., M.S., University of Wyoming. Veterinary & Animal Science/Sustainability

ELLEN MAJKA, A.S., Bay Path Junior College; M.B.A., Western New England College. Business Administration

CARLOS MALAVE, A.A., Holyoke Community College; B.A., University of Massachusetts. Academic Counselor

DIANE MANGO-CAHILL, A.A., Holyoke Community College; B.S., M.Ed., University of Massachusetts. Grants Manager

PATRICIA L. MANTIA, B.S., Bridgewater State College; M.Ed., Ed. D., Boston University. Health, Fitness, and Nutrition

HOLLY MARTIN-PEELE, A.S., Holyoke Community College; B.S., Florida Hospital College of Health Sciences; M.S., Capella University. Radiologic Technology

VANESSA MARTINEZ, B.S., Columbus State University; M.A., Georgia State University; PhD., University of Massachusetts. Anthropology

\*JOHN F. MASON, B.A., Middlebury College. Music \*MURRAY K. MAST, B.M., University of Akron; M.M., The Hartt School, University of Hartford. Music

DONNA MASTROIANNI, B.S., Elms College; M.Ed., American International College. Biology

SALOMON MATEO, A.S., Springfield Technical Community College. Systems Administrator

RUBABA MATIN, B.A., M.A., University of Dhaka, Bangladesh; M.A., University of Illinois. English as a Second Language

\*DON E. MATUS, B.S., M.Ed., Springfield College; Ph.D., University of Massachusetts. Political Science

JASON MAURICE, B.A., University of Southern Maine; M.A., PhD., Brandeis University. Psychology

\*NICHOLAS S. MAVRIKIDIS, B.A., Western New England College; M.S., University of Massachusetts; M.S., Northeastern University.

\*JONATHAN MCCABE, B.A., City College of New York; M.A., M. Phil., The City University of New York. Political Science

\*LINNEA MCCHESENEY, B.A., Geneva College; M.A., University of Massachusetts. English

\*CORINNE K. MCDONALD, B.S., College of Our Lady of the Elms; M.S.W., Springfield College. Human Services

\*EILEEN M. MCGOWAN, B.S., Salem State College. Earth Science

CHARLES MCMAHON, B.A., St. Johns University; M.S., Springfield College. Senior Staff Assistant

\*SUSAN E. MCNITT, B.A., SUNY Fredonia; M.A., University of Massachusetts at Boston; M.A.T., Boston University. English

IRMA MEDINA, A.B., Mount Holyoke College. Senior Special Programs Coordinator

NATHAN MERCER, B.A., Anderson University; M.S., Ball State University. Mathematics

\*KATHRYN C. MERCIER, B.S., Springfield College; M.Ed., Westfield State College. Health & Fitness

\*LYNN SNOPEK MERCIER, B.A., Mount Holyoke College; J.D., University of Connecticut School of Law. Business Law

\*STEPHEN R. MICELI, B.A., Edinboro University of Pennsylvania; M.A., Ph.D., University of Toledo. History

\*REE K. MIGLIOZZI, B.A., M.A., Western New England College. Mathematics

\*GAIL MIGNOGNA, A.S., Springfield Technical Community College. Medical Assisting

JACK MINO, B.A., State University of New York at Stony Brook; M.S.W., University of Washington. Psychology

MARCIA L. MITCHELL, B.A., Boston College, M.B.A., Simmons College. Comptroller

\*STEPHANIE MOECKEL-COLE, B.S., M.S., University of Massachusetts Amherst. Biology

PETRIANA MONIZE, B.A., Hunter College; M.A., New York University. English

\*KATHERINE A. MORALES, B.S., University of Puerto Rico. Chemistry

KARA MORIARTY, B.S., University of Connecticut; M.S.N., University of New Hampshire. Nursing - ADN Program

\*SUSAN TERESA MORISON, A.S., Manchester Community College; B.S., St. Joseph's College; M.Ed., University of Hartford. Biology

ALLISON MORRIS, A.S., Holyoke Community College. Systems Analyst

\*WALTER J. MOZGALA, A.A., Holyoke Community College; B.S., M.S., University of Massachusetts at Amherst. Biology

EDWARD MURCH, Classroom Technology Manager

\*ALIDA R. MURRAY, A.S.N., State University of New York; B.S.N., Elms College; M.S.N., University of Massachusetts. Nursing

WILLIAM MURPHY, B.A., M.A., Syracuse University. Creative Services Manager

\*ETHAN MYERS, B.A., Guilford College; M.A., University of Massachusetts. English

\*THOMAS NEAL, B.A., M.A., American International College. Social Science

\*LINDA M. R. NEAS, B.A., M. Ed., University of Massachusetts. English as a Second Language

MONIQUE NELSON, B.A., M.A., University of Connecticut. Academic Counselor, STRIVE

\*JAN NETTLER, B.A., University of California, Berkeley; M.A., University of Southern California, Los Angeles. Mathematics

- \*LEE T. NETTLES, Certificate, National Technical Institute for the Deaf. Deaf Studies
- \*KRISTINE E. NEWHALL, B.A., University of New Hampshire; M.F.A., Emerson College; M.A., Simmons College. English
- \*LYNN MARY NIELSEN, A.B., Smith College; M.Ed., University of Massachusetts at Amherst; J.D., Western New England College School of Law. English as a Second Language
- \*DEAN H. NIMMER, BFA, MFA, University of Wisconsin. Art
- BRYN NOWELL, B.A., M.B.A., Quinnipiac University. Senior Admissions Counselor
- ROSITA NUNEZ, A.S., Casper College; B.S., University of Steubenville. Staff Assistant, Student Affairs
- ERIN O'BRIEN, A.S., Holyoke Community College; B.A., University of Massachusetts. Learning Specialist Disability Services
- ELIZABETHA. O'BRIEN-MEANS, B.S., University of Massachusetts, D.V.M., University of Pennsylvania. Veterinary & Animal Science
- LEA OCCHIALINI, B.A., Smith College, J.D., American University. Ombudsperson and Chief Culture Officer
- KELLY O'CONNOR, B.A., Fordham University; J.D., Fordham Law School. Business Law
- MARYJANE O'CONNOR, B.A., Manhattanville College; M.A., University of Northern Colorado. Senior Academic Counselor
- \*THOMAS J. O'CONNOR, B.S., Merrimack College; M.B.A., Western New England College. Accounting
- \*THOMAS M. O'CONNOR, B.A., Williams College; J.D., Western New England College School of Law. Law
- \*JOHN P. ODLUM, B.B.A., American International College. Business
- \*ROBERT JOHN O'MEARA, B.S., Clark University; M.B.A., & M.A., California State University; M.A., & Ph.D., University of Massachusetts, Amherst. Political Science
- \*ABIODUN ONAFOWOKAN, B.S., Manhattan College; M.S., Polytechnic University of New York. Mathematics
- \*CHUKUEMEKA S. ONU, B.S, M.S., Alabama Agricultural & Mechanical University, Norma, Alabama; Ed.D., University of Massachusetts. Chemistry
- MARY ORISICH, B.S., B.A., Purdue University; M.A., University of Massachusetts. Economics
- \*PAULA M. ORLANDO, B.A., New College of California; M.F.A., Mills College. English
- \*MEAGHAN O'SHAUGHNESSY, A.A., Santa Rose Junior College; B.A., M.A., Sonoma State University; M.A., California Institute of Integral Studies. Psychology
- VIVIAN OSTROWSKI, B.A., St. Mary College; M.Ed., University of Massachusetts. Director of Gateway Program
- \*MAUREEN A. O'SULLIVAN, B.A., Elms College; M.Ed., Westfield State College. Chemistry
- \*DAWN B. OTELLO-MORIN, A.S., Cobleskill Agricultural & Technical College; B.S., State University of New York; M.S., University of Massachusetts. Mathematics
- \*CAROL M. OUELLETTE, B.S., Northeastern University; M.A., Ed.D., American International College. Psychology
- ISMET OZKILIC, B.A., Ankara University; M.S., Hacettepe University; M.A., University of Central Oklahoma; PhD., University of Massachusetts. English
- \*RICHARD PACHECO, B.A., M.Ed., University of Massachusetts. English as a Second Language
- MELISSA PACIULLI, B.A., Westfield University; MSCE, University of Massachusetts. STEM Project Administrator
- \*DOROTHY S. PAM, B.A., Swarthmore College; M.A., Cornell University; M.A., Queens College (CUNY); Ph.D., New York University. English
- \*PAULA PARSKY, B.A., Mount Holyoke College; M.A., University of Minnesota; M.A., Brandeis University. English as a Second Language
- ELISSA BRILL PASHKIN, B.A., University of Pennsylvania; M.M., D.M.A., Temple University. Music
- \*BETH PAULSON, B.S., University of Massachusetts. Health & Fitness
- \*CLAUDIA M. PAYNE, B.A., Western Washington University; M.A., University of Arizona. ESL
- MEGAN PEREIRA, B.A., M.A., College of Our Lady of the Elms. Grant Writer
- MONICA PEREZ, B.A., American International College; JD, Western New England School of Law. Interim VP of Academic & Student Affairs
- \*LINDA M. PETERS, B.A., Colby College; M.A., Brandeis University; M.S., University of Houston. Biology
- \*CHRISTINE M. PETRAGLIA, B.S., Philadelphia College of Pharmacy/University of the Sciences; M.S., Ed., University of New England. Pharmacy Science and Technology, Pre-Pharmacy
- \*MAUREEN L. PHANEUF, B.A., University of Massachusetts at Amherst; M.A., Monterey Institute of International Studies. English as a Second Language
- \*TIMOTHY F. PHELAN, B.S., Boston College; M.S., Central Connecticut State University. Biology
- ANDREA PICARD, B.A., M.A., American International College. Coordinator of Career, Planning, and Placement
- \*WILLIAM J. PIERSON, A.S., Holyoke Community College; B.S., M.A., Westfield State College. Psychology
- \*JOANNE M. POITRAS-SMITH, A.S., Holyoke Community College; B.A., Elms College; M.A., Westfield State College. English; Social Sciences
- \*MARTHA A. POTYRALA, B.A., Curry College; M.Ed., University of Massachusetts, Amherst. English
- RICHARD T. POWERS, B.S., M.S., State University of New York at Oswego; Ed.D., University of Massachusetts;. Coordinator of Career Planning and Placement
- \*VIRGINIA POWERS-LAGAC, B.S.N., M.A., American International College; Ph.D., University of Connecticut. Psychology
- \*CHRISTOPHER G. PRONOVOST, A.A., Holyoke Community College; B.S., M.S., Western New England College, Criminal Justice.
- \*JAMES QUINN, A.B., Colby College; M.A., University of Pennsylvania. English
- MYRIAM QUINONES, A.A., Holyoke Community College; B.A., M.Ed., University of Massachusetts. Senior Special Programs Coordinator
- \*ROBERT L. QUINTIN, B.S., Jones College; ; M.B.A., Western New England College. Business

EMILY RABINSKY, B.S., Tufts University; Ph.D., University of Michigan. Biology

HEIDI RADEMACHER, B.A. Rhodes College; M.A., Syracuse University. Senior Special Programs Coordinator

\*REENA O. RANDHIR, B.S., M.S., Tamil Nadu Agricultural University; Ph.D., Purdue University. Biology

\*NICHOLAS RATTNER, B.A., Carleton College; M.A., University of Massachusetts. English

\*SEAN P. REAGAN, B.A., Saint Michael's College; M.F.A., Goddard College; J.D., Western New England College School of Law. English

BRIAN REDFERN, B.S., Westfield State College. Computer Analyst

\*LAURA M. REGISTRATO, B.A., Guilford College; M.A., University of Warwick. English

\*ROBERT S. REISER, B.A., University of Chicago; M.F.A., New York University. English

MICHELLE RIBERDY, B.A., College of the Holy Cross. Associate Director, Institutional Research

\*ROBERT RIEDL, A.S., B.S., Northeastern University; M.U.A., Boston University. Criminal Justice

\*KAREN L. RISKKA, B.S., University of Minnesota; M.S., St. Cloud State University; Ph.D., University of Massachusetts at Amherst. Biology

\*ALEXANDRA RISLEY-SCHROEDER, B.A., Smith College; M.Ed., University of Massachusetts; D.Min., Wisdom University

MICHELLE ROBAK, B.S., M.B.A., Western New England College. Staff Associate, Human Resources

HUBERT E. ROBERT, JR., B.A., Dartmouth College; M.B.A., M.S., University of Massachusetts. Hospitality Management/Business Administration

\*ELISE A. ROBINSON, B.A., University of Connecticut; M.B.A., University of Massachusetts, Amherst. Geography

\*CORINNE A. ROCK, B.A., Mount Holyoke College; J.D., Western New England University. Political Science, Criminal Justice

KAREN ROCK, A.S., Holyoke Community College; B.A., M.B.A., University of Massachusetts. Veteran Services Coordinator

ELSIE RODRIGUEZ, B.A., Elms College. Director of STRIVE

JOANNE L. ROME, B.A., Smith College. Director of Marketing and Strategic Communications

ROBIN RONDEAU, B.A., Assumption College. Senior Financial Aid Counselor

\*GARY M. ROODMAN, B.S.B.A., Washington University; M.B.A., Indiana University. Mathematics

TRACY ROSS, B.A., University of Massachusetts; M.A., Brandeis University; MSW, Smith College for Social Work., Ph.D. Brandeis University. Sociology

\*ANGELO N. ROTA, A.A., Holyoke Community College; B.A., M.A., University of Massachusetts at Amherst. Mathematics

\*MARGARET ROTHERMICH, B.F.A., University of Massachusetts; M.F.A., University of Cincinnati. Art

\*LINDSEY ROTHSCHILD, B.A., Michigan State University; M.A. Hunter College. ESL Faculty

DONNA ROWE, M.A., University of Maryland; M.Ed., Cambridge College; Ph.D., University of Maryland. Human Services

DENISE ROY, B.A., University of Massachusetts; M.Ed., Cambridge College. Learning Specialist, STRIVE

\*EILEEN E. RUBY, B.M., M.M., University of Massachusetts Amherst. Music

LEAH A. RUSSELL, A.A. Holyoke Community College; B.A., M.B.A., University of Massachusetts. Accounting

\*GEORGE E. RYAN, B.A., M.A., Wayne State University; Ph.D., Princeton University.

ALEJANDRO SANCHEZ, A.S., Holyoke Community College; B.S., Westfield State College; M.A., Anna Maria College. Criminal Justice

CLAIRE SANDERS, B.S., Rochester Institute of Technology; M.S., McDaniel College. Deaf Studies

PATRICA SANDOVAL, A.A., Holyoke Community College; B.A., Mount Holyoke College; M.Ed., University of Massachusetts. Communication, Media, and Theater Arts

HAROLD SANTIAGO, A.S., Holyoke Community College; B.S., University of Massachusetts. Senior Special Programs Coordinator

SHANNON SARKISIAN, B.A., University of Massachusetts. Community Outreach & Admissions Counselor

CARL W. SATTERFIELD, JR., B.A., Trenton State College; M.S., Clarkson University. Chemistry

\*GAYLORD F. SAULSBERRY, B.A., M.A., University of Michigan; Ed.D., Boston University. History

ANTHONY T. SBALBI, B.S., Westfield State College; M.B.A., University of Massachusetts. Dean of Student Affairs

AMANDA SBRISCI, B.A., Cedar Crest College; M.S., Drexel University. Vice President for Institutional Advancement and Executive Director of the HCC Foundation, Inc.

\*MARYAM M. SCHIRMEISTER, B.S., M.S., University of Massachusetts at Amherst. Mathematics

\*LAURA A. SCHLEGEL, A.S., Holyoke Community College; B.A., Westfield State College; M.Ed., University of Massachusetts at Amherst. English

SARAH SCHMIDT, A.S., B.S., Bay Path College. Director of PAFEC/ Gill Technology Center

NICHOLAS SCHWAB, B.A., University of California Santa Cruz; M.A., Appalachian State University. Mathematics

\*CYNTHIA SCOTT, Health Information Management

LINDA SCOTT, A.A., B.A., University of Hartford; M. Ed., Springfield College. Director of Academic Advising Services

KATHRYN SENIE, B.A., University of Connecticut; J.D., University of Bridgeport; D.E.D., Johnson & Wales University. Chief of Staff

\*DAVID J. SHAPIRO, B.A., Brooklyn College/SUNY. Music

SHANNON SHATOS-SWIFT, B.A., Assumption College; M.B.A., Fitchburg State College. Staff Assistant, Payroll Manager

SR. MARY SHEA, B.A., Elms College; M.A.T., Marlboro College; M.A., American International College. Website Coordinator

MICHELLE SHERLIN, B.S.N., American International College. Simulation Learning Lab Coordinator, Nursing

DEBRA SHIPPEE, A.S., Holyoke Community College. Program Assistant, Jump Start Certified Nurse/Home Aide

\*AMY SHUMAN, B.A., University of Massachusetts; M.S.W., University of Connecticut. Psychology

- \*GAIL E. SHUNAMAN, A.S., Holyoke Community College. Medical Assisting
- \*JEFFREY SIMONDS, B.A., Hartwick College; M.F.A., Goddard College. English
- KRISTIN SIMONDS, B.A. University of Massachusetts. Literacy Specialist/Adult Education
- KIMBERLY R. SLEPCHUK, B.A., University of Massachusetts at Amherst; M.Ed., Springfield College. Academic Counselor, Foundations of Health
- CAROL ANN SMALLEY, B.A., Mount Holyoke College; M.A., Gallaudet University. Learning Specialist Disability Services
- IDELIA L. SMITH, B.A., The College of St. Catherine. AVP for Academic Administration
- MICHELLE SNIZEK, B.A., Elms College; MPA, Westfield State College. Director of College Retention & Student Success
- \*SHELLEYA. ST. GEORGE, B.S., Westfield State College. Education
- \*LAURETTA R. ST. GEORGE-SOREL, B.A., Westfield State College; M.A., Assumption College. English
- \*ROBERT T. STARON., B.S., Georgetown University; M.A., Wesleyan University. Astronomy
- \*LINDA STEFANIK, A.S., Holyoke Community College; B.S., American International College. Computer Applications
- DIANE P. STENGLE, B.S., M.S., Ph.D., University of Massachusetts. Chemistry
- CAROLE STERRITT, B.A., Smith College; MBA, University of Massachusetts. Special Programs Coordinator
- THOMAS STEWART, B.S., M.Ed., Westfield State College. Director of Bartley Center Services
- \*MARCIE J. STOCK, B.S., State University of New York at Albany; D.C., Life Chiropractic College West. Biology
- \*ROBERT STODDARD, A.S., Holyoke Community College; M.A., Westfield State College. English
- \*IOULIA Y. STONE, M.Ed., Tomsk Teacher Training College. English as a Second Language
- \*SHERYL STOODLEY, B.A., Roger Williams College; M.A., Smith College. Theatre
- KIMBERLEE STRACESKI, B.S., Boston College; M.S., Syracuse University. Senior Financial Aid Counselor
- PATRICIA C. SULLIVAN, A.S., Holyoke Community College; B.S., American International College; M.Ed., Westfield State College. English
- \*HILMA A. SUMNER, B.A., Toccoa Falls College; M.Ed., Springfield College. Psychology
- \*MARGARET SWEENEY, B.A., Wellesley College; M.A., Middlebury College. English as a Second Language.
- LINDA SZALANKIEWICZ, B.S., Western New England College. Chief Information Officer
- REBECCA TARGOVE, B.A., Western New England University; M.S., Minnesota State University. Mathematics
- RENEE TASTAD, B.A., Jamestown University; M.A., University of Colorado. Interim AVP of Student Affairs and Dean of Enrollment Management & College Access
- \*WENDY TATRO, B.A., Bay Path College; MPH, University of Massachusetts, Amherst. Biology Lab
- \*FRANCIS A. TETA, JR., B.A., American International College; M.A., Central Connecticut State University. Spanish
- \*JAMES THOMPSON, A.S., Holyoke Community College. Geographic Information Systems.
- \*MICHAEL D. TILLYER, B.F.A., Windham College. English
- \*GARY W. TIRRELL., B.S., Westfield State College; M.A., American International College; M.Ed., Springfield College. Psychology
- CARL TODD, B.A., University of Connecticut; MSLIS, University of North Carolina. Coordinator of Library Services
- \*JULIO M. TOLEDO, JR., A.S., Holyoke Community College; B.S., Westfield State College; M.A., University of Massachusetts at Lowell. Criminal Justice
- MONICA V. TORREGROSA, B.A., Universidad de Concepcion; M.A. Drew University; M.A., University of New Hampshire. Spanish
- MADELINE TORRES, Executive Assistant to the President
- AMY TOULSON, B.A., M.A., Smith College. Biology
- \*LAURIE A. TRASATTI, A.A., Berkshire Community College; B.S., M.S., University of Massachusetts. Education
- ELIZABETH TROBAUGH, B.A., Tufts University; M.A., University of Massachusetts; Ph.D., University of Massachusetts. English
- MARIE TROPPE, B.A., Catholic University of America; M.A., Georgetown University; Ph.D., University of Maryland. Director of ABE/Holyoke Adult Learning Center
- THERESA TURBAN, A.A., Greenfield Community College. Lead Software Product Manager/Systems Analyst - Finance
- JUDITH TURCOTTE, B.S., Southern Connecticut State University; M.S., Oregon State University. Director of Planning and Assessment
- \*JULIE TURGEON, A.S., Holyoke Community College; B.S., University of Massachusetts; M.S., American International College. Hospitality/Culinary Arts
- PATRICIA TWINING, B.S.N., Elms College; M.A., University of Massachusetts. Nursing - ADN Program
- PAUL TWUM-BARIMA, B.S., University of Cape Coast; M.S., Youngstown State University; M.S., Kaiserlautern University. Mathematics
- MARIA VARGAS, A.S., Holyoke Community College. Staff Assistant, Center for Business and Professional Development
- ILEANA VASU, B.S., Stanford University; M.S., Yale University; Ph. D. University of Massachusetts. Mathematics
- JANE VECCHIO, B.A., Hunter College; M.A. Adelphi University. Psychology
- JON VENTULETT, A.S., Holyoke Community College; B.S. Westfield State College; M.S., Rensselaer Polytechnic Institute. Computer Information Systems
- MIGLE VIDUGIRYTE, B.S., M.S., Vytautas Magnus University. Academic Counselor
- \*SUSAN C. VINCENT, B.S., University of New Hampshire; M.S., University of Massachusetts at Amherst. Biology
- \*GAIL A. VIVIAN, B.A., Mount Holyoke College; M.A., Ambefton University. Psychology
- ALEXANDRA WAGMAN, B.A., Emory University; M.F.A., California Institute of the Arts. English

\*MICHAEL S. WALKER, B.A., Macalester College; M.Ed., University of Massachusetts. English

\*BRUCE WALLACE, B.A., M.A., Trinity College. History

FRANK WARD, B.A., University of Massachusetts; M.F.A., Bard College. Photography

HANNAH WAREHAM, B.A., Mount Holyoke College. Web & Social Media Manager

JADA WATERS, B.S., M.A., Ed.D., American International College. Academic Coordinator, Gateway to College

LORI WAYSON, B.A., Westfield State College; M.A., American International College. New Directions Program Coordinator

\*MELISSA D. WEISE, A.S., Portland Community College; B.A., Washington State University; M.S.W., Boston College. Sociology

KEVIN WENTWORTH, B.S., Appalachian State University; M.S., Eastern Illinois University; Ph.D., Penn State. Biology

JUSTIN P. WEST, B.A., Hampshire College; M.F.A., University of Massachusetts. Communication, Media, and Theater Arts

CAROLYN WETZEL, B.S., University of Michigan; Ph.D. Cornell University. Biology

KENDEN WHITE, B.A., Framingham State College; M.S., Springfield College. Dean of Community Services

TRACYE WHITFIELD, B.S., M.S., American International College. Training & Workforce Options - Director of Contract Sales

MATTHEW WHITON, B.A., Plymouth State University; MFA, University of Georgia. Theater (Scenic & Lighting Designer)

\*ADERO K. WILLARD, B.F.A., Alfred University; M.F.A., Nova Scotia College of Art and Design. Art

MICHELLE WILLIAMS, A.A., Junior College of Albany; B.A., College of Saint Rose; M.A., Ph.D., University of Missouri. Psychology

\*CHRISTOPHER WILLINGHAM, B.F.A., Massachusetts College of Art; M.F.A., Milton Avery Graduate School of the Arts, Bard College. Art

STEVEN WINTERS, B.S., Indiana University; M.Sc., University of Waterloo; M.Ed., Ohio State University. Earth Science

\*BEVERLY M. WODICKA, B.S., New York University. Graphic Art

KAREN WOLTJEN HINES, B.S., Albright College; MUA, Boston University. Business Administration

TODD WONDERS, B.A., University of Pittsburgh; B.A., Argosy University; M.A., Argosy University. Staff Assistant, Financial Aid

DIANE WORTH, B.A., Marlboro College, M.A., School of International Training. Literary Specialist, Adult Education

ALLISON WROBEL, A.S., Holyoke Community College; B.S., Elms College. Associate Registrar

\*MARTIN S. YAFFEE, B.A., University of Pennsylvania; A.M., Harvard University. Culinary Arts

JENNIFER YORK, B.S., Pennsylvania State University; DVM, Tufts University. Veterinary Technician

CHRIS YURKO, B.A., Colgate University; M.S., Columbia University. Media Relations Manager

\*LINDA M. ZAYAC, B.A., M.A., American International College. Sociology

CARIN ZINTER, BA, Mount Holyoke; MBA, Western New England College; MAPP, University of Pennsylvania. Business Administration

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