

College Catalog

SPRING 2018

Holyoke Community College



Welcome to Holyoke Community College

**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 Association of Schools and Colleges, Inc. through its Commission on Institutions of Higher Education. 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 Association of Schools and Colleges 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 Title IX Coordinator Idelia Smith, Affirmative Action Officer at Holyoke Community College, 303 Homestead Avenue, Holyoke, MA 01040, or telephone 413.552.2770.

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 Association of Schools and Colleges should be directed to the administrative staff of the school or college. Individuals may also contact the association:

New England Association of Schools and Colleges

3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4531
855.886.3272; NEASC.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.

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 STATEMENT

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

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

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

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

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

Serving an economically, educationally and linguistically diverse population, the college has a special commitment to public school partnerships and adult literacy. Holyoke Community College is the site for vital educational opportunity programs, such as Gateway to College, and houses the regional center for a System for Adult Basic Education Support for Western Massachusetts.

PHILOSOPHY OF THE FIRST YEAR

Holyoke Community College intentionally cultivates a foundation for college success. The college community is committed to helping new students:

- successfully transition to college;
- access resources and support services;
- explore and identify academic, career, and personal goals;
- understand academic expectations and apply strategies for academic success; and
- enhance core competencies: critical thinking, quantitative reasoning, information literacy, effective communication, and knowledge of diversity.

Read the catalog online at www.hcc.edu/catalog

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, 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 in the online College Catalog at www.hcc.edu/courses-and-programs/college-catalog/areas-of-study.

Students who have been away from HCC for one or more semesters must apply for admission at hcc.edu/apply. Official transcripts from any college or university attended while away from HCC are required for consideration of any transfer credit.

Applicants who have previously attended HCC must submit another application for admission. Official high school or college transcripts may be required if more than two years has passed since first applying and/or an applicant is intending to transfer additional college credits to Holyoke Community College.

All applicants to Holyoke Community College are encouraged to meet with an admission counselor to discuss program choices and requirements. New applicants should attend an HCC Welcome Wednesdays! information session that includes admission and financial aid application process, career planning, choosing a major, and a campus tour. Sessions are held weekly at 10:00 a.m. and 2:00 p.m. and can be scheduled online at www.hcc.edu/explore or by contacting the Admissions Office at 413.552.2321.

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 www.hcc.edu/courses-and-programs/college-catalog/areas-of-study.
2. New applicants are encouraged to schedule a college tour and meet with an admissions counselor.
3. Welcome Wednesdays! information sessions are held weekly at 10:00 a.m. and 2:00 p.m. and includes admissions, financial aid, career and college counseling, and a tour of the HCC campus. Reservations are requested, but not required. To RSVP, go to 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. 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 accep-

tance packet will be sent in the mail with information regarding your next steps. Placement testing is required of all new first-time students. Transfer students who have successfully completed college-level English and math may be exempt from placement testing. An unofficial transcript review is required for exemption. Students seeking readmission to HCC may be required to complete the placement test based on the amount of time outside of the institution. Placement test scores are valid for two years from the test date.

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 one semester or more (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 men and women 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 at www.hcc.edu/admission/international.

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) 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-served basis. Students not eligible for dual enrollment funding or those taking more than one course will pay the full cost of tuition and fees. Current tuition and fee rates are available online at www.hcc.edu/admission/paying-for-college/tuition-and-fees and are subject to change. Students are responsible for all other costs associated with their education which may include books, lab fees, materials, and transportation. Dual Enrollment students are not eligible for financial aid.

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

When a semester has been successfully completed, students will earn college credits, which are transferable to many two- and four-year public and private colleges or universities. Students may also receive credit from their participating high schools to meet high school graduation requirements. Priority will be to place students in courses required by their high schools for graduation. Students are responsible for ensuring that HCC course work will be acceptable for high school graduation through their guidance counselor. If you have a disability and may require accommodations in order to participate fully in the program activities, please contact the Admissions Office at 413.552.2321.

DUAL ENROLLMENT APPLICATION PROCESS

Students can apply to the Dual Enrollment program by creating an HCC Account and completing an online HCC application at 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 guidance counselor approval prior to the application deadline. Placement testing is required for all HCC Dual Enrollment applicants. Testing will take place at Holyoke Community College and applicants must meet the following minimum Accuplacer scores: reading comprehension 55; sentence skills 60; and arithmetic 34. In addition, applicants must meet all prerequisite requirements 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 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 at www.mass.edu/forstufam/admissions/residencypolicy.asp.

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 www.nebhe.org/programs-overview/rsp-tuition-break/overview/.

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: www.hcc.edu/admission/paying-for-college/tuition-and-fees/residency-status to the Admissions Office for its review and final classification as a resident or non-resident student.

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

Students will be subject to a CORI and SORI check for certain programs in which clinical, field, or other practical experience working with vulnerable populations is a required part of the program, including, but not limited to, Deaf Studies, 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 these required tests is to assess achievement in the basic skills of reading, writing, and mathematics. Students who do not demonstrate college-level basic skills are required to take developmental courses that are designed to improve the skills needed to be successful in college. The Admissions Office notifies students of the dates and locations of placement tests after they are admitted to the college. No credit toward graduation is awarded for developmental courses.

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

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 HighStakes 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 1,162 first-time, full-time students who enrolled in one of HCC's degree or certificate programs in fall 2012. As of fall 2015, 19% of these students had graduated, 19% transferred to another institution prior to graduating from HCC, and 13% are still enrolled at HCC. In sum, 51% of the first-time, full-time degree/certificate seeking college students entering HCC in fall 2012 have, as of fall 2015, 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

2016-2017 academic year fees

The estimated annual cost of attendance at Holyoke Community College is \$7,006 for a full-time Massachusetts resident carrying 12 semester hours per term. Included in this estimate are tuition, health insurance, fees, books, and supplies. Transportation and personal expenses, such as meals in the college's cafeteria, will vary for each student. Also, students intending to enroll in specialized areas of study such as music, hospitality management, and health or child-related studies will incur additional expenses for applied music lessons, uniforms, special supplies, and health/physical examinations.

Tuition (\$288 per semester - 12 credits)	\$576
Student Service Fee (\$20 per semester)	\$40
Transportation Fee (\$20 per semester)	\$40
Facility Fee (\$48 per semester - 12 credits)	\$96
Technology Fee (\$75 per semester)	\$150
Health Insurance (Annual)	\$1,629
Educational Services Fee (\$1,800 per semester)	\$3,600
Books and Supplies (Annual)	\$1,200
ESTIMATED ANNUAL COST	\$7,331

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	\$4,723
Out-of-state Residents and International Students/per credit	\$384
Health Insurance (per year)	\$1,629
Educational service fee (\$1,800 per semester)	\$150 per credit

Distance learning fee (\$15 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	\$655
for ½-hour private lessons	\$385

Transportation Fee (per semester)

\$20

Student I.D. Card Replacement Fee

\$7

Bus Pass Replacement Fee

\$7

NSF Check Fee

\$20

Late Registration Fee

No Charge

Late Payment Fee

\$20

Tuition Exemptions

*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 2015-2016 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 in person at the college's Student Account Services. Please forward all payments to:

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

Online payments by personal check or credit card can be made by logging onto HCC's Online Services at 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 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:

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)**

Short-term (beginning week one of the semester):

Consistent with full-term

Short-term (beginning week two or later of the semester):

1. Prior to and including the first 3 business days of the session (including the first day of class): 100% of tuition/ESF/fees
2. During the 4th and 5th business days from (and including) the first day of class: 50% of tuition/ESF only
3. Anytime after #2 above: No refund (outstanding balance due in full)

¹ 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.

National Guard

Massachusetts residents who are members in good standing of the National Guard are eligible for a tuition and fee waiver for credit bearing classes. Students are responsible to pay for all additional course fees (i.e. music lessons, nursing fees, etc.). Contact the Veteran Services Coordinator, Frost 232, 413.552.2346, or email veterans@hcc.edu, www.hcc.edu/student-services/veterans-services for more information.

Veterans

Eligible veterans, reservists, disabled veterans, and dependents of veterans may qualify for educational benefit from the Veterans Administration. Certain eligible veterans residing in Massachusetts are also entitled to a tuition waiver for credit classes. Students with tuition waivers are responsible for all fees other than tuition. Contact the Veteran Services Coordinator, Frost 232, 413.552.2346, or email veterans@hcc.edu, www.hcc.edu/student-services/veterans-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 Accounts 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.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*.

Read the catalog online at www.hcc.edu/catalog

- **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 Log in: Online Services www.hcc.edu/myhcc.

*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/financialaid or contact the Financial Aid Office, Frost 201, 413.552.2150, 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 \$6,900. Students in this example receive grant aid totaling \$6,900, 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:

\$5,815	Federal Pell Grant
\$200	Federal Supplemental Educational Opportunity Grant
\$432	Financial Aid Tuition Waiver
\$453	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 promissory note and complete an online entrance interview at www.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.
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:

- <http://www.hcc.edu/admission/paying-for-college>
- U. S. Department of Education (www.studentaid.ed.gov)
- Massachusetts Office of Student Financial Assistance (www.osfa.mass.edu)

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

- http://wdcrocolp01.ed.gov/Programs/eroD/org_list.cfm?category_cd=sgt

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 HCC bookstore. 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 and electronically forwarded to the bookstore. The amount of the book advance can be viewed on the student's record online at Log in: Online Services www.hcc.edu/myhcc. To use the advance, the student goes directly to the bookstore with his/her class schedule and student ID. Books can be purchased with the advance through the first 3 weeks of the semester. After the 3-week period, the bookstore notifies the school's Student Accounts Office of the actual amount of book charges that should be placed as a charge on the student's account.

If a student uses his or her book advance to purchase books, the student is considered to have authorized the use of financial aid funds to pay these expenses 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, 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 add/drop period. (For summer this normally means the very first add/drop period and for the intersession/spring term this normally means the add/drop period of the traditional spring term).

The enrollment status for students who complete the FAFSA after the add/drop period is based on the students' enrollment at the time the FAFSA was 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. 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@hcc.edu, Frost 201, 413.552.2150, 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. The college also awards a limited number of talent grants without requiring an application.

GRANTS

Federal Pell Grant

Pell Grants range up to \$5,815 a year for full-time, \$4,361 for three-quarter time, \$2,908 for half-time, and \$1,454 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 range up to \$900 per year, depending on the need. Full-time 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.

Part-Time Student Grant

Award offers range from \$200 to \$400. Limited to eligible students enrolling for 6 to 11 semester hours per term. 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 is not charged 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.

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

<http://www.hcc.edu/admission/paying-for-college>

U. S. Department of Education (www.studentaid.ed.gov)

Massachusetts Office of Student Financial Assistance (www.osfa.mass.edu)

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

http://wdcrocolp01.ed.gov/Programs/EROD/org_list.cfm?category_cd=SGT

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 apply for community service positions by contacting Erin Schotanus, OSDDS, DON 135, 413.552.2064, or email eschotanus@hcc.edu.

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

- HCC Pay for College: www.hcc.edu/admission/pay-for-college
- U. S. Department of Education: www.studentaid.ed.gov
- Massachusetts Office of Student Financial Assistance: www.osfa.mass.edu
- State Financial Aid Programs: www.nasfaa.org/State_Financial_Aid_Programs.

SPECIAL PROGRAMS AND SERVICES

TRANSITION TO COLLEGE & CAREERS PROGRAM AND BRIDGE

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 program classes are held on the HCC campus. Evening TCC classes are held at the Picknelly Adult & Family Education Center (PAFEC) in downtown Holyoke.

For more information, or if you are interested in becoming a mentor, please contact Marie Troppe, Director, ABE Transition to College & Careers (TCC) at 413.552.2728 or 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

For More Information to learn more about ESL Support Services stop by the office in the Donahue building room 203, or call 413.552.2553 or 413.552.2234. E-mail: 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.

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.

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 еsL 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

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 programs are partially funded by the MA Department of Elementary and Secondary Education and offers Basic Literacy, 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.

HEALTH SERVICES

The student Health Services Office is staffed by a registered nurse. Available services include first aid treatment, medical referrals, and information on how to develop and maintain a healthy lifestyle. Students can also obtain information about the Student Injury and Sickness Insurance Plan and immunizations required to comply with Massachusetts immunization law. Concerns necessitating hospitalization, surgery, or psychiatric treatment are referred to appropriate agencies and nearby hospitals. Other services include immunization clinics and physical exams for students participating in HCC sports programs. Immunizations are available by appointment. Contact: Health Services, Frost 105, 413.552.2401, www.hcc.edu/student-services/health-and-wellness/health-services.

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)

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 who transition from ESL, Avanza 2 College, Westover Job Corps, and Gateway to College. MAS students are eventually encouraged to seek support from transfer programs such as the Pathways Program or to transfer to a four-year institution.

MAS also provides support and services to all international students on an F-1 visas.

For more information about MAS, contact Myriam Quiñones, Frost 262, at 413.552.2539, or mquinones@hcc.edu. To make an appointment, please contact Cindi Schroeder at 413.552.2346 or cschroeder@hcc.edu. For more information see [www.hcc.edu/student-services/support-at-hcc/multicultural-academic-services-\(mas\)](http://www.hcc.edu/student-services/support-at-hcc/multicultural-academic-services-(mas)).

NEW DIRECTIONS

New Directions is a college success program for students age 24 and older, parents, and veterans. New Directions is a comprehensive program which recognizes that adults often are balancing college life with many careers, 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, Frost 232, 413.552.2346, 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, Mount Holyoke, Smith, Hampshire, Amherst Colleges, 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.

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 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 Jossie Valentin, Frost 273, 413.552.2829.

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 240, at 413.552.2505 or strive@hcc.edu. Applications are available online at 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. 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.

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 screening for public benefits, individual financial coaching sessions, money skills classes, free tax preparation, career development workshops, workforce development training, and effective community resource referrals. For more information visit www.hcc.edu/thrive or stop by the Thrive Center, Frost 233. To make an appointment, contact 413.552.2783 or 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, or visit www.hcc.edu/student-services/veterans-services.

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 on-going 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.

Areas of Study

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

cialized careers. The credits earned in a certificate program can be transferred to a degree program.

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

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UNDECIDED

Undecided	p. 142
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ACCOUNTING – B016

A.S. in Accounting

CONTACT

Leah A. Russell, 413.552.2312, lrussell@hcc.edu

COURSE TITLE	NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			23
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Macroeconomics (B) or Introduction to Microeconomics (B)	ECN 101 ECN 102	ECN 100 with a grade of C- or better or eligible for MTH 095 ECN 100 with a grade of C- or better or eligible for MTH 095	3
Social Science Elective			3
Laboratory Science (E)			4
Laboratory Science (E)			4
Mathmatics Elective	BUS 170 or MTH 142	BUS 115 or BUS 215 or CSI 111 and eligibility for MTH 095 MTH 085 or MTH 099 with a grade of C- or better; or SM12, or adequate score on the Mathematics Placement Examination	3
PROGRAM REQUIREMENTS			39
Principles of Accounting I	ACC 111	Eligibility for MTH 085	3
Principles of Accounting II	ACC 112	ACC 111 with a grade of C- or better	3
Computerized Accounting	ACC 115	ACC 111; BUS 215 or permission by Instructor	3
Intermediate Accounting I	ACC 201	ACC 112 with a grade of C- or better	3
Managerial Accounting	ACC 205	ACC 112 with a grade of C- or better	3
Federal Income Taxation	ACC 212	ACC 112	3
Certified Bookkeeper Preparation	ACC 215	Pre or co-requisite; ACC 201	3
Professional Etiquette	BUS 112		1
Ethics in Business	BUS 113		1
Money Management	BUS 114	Eligibility for MTH 085	1
Spreadsheets	BUS 215		3
Business Communications	BUS 220	ENG 101	3
Business Law	LAW 211		3
Principles of Management	MGT 230		3
Business Elective		Program electives; choose from any: ACC, BUS, HCA, LAW, MGT, MKT, SPO	3
TOTAL CREDITS			62

PROGRAM OVERVIEW

Accounting is an associate degree program that includes foundation business courses and specialized accounting courses. Many baccalaureate institutions accept this program as a transfer option in their accounting programs. Upon graduating from this program, students will possess the skills needed to secure a full-charge bookkeeper position. Students will be able to analyze and interpret basic financial statements, evaluate accounting data and integrate the disciplines of accounting and management.

NOTES

Students who intend to transfer to a baccalaureate program should look at the following options: B023 (Business Administration MassTransfer to state universities including UMass and Westfield State University); B034 (Business Administration General Transfer to most 4-year private colleges); B045 (Paralegal Option for transfer to Elms College and Bay Path University); B056 (Hospitality Management Transfer to state universities including UMass and Johnson and Wales University); or B096 (Sport Management Transfer to state and private universities).

Depending on the course selection, 50% of this program can be completed online. Go to www.hcc.edu/online-learning for further information.

ACCOUNTING CERTIFICATE – B018

CONTACT

Leah A. Russell, 413.552.2312, lrussell@hcc.edu

PROGRAM OVERVIEW

The Accounting Systems 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. Upon graduating from this program, students will be able to analyze and record accounting transactions that result in accurately prepared financial statements. In addition, quantitative analysis of accounting data will be used to operate an accounting information system.

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
PROGRAM REQUIREMENTS			26
Principles of Accounting I	ACC 111	Eligibility for MTH 085	3
Principles of Accounting II	ACC 112	ACC 111	3
Computerized Accounting	ACC 115	ACC 111, Pre or co-requisite: BUS 215	3
Intermediate Accounting	ACC 201	ACC 112 with a grade of C- or better	3
Managerial Accounting	ACC 205	ACC 112 with a grade of C- or better	3
Federal Income Taxation	ACC 212	ACC 112	3
Certified Bookkeeper Preparation	ACC 215	Pre or co-requisite: ACC 201	3
Professional Etiquette	BUS 112		1
Ethics in Business	BUS 213		1
Spreadsheets	BUS 215		3
TOTAL CREDITS			26

ADDICTION STUDIES CERTIFICATE – H024

CONTACT

Jackie Griswold, Ed.D, 413.552.2333, jgriswold@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
PROGRAM REQUIREMENTS			21
Introduction to Human Services	HSV 113	Eligibility for ENG 101	3
Introduction to Addiction Studies (B)	HSV 120	Eligibility for ENG 101	3
The Helping Relationship: Delivering Human Services (B)	HSV 124	HSV 113 and PSY 110	3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
Substance Abuse (B)	HSV 208 or SOC 208	PSY 110 or SOC 110	3
Professional and Ethical Standards in the Helping Professions	HSV 213	HSV 113	3
Treatment Methodologies in Addiction	HSV 214	HSV 120 and HSV 124, previously or concurrently	3
PROGRAM ELECTIVES <i>(Select 1 from the list below)</i>			3
Understanding Diversity and Valuing Similarities	ANT 114		3
Family Violence	HSV 205	Eligibility for ENG 101	3
Group Dynamics (B)	HSV 212 or COM 212	PSY 110 or SOC 110 PSY 110 or SOC 110	3 3
Human Development (B)	PSY 216	PSY 110	3
Abnormal Psychology (B)	PSY 217	PSY 110	3
Total Credits			24

PROGRAM OVERVIEW

The Addiction Studies Certificate has been developed in alignment with the Massachusetts Board of Substance Abuse Counselors Certification (MBSACC) requirements for the educational portion of the Certified Addiction Counselor (CAC) certificate. Courses reflect the educational portion of the state certification requirements solely; additional requirements, including documented supervised hours of practice, may be needed in order to complete the CAC certification process.

For specific information please contact the MBSACC.

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 the course selection 80% of this program can be completed online. Go to www.hcc.edu/online-learning for further information.

ADMINISTRATIVE PROFESSIONAL STUDIES – B041

A.S. Administrative Professional Studies

CONTACT

Kristine Ricker Choleva, 413.552.2565, kcholeva@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			23
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Microeconomics (B) or Introduction to Macroeconomics (B)	ECN 102 or ECN 101	ECN 100 with a grade of C- or better or eligible for MTH 095	3
Social Science Elective (B)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
Business Math or Statistics (D)	BUS 170 or MTH 142	BUS 115, BUS 215, or CSI 111 and eligibility for MTH 095 MTH 085 or MTH 099 with a grade of C- or better or adequate score on MPE or SMI2	3
PROGRAM REQUIREMENTS			27-28
Principles of Accounting I	ACC 111	Eligibility for MTH 085	3
Introduction to Business	BUS 101		3
Professional Etiquette	BUS 112		1
Ethics in Business	BUS 113		1
Money Management	BUS 114	Eligibility for MTH 085	1
Computer Applications <u>or</u> Computer Concepts and Applications	BUS 115 CSI 111	Eligibility for ENG 101	3-4
Spreadsheets	BUS 215		3
Business Communications	BUS 220	ENG 101	3
Meeting and Event	HCA 205	HCA 101 or MGT 230 or SPO 110	3
Business Law	LAW 211		3
Principles of Management	MGT 230		3
PROGRAM ELECTIVES			12
Administrative Professional Studies Electives ¹			3
Administrative Professional Studies Electives ¹			3
Administrative Professional Studies Electives ¹			3
Administrative Professional Studies Electives ¹			3
Total Credits			62-63

PROGRAM OVERVIEW

The Administrative Professional Studies program combines strong technical and computer skills and an emphasis on effective writing and communication. Upon graduating from this program, the student 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; and 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.

NOTES

¹**Administrative Professional Electives:** Select from: ACC, BUS, CIS, COM, CUL, EMS, GRT, HCA, HIM, HTH, LAW, MEA, MGT, MKT, or SPO. Students who intend to transfer to a baccalaureate program should look at the following options: B023 Business Administration MassTransfer to state universities, including UMass and Westfield State University; B034 Business Administration General Transfer to most four-year private colleges; B045 Paralegal Option for transfer to Elms College and Bay Path University; B056 Hospitality Management Transfer to state universities including UMass and Johnson & Wales University; or B096 Sport Management transfer to state and private universities. Depending on the course selection 80% of this program can be completed online. Go to www.hcc.edu/online-learning for further information.

- Students interested in taking technology courses are encouraged to choose CSI 111.
- 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.

ADMINISTRATIVE PROFESSIONAL STUDIES CERTIFICATE – B042

CONTACT

Kristine Ricker Choleva, 413.552.2565, kcholeva@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. Upon graduating from this program the student will be able to prepare a variety of business documents; communicate orally and in writing; and manage routine office duties.

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM REQUIREMENTS			20-21
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095	3
Professional Etiquette	BUS 112		1
Computer Applications <u>or</u> Computer Concepts and Applications	BUS 115/ CSI 111	Eligibility for ENG 101	3-4
Mathematics for Business Decisions	BUS 170	CSI 111 or BUS 115 or BUS 215 and eligibility for MTH 095	3
Advanced Computer Applications	BUS 216	BUS 115 or CSI 111	3
Business Communications	BUS 220	ENG 101	3
Business Cooperative Education I	BUS 280	Sophomore status, approval of department chair, ACC 112 (for accounting and business administration students only), and either the completion of, or current enrollment in, two other ACC, BUS, HFM or OTC courses.	3
Job Search Strategies	GSY 111		1
PROGRAM ELECTIVES			6
Business Elective ¹			3
Business Elective ¹			3
Total Credits			26-27

NOTES

¹ Business Electives: Choose two courses from the following: ACC, BUS, HCA, LAW, MGT, MKT or SPO.
Depending on the course selection 80% of this program can be completed online. Go to www.hcc.edu/online-learning for further information.

APPLIED TECHNOLOGY OPTION – C002

A.S. in Liberal Studies

CONTACT

Idelia Smith, 413.552.2770, ismith@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			23-24
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Laboratory Science (E)			4
Laboratory Science (E)			4
Social Science Elective (B)			3
Social Science Elective (B)			3
Mathematics Elective (D)			3-4
PROGRAM REQUIREMENTS			36-48
<i>30 credits selected in consultation with advisor. Up to 30 credits of HCC approved technical \ training from another institution</i>			
Applied Technology Program Course			3-4
Applied Technology Program Course			3-4
Applied Technology Program Course			3-4
Applied Technology Program Course			3-4
Applied Technology Program Course			3-4
Applied Technology Program Course			3-4
Applied Technology Program Course			3-4
Applied Technology Program Course			3-4
Applied Technology Program Course			3-4
Applied Technology Program Course			3-4
Applied Technology Program Course			3-4
Applied Technology Program Course			3-4
Total Credits			60-66

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.

NOTES

Depending on the course selection 80% of this program can be completed online. Go to www.hcc.edu/online-learning for further information.

BANKING OPTION – B029

A.S. in Business Administration

CONTACT

Kristine Ricker Choleva, 413.552.2565, kcholeva@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			26
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Macroeconomics (B) and Introduction to Microeconomics (B) or Introduction to Macro and Microeconomics (B)	ECN 101 ECN 102 ECN 104	ECN 100 with a grade of C- or better or eligible for MTH 095 ECN 100 with a grade of C- or better or eligible for MTH 095 ECN 100 with a grade of C- or better or eligible for MTH 095	6
Social Science Elective (B)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
Statistics (D) or Mathematics for Business Decisions	MTH 142 BUS 170	MTH 085 or MTH 099 with a grade of C- or better or SMI2 or adequate score on the MPE. CSI 111, BUS 115 or BUS 215, Eligibility for MTH 095	3
PROGRAM REQUIREMENTS			34
Principles of Accounting I	ACC 111	Eligibility for MTH 085	3
Principles of Accounting II	ACC 112	ACC 111 with a grade of C- or better	3
Professional Etiquette	BUS 112		1
Ethics in Business	BUS 113		1
Money Management	BUS 114	Eligibility for MTH 085	1
Computer Applications	BUS 115		3
Principles of Banking ¹	BUS 239		3
Introduction to International Business	BUS 245		3
Internship in Business	BUS 278	24 credits; 2.5 GPA; the successful completion of 4 business courses with a grade of C- or better in each and of approval of a Business Division faculty sponsor	3
Business Law	LAW 211		3
Principles of Management	MGT 230		3
Sales and Customer Service	MKT 227		3
Principles of Marketing	MKT 240		3
PROGRAM ELECTIVES			1-3
Business Electives ²			
Total Credits			60

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. Upon graduating from 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 and define traditional functions of management and their contributions to strategic planning.

NOTES

¹ **BUS 239, Principles of Banking:** This course is offered only through the Center for Financial Training (CFT) at a cost which may be different than HCC courses, and financial aid might 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 HCC student while enrolled in a CFT course. Students who intend to transfer to a baccalaureate program should look at the following options: B023 Business Administration MassTransfer to state universities including UMass and Westfield State University; B034 Business Administration General Transfer to most four-year private colleges; B045 Paralegal Option for transfer to Elms College and Bay Path University; B056 Hospitality Management Transfer to state universities, including UMass and Johnson & Wales University; or B096 Sport Management transfer to state and private universities. Depending on the course selection 100% of this program can be completed online. Go to www.hcc.edu/online-learning for further information.

²**Business elective** choose one from the following ACC, BUS, HCA, LAW, MGT, MKT, SPA

BIOLOGY OPTION – X060

A.S. in Arts and Science

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, biochemis-

try, 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.

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			32
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Science Elective (B)			3
Social Science Elective (B)			3
Social Science Electives (B)			3
Humanities Electives (C)			3
Humanities Electives (C)			3
Humanities Electives (C)			3
General Biology I: Introduction to Cell Functions (E) and General Biology II: Diversity of Life on Earth (E)	BIO 107 and BIO 108	Eligibility for ENG 101 and MTH 095 or permission of instructor. Credit cannot be received for more than one of these - BIO 100, 103, 107 BIO 100 or BIO 101 or BIO 103 or BIO 107	8
PROGRAM REQUIREMENTS			15
Chemistry for Science & Engineering Students I (E)	CHM 121	MTH 095 or MTH 099 with a grade of C- or better or SM18 or equivalent score on the MPE.	4
Chemistry for Science & Engineering Students II (E)	CHM 124	CHM 113 or CHM 121 or equivalent with a grade of C- or better	4
Statistics (D)	MTH 142	MTH 085 or MTH 099 with a grade of C- or better or SM12 or adequate score on the Mathematics Placement Exam	3
College Algebra (D) or	MTH 104 or	MTH 095 or MTH 099 with a grade of C- or better or SM18 or adequate score on the Math Placement Exam	4
Pre-Calculus (D) or Calculus I (D)	MTH 108 or MTH 113	MTH 104 with grade of C- or better or adequate score on Mathematics Placement Exam. MTH 108 or adequate score on the Mathematics Placement Exam	

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Read the catalog online at www.hcc.edu/catalog

BIOLOGY OPTION – X060 *continued*

CONTACT

Stephanie Easler, 413.552.2861, seasler@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM ELECTIVES (Select 2 courses from the following; one of the two courses must be a 200 level course)			8
Introduction to Biotechnology (E)	BIO 106	MTH 095 eligible.	4
Conservation Biology (E)	BIO 130		4
Microbiology (E)	BIO 229	BIO 100 or BIO 103 or BIO 107 or BIO 110 or BIO 120	4
Plants of New England (E)	BIO 215	A semester course in college biology or environmental science	4
Vertebrate Field Biology (E)	BIO 222	BIO 104 or BIO 108 or BIO 120 or BIO 230	4
Animal Behavior (E)	BIO 223	BIO 104 or BIO 108 or BIO 120 or VET 133	4
Ecology (E)	BIO 230	A semester course in college biology or environmental science	4
Genetics (E)	BIO 243	A grade of C or better in one of the following: BIO 100, 101, 103, 107, 110, 229 or 120	4
General Botany	BIO 110	BIO 100, 101, 103 or 107	
General Zoology	BIO 120		
SUGGESTED ELECTIVES ^{1,2} (Sufficient to complete 60 credit graduation requirement)			5-8
Suggested Elective			3
Suggested Elective			3
Total Credits			60-63

NOTES

¹Suggested Electives: BIO 111 Human Biology; BIO 217 Human Anatomy and Physiology I; BIO 218 Human Anatomy and Physiology II are recommended for students interested in human biology and health careers. CHM 221 and CHM 222 Organic Chemistry I & II are highly suggested for transfer to most state institutions.

²Suggested course prefixes: AST, BIO, CHM, EGR, ESC, ENV, MTH, PHS, SEM. Check with transfer institution / counselor for specific requirements.

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 the course selection 50% of this program can be completed online. Go to www.hcc.edu/online-learning for further information.

BIOTECHNOLOGY OPTION – X012

A.A. in Arts and Science

CONTACT

Emily Rabinsky, Ph.D, 413.552.2470, erabinsky@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			36
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Science Electives (B) ²			3
Social Science Electives (B)			3
Social Science Electives (B)			3
Humanities Elective (C) ¹			3
Humanities Elective (C)			3
Humanities Elective (C)			3
General Biology I: Introduction to Cell Functions (E)	BIO 107	Eligibility for ENG 101 and MTH 095 eligible or by permission of instructor. Cannot receive credit for both BIO 103 and 107	4
General Biology II: Diversity of Life on Earth (E)	BIO 108	BIO 100 or 101 or 103 or 107	4
Mathematics Elective	MTH 104, MTH 108 or MTH 113	MTH 095 or MTH 099 with a grade of C- or better; or completion Module 18 in the self-paced MTH 02X sequence, or adequate score on the Mathematics Placement Examination. MTH 104 with a grade of C- or better, or adequate score on the Mathematics Placement Examination MTH 108 or adequate score on the Mathematics Placement Exam	4
PROGRAM REQUIREMENTS			20
Introduction to Biotechnology (E)	BIO 106	MTH 095 eligible.	4
Microbiology (E)	BIO 229	BIO 100 or BIO 103 or BIO 107 or BIO 110 or BIO 120	4
Chemistry for Science & Engineering Students I	CHM 121	MTH 095 or MTH 099 with a grade of C- or higher, or or equivalent self-paced level SM18 or algebra placement test 82 or higher. High school chemistry is recommended.	4
Chemistry for Science & Engineering Students II	CHM 124	CHM 113 or CHM 121 or equivalent with a grade of C- or better	4
Organic Chemistry I (E)	CHM 221	CHM 124, 114, or 102 with permission of instructor	4
Organic Chemistry II (E)	CHM 222	CHM 221 or one previous semester of organic chemistry	4
Statistics (D)		MTH 085 or 095 with a grade of C- or better or SM18 or adequate score on the Math Placement Exam	3
Biotechnology Seminar	BIO 113		1
PROGRAM ELECTIVES			4
Program Elective	BIO 243 or CHM 221	A grade of C or better in one of the following: BIO 100, 101, 103, 107, 110, 229 or 120. CHM 124 or CHM 114 or CHM 102 (with permission of instructor) with a grade of C or better.	4
Total Credits			60

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 the 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.

NOTES

¹ Humanities Elective: PHI 120: Ethics suggested.

² ECN 101: Suggested Social Science 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.

BUSINESS ADMINISTRATION-CAREER OPTION – B026

A.S. in Business Administration

CONTACT

Kristine Ricker Choleva, 413.552.2565, kcholeva@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			23
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Macroeconomics (B) or Introduction to Microeconomics (B)	ECN 101 ECN 102	ECN 100 with a grade of C- or better or Eligibility for MTH 095 ECN 100 with a grade of C- or better or Eligibility for MTH 095	3
Social Science Elective (B)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
Statistics (D) or Mathematics for Business Decisions	MTH 142 BUS 170	MTH 085 or 099 with a grade of C- or better or SM12 or adequate score on the Math Placement Exam CSI 111 or BUS 115 or BUS 215, and eligibility for MTH 095	3
PROGRAM REQUIREMENTS			30
Principles of Accounting I	ACC 111	Eligibility for MTH 085	3
Principles of Accounting II	ACC 112	ACC 111 with a grade of C- or better	3
Introduction to Business	BUS 101		3
Professional Etiquette	BUS 112		1
Ethics in Business	BUS 113		1
Money Management	BUS 114	Eligibility for MTH 085	1
Computer Applications	BUS 115		3
Spreadsheets or Advanced Computer Applications	BUS 215 BUS 216	BUS 115 or CSI 111	3
Business Communication	BUS 220	ENG 101	3
Business Law	LAW 211		3
Principles of Management	MGT 230		3
Principles of Marketing	MKT 240		3
PROGRAM ELECTIVES			9
Business Elective ¹			3
Business Elective ¹			3
Business Elective ¹			3
Total Credits			62

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.

They 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

NOTES

Students who intend to transfer to a baccalaureate program should look at the following options: B023 Business Administration MassTransfer to state universities including UMass and Westfield State University; B034 Business Administration General Transfer to most four-year private colleges; B045 Paralegal Option for transfer to Elms College and Bay Path University; B056 Hospitality Management Transfer to state universities including UMass and to Johnson & Wales University; or B096 Sport Management transfer to state and private universities. **Business Electives: Select from: ACC, BUS, HCA, LAW, MGT, MKT or SPO.**

Depending on the course selection 100% of this program can be completed online. Go to www.hcc.edu/online-learning for further information.

BUSINESS ADMINISTRATION-GENERAL TRANSFER OPTION – B034

A.S. in Business Administration

CONTACT

Kristine Ricker Choleva, 413.552.2565, kcholeva@hcc.edu

PROGRAM OVERVIEW

The Business Administration General Transfer 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 Massachu-

setts public university should choose the Business Administration - Mass Transfer Option. Upon graduating from 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

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			23
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Macroeconomics (B) and Introduction to Microeconomics (B) or Introduction to Macro and Microeconomics (B)	ECN 101 ECN 102 ECN 104	ECN 100 with a grade of C- or better or eligible for MTH 095 ECN 100 with a grade of C- or better or eligible for MTH 095 ECN 100 with a grade of C- or better or eligible for MTH 095	6
Social Science Elective (B)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
PROGRAM REQUIREMENTS			30-32
Math Elective (D) ¹			3-4
Math Elective (D) ¹			3-4
Principles of Accounting I	ACC 111	Eligibility for MTH 085	3
Principles of Accounting II	ACC 112	ACC 111 with a grade of C- or better	3
Managerial Accounting ²	ACC 205	ACC 112 with a grade of C- or better	3
Professional Etiquette	BUS 112		1
Ethics in Business	BUS 113		1
Money Management	BUS 114	Eligibility for MTH 085	1
Computer Applications	BUS 115		3
Business Law	LAW 211		3
Principles of Management	MGT 230		3
Principles of Marketing	MKT 240		3
PROGRAM ELECTIVES			9
Humanities Electives (C) or Business Electives ³			3
Humanities Electives (C) or Business Electives ³			3
Humanities Electives (C) or Business Electives ³			3
Total Credits			62-64

NOTES

¹ Math Electives: Select from MTH 162 (D), MTH 113 (D), MTH 114 (D), or MTH 142 (D). Students will not receive credit for both MTH 162 and MTH 113.

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 162, 113, or 114. **Western New England University:** MTH 142 and MTH 162. **Northeastern University:** MTH 104 & Math Elective

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

³ Humanities Elective or Business Elective: Select from: ACC, BUS, HCA, LAW, MGT, MKT, or SPO.

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 the course selection 100% of this program can be completed online.

BUSINESS ADMINISTRATION MASS TRANSFER OPTION – B023

A.S. in Business Administration

CONTACT

Kristine Ricker Choleva, 413.552.2565, kcholeva@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			32
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Macroeconomics (B) and Introduction to Microeconomics (B) or Introduction to Macro and Microeconomics (B)	ECN 101 ECN 102 ECN 104	ECN 100 with a grade of C- or better or eligible for MTH 095 ECN 100 with a grade of C- or better or eligible for MTH 095 ECN 100 with a grade of C- or better or eligible for MTH 095	6
Social Science Elective (B) ¹			3
Humanities Elective (C)			3
Humanities Elective (C)			3
Humanities Elective (C)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
PROGRAM REQUIREMENTS			27-28
Statistics (D)	MTH 142	MTH 085 or MTH 099 with a grade of C- or better or SM12, or adequate score on the Math Placement Exam	3
Applied Calculus (D)	MTH 162	MTH 104 with a grade of C- or better or adequate score on the Math Placement Exam	3
Principles of Accounting I	ACC 111	Students must be eligible for MTH 085	3
Principles of Accounting II	ACC 112	ACC 111	3
Managerial Accounting	ACC 205	ACC 112 with a grade of C- or better	3
Computer Applications or Computer Concepts w/Applications	BUS 115 CSI 111	None Eligibility for ENG 101	3-4
Business Law	LAW 211		3
Principles of Management	MGT 230		3
Principles of Marketing	MKT 240		3
GENERAL ELECTIVES ² <i>(Any course listed in the catalog)</i>			3
General Elective			3
Total Credits			62-63

PROGRAM OVERVIEW

The Business Administration MassTransfer Option is for students who plan on transferring to the University of Massachusetts Amherst as well as the other Massachusetts State colleges and universities. Students unsure of their future transfer plans, should enroll in this program. Upon graduating from 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 and calculate and quantify data to make business decisions.

NOTES

¹Social Science Elective: Students planning to transfer to UMass Amherst should select SOC 110 to complete the universities requirements.

²General Electives: Students who do not test out of MTH 104 may take it in place of a general elective or as additional credits not contained within the 65 listed above. Students wishing to transfer to the Isenberg School of Management at UMass Amherst must also 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 (3.0 GPA required). Depending on the course selection 100% of this program can be completed online.

CHEMISTRY OPTION – N012

A.A. in Arts and Science

CONTACT

Diane Stengle, 413.552.2532, dstengle@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			36
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Chemistry for Science & Engineering Students I (E)	CHM 121	MTH 095 or 099 with a grade of C- or higher, or SM18, or adequate score on Math Placement Exam. High School Chemistry recommended	4
Chemistry for Science & Engineering Students II (E)	CHM 124	CHM 113 or CHM 121 or equivalent with a grade of C- or better	4
Social Science Elective (B)			3
Social Science Elective (B)			3
Social Science Elective (B)			3
Humanities Elective (C)			3
Humanities Elective (C)			3
Humanities Elective (C)			3
Calculus I (D)	MTH 113	MTH 108 or adequate score on the Mathematics Placement Exam	4
PROGRAM REQUIREMENTS			8
Organic Chemistry I (E)	CHM 221	CHM 124 or 114, also CHM 102 with permission of instructor	4
Organic Chemistry II (E)	CHM 222	CHM 221 or one previous semester of organic chemistry	4
SUGGESTED ELECTIVES ¹ <i>(Sufficient to complete 60 credit graduation requirement)</i>			16
Advanced Academic Writing (C)	ENG 218	ENG 102	3
Elementary French I (C)	FRH 101		3
Elementary French II (C)	FRH 102	French 101 or 2 years of High School French	3
Intermediate French I (C)	FRH 201	FRH 102 or 3 years of high school French	3
Intermediate French II (C)	FRH 202	FRH 201	3
Calculus II (D)	MTH 114	MTH 113 with a grade of C or better, or equivalent.	4
Calculus III (D)	MTH 213	MTH 114	4
General Physics I (E)	PHS 101	MTH 104 previously or concurrently or adequate score on the Math Placement Exam	4
General Physics II (E)	PHS 102	PHS 101	4
Total Credits			60

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.

NOTES

¹Suggested Electives: PHS 111-112 is recommended for most transfer options to chemistry major at 4-year institutions, as the substitute for PHS 101-102.

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.

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

CLEAN ENERGY CERTIFICATE PROGRAM – H091

CONTACT

Kate Maiolatesi, 413.552.2462, kmaiolatesi@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM REQUIREMENTS			24
Introduction to Clean Energy Resources (E)	SUS 102	ENG 101 eligible or ESL 153	4
Energy Efficiency and Conservation Methods (E)	SUS 103	SUS 102	4
Introduction to Electrical Generation	SUS 107		4
Renewable Energy Technology Internship	SUS 109	SUS 104 or SUS 105 or SUS 113 and SUS 114	3
Green Careers Exploration	SUS 110		2
Green Building Practices	SUS 115		4
Entrepreneurship	MGT 235		3
Total credits			24
PROGRAM ELECTIVES			4-7
Introduction to Wind Energy	SUS 105	SUS 103	2
Introduction to Geothermal Energy	SUS 106	SUS 102 and SUS 103	2
Solar Thermal Energy	SUS 113		2
Solar Photovoltaics	SUS 114		2
ESL for Renewable Energy Technology	ESL 153	ESL 141 or ESL Placement Test	3
Total Credits			28-31

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

CLEAN ENERGY OPTION – H093

A.A. in Arts and Science

CONTACT

Kate Maiolatesi, 413.552.2462, kmaiolatesi@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			35-36
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Ecological Economics (B)	ECN 120	Any ECN course with a passing grade of C- or eligibility for MTH 095, or by permission of instructor.	3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
Ecopsychology (B)	PSY 202	PSY 110	3
Environmental Literature (C)	ENG 203	ENG 102	3
American Environmental History (C)	HIS 225	Eligibility for ENG 101	3
Environmental Ethics (C)	PHI 140		3
College Algebra (D) <u>or</u>	MTH 104	MTH 095 or 099 with a grade of C- or better or SM18 or adequate score on the Math Placement Exam	3-4
Statistics (D)	MTH 142	MTH 085 or MTH 099 with a grade of C- or better or SM12 or adequate score on MPE.	
Introduction to Sustainability Studies (E)	SUS 101		4
Introduction to Clean Energy Resources (E)	SUS 102	ENG 101 eligible or ESL 153	4
PROGRAM REQUIREMENTS			25
Energy Efficiency and Conservation Methods (E)	SUS 103	SUS 102	4
Introduction to Wind Energy	SUS 105	SUS 103	2
Introduction to Geothermal Energy	SUS 106	SUS 102 and SUS 103	2
Introduction to Electrical Generation	SUS 107		4
Renewable Energy Technology Internship	SUS 109	SUS 104 or SUS 105 or SUS 113 and SUS 114	3
Green Careers Exploration	SUS 110		2
Solar Thermal Energy	SUS 113		2
Solar Photovoltaics	SUS 114		2
Green Building Practices	SUS 115		4
PROGRAM ELECTIVES			3-4
Suggested Elective			3-4
Total credits			63-66

PROGRAM OVERVIEW

Students will 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.

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.

NOTES

Suggested Elective: Recommend COM 150, ENV 137, ENV 230,

ESC 120, MGT 235, MGT 236, MKT 240, SUS 108, ESL 153: ESL for Renewable Energy Technology if needed.

COACHING CERTIFICATE – M105

CONTACT

Patti Mantia, Ed.D, 413.552.2449, pmantia@hcc.edu

PROGRAM OVERVIEW

The Coaching Certificate is designed for the individual who is interested in working as a coach of sport and recreation. Students will use materials from and prepare for the national examination of the American Sports Education Program. Upon completion of the program, the student will be able to:

- Define the roles and responsibilities of the coach;
- Define his/her personal coaching philosophy and discuss how it influences coaching style;
- Demonstrate effective teaching and communication skills as applied to coaching;
- Identify and discuss cultural, social and psychological influences that influence athletes and methods to manage behavior on and off the field;
- Explain and demonstrate assessments used to measure athletic ability and monitor athletic outcomes;
- Demonstrate effective methods to teach technical and tactile skills;
- Develop a physical conditioning plan using a periodization model;
- Outline a basic plan for sports nutrition and hydration and discuss the cost:benefit ratio of Ergogenic aids;
- Identify areas of potential risk and outline methods to minimize liability and ensure well-being of the athletes including basic emergency care procedures.

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM REQUIREMENTS			10
First Aid/Safety or Sports First Aid	HFN 103 HFN 104	Students can not receive credit for both HFN 103 and HFN 104	1
Fundamentals of Coaching	HFN 110		3
Coaching Sports Youth	HFN 112	HFN 110 or instructor permission.	3
Physical Conditioning I	HFN 180		1
Physical Conditioning II	HFN 181		1
Physical Conditioning III	HFN 182		1
PROGRAM ELECTIVES <i>(Select two from the following)</i>			6
Sociology of Sport	SOC 240	SOC 110	3
Psychology of Sport	PSY 250	PSY 110	3
Sport Law	SPO 211		3
Topics in Sports	HFN 111		3
Total Credits			16

COMMUNICATION – H012

A.A in Arts and Science

CONTACT

Timothy Cochran, 413.552.2484, tcochran@hcc.edu

PROGRAM OVERVIEW

The communication option provides a foundation 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

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			35-36
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Science Elective (B)			3
Social Science Elective (B)			3
Social Science Elective (B)			3
Humanities Elective (C)			3
Humanities Elective (C)			3
Humanities Elective (C)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
Mathematics (D)			3-4
PROGRAM REQUIREMENTS			9
Public Speaking (C)	COM 150		3
Mass Communication (C)	COM 131	Students will not get credit for taking COM 114 and COM 131	3
Intro to Communication (C)	COM 121		3

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Read the catalog online at www.hcc.edu/catalog

COMMUNICATION – H012 *continued*

A.A in Arts and Science

CONTACT

Timothy Cochran, 413.552.2484, tcochran@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM ELECTIVES¹ <i>(Select 4 courses from the list below. At least 2 courses must have a COM designation)</i>			12
Professional Speaking	COM 107	COM 150	3
Media Literacy	COM 108		3
Journalism I or Intro to Electronic Media (C)	COM 113 EMS 111	Eligibility for ENG 101 None	3
Intro to Radio Broadcasting	COM 122		3
Practicum in Communication or Practicum in Journalism	COM 141 COM 142	None COM 113	1-6
Group Dynamics	COM 212	PSY 110 or SOC 110	3
Social Media: More Than Just Friends (C)	COM 214	COM 121 or COM 131	3
Fundamentals of Video	EMS 110		3
Introduction to Digital Audio	EMS 130		3
Great Film Directors (C)	EMS 225	ENG 101	3
Fundamentals of Acting (C)	THE 110		3
Voice & Diction	THE 218		3
SUGGESTED ELECTIVES <i>(Sufficient to complete 60 credits)</i>			1-4
General Elective			1-4
Total Credits			60-61

NOTES

¹ 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 the course selection 50% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

COMMUNICATION, MEDIA & THEATER ARTS INTEGRATED STUDIES (CMTA) – H043

A.A in Arts and Science

CONTACT

Timothy Cochran, 413.552.2484, tcochran@hcc.edu

PROGRAM OVERVIEW

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			35-36
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Science Elective (B)			3
Social Science Elective (B)			3
Social Science Elective (B)			3
Humanities Elective (C)			3
Humanities Elective (C)			3
Humanities Elective (C)			3
Laboratory Science Elective	SCI XX1		4
Laboratory Science Elective	SCI XX2		4
Math Elective (D)	MTH XX3		3
PROGRAM REQUIREMENTS			21
Public Speaking (C)	COM 150		3
CMTA Elective			3
CMTA Elective			3
CMTA Elective			3
CMTA Elective			3
CMTA Elective			3
CMTA Elective			3
GENERAL ELECTIVES			4
General Elective			1-3
General Elective			1-3
Total Credits			60-61

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 courses 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

NOTES

Only six non-Arts and Science credits may be taken towards an A.A. degree. Depending on the course selection 80% of this program can be completed online. For more information about the CMTA Intergrated Studies Option see www.hcc-cmta.org. 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.

COMMUNITY HEALTH WORKER CERTIFICATE – M086

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 authorized by the Massachusetts Department of Public Health. 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.

Upon completion of the requirements of this certificate, the student 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 ones 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 most pressing health conditions facing CHWs or related work in communities
 - Discuss the role of a CHW in educating 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.

NOTES

Students must be ENG 101 eligible in order to complete this certificate

SOC 110 can be substituted as pre-requisite with Department Chair approval for HSV 212. 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)****

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-Field Experience course (if taken as an elective), or four-year nursing programs. The College policy can be found in the Student Handbook.

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COMMUNITY HEALTH WORKER CERTIFICATE – M086 – continued

CONTACT

Rebecca Lewis, 413.552.2426, rlewis@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
PROGRAM REQUIREMENTS			26
Introduction to Psychology (B) or Introduction to Sociology (B)	PSY 110 SOC 110	Eligibility for ENG 101	3
Professional Etiquette	BUS 112		1
Computer Applications	BUS 115		3
Introduction to Health Careers	HTH 101		3
Group Dynamics	HSV 212	SOC 110 or PSY 110(Same as COM 212)	3
Introduction to Public Health (B)	HTH 102		3
Core Competencies for the CHW	HTH 104	Eligibility for ENG 101	4
Principles of Electronic Health Records for Direct Care Workers	HTH 109		1
Essential Health Topics for CHWs	HTH 201	HTH 104 Core Competencies for the CHW, previously or concurrently, with a grade of C or better	2
Practicum for CHWs	HTH 209	HTH 104 with a grade of C or better; Students are required to meet with the CHW Program Coordinator during the semester prior to enrolling in the course in order to secure a practicum placement.	3
Total Credits			26

COMPUTER NETWORKING CERTIFICATE – N062

CONTACT

Casey Storozuk, 413.552.2429, cstorozuk@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.

Upon completion of the requirements of this certificate, the student 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.

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
PROGRAM REQUIREMENTS			24-25
Computer Concepts or Computer Concepts with Applications	CSI 101 CSI 111	Eligibility for ENG 101	3-4
Systems Support	CSI 211	CSI 101 or CSI 111	3
System Support II	CSI 216	CSI 101 or CSI 111	3
Network Development	CSI 251	CSI 101 or CSI 111	3
Systems Analysis & Design	CSI 214	12 CSI credits	3
Current Topics in Information Systems	CSI 250	12 CSI credits	3
Principles of Information Security and Assurance	CSI 105	CSI 101 or CSI 111 and eligibility for ENG 101	3
Network Security and Assurance*	SEC 267*		3
Total Credits			24-25

NOTES

* SEC 267 is suspended, but students may take CSI 252 as an equivalent course.

COMPUTER USER SUPPORT OPTION – N067

A.S. in Computer Information Systems

CONTACT

Casey Storozuk, 413.552.2429, cstorozuk@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			20
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Science Elective (B)			3
Social Science Elective (B)			3
Introduction to Robotics (D)	EGR 110		4
Laboratory Science (E)			4
PROGRAM REQUIREMENTS			30-32
Computer Concepts or Computer Concepts with Applications	CSI 101 CSI 111	Eligibility for ENG 101	3-4
Systems Support	CSI 211	CSI 101 or CSI 111	3
Systems Analysis & Design	CSI 214	12 CSI credits	3
System Support II	CSI 216	CSI 101 or CSI 111	3
Applied Database Management	CSI 242	Introductory computer course (CSI 111, BUS 115, BUS 215 or equivalent)	3
Current Topics Information Systems	CSI 250	12 CSI credits	3
Network Development	CSI 251	CSI 101 or CSI 111	3
Principles of Information Security and Assurance	CSI 105	CSI 101 or CSI 111 and eligibility for ENG 101	3
Information Security and Assurance Administration *	SEC 261	CRJ 105 or SEC 105	3
Calculus I (D) or Statistics (D)	MTH 113 MTH 142	MTH 108 or adequate score on Math Placement Exam MTH 085 or MTH099 with grade of C- or better or SM12 or adequate score on Math Placement Exam	3-4
PROGRAM ELECTIVES <i>(Select two from the following)</i>			10
Principles of Accounting I	ACC 111	Students must be eligible for MTH 085.	3
Humanities Elective (C)			3
Humanities Elective (C)			3
Social Science Elective (B)			3
Total Credits			60-62

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+.

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

Work on the technical aspect of maintaining, troubleshooting and repairing computer and network systems.

Begin an entry level career as a network manager, "help desk" technician, microcomputer technician and information support personnel.

Build the technical, managerial, and inter-personal skills to succeed in a variety of business and Information Technology settings.

NOTES

Depending on the course selection 50% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

* SEC 261 is suspended, but students may take BUS 220, SSN 120 or CSI 252 as an equivalent course.

CREATIVE WRITING OPTION – H015

A.A. in Arts and Science

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. MassTransfer also will grant students automatic acceptance to certain state colleges and universities by achieving the minimum grade point average and the HCC degree.

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.

Upon completion of this program, the student will:

- produce at least one college-level piece of writing in each of the four cre-

ative writing genres (poetry, fiction, drama, and creative non-fiction).

- demonstrate 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.

NOTES

¹Students are advised to take 15-16 credits of Suggested Electives, sufficient to complete 60 credits total. Students are advised to choose one of the one-credit fieldwork courses (ENG 238, COM 141, COM 142, or HUM276).

You may choose any Arts and Science electives. In addition to the recommended internship listed below, especially suggested are Topics in Creative Writing (ENG 232) or the Screenwriting Seminar (EMS 112). As this is an

A.A. degree, you have the flexibility to explore beyond Creative Writing as well, including up to six non-Arts and Science credits.

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

Depending on the course selection, 80% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

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CREATIVE WRITING OPTION – H015 – continued

CONTACT

Dave Champoux, 413.552.2364, dchampoux@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			26-27
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Science (B)			3
Social Science (B)			3
Social Science (B)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
Math Elective (D)			3-4
PROGRAM REQUIREMENTS			18
Creative Writing (C)	ENG 217	ENG 102	3
Creative Writing for the Theater (C)	ENG 227	ENG 102	3
Creative Non-Fiction (C)	ENG 231	ENG 102	3
200 - Level English Literature Course			3
CMTA (Communications, Media, Theater) Elective			3
CMTA (Communications, Media, Theater) Elective			3
SUGGESTED ELECTIVES¹ <i>(Sufficient to complete 60 credit graduation requirement)</i>			16
Elective			1
Elective			3
Elective			3
Elective			3
Elective			3
Elective			3
Total Credits			60-61

CRIMINAL JUSTICE – S080

A.S. in Criminal Justice

CONTACT

Nicole Hendricks, 413.552.2175, nhendricks@hcc.edu

PROGRAM OVERVIEW

Program Goals: 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, the private sector, or transfer to a four year institution, in a learning environment which embraces academic excellence, diversity and professionalism.

Student Learning Outcomes: Upon graduating from this program, students will be able to:

1. Demonstrate an understanding of the American criminal justice system and the legal, theoretical, and public policy issues that are relevant to it.
2. Develop effective and professional communication skills, both orally and in writing.

3. Articulate an awareness of issues of diversity, including but not limited to race, gender, ethnicity, sexual orientation, age, social class, disability, and religious belief.

4. Demonstrate an understanding of the primary data sources and methods used to measure practices in the criminal justice field and criminal behavior in society.

5. Identify, locate, evaluate, and responsibly use appropriate legal, sociological, and other sources in papers and assignments.

6. Recognize the importance of ethics and ethical behavior in the achievement of justice.

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			26
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
Introduction to Sociology (B)	SOC 110	Eligibility for ENG 101	3
U.S. National Government (B) or State and Local Government (B)	POL 110 / POL 120		3
Laboratory Science Elective (E)			4
Laboratory Science Elective (E)			4
Statistics (D)	MTH 142	MTH 085 or MTH099 with grade of C- or better or SM12 or adequate score on Math Placement Exam	3
PROGRAM REQUIREMENTS			21
Introduction to Criminal Justice	CRJ 100	Eligibility for ENG 095	3
Introduction to Corrections	CRJ 103	Eligibility for ENG 095	3
Criminology (B)	CRJ 117	SOC 110 or PSY 110	3
Criminal Law and Procedure	CRJ 112	CRJ 100	3
Police and Society (B)	CRJ 209	CRJ 100	3
Human Relations: Diversity and Ethical Issues (B)	CRJ 210	SOC 110 or PSY 110	3
Capstone in Criminal Justice	CRJ 230	CRJ matriculation, completion of 42 credits including all required CRJ courses, ENG 101, 102, and SOC 110 or PSY 110.	3

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CRIMINAL JUSTICE – S080 *continued*

A.S. in Criminal Justice

CONTACT

Nicole Hendricks, 413.552.2175, nhendricks@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
PROGRAM ELECTIVES (Select 5) <i>Three Humanities(C) Required for Transfer Compact Requirements or MassTransfer Block</i>			15
Humanities Elective (C)			3
Humanities Elective (C)			3
Humanities Elective (C)			3
Social Science Elective (B)			3
Criminal Evidence	CRJ 102	CRJ 100 and CRJ 112	3
Introduction to Security	CRJ 105	Eligibility for ENG 095	3
Child Abuse and Neglect	CRJ 110	SOC 110 or PSY 110	3
Contemporary Issues in Criminal Justice (B)	CRJ 200	SOC 110 or PSY 110	3
Criminal Investigation and Crime Analysis	CRJ 205	CRJ 100 and CRJ 112	3
Juvenile Justice (B)	CRJ 208	SOC 110 or PSY 110	3
Probation and Parole	CRJ 211	CRJ 100 and SOC 110 or PSY 110	3
Women, Crime and Justice (B)	CRJ 217	SOC 110 or PSY 110	3
Substance Abuse	SOC 208	PSY 110 or SOC 110 (same as HSV 208)	3
Ethics (C)	PHI 120		3
Forensic Psychology (B)	PSY 240	PSY 110	3
Urban Sociology (B)	SOC 213	SOC 110	3
Social Problems (B)	SOC 214	SOC 110	3
Race and Ethnicity (B)	SOC 220	SOC 110	3
Soul of a Citizen: Topics in Community Service Learning (B)	SSN 104	Eligibility for ENG 101	3
TOTAL CREDITS			62

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 (CLEP, DANTES, etc) to exceed 6 credits; or
- Perkins Articulation

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

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.

If student takes 9 credits in the Humanities as 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.

Depending on course selection 100% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

CULINARY ARTS CERTIFICATE – B111

CONTACT

Warren Leigh, 413.552.2298, wleigh@hcc.edu

PROGRAM OVERVIEW

The Culinary Certificate Program prepares students for various types of cooking positions, in the diverse field of foodservice. The Program is accredited by the American Culinary Federation and 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.

Upon graduating from 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. Students will understand the current industry standards as well as legal and ethical issues in-

involved in the safe-handling and service of food beverages. They will use a teamwork-based business approach to identify, define, respond to and evaluate problems and resolutions in various foodservice industry situations and to further an understanding of professional development in the industry, utilize basic arithmetic, and understand current nutritional issues.

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
PROGRAM REQUIREMENTS			31
Culinary Foundations I	CUL 100	Eligibility for MTH 085 and ENG 095; CUL 115 previously or concurrently	3
Culinary Foundations II	CUL 101	A grade of C- or better in CUL 100	3
Professional Standards for the Foodservice Industry	CUL 104		1
Special Events Skills	CUL 105	Prerequisite or co-requisite: CUL 100	2
Baking Theory and Practice	CUL 110	Eligibility for both MTH 085 and ENG 095	3
Sanitation and Safety	CUL 111		2
Culinary Math	CUL 115	Eligibility for MTH 085	1
Nutrition for Foodservice Professionals	CUL 203	CUL 100	3
Professional Standards for the Foodservice Industry II	CUL 204	A grade of C- or better in CUL 104	1
Foodservice Cost Control	CUL 215	CUL 101 and CUL 115 with a C- or better	3
A la Carte Cooking and Service	CUL 230	Grade of C- or better in CUL 101 and passing score on NRAEF ServSafe Certification Exam	6
Banquet Cooking and Service	CUL 250	Grade of C- or better in CUL 101 and CUL 105, or HCA 130; and a passing score on the NRAEF ServSafe Certification Exam.	3
Total Credits			31

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. NTR 101 may be substituted for CUL 203.

DEAF STUDIES CERTIFICATE – H081

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.

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

- Communicate with Deaf/hard-of-hearing people at an advanced level in American Sign Language
- Demonstrate respect and an in-depth un-

derstanding 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, 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.

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
PROGRAM REQUIREMENTS			24
American Sign Language III (C)	ASL 201	C or better in ASL102 or appropriate score on ASL Competency Exam	3
American Sign Language IV (C)	ASL 202	C or better in ASL201 or appropriate score on ASL Competency Exam	3
Introduction to Deaf Studies (C)	DFS 101		3
Deaf Culture (C)	DFS 104	ENG 101	3
Deaf History (C)	DFS 108	ENG 101	3
Pre-Practicum in Deaf Studies	DFS 204	ENG 101 and DFS 101, Pre/Co-requisite: ASL 201	3
Deaf Literature (C)	DFS 205	ENG 102 and ASL 201	3
Deaf Studies Practicum	DFS 213	DFS 204 (Pre-Practicum In Deaf Studies), Pre/Co-requisite: ASL 202 and permission from the Deaf Studies department chair.	3
Total Credits			24

DEAF STUDIES OPTION – H080

A.S. in Arts and Science

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.

Upon completion of this degree, 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 under-

standing 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.

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			26-27
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
Introduction to Sociology (B)	SOC 110	Eligibility for ENG 101	3
Social Science Elective (B)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
Math Elective (D)			3-4
PROGRAM REQUIREMENTS			30
American Sign Language I (C)	ASL 101		3
American Sign Language II (C)	ASL 102	C or better in ASL101 or appropriate score on ASL Competency Exam	3
American Sign Language III (C)	ASL 201	C or better in ASL102 or appropriate score on ASL Competency Exam	3
American Sign Language IV (C)	ASL 202	C or better in ASL201 or appropriate score on ASL Competency Exam	3
Introduction to Deaf Studies (C)	DFS 101		3
Deaf Culture (C)	DFS 104	ENG 101	3
Deaf History (C)	DFS 108	ENG 101	3
Pre-Practicum in Deaf Studies	DFS 204	ENG 101 and DFS 101, Pre/Co-requisite: ASL 201	3
Deaf Literature (C)	DFS 205	ENG 102 and ASL 201	3
Deaf Studies Practicum	DFS 213	DFS 204, ASL 201 previously or concurrently and permission from the Deaf Studies department chair.	3

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DEAF STUDIES OPTION – H080 *continued*

A.S. in Arts and Science

CONTACT

Claire Sanders, 413.650.5368, csanders@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
PROGRAM ELECTIVES <i>(Select one from the following)</i>			3
Cultural Anthropology (B)	ANT 101		3
Civil Liberties (B)	POL 140		3
Social Psychology (B)	PSY 210	PSY 110	3
Human Development (B)	PSY 216	PSY 110	3
Educational Psychology (B)	PSY 220	PSY 110	3
Social Problems (B)	SOC 214	SOC 110	3
Conflict Resolution and Mediation (B)	SSN 120		3
People and Their Languages (B)	ANT 103	Eligibility for ENG 101	3
GENERAL ELECTIVE <i>(Sufficient to complete 60 credit graduation requirement)</i>			0-1
General Elective			0-1
Total Credits			60

DEVELOPMENTAL DISABILITIES DIRECT SUPPORT CERTIFICATE – S013

CONTACT

Jackie Griswold, Ed.D, 413.552.2333, jgriswold@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 for 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.

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM REQUIREMENTS			28
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
Introduction to Developmental Disabilities	DVD 110	Eligibility for ENG 101	3
Current Issues in Developmental Disabilities	DVD 210	HSV 113, DVD 110 and PSY 110	3
Introduction to Human Services	HSV 113	Eligibility for ENG 101	3
The Helping Relationship: Delivering Human Services (B)	HSV 124	HSV 113 and PSY 110	3
Introduction to the Practicum	HSV 125	HSV 113; HSV 124 previously or concurrently; permission of department chair.	3
Practicum in Human Services I	HSV 288	HSV 113, HSV 125, and PSY 110 with a grade of C or better; HSV 124 previously or concurrently, with a grade of C or better; PSY 216	4
Human Development (B)	PSY 216	PSY 110	3
TOTAL CREDITS			28

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.

80% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

DIRECT CARE WORKER CERTIFICATE- M085

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 help 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.

Upon completion of this degree 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 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.

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM REQUIREMENTS			25
Understanding Diversity and Valuing Similarities (B)	ANT 114		3
Professional Etiquette	BUS 112		1
Computer Applications	BUS 115		3
Introduction to the Study of Aging	GRT 110		3
Introduction to Health Careers	HTH 101		3
Alzheimer's Disease and Other Dementia-Related Disorders	HTH 105	Eligibility for ENG 101Pre/Corequisite: HTH 210	1
Principles of Electronic Health Records for Direct Care Workers	HTH 109		1
Medical Terminology	HTH 114		3
Field Experience	HTH 210	GRT 110 previously or concurrently; successful CORI/SORI (see notes) and proof of immunization prior to enrollment; mandatory orientation prior to start of course. Permission of Health Services	6
Home Health Aide Supplemental	HTH 216	Completion of HTH 210 with a grade of C- or higher	1
TOTAL CREDITS			25

NOTES

Students must be ENG 101 eligible in order to complete this certificate.

HTH 210, Field Experience: Documentation of current successful CORI/SORI background check is required.

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

Foundations of Health students enrolled in the HTH 210 Field Experience or applying for Selective Programs are required to complete a CORI/SORI background check prior to the end of the Add/Drop period each semester. A positive finding may prevent students from successfully completing the HTH 210 Field Experience 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 the dean of Health and Natural Sciences.

EDUCATION - EARLY CHILDHOOD CAREER OPTION – M026

A.S. in Early Childhood Education

CONTACT

Sheila Gould, 413.552.2501, sgould@hcc.edu

PROGRAM OVERVIEW

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

Graduates of HCC Education programs are expected to demonstrate developing skills toward all required teacher competencies. The Education Department Student Learning Outcomes are (A) knowledge of child development; (B) provision of a nurturing environment for young children and families; (C) assessment of typical child development through formal observations, informal developmental

checklists, and discussions with parents; (D) provision of a safe and healthy early childhood setting that exceeds current EEC standards; (E) identification of children who demonstrate behaviors or skill acquisition difficulties that may require intervention; (F) application of appropriate and effective behavior management strategies in an early childhood setting; (G) development of age appropriate lesson plans and materials; (H) demonstrated use of computer application programs both professionally and with young children in an educational setting; (I) competent and professional oral and written communication; (J) interpersonal and job performance skills that reflect the professionalism demanded by early child care centers; and (K) critical thinking and problem solving skills.

NOTES

¹ Laboratory Science: Students who may be interested in the HCC Education Transfer Program should take BIO 101 and should consider ESC 110, 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.

Child Development and Behavior EDU 104 - FE: 3 hours of field experience are required.

Student Teaching Practicum and Seminar EDU 213 Permission of Practicum Supervisor required.

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

Students enrolled in EDU 101, EDU 104, EDU 208, and EDU 213 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.

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EDUCATION - EARLY CHILDHOOD CAREER OPTION – M026 *continued*

A.S. in Early Childhood Education

CONTACT

Sheila Gould, 413.552.2501, sgould@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			23
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
Education in America (B)	EDU 100		3
Laboratory Science (E) ¹			4
Laboratory Science (E) ¹			4
Number Systems(D)	MTH 125	MTH 075 or 079 or with a grade of C - or better or SM06 or adequate score on the Math Placement Exam	3
PROGRAM REQUIREMENTS			32
Early Childhood Programs	EDU 101	Eligibility for ENG 101	3
Child Development and Behavior	EDU 104	Eligibility for ENG 101	3
Guiding Children's Behavior	EDU 120	EDU 104 with a grade of C or better and ENG 101 eligibility	3
Health, Safety and Nutrition for Young Children	EDU 203	EDU 104 with a grade of C or better and ENG 101 eligibility	3
Children with Disabilities in the Educational Setting	EDU 208	EDU 104 with a grade of C or better and ENG 101 eligibility	3
Curriculum in Early Childhood Education	EDU 210	EDU 104 with a grade of C or better and ENG 101	4
Infant and Toddler Development, Learning and Care	EDU 217	EDU 104, EDU 101 each with a grade of C or better and ENG 101 eligibility	4
Assessment, Observation and Documentation	EDU 218	Satisfactory completion of 30 credits of work(sophomore status) that includes EDU 100, 101, 104, 208, 210 All EDU courses with a grade of C or better and ENG 102	3
Student Teaching Practicum and Seminar <u>or</u>	EDU 213	Completion of 30 credits that includes EDU 100, 101, 104, 208, 210, ENG 101 & 102 passed with a grade of C or higher, a GPA of 2.7, prerequisites or co-requisites EDU 120 and EDU 218.	6
GENERAL ELECTIVES			5-6
Introduction to Nutrition	NTR 101	ENG 101 eligibility	3
Understanding Diversity and Valuing Similarities (B)	ANT 114		3
American Sign Language I (C)	ASL 101		3
American Sign Language II (C)	ASL 102	ASL 101 with a grade of C or better or appropriate score on ASL Competency Exam	3
Public Speaking (C)	COM 150		3
First Aid/Safety	HFN 103		1
Sociology of Family (B)	SOC 235	SOC 110	3
Entrepreneurship	MGT 235		3
Any course listed in the college catalog			3
Total Credits			60-61

EDUCATION - EARLY CHILDHOOD TRANSFER OPTION – M027

A.S. in Early Childhood Education

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).

Graduates of HCC Education programs are expected to demonstrate developing skills toward all required teacher competencies. The Education Department Student Learning Outcomes are (A) knowledge of child development; (B) provision of a nurturing environment for young children and families; (C) assessment of typical child development through formal observations, infor-

mal developmental checklists, and discussions with parents; (D) provision of a safe and healthy early childhood setting that exceeds current EEC standards; (E) identification of children who demonstrate behaviors or skill acquisition difficulties that may require intervention; (F) application of appropriate and effective behavior management strategies in an early childhood setting; (G) development of age appropriate lesson plans and materials; (H) demonstrated use of computer application programs both professionally and with young children in an educational setting; (I) competent and professional oral and written communication; (J) interpersonal and job performance skills that reflect the professionalism demanded by early child care centers; and (K) critical thinking and problem solving skills.

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			26
Composition I (A) ²	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A) ²	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
World Regional Geography (B)	GEO 110		3
Education in America (B)	EDU 100		3
Number Systems (D)	MTH 125	MTH 075 or 079 with a grade of C - or better or SM06 or adequate score on the Math Placement Exam	3
General Biology for Non-Majors: The Processes of Life (E)	BIO 101	Eligibility for ENG 101	4
Laboratory Science (E) ¹			4
PROGRAM REQUIREMENTS			25
Early Childhood Programs	EDU 101	Eligibility for ENG 101	3
Child Development and Behavior	EDU 104	Eligibility for ENG 101	3
Guiding Children's Behavior	EDU 120	EDU 104 with a grade of C or better and ENG 101 eligibility	3
Children with Disabilities in the Educational Setting	EDU 208	EDU 104 with a grade of C or better and ENG 101 eligibility	3
Assessment, Observation and Documentation	EDU 218	Satisfactory completion of 30 credits of work (sophomore status) that includes EDU 100, 101, 104, 208, 210 All EDU courses with a grade of C or better and ENG 102	3
Curriculum in Early Education	EDU 210	EDU 104 with a grade of C or better and ENG 101	4
Student Teaching Practicum and Seminar	EDU 213	Completion of 30 credits that includes EDU 100, 101, 104, 208, 210, ENG 101 & 102 passed with a grade C or higher, a GPA of 2.7, prerequisites or co-requisites EDU 120 and EDU 218	6

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EDUCATION - EARLY CHILDHOOD TRANSFER OPTION – M027 *continued*

A.S. in Early Childhood Education

CONTACT

Sheila Gould, 413.552.2501, sgould@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM ELECTIVES Students must select 9 credits, 1 from each of the categories lists			9
<i>(Select one from the following)</i>			
History of World Civilization I (C)	HIS 103		3
Children's Literature (C)	ENG 224	ENG 102	3
<i>(Select one from the following)</i>			
Basic Design I (C)	ART 123		3
Introduction to Art History I (C)	ART 131	ENG 101 previously or concurrently	3
Introduction to Art History II (C)	ART 132	ENG 101 previously or concurrently	3
Introduction to Theater (C)	THE 100		3
<i>(Select one from the following)</i>			
Music Fundamentals (C)	MUS 100		3
Introduction to Classical Music (C)	MUS 110		3
Introduction to World Music (C)	MUS 106		3
Introduction to Jazz (C)	MUS 140		3
Introduction to Theater (C)	THE 100		3
Total Credits			60

NOTES

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

¹Laboratory Science: Select one from the following: AST 110, BIO 108, BIO 110, BIO 120, BIO 230, ESC 110, ESC 120, ENV 120. Students who are considering transfer to WSU should consider ESC 110, 120 or ENV 120.

² Overall minimum GPA 2.7 for both ENG course requirements at WSU.

****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 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 www.hcc.edu/catalog for further information.

EDUCATION - ELEMENTARY EDUCATION OPTION – M029

A.A. in Arts and Sciences

CONTACT

Joan Giovannini, 413.552.2551, jgiovannini@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 State Colleges and University. Graduates of HCC Education programs are expected to demonstrate developing skills toward all required teacher competencies.

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			35-36
Composition I (A) ¹	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A) ¹	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
Introduction to Sociology (B)	SOC 110	Eligibility for ENG 101	3
World Regional Geography (B)	GEO 110		3
SELECT FROM ONE OF THE FOLLOWING:			
History of World Civilization 1 (C) <u>or</u> History of World Civilization II (C) <u>or</u> History of the U.S. I (C) <u>or</u> History of the U.S. II (C)	HIS 103 HIS 104 HIS 111 HIS 112		3
SELECT ONE FROM THE FOLLOWING:			
Visual Fundamentals (C) <u>or</u> Basic Design I (C)	ART 110 ART 123		3
SELECT ONE FROM THE FOLLOWING:			
Music Fundamentals (C) Introduction to World Music (C) Introduction to Classical Music (C) Introduction to Jazz (C)	MUS 100 MUS 106 MUS 110 MUS 140		3
Math Elective ³	MTH XX3		3-4
General Biology for Non-Majors: The Processes of Life (E)	BIO 101	Eligibility for ENG 101	4
Laboratory Science Elective ²	SCI XX1		4

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EDUCATION - ELEMENTARY EDUCATION OPTION – M029 *continued*

A.A. in Arts and Sciences

CONTACT

Joan Giovannini, 413.552.2551, jgiovannini@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM REQUIREMENTS			9
Education in America (B)	EDU 100		3
Child Development and Behavior	EDU 104	Prerequisite: Eligibility for ENG 101	3
Children with Disabilities in Educational Settings	EDU 208	EDU 104 with a grade of C or better and ENG 101 eligible.	3

PROGRAM ELECTIVES <i>(Select 18-19 credits from the courses below to bring total to at least 63)</i>			18-19
Cultural Anthropology (B)	ANT 101		3
Introduction to Anthropology (B)	ANT 110		3
Survey of North American Indians (B)	ANT 120		3
U.S. National Government (B)	POL 110		3
State and Local Government (B)	POL 120		3
Social Science Elective (B)			3
English Elective (200 Level)			3
History Elective			3
Humanities Elective			3
Humanities Elective			3
Language Elective ⁴			3
Language Elective ⁴			3
Math Elective			3-4
Laboratory Science Elective			4
Total Credits			63

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EDUCATION - ELEMENTARY EDUCATION OPTION – M029 *continued*

A.A. in Arts and Sciences

CONTACT

Joan Giovannini, 413.552.2551, jgiovannini@hcc.edu

NOTES

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

1. Overall minimum GPA 2.7 for both ENG courses is a minimum requirement for transfer to Westfield State University (WSU).
2. Lab Science - Students who are considering transfer to WSU should take ESC 110, 120, or ENV 120.
3. Math - Students considering transferring to WSU should take MTH 125.
4. 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.

******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 the course selection, 80% of this program can be completed online.

EDUCATION - GENERAL INTEGRATED STUDIES ELEMENTARY EDUCATION OPTION – C004

A.S. in Liberal Studies Westfield State University

CONTACT

Joan Giovannini, 413.552.2551, jgiovannini@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.

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			35
College Composition I (A) ¹	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095 or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099.	3
Composition II (A) ¹	ENG 102	English 101 with a grade of C- or higher	3
World Regional Geography	GEO 110		3
Introduction to Sociology (B)	SOC 110	Eligibility for ENG 101	3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
American Writers I (C) or American Writers II (C)	ENG 211 / ENG 212	ENG 102	3
History of World Civilization 1 (C)	HIS 103		3
History of the U.S. I (C) or History of the U.S. II (C)	HIS 111 / HIS 112		3
Number Systems (D)	MTH 125	MTH 075 or MTH 079 with a grade of C- or better or SM6, or equivalent score on the Math Placement Exam.	3
General Biology for Non-Majors: The Processes of Life (E)	BIO 101	Eligibility for ENG 101	4
Laboratory Science Elective (E) ²			4
PROGRAM REQUIREMENTS			25
Education in America (B)	EDU 100		3
Child Development and Behavior	EDU 104	Eligibility for ENG 101	3
Guiding Children's Behavior	EDU 120	EDU 104 with a grade of C or better and Eligibility for ENG 101	3
Children with Disabilities in the Educational Setting	EDU 208	EDU 104 with a grade of C or better and eligibility for ENG 101	3
Principles of Teaching and Learning in Elementary Education	EDU 260	EDU 100, EDU 104, and EDU 208, each with a grade of C or better and ENG 101 (Min. 45 credits completed).	4
Children's Literature (C)	ENG 224	ENG 102	3

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

A.S. in Liberal Studies Westfield State University

CONTACT

Joan Giovannini, 413.552.2551, jgiovannini@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
Basic Design I or Introduction to Art History I (C) or Introduction to Art History II (C) or Introduction to Theater (C)	ART 123 ART 131 ART 132 THE 100	ENG 101, previously or concurrently ENG 101, previously or concurrently	3
Music Fundamentals (C) or Introduction to World Music (C) or Introduction to Classical Music (C) or Introduction to Jazz (C) or Introduction to Theater (C) or	MUS 100 MUS 106 MUS 110 MUS 140 THE 100		3
Total Credits			60

NOTES

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

¹ Overall minimum GPA 2.7 for both ENG course requirements for WSU

² Select one laboratory Science from the following: AST 110, CHM 121, ESC 110, ESC 120, ENV 120, PHS 101; Recommended: ESC 110, 120 or ENV 120.

****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.

EDUCATION - SECONDARY EDUCATION OPTION – M020

A.A. in Arts and Science

CONTACT

Joan Giovannini, 413.552.2551, jgiovannini@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.

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			35-36
Composition I (A) ¹	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A) ¹	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
Adolescent Psychology (B)	PSY 218	PSY 110	3
Introduction to Macroeconomics (B) <u>or</u> World Geography	ECN 101 GEO 110	ECN 100 with a grade of C- or better or eligible for MTH 095	3 3
History of the United States I (C)	HIS 111		3
History of World Civilization I (C)	HIS 103		3
Humanities Elective (C)	HUM XX1	Choose from: ART 123, 131, 132 <u>or</u> MUS 100, 106, 110, 140 <u>or</u> THE 100	3
College Algebra (D) <u>or</u> Number Systems (D) <u>or</u> Pre-Calculus (D) <u>or</u> Statistics (D) <u>or</u> Calculus I	MTH 104 MTH 125 MTH 108 MTH 142 MTH 113	MTH 095 or 099 with a grade of C- or better, or SM18, or adequate score on Math Placement Examination MTH 075 or 079 with a grade of C- or better or SM6 or adequate score on the Math Placement Examination MTH 104 with grade of C- or better or adequate score on the Math Placement Exam MTH 085 or MTH 099 with grade of C- or better or SM12 or adequate score on Math Placement Examination MTH 108 or adequate score on the Math Placement Exam	3-4
General Biology for Non-Majors: The Processes of Life (E)	BIO 101	Eligibility for ENG 101	4
General Biology I: Introduction to Cell Functions (E)	BIO 107	Eligibility for ENG 101 and eligibility for MTH 095 or permission of instructor	4
Laboratory Science (E) ²	SCI XX3		4
PROGRAM REQUIREMENTS			9
Education in America (B)	EDU 100		3
Child Development and Behavior	EDU 104	Eligibility for ENG 101	3
Children with Disabilities in the Educational Setting	EDU 208	EDU 104 with a grade of C or better and ENG 101 eligibility	3

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EDUCATION - SECONDARY EDUCATION OPTION – M020 *continued*

A.A. in Arts and Science

CONTACT

Joan Giovannini, 413.552.2551, jgiovannini@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM ELECTIVES (Select 19-21 credits from ONE AREA listed below.)			19-21
Program Electives*		See list of areas below	19-21
Total Credits			63-65

* PROGRAM ELECTIVES • Select 19-21 credits from one of the following lists:

Art, ART 121, 123, 131, 132, 140, 241, 242, 253, 261, 262

Biology, BIO 217, 229, 230, 243, CHM 121, 124, 221, 224, MTH 108, 113, 142

Chemistry, CHM 221, 222, MTH 108, 113, 114, PHS 111, 112

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

Gen. Science, AST 110, BIO 111, CHM 121, 124, ESC 110, 111, 120, PHS 101, 102, MTH 108

History, HIS 101, 102, 104, 105, 109, 112, 130, 220, 225, 250, 260

Math, MTH 108, 113, 114, 205, 213, 230

Music, MUS 105, 107, 131, 132, 208, 209, 213, 214, 223, 224, 229, 230, 233, 234, 237, 238, 243, 244, 250, 253, 254, 257, 258, 259, 260, 263, 264, 273, 274

NOTES

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

- Overall minimum GPA 2.7 for both ENG course requirements for WSU
- Select one Laboratory Science from the following: AST 110, ESC 110, ESC 111, ESC 120, ENV 120.
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.

ELECTRONIC MEDIA CERTIFICATE – H036

CONTACT

Justin West, 413.552.2525, jwest@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

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM REQUIREMENTS			25
Basic Design I (C) or Basic Still Photography (C)	ART 123 ART 140	35mm SLR camera required	3
Public Speaking (C) or Introduction to Communication (C)	COM 150 COM 121		3
Introduction to Visual Media	EMS 105		3
Fundamentals of Video	EMS 110	Video camera required	3
Introduction to Electronic Media	EMS 111		3
Topics in Electronic Media or any other 3-credit Electronic Media course	EMS 112 EMS xxx		3
Electronic Media Seminar	EMS 201	A grade of C or better in EMS110 or EMS111 or permission of instructor.	3
Electronic Media Portfolio	EMS 204	Permission of instructor.	4
Total Credits			25

NOTES

*Please note that many EMS courses formerly carried the COM prefix

*For more information on the Electronic Media Program see www.hcc-cmta.org.

*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 123 or ART 140

*It is very important that Electronic Media Certificate (H036) students take courses in correct rotation. Therefore if classes are filled, please contact Justin West 413.552.2525) or Jay Ducharme 413.552.2508) to allow students to enroll.

ELECTRONIC MEDIA OPTION – H035

A.A. in Arts and Science

CONTACT

Justin West, 413.552.2525, jwest@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			35-36
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Sciences (B)			3
Social Sciences (B)			3
Social Sciences (B)			3
Humanities Electives (C)			3
Humanities Electives (C)			3
Humanities Electives (C)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
Mathematics (D)			3-4
PROGRAM REQUIREMENTS			25
Basic Design I (C) or Basic Still Photography (C)	ART 123 ART 140	35mm SLR camera required	3
Public Speaking (C) or Introduction to Communication (C)	COM 150 COM 121		3
Introduction to Visual Media	EMS 105		3
Fundamentals of Video	EMS 110	Video camera required	3
Introduction to Electronic Media	EMS 111		3
Topics in Electronic Media or any other 3-credit Electronic Media course	EMS 112 EMS xxx		3
Electronic Media Seminar	EMS 201	EMS 110 or 111, or permission of instructor.	3
Electronic Media Portfolio	EMS 204	Permission of instructor	4
Total Credits			60-61

PROGRAM OVERVIEW

For those interested in gaining skills in video, multimedia design, digital imaging, digital sound, 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

NOTES

*Please note that many EMS courses formerly carried the COM prefix.

*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.

* Appropriate courses for first-semester students: ART 123, 140, COM 121, 150, EMS 105, 110, 111 or 112

*For more information about the Electronic Media Program see www.hcc-cmta.org

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 the course selection 50% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

ENGINEERING OPTION – N079

A.S. in Engineering Studies

CONTACT

Armando Pardavé, 413.552.2109, apardave@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.

Upon graduating from this program, students will demonstrate an ability 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.

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			20
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Science Elective (B) ³			3
Social Science Elective (B)			3
Physics for Engineers and Science Majors I (E)	PHS 111	MTH 111 or 113 previously or concurrently	4
Physics for Engineers and Science Majors II (E)	PHS 112	MTH 112 or 114 previously or concurrently, and PHS 111	4
PROGRAM REQUIREMENTS			26-27
Calculus I (D)	MTH 113	MTH 108 or adequate score on the Math Placement Exam	4
Calculus II (D)	MTH 114	MTH 113 with a grade of C- or higher or equivalent.	4
Calculus III (D)	MTH 213	MTH 114	4
Chemistry for Science & Engineering Students I (E)	CHM 121	MTH 095 or MTH 099 with a grade of C- or higher or SM18 or eligible by equivalent score on Math Placement Exam. High school chemistry recommended.	4
Chemistry for Science & Engineering Students II (E) or Any 4-credit BIO course	CHM 124	CHM 113 or CHM 121 or equivalent with a grade of C- or better	4
Intro to Digital Electronic Circuits w/Verilog ³ or Intro to Engineering with Computer Applications ²	EGR 109 EGR 117	MTH 104 or adequate score on the Math Placement Exam MTH 104 or adequate score on the Math Placement Exam	3-4
Mechanics (Statics)	EGR 221	MTH 114 and PHS 111, previously or concurrently	3

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Read the catalog online at www.hcc.edu/catalog

ENGINEERING OPTION – N079 *continued*

A.S. in Engineering Studies

CONTACT

Armando Pardavé, 413.552.2109, apardave@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM ELECTIVES			12-21
<i>Choose all of the courses in any one of the following three groups:</i>			
Mechanical, Civil or Industrial Engineering Requirements			9-10
Differential Equations (D)	MTH 214	MTH 212 or MTH 213, previously or concurrently	3
<i>Select 3 of the following 4</i>			
Intro to Material Science	EGR 203	CHM 101, or CHM 113, or CHM 121.	3
Mechanics II (Strength of Materials)	EGR 222	EGR 221	3
System Analysis (Circuit Analysis)	EGR 223	MTH 114 previously or concurrently, and PHS 111	4
Thermodynamics	EGR 250	MTH 114 previously or concurrently, and PHS 111	3
Electrical Engineering or Computer Systems Requirements			17-21
Linear Algebra (D)	MTH 205	MTH 112 or MTH 114, previously or concurrently	3
Differential Equations (D)	MTH 214	MTH 212 or MTH 213 previously or concurrently	3
Discrete Mathematical Structures (D)	MTH 230	MTH 113	3
Introduction to Engineering with JAVA	EGR 118	MTH 104 or adequate score on the Math Placement Exam	4
System Analysis (Circuit Analysis I)	EGR 223	MTH 114 previously or concurrently, and PHS 111	4
<i>Select 1 of the following</i>			
Intro to Material Science	EGR 203	CHM 101, or CHM 113, or CHM 121.	3
Mechanics II (Strength of Materials)	EGR 222	EGR 221	3
System Analysis (Circuit Analysis II)	EGR 224	EGR 223	4
General Engineering Transfer Requirements			13-16
Chemistry Course (s) ⁴			4-12
Engineering Course (s) ⁵			4-12
Mathematics Course (s) ⁶			3-12
Biology: Any 100 or higher Biology Course (s)			4-12
GENERAL ELECTIVE <i>(Sufficient to complete 60 credit graduation requirement)</i>			0-2
General Elective			0-2
Total Credits			60-68

NOTES

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

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.

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

Students interested Civil Engineering and wanting to transfer to UMass should take 2 semesters of Chemistry and one of Biology.

Students intending to transfer to UMASS, Amherst, should take EGR 109.

Students transferring to WNEU in Mechanical, Civil, and Industrial should take EGR 117.

Students may select from Chemistry courses: CHM 124, 221, 222 (course may not count as both requirement and elective).

Students may select from Engineering courses: EGR 110, 111, 203, 222, 224, 250, 295. Students may select from Mathematics courses: MTH 205, 214, 230, 245.

ENGINEERING SCIENCE OPTION –N082

A.S. in Engineering Studies

CONTACT

Armando Pardavé, 413.552.2109, apardave@hcc.edu

PROGRAM OVERVIEW

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

Upon graduating from this program, students will demonstrate an ability 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.

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

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			20
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Science Elective (B) ¹			3
Social Science Elective (B)			3
Physics for Engineers and Science Majors I (E)	PHS 111	MTH 111 or MTH 113, previously or concurrently	4
Physics for Engineers and Science Majors II (E)	PHS 112	PHS 111 prerequisite, MTH 112 or MTH 114 previously or concurrently	4
PROGRAM REQUIREMENTS			15-16
Intro to Engineering with Computer Applications or Intro to Engineering with JAVA	EGR 117 or EGR 118	MTH 104 or adequate score on the Math Placement Exam MTH 104 or adequate score on the Math Placement Exam	3-4
Intro to Electronic Digital Circuits w/ Verilog or Intro to Robotics I	EGR 109 or EGR 110	MTH 104 or adequate score on the Math Placement Exam	4
Calculus I (D)	MTH 113	MTH 108 or adequate score on the Math Placement Exam	4
Calculus II (D)	MTH 114	MTH 113 with a grade of C- or higher or equivalent.	4

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ENGINEERING SCIENCE OPTION –N082 *continued*

A.S. in Engineering Studies

CONTACT

Armando Pardavé, 413.552.2109, apardave@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM ELECTIVES <i>(Select 7 from the following courses)</i>			21-28
Astronomy (E)	AST 110		4
Physics for Engineering and Science Majors III (E)	PHS 201	PHS 112 Co-requisite: MTH 212 or MTH 213 previously or concurrently	4
Topics in Science (E)	SEM 130		4
Chemistry Course (s) ²			4-12
Engineering Course (s) ³			4-12
Mathematics Course (s) ⁴			3-12
Biology: Any 100 or higher Biology Course (s)			4-28
Any Environmental Science Course (s)			4-28
Sustainability Course (s) ⁵			4-12
GENERAL ELECTIVES <i>(Sufficient to complete 60 credit graduation requirement)</i>			0-4
General Elective			0-4
Total Credits			60-64

NOTES

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

¹ 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.

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

Students interested Civil Engineering and wanting to transfer to UMASS should take 2 semesters of Chemistry and one of Biology.

² Students may select from Chemistry courses: CHM 121, 124, 221, 222

³ Students may select from Engineering courses: EGR 109, 110, 111, 117, 118, 195, 203, 205, 221, 222, 223, 224, 250, 295

⁴ Students may select from Mathematics courses: MTH 205, 213, 214, 230, 245

⁵ Students may select from Sustainability courses: SUS 101, 102, 103

ENGLISH - H016

A.A. in Arts in Science

CONTACT

Fred Cooksey, 413.552.2538, fcooksey@hcc.edu

PROGRAM OVERVIEW

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			35-36
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	Prerequisite: ENG 101 with a grade of C- or better	3
Social Science Elective (B) ¹			3
Social Science Elective (B) ¹	SSN XX2		3
Social Science Elective (B) ¹	SSN XX1		3
Advanced Academic Writing (C)	ENG 218	Prerequisite: ENG 102	3
American Writers I (C) <u>or</u> American Writers II (C)	ENG 211 <u>or</u> ENG 212	Prerequisite: ENG 102 Prerequisite: ENG 102	3
English Elective - 200 Level Course ⁴		Choose 1 of the following:ENG 226, ENG 235, ENG 245, ENG 250, SPA 211, and SPA 214.	3
Math Elective [D]	MTH XX3		3-4
Laboratory Science Elective [E] ²	SCI XX2		4
Laboratory Science Elective [E] ²	SCI XX1		4
PROGRAM REQUIREMENTS			21
English Elective - 200 Level Course		Choose two of the following:ENG 201, 202, 203, 214, 215, 216, 224, 226, 230, 235, 237, 240, 245, 250	6
Arts & Science Elective ³	A&S XX7		4
Arts & Science Elective ³	A&S XX6		4
Arts & Science Elective ³	A&S XX5		4
Arts & Science Elective ³	A&S XX4		4
Arts & Science Elective ³	A&S XX3		4
PROGRAM ELECTIVES			3-6
Program Elective 3-6			3-6

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.

By completing the English option in Liberal Arts, students will

- 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

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Read the catalog online at www.hcc.edu/catalog

ENGLISH - H016 *continued*

A.A. in Arts in Science

CONTACT

Fred Cooksey, 413.552.2538, fcooksey@hcc.edu

NOTES

¹Social Science Elective - Select from the following courses: ANT 101, ANT 103, ANT 110, ANT 114, ANT 120, ANT 130, ANT 150, ANT 250, CRJ 110, CRJ 117, CRJ 208, CRJ 209, CRJ 210, CRJ 217, ECN 100, ECN 101, ECN 102, ECN 120, ECN150, ECN 250, GEO 110, GRT 110, GRT 120, HON 206, HSV 205, HSV 208, HSV 210, HSV 212, HSV 226, LAW 215, POL 101, POL 110, POL 120, POL 125, POL 140, POL 150, POL 230, PSY 110, PSY 203, PSY 210, PSY 215, PSY 216, PSY 217, PSY 218, PSY 220, PSY 222, PSY 224, PSY 225, PSY 230, PSY 233, PSY 242, PSY 250, PSY 260, PSY 265, PSY 270, SOC 110, SOC 130, SOC 204, SOC 208, SOC 210, SOC 213, SOC 214, SOC 215, SOC 220, SOC 240, SOC250, SSN 120, SSN 230, WST 100, WST 215, WST 217

²Laboratory Science [E] Electives - AST 110, AST 140, BIO 101, BIO 102, BIO 106, BIO 107, BIO 108, BIO 110, BIO 111, BIO 114, BIO 120, BIO 130, BIO 215, BIO 217, BIO 218, BIO 222, BIO 223, BIO 229, BIO 230, BIO 243, CHM 101, CHM 102, CHM 113, CHM 114, CHM 121, CHM 124, CHM 221, CHM 222, CHM 224, EGR 110, EGR 111, ESC 110, ESC 111, ESC 115, ESC 120, ESC 130, ENV 120, ENV 124, ENV 137, ENV 138, ENV 140, ENV 253, FRS 100, FRS 101, FRS 110, FRS 201, PHS 101, PHS 102, PHS 111, PHS 112, PHS 201, SEM 110, SEM 111, SEM 116, SEM 130, SUS 101, SUS 102, SUS 103, SUS 116, SUS 216

³Art and Science Elective - Students choose an elective from the areas of Social Science, Math/Science, and/or Humanities. The following qualify as Arts and Science Electives: Social Sciences - ANT, DVD, ECN, GEO, GRT, HSV, HIS, POL, PSY, SOC, SSN, WST; Humanities - ART, ASL, COM, DFS, ESL, ENG, FRH, GER, HIS, HON, HUM, MUS, PHI, SPA, THE; Lab Sciences - AST, BIO, CHM, FRS, PHS, EGR, ENV, ESC, SEM, SUS; Miscellaneous - ENV, MTH

⁴Diversity Requirement - Select from following choices: ENG 226, 235, 245, 250, SPA 211, and SPA 214

ENTREPRENEURSHIP CERTIFICATE – B094

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. Upon graduating from this certificate program, students will be able to identify entrepreneurship opportunities, generate ideas, and research the market.

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM REQUIREMENTS			12
Principles of Accounting I	ACC 111	Eligibility for MTH 085	3
Professional Etiquette	BUS 112		1
Ethics in Business	BUS 113		1
Money Management	BUS 114	Eligibility for MTH 085	1
Spreadsheets	BUS 215		3
Entrepreneurship	MGT 235		3
PROGRAM ELECTIVES			12-13
Accounting Elective			3-4
Business Elective ¹			3
Business Elective ¹			3
Business Elective ¹			3
GENERAL ELECTIVES			3
General Elective			3
Total Credits			27-28

NOTES

¹ Business Elective is to be selected from courses with the prefix: ACC, BUS, HCA, LAW, MGT, MKT, or SPO.
Depending on the course selection 100% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

ENTREPRENEURSHIP OPTION – B033

A.S. in Business Administration

CONTACT

Ellen Majka, 413.552.2350, emajka@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			23
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Macroeconomics (B) or Introduction to Microeconomics (B)	ECN 101 or ECN 102	ECN 100 with a grade of C- or better or eligible for MTH 095	3
Social Science Elective			3
Laboratory Science (E)			4
Laboratory Science (E)			4
Statistics (D) or Mathematics for Business Decisions	MTH 142 BUS 170	MTH 085 or MTH 099 with a grade of C- or better or SM12 or adequate score on the Math Placement Exam BUS 115 or BUS 215 or CSI 111 and eligibility for MTH 095	3
PROGRAM REQUIREMENTS			27
Principles of Accounting I	ACC 111	Eligibility for MTH 085	3
Principles of Accounting II	ACC 112	ACC 111	3
Computerized Accounting	ACC 115	ACC 111; Pre or co-requisite: BUS 215	3
Professional Etiquette	BUS 112		1
Ethics in Business	BUS 113		1
Money Management	BUS 114	Eligibility for MTH 085	1
Spreadsheets	BUS 215		3
Business Law	LAW 211		3
Principles of Management	MGT 230		3
Entrepreneurship	MGT 235		3
Principles of Marketing	MKT 240		3
PROGRAM ELECTIVES			9
Business Elective ¹			3
Business Elective ¹			3
Business Elective ¹			3
GENERAL ELECTIVES			3
General Elective			3
Total Credits			62

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.

Upon graduation, students will be able to:

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

NOTES

Students who intend to transfer to a baccalaureate program should look at the following options: B023 Business Administration MassTransfer to state universities including UMass and Westfield State University; B034 Business Administration General Transfer to most four-year private colleges; B045 Paralegal Option for transfer to Elms College and Bay Path University; B056 Hospitality Management Transfer to state universities including UMass and to Johnson & Wales University; or B096 Sport Management transfer to state and private universities.

Depending on the course selection 100% of this program can be completed online. Go to www.hcc.edu/online-learning for further information.

¹ Business Electives: Select from ACC, BUS, HCA, LAW, MGT, MKT, or SPO

ENVIRONMENTAL SCIENCE FIELD TECHNICIAN OPTION – M036

A.S. in Environmental Science

CONTACT

Jamie Laurin, 413.552.2523, jlaurin@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			20
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
General Chemistry I (E) <u>or</u> Principles of Chemistry I (E) <u>or</u> Chemistry for Science & Engineering Students I (E)	CHM 101 CHM 113 CHM 121	None MTH 085 with a grade of C- or higher or SM12 or adequate score on Math Placement Exam MTH 095 or 099 with a grade of C- or higher, or SM18, or equivalent score on Math Placement Exam. High school chemistry recommended.	4
General Chemistry II (E) <u>or</u> Principles of Chemistry II (E) <u>or</u> Chemistry for Science & Engineering Students II (E)	CHM 102 CHM 114 CHM 124	CHM 101, CHM 113 or CHM 121 CHM 113 or CHM 121 or equivalent. CHM 113 or CHM 121 or equivalent with a grade of C- or higher	4
Social Science Elective (B)			3
State and Local Government (B)	POL 120		3
PROGRAM REQUIREMENTS			40-41
Environmental Seminar I	ENV 115		1
Principles of Environmental Science I (E)	ENV 120		4
The Natural History of New England (E)	ENV 124		4
Mapping with Geographic Information Systems	ENV 125		3
Environmental Geology (E)	ENV 137		4
Soil and the Environment (E)	ENV 138		4
Principles of Environmental Science II (E)	ENV 140		4
Principles of Environmental Site Assessment	ENV 230	ENV 120, ENV 140, co-requisite: ENV 137 concurrently	3
Aquatic Ecology and Pollution (E)	ENV 253	One semester of environmental science or biology	4
Environmental Internship ¹	ENV 270	CHM 102, CHM 114, or CHM 124 previously or concurrently; ENV 140; and permission of program coordinator.	3
American Environmental History (C)	HIS 225	Eligibility for ENG 101	3
Math Elective ²			3-4
Total Credits			60-61

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.

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.

NOTES

¹An 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.

²Students 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.

ENVIRONMENTAL SCIENCE TRANSFER OPTION – M031

A.S. in Environmental Science

CONTACT

Jamie Laurin, 413.552.2523, jlaurin@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			20
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Principles of Chemistry I (E) or Chemistry for Science & Engineering Students I (E)	CHM 113 CHM 121	MTH 085 with a grade of C- or higher or SM12 or adequate score on Math Placement Exam MTH 095 or 099 with a grade of C- or higher or SM 18 or eligible by equivalent score on Math Placement Exam	4
Principles of Chemistry II (E) or Chemistry for Science & Engineering Students II (E)	CHM 114 CHM 124	CHM 113 or equivalent. CHM 121 or equivalent. CHM 113 or CHM 121	4
Introduction to Sociology (B)	SOC 110	Eligibility for ENG 101	3
Social Science Elective (B)			3
PROGRAM REQUIREMENTS ¹			45-47
Environmental Seminar I	ENV 115		1
Principles of Environmental Science I (E)	ENV 120		4
Environmental Geology (E)	ENV 137		4
Soil and the Environment (E)	ENV 138		4
Principles of Environmental Science II (E)	ENV 140		4
Principles of Environmental Site Assessment	ENV 230	ENV 120, ENV 140, corequisite: ENV 137 concurrently	3
Aquatic Ecology and Pollution (E)	ENV 253	One semester of environmental science or biology	4
Mapping with Geographic Information Systems	ENV 125		3
History of the United States I (C)	HIS 111		3
American Environmental History (C)	HIS 225	Eligibility for ENG 101	3
Humanities Elective (C)			3
Math Elective (D)			3-4
Math Elective (D)			3-4
State and Local Government (B)	POL 120		3
Total Credits			65-67

PROGRAM OVERVIEW

The Environmental Science and Technology Transfer Option (M031) 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 are essential elements in the assessment and protection of the environment.

Ecological Economics, ECN120 (B) and Environmental Ethics, PHI 140 (C) are recommended to fulfill the social science and humanities electives, respectively.

NOTES

¹Student planning to transfer to the **University of Massachusetts**, Amherst should either complete the mathematics sequence MTH 113, MTH 114 or fulfill the prerequisites for MTH 113, MTH 114 prior to transfer. Also, students transferring to the **UMASS**, Amherst, environmental science department are advised to complete the HCC chemistry sequence of CHM 121 and 124.

Students planning to transfer to **Westfield State University** are recommended

to take MTH 142, Introduction to Statistics, along with another 100-level mathematics course.

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 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.

FOODSERVICE MANAGEMENT OPTION – B052

A. S. in Hospitality Management

CONTACT

Warren Leigh, 413.552.2298, wleigh@hcc.edu

PROGRAM OVERVIEW

The Foodservice Management Program prepare students for culinary arts and entry-level management positions in the diverse field of foodservice including restaurants, clubs, institutions and other managed services.

Upon graduating from this program, students will be able to use a hands-on approach to identify, define and appropriately handle a vase variety of food product and equipment used in the commercial kitchen, dining room and bakeshop. Students will understand current industry standards as well as legal and ethical issues involved in the safe handling and service of food and beverages. Students will undertake a teamwork-based business approach to identify, define, respond to, and evaluate problems and resolutions in various foodservice industry situations, as well as to further an understand-

ing of professional development in the industry. Students will be able to use generic business skills as well as functionally-based hospitality industry skills to define relationships between situations and understand professional terminology and concepts within the industry. Students will use mathematics and a business-oriented approach to identify, define, respond to and evaluate problems in reaching resolutions to global hospitality industry problems; understand the current ethical, social, and nutritional issues in the hospitality industry; and communicate effectively with colleagues and customers using a variety of information resources. Students will possess the tools to work effectively in an organization and as a member of a team, and have first-hand industry experience.

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.

Students who intend to transfer, should look at the following option: B051 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 the course selection, 50% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

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Read the catalog online at www.hcc.edu/catalog

FOODSERVICE MANAGEMENT OPTION – B052 *continued*

A. S. in Hospitality Management

CONTACT

Warren Leigh, 413.552.2298, wleigh@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			20
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Psychology (B) or Introduction to Sociology (B)	PSY 110 / SOC 110	Eligibility for ENG 101	3
Social Science Elective (B)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
PROGRAM REQUIREMENTS			46
Principles of Accounting I	ACC 111	Eligibility for MTH 085	3
Computer Applications	BUS 115		3
Culinary Foundations I	CUL 100	Co-requisite: CUL 115	3
Culinary Foundations II	CUL 101	A grade of C- or better in CUL 100. Co-requisite: CUL 115	3
Professional Standards for the Foodservice Industry I	CUL 104		1
Nutrition for Foodservice Professionals or Introduction to Nutrition	CUL 203 NTR 101	Eligibility for ENG 101 and 24 credits in CUL designated courses to include CUL 100 with a grade of C- or better Eligibility for ENG 101	3
Foodservice Cost Control	CUL 215	CUL 115 with a grade of C- or better	3
Special Event Skills	CUL 105	Co-requisite: CUL 115	2
Baking Theory and Practice	CUL 110	Eligibility for both MTH 085 and ENG 095	3
Sanitation and Safety	CUL 111		2
Culinary Math	CUL 115	Eligibility for MTH 085 or adequate score on Math Placement Exam	1
Professional Standards for the Foodservice Industry II	CUL 204	A grade of C- or better in CUL 104	1
A la Carte Cooking and Service	CUL 230	Grade of C- or better in CUL 101 and passing score on NRAEF ServSafe Certification Exam	6
Banquet Cooking and Service II	CUL 250	Grade of C- or better in CUL 101 and passing score on NRAEF ServSafe Certification Exam	3
Introduction to Hospitality	HCA 101		3
Hospitality Management Cooperative Education I	HCA 280	24 credits, completion of HCA 101, and completion of either HCA 232 OR CUL 215	3
Principles of Management	MGT 230		3
Total Credits			66

FORENSIC SCIENCE CERTIFICATE – X073

CONTACT

Beth Butin, 413.552.2305, ebutin@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
PROGRAM REQUIREMENTS			15
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
General Biology for NonMajors: The Processes of Life (E) or General Biology for Non-Majors: Introduction to Cell Functions (E)	BIO 101 BIO 107	Eligibility for ENG 101 Eligibility for ENG 101 and MTH 095 or permission of instructor	4
General Chemistry I (E) or Principles of Chemistry I (E) or ¹ Chemistry for Science & Engineering Students I (E) ¹	CHM 101 CHM 113 CHM 121	MTH 085, with a grade of C- or higher or SM12 or adequate score on the math placement exam. MTH 095 or 099 with a grade of C- or higher or SM18 or eligible by equivalent score on the math placement test. High School Chemistry recommended.	4
Introduction to Forensic Science (E)	FRS 101		4
PROGRAM ELECTIVES² <i>(Select 3 from the following)</i>			9-11
Introduction to Criminal Justice	CRJ 100	Eligibility for ENG 095	3
Criminal Law and Procedure	CRJ 112	CRJ 100	3
Criminal Evidence or Criminal Investigation and Crime Analysis	CRJ 102 CRJ 205	CRJ 100 and CRJ 112 CRJ 100 and CRJ 112	3
Insects and Forensics (E)	FRS 110		4
Forensic Analytical Techniques (E) ³	FRS 201	FRS 101	4
Total Credits			24-26

NOTES

¹ Degree seeking students only.

² Students strongly encouraged to select at least one CRJ designated course.

³ Contact Coordinator for information about next offering.

Introduction to Forensic Science, FRS 101: Students planning to major in the Forensic Science degree program should not consider taking FRS 100. This course does not count towards the Forensic Science major.

Depending on the course selection 80% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

PROGRAM OVERVIEW

The Forensic Science Certificate is designed for those already in law enforcement 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.

Upon completion of this degree 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 related regulations.

FORENSIC SCIENCE – X074

A.S. in Arts and Science

CONTACT

Beth Butin, 413.552.2305, ebutin@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			21
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Science Elective (B)			3
Chemistry for Science & Engineering Students I	CHM 121	MTH 095 or MTH 099, with a grade of C- or higher, or SM18, or algebra placement test score of 82 or higher. High school chemistry is recommended.	4
Intro to Forensic Science (E)	FRS 101		4
Calculus I (D)	MTH 113	MTH 108 or adequate score on the Math Placement Exam	4
PROGRAM REQUIREMENTS			28
Chemistry for Science & Engineering Students II (E)	CHM 124	CHM 113 or CHM 121 or equivalent with a grade of C- or better	4
Introduction to Criminal Justice	CRJ 100	Eligibility for ENG 095	3
Criminal Law and Procedure	CRJ 112	CRJ 100	3
Statistics (D)	MTH 142	MTH 085 or 099 or MTH 095 with a grade of C- or better or SM12, or adequate score on the Math Placement Exam	3
Humanities Electives (C)			3
Humanities Electives (C)			3
Humanities Electives (C)			3
Social Science Elective (B)			3
Social Science Elective (B)			3
PROGRAM ELECTIVES (Select one of the following tracks)			12
Forensic Biology Track		BIO 107, 108, FRS 201	12
Forensic Chemistry Track		CHM 221, 222, FRS 201	12
Forensic Entomology or Anthropology Track		BIO 107, 108, FRS 110, 111	12
Total credits			61

PROGRAM OVERVIEW

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

Upon completion of this degree 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 and procedures applied to identify and characterize DNA from biological 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.

NOTES

¹Contact Coordinator for information about next offering.

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

Depending on the course selection 50% of this program can be completed online. Go to www.hcc.edu/ catalog for further information.

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.

Foundations of Health Career - M080

A.S. in Foundations of Health

CONTACT

Rebecca Lewis 413.552.2426, rlewis@hcc.edu

PROGRAM OVERVIEW

The Associate Degree in Foundations of Health Career 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- Introduction to Health Careers, 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, Director Care Worker, Medical Billing & Coding, or Medical Assisting as part of this degree. The co-requisites for selective programs in health are embedded in this major. Selective programs include an associate degree in Nursing, certificate in Practical Nursing, and associate degree in Radiologic Technology (A.S.). Each of these programs requires a separate application process along with attendance at the appropriate information session.

Upon graduating from this program, students will possess a foundational skill set for entering a health career including the ability to:

1. Effectively utilize medical terminology both in English and in Spanish.
2. Apply basic clinical competencies in a health care setting gained through completion of the Certified Nurse's Aide license in HTH 210 - Field Experience in addition to applying leadership strategies and critical thinking.
3. Understand the intersection of psychological and sociological components of human development and aging as they relate to healthcare practice.
4. Possess an understanding of the physiological makeup of the human body (nutritionally and biologically).
5. Obtain a basic understanding of the healthcare system including current policies, events, and considerations related to entering a health career.
6. Apply concepts of cultural and social diversity as they relate to working in healthcare. Students interested in transferring to a four-year school should enroll in the Founda-

tions of Health-Transfer Option.

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

Foundations of Health students enrolled in the HTH 210 Field Experience or applying for Selective Programs are required to complete a CORI/SORI background check **prior to the end of the Add/Drop period each semester**. A positive finding may prevent students from successfully completing the HTH 210 Field Experience 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 Kathy Hankel, Dean of Health and Natural Sciences.

Drug Testing

The Work Connection at Holyoke Medical Center has been selected as the Division of Health and Natural Science's exclusive laboratory for student drug testing. Students are required to participate in the drug screening process upon enrollment in the HTH 210- Field Experience course and **prior to the end of Add/Drop period each semester**. Failure to complete the Drug Testing in this time period will result in an Administrative Withdrawal from the HTH 210-Field Experience Course. A positive finding may prevent students from successfully completing the HTH 210 Field Experience 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 (Field Experience) 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 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-Field Experience 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.**
- Current HCC Health Affiliate Physical Form – signed and dated by MD
- Annual influenza vaccination

Immunization and health records are due to the Health Services Office by the end of the Add/Drop period each semester. If you have any questions about the immunization process please contact Student Health Services.

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Read the catalog online at www.hcc.edu/catalog

Foundations of Health Career - M080 *continued*

A.S. in Foundations of Health

CONTACT

Rebecca Lewis 413.552.2426, rlewis@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			26-27
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
Introduction to Sociology (B)	SOC 110	Eligibility for ENG 101	3
College Algebra (D) or Statistics (D)	MTH 104 MTH 142	MTH 095 or 099 with a grade of C- or better or SM18 or adequate score on the Math Placement Exam MTH 085 or 099 with a grade of C- or better or SM12 or adequate score on the Math Placement Exam	3-4
General Biology I: Introduction to Cell Functions (E)	BIO 107	Eligibility for ENG 101 and MTH 095 or permission of instructor	4
Human Biology (E) or Human Anatomy and Physiology I (E)	BIO 111 BIO 217	None A "C" grade or better in BIO 107 taken within 7 years or a passing score on the challenge exam.	4
Human Development (B) or Social Problems (B) or Race and Ethnicity (B)	PSY 216 SOC 214 SOC 220	PSY 110 SOC 110 SOC 110	3
PROGRAM REQUIREMENTS			30-38
Computer Applications or Medical Terminology or Introduction to Nutrition	BUS 115 HTH 114 NTR 101	None None Eligibility for ENG 101	3
Introduction to the Study of Aging	GRT 110		3
Introduction to Health Careers	HTH 101		3
Pharmacology for Health Careers or Introduction to Drug Therapy	HTH 130 / MEA 150	Eligibility for ENG 101 Note: Students cannot receive credit for both HTH 130 and MEA 150.	2
Field Experience	HTH 210	Pre- or corequisite: 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 Fees: CNA Licensure Exam; Drug Testing, and Malpractice Insurance (All fees subject to change.) Non Course Fees: Cori/Sori background check (out of state) and CPR	6
Spanish for Health Related Careers I	SPA 111	One year of high school Spanish or one semester of college Spanish, taken within the last three years. 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.	3
PROGRAM ELECTIVES			4-8
(Select from the following prefixes: BIO, SOC, PSY, HTH, HSV, HFN, or NTR. Students must discuss academic plan with advisor for appropriate selection.) Sufficient to complete 60 credit graduation requirement.			
Program Elective 1-4		BIO, SOC, PSY, HTH, HSV, HFN, or NTR	1-4
Program Elective 1-4		BIO, SOC, PSY, HTH, HSV, HFN, or NTR	1-4

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Foundations of Health Career - M080 *continued*

A.S. in Foundations of Health

CONTACT

Rebecca Lewis 413.552.2426, rlewis@hcc.edu

CERTIFICATE OPTIONS - Student must complete all program requirements listed above and choose one of the 4 certificate options below.		
Community Health Worker Certificate		Student must complete all Foundations of Health Career program requirements.
Direct Care Worker Certificate		Student must complete all Foundations of Health Career program requirements.
Medical Assistant Certificate		Student must complete all Foundations of Health Career program requirements.
Medical Billing and Coding Certificate		Student must complete all Foundations of Health Career program requirements.
Total Credits		60-73

NOTES

Some courses may appear in both the Foundations of Health degree and certificate programs; these courses need only be taken once.

Student wishing to transfer to a four-year school program should not complete this option, but should complete the FOH Transfer Option.

Students enrolled in the Direct Care Worker Certificate are required to take a minimum of 4 credits of Program Electives to reach the 60 credit graduation requirement. Heritage Spanish speakers do not need SPA 111 or SPA 112- they are required to Take SPA 203 (Spanish for Heritage speakers). This course prepares Heritage speakers for use of Spanish in a professional setting.

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-A&P for Medical Assistants. MEA 150-Intro to Drug Therapy will be waived as students will complete HTH 130, a FOH degree program requirement.

Medical Billing & Coding- Students who have completed BIO 111-Human Biology or BIO 217 and BIO 218-Human Anatomy and Physiology 1&2, with a grade of C or better within the last 7 years do not need to take HIM 107-Human A&P and Disease Processes for Medical Billing.

The following four certificate programs can be completed as part of the FOH Career Option: **Community Health Worker, Direct Care Worker, Medical Assisting, and Medical Billing & Coding.** Some of these certificates require course waivers (e.g. Medical Assisting has comparable courses to HTH 130 and BIO 217 and 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 and Natural Sciences, Division of- fice, MRB 225 or call 413.552.2467 for additional information based on the pre-requisites listed for the following:

Medical Assisting

- Eligibility for ENG 101
- Complete PSY 110 and HTH 114 with a C or better

Medical Billing & Coding

- Eligibility for ENG 101
- Complete PSY 110 and HTH 114 with a C or better

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 & 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 Nursing Information Session

Foundations of Health Transfer - M081

A.A. in Foundations of Health

CONTACT

Rebecca Lewis 413.552.2426, rlewis@hcc.edu

PROGRAM OVERVIEW

The Associate Degree in Foundations of Health Transfer 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- Introduction to Health Careers, 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.

Upon graduating from this program, students will possess a foundational educational basis positioning students to transfer to a four-year institution to continue education towards a healthcare career including:

1. Obtain a basic understanding of the healthcare system including current policies, events, and considerations related to entering a health career.
2. Possess 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.

3. Possess an understanding of the physiological makeup of the human body.

4. Understand the intersection of psychological and sociological components of human development and aging as they relate to healthcare practice.

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			35-36
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
Introduction to Sociology (B)	SOC 110	Eligibility for ENG 101	3
Social Science Elective [B]			3
Humanities Elective	HUM XX3		3
Humanities Elective	HUM XX2		3
Humanities Elective	HUM XX1		3
College Algebra (D) <u>or</u> Statistics (D)	MTH 104 MTH 142	MTH 095 or 099 with a grade of C- or better or SM18 or adequate score on the Math Placement Exam MTH 085 or MTH 099 with a grade of C- or better or SM12, or adequate score on the Math Placement Exam	3-4
General Biology I: Introduction to Cell Functions (E)	BIO 107	Eligibility for ENG 101 and MTH 095 Eligible or permission of Instructor	4
Human Anatomy and Physiology I (E)	BIO 217	A grade of "C" or better in BIO 107 taken within 7 years; or a passing score on the challenge exam.	4
PROGRAM REQUIREMENTS			22
Introduction to Health Careers	HTH 101		3
Arts & Science Elective	A&S XX7		4
Arts & Science Elective	A&S XX5		3
Arts & Science Elective	A&S XX4		3

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Foundations of Health Transfer - M081 *continued*

A.A. in Foundations of Health

CONTACT

Rebecca Lewis 413.552.2426, rlewis@hcc.edu

PROGRAM REQUIREMENTS <i>continued</i>			22
Arts & Science Elective	A&S XX3		3
Arts & Science Elective	A&S XX2		3
Arts & Science Elective	A&S XX1		3
GENERAL ELECTIVES			3
General Elective			1-3
Total Credits			60-61

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. This program qualifies for Mass Transfer, 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.

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-Field Experience course (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-Field Experience course as an elective should take GRT 110- Intro to the Study of Aging 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: requires MTH 160, HTH 213, Introduction to Public Health, (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 requires: BUS 115, ECN, ACCT, MGT 230, MKT.
- BA in Health Studies/Health Education requires: CHM 113/114, BIO 100, BIO 217/218.
- Occupational Therapy BS/MS: BIO 107, BIO 217 & 218, PSY 110, PSY 217, SOC 110, MTH 142
- Doctorate in Physical Therapy: BIO 107, 217, 218, CHM 101 or 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) requires: 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) requires: BUS 115, MKT 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

- Doctorate in Physical Therapy: BIO 107, 217, 218, CHM 101 or 113, PHS 101, MTH 104, PSY 110

Bay Path University

- Occupational Therapy: BIO 107, BIO 217, MTH 142
- Physician Assistant Program: BIO 107, 217, 218, 229 CHM 101 & 102 or 113 & 114, CHM 221, plus 1 physical science, MTH 142, PHI 120

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 the course selection 80% of this program can be completed online.

GENDER and WOMEN'S STUDIES OPTION – H072

A.A. in Arts and Science

CONTACT

Mary Orisich, 413.552.23235, 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.

Students completing coursework in this degree option 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.

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			32-33
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
Introduction to Sociology (B)	SOC 110	Eligibility for ENG 101	3
Public Speaking (C)	COM 150		3
US Women's History (C)	HIS 130	Eligibility for ENG 101	3
Humanities (C)			3
Human Biology (E)	BIO 111		4
Laboratory Science Elective (E)			4
Mathematics Elective (D)			3-4
PROGRAM REQUIREMENTS			6
Introduction to Women's Studies (B)	WST 100	ENG 101	3
Sociology of Sex and Gender (B)	SOC 215	SOC 110	3

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GENDER and WOMEN'S STUDIES OPTION – H072 *continued*

A.A. in Arts and Science

CONTACT

Mary Orisich, 413.552.23235, morisich@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
PROGRAM ELECTIVES <i>(Select 6 from the following courses)</i>			18
Understanding Differences and Valuing Similarities (B)	ANT 114		3
Women and Art (C)	ART 147	Eligibility for ENG 101	3
Women, Crime and Justice (B)	WST 217	SOC 110 or PSY 110	3
Current Themes in Literature	ENG 230	ENG 102, previously or concurrently	3
Family Violence (B)	HSV 205	Eligibility for ENG 101	3
Women and the Law (B)	WST 215		3
Human Sexuality (B)	PSY 203	PSY 110	3
Psychology of Women (B)	PSY 224	PSY 110	3
Psychology of Men (B)	PSY 225	PSY 110	3
Intimate Relationships, Marriage, and Family (B)	SOC 130		3
PROGRAM ELECTIVES <i>(Sufficient to complete 60 credit graduation requirement)</i>			3-4
Building Self-Esteem for Women	HFN 164		1
Women's Self-Defense	HFN 165		1
Self Defense	HFN 166		1
General Elective			1-3
General Elective			1-3
TOTAL CREDITS			60-61

NOTES

General Elective recommended courses: HIS 109, HIS 107, ANT 101

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

Depending on the course selection 50% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

GENERAL INTEGRATED STUDIES OPTION – C001

A.S. in Liberal Studies

CONTACT

Idelia Smith, 413.552.2228, ismith@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			23-24
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Sciences (B)			3
Social Sciences (B)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
Mathematics Elective (D)			3-4
PROGRAM REQUIREMENTS <i>(Selected and agreed by contract)</i>			36-37
Program Requirement - C001			
Program Requirement - C001			
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Program Requirement - C001			
Program Requirement - C001			
Program Requirement - C001			
Total Credits			60

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.

NOTES

Depending on the course selection 100% of this program can be completed online.

GRAPHIC DESIGN CERTIFICATE – H034

CONTACT

Beverly Wodicka, 413.552.2572, bwodicka@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
PROGRAM REQUIREMENTS			24
Basic Design I (C)	ART 123		3
Commercial Art and Design I	ART 256	Pre-or corequisite: ART 121 or ART 123	3
Commercial Art and Design II	ART 257	ART 256	3
Graphic Design Production	ART 258	Pre-or corequisite: ART 259	3
Computers for Graphic Designers I	ART 259	ART 256	3
Computers for Graphic Designers II	ART 260	ART 259	3
Computers for Graphic Designers III	ART 265	ART 259	3
Introduction To Web Design	ART 266	ART 259 or permission of instructor.	3
Total Credits			24

NOTES

This elective is not required, but is highly recommended:
HUM 280 Cooperative Education I

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 experience in completing the courses, prepares the student for beginning a career in graphic design printing and publishing.

The portfolio will include samples of graphic design basics:

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

GRAPHICS OPTION – H042

A.S. in Visual Art

CONTACT

Beverly Wodicka, 413.552.2572, bwodicka@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			26-27
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Sciences (B)			3
Social Sciences (B)			3
Social Sciences (B)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
Math Elective (D)			3-4
PROGRAM REQUIREMENTS			21
Basic Drawing (C)	ART 121		3
Basic Design I (C)	ART 123		3
Basic Design II (C)	ART 124	ART 123	3
Introduction to Art History I (C)	ART 131	ENG 101, previously or concurrently	3
Introduction to Art History II (C)	ART 132	ENG 101, previously or concurrently	3
Commercial Art and Design I	ART 256	ART 121 or ART 123, previously or concurrently	3
Computers for Graphic Designers I	ART 259	ART 256	3
SELECT 4 FROM THE FOLLOWING			12
Commercial Art and Design II	ART 257	ART 256	3
Graphic Design Production	ART 258	ART 259, previously or concurrently	3
Computers for Graphics II	ART 260	ART 259	3
Computers for Graphics III	ART 265	ART 259	3
Introduction To Web Design	ART 266	ART 265 or permission of the instructor.	3
SUGGESTED ELECTIVES			3
Humanities Elective	HUM XX3		3
Visual Communication Elective			3
Art Elective	ART XX6		3
Total Credits			62-63

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 in 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:

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

NOTES

Suggested Electives: Select from the following electives: EMS 105, EMS 111, EMS 112, ART 266.

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.

HEALTH AND FITNESS MANAGEMENT CERTIFICATE – M101

CONTACT

Patti Mantia, Ed.D, 413.552.2449, pmantia@hcc.edu

PROGRAM OVERVIEW

The Health and Fitness Management Certificate Program will prepare the student for a management position in the field of health and fitness. Students will study health and fitness and business management courses in this option. Upon completion of this program, the student will be able to:

- Define and discuss the roles and responsibilities of the health and fitness facility manager, human resource manager and exercise leader
- Identify effective marketing and sales techniques used in the fitness field
- Discuss financial operations of a fitness facility
- Demonstrate effective communication and interpersonal skills for diverse populations
- Discuss and demonstrate effective techniques for hiring, training and evaluation of facility employees and exercise leaders
- Discuss legal concerns and identify risk management techniques
- Identify and discuss national certification and licensure for the exercise leader
- Discuss the components of fitness and explain how they relate to wellness
- Define, describe and demonstrate human movement patterns
- Describe the physiological responses of the body during physical activity
- Define and discuss ACSM (American College of Sports Medicine) fitness guidelines
- Demonstrate use of equipment used to enhance physical conditioning. Discuss exercise programming considerations for populations with medical concerns and explain basic emergency medical care.

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM REQUIREMENTS			28
Human Biology (E)	BIO 111		4
Introduction to Business	BUS 101		3
Professional Etiquette	BUS 112		1
First Aid Safety/CPR <u>or</u> Sports First Aid	HFN 103 / HFN 104	Students can not receive credit for both HFN 103 and HFN 104	1
Sports Supplements	HFN 106		1
Leading Group Exercise <u>or</u> Personal Trainer and Fitness Counseling <u>or</u> Principles and Practices of Strength Training	HFN 134 HFN 183 HFN 185	HFN 134 or HFN 183 or BIO 217	3
Fitness Pro Seminar/Internship ¹	HFN 190	HFN 134, HFN 172, or HFN 183 or with permission of instructor.	3
Business Law	LAW 211		3
Health and Fitness Facility Management	HFN 192		3
Entrepreneurship	MGT 235		3
Introduction to Nutrition	NTR 101	Eligibility for ENG 101	3
PROGRAM ELECTIVES <i>(Select HFN 1-credit course)</i>			1
HFN Elective			1
Total Credits			29

NOTES

*Students who are seriously considering pursuing a degree program are encouraged to take BIO 217 Anatomy & Physiology I and 218 Anatomy & Physiology II instead of BIO 111 Human Biology as Anatomy & Physiology are required for any exercise science degree.

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

Depending on the course selection 50% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

HEALTH AND FITNESS SPECIALIST CERTIFICATE – M100

CONTACT

Patti Mantia, Ed.D, 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 Associate of Science Degree program at HCC or other academic institutions.

Upon completion of this program, the student 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

NOTES

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

- 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.

Students who are seriously considering pursuing a degree program are encouraged to take BIO 217 Anatomy and Physiology I (has pre-requisite of BIO 100, 103, or 107 of C or better) and BIO 218 Anatomy and Physiology II in place of BIO 111 as they will be required for a degree program.

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HEALTH AND FITNESS SPECIALIST CERTIFICATE – M100 *continued*

CONTACT

Patti Mantia, Ed.D, 413.552.2449, pmantia@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM REQUIREMENTS			23
Human Biology (E)	BIO 111		4
First Aid /Safety or Sports First Aid	HFN 103 HFN 104	Students can not receive credit for both HFN 103 and HFN 104	1
Sports Supplements	HFN 106		1
Physical Conditioning I	HFN 180		1
Health and Wellness Counseling	HFN 188		3
Fitness Pro Seminar/Internship ¹	HFN 190	HFN 134, HFN 172, or HFN 183 or with permission of instructor.	3
Biomechanics of Human Movement	HFN 277	BIO 100 or BIO 103 or BIO 107 or BIO 111 or BIO 217	3
Physiology of Exercise	HFN 276	BIO 217	4
Introduction to Nutrition	NTR 101	Eligibility for ENG 101	3
CONCENTRATION OPTIONS (See Program Electives)			
Healthy Living Coaching		Courses needed to complete this concentration. HFN 115 and NTR 230	
Group Exercise Leader		Courses needed to complete this concentration. HFN 134 and HFN 183	
Firefighter Fitness Training		Choose 2 of the 3 courses to complete this concentration. HFN 134 or HFN 183 or HFN 184	
Personal Trainer/Fitness Counselor		Courses needed to complete this concentration. HFN 183 and HFN 185	
PROGRAM ELECTIVES <i>Select 2 from the following courses:</i>			6
Healthy Living	HFN 115		3
Nutrition Science for Nutrition Majors	NTR 230	BIO 100, BIO 107, BIO 217 Prerequisite or Corequisite: CHM 221	3
Leading Group Exercise	HFN 134		3
Personal Trainer and Fitness Counseling	HFN 183		3
Principles and Practice of Strength Training	HFN 185	HFN 183 or HFN 134 or BIO 217	3
Firefighter Fitness Trainer	HFN 184		3
Total Credits			29

HEALTH, FITNESS and NUTRITION – M115

A.S. in Health and Fitness

CONTACT

Patti Mantia, Ed.D, 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. Upon completion of the degree program, students will:

- 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

NOTES

¹HFN 190 should be taken at the end of the program.

²Students 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.

- 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.

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HEALTH, FITNESS and NUTRITION – M115 *continued*

A.S. in Health and Fitness

CONTACT

Patti Mantia, Ed.D, 413.552.2449, pmantia@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			35-36
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Anatomy and Physiology I (E)	BIO 217	A "C" grade or better in BIO 107 taken within 7 years or a passing score on the challenge exam.	4
Anatomy and Physiology II (E)	BIO 218	BIO 217	4
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
Introduction to Sociology (B)	SOC 110	Eligibility for ENG 101	3
Social Science Elective (B)			3
Introduction to Communication (C)	COM 121		3
Clear Thinking/Sound Reasoning (C) <u>or</u> Ethics (C)	PHI 103 PHI 120		3
Humanities Elective (C)			3
Math Elective (D)			3-4
PROGRAM REQUIREMENTS			19
First Aid /Safety <u>or</u> Sports First Aid	HFN 103 HFN 104	Students can not receive credit for both HFN 103 and HFN 104	1
Motor Learning Principles and Practices	HFN 120		3
Introduction to Exercise Science	HFN 172		2
Physiology of Exercise	HFN 276	BIO 217	4
Biomechanics of Human Movement	HFN 277	BIO 100 or BIO 103 or BIO 111 or BIO 217	3
Fitness Pro Seminar Field Experience ¹	HFN 190	PER 134, PER 172, or PER 183, or with permission of instructor.	3
Introduction to Nutrition	NTR 101	Eligibility for ENG 101	3
² PROGRAM ELECTIVES (Students must take two, 3-credit classes and three 1-credit classes with an HFN designation)			9
HFN Elective			3
HFN Elective			3
HFN Elective			1
HFN Elective			1
HFN Elective			1
Total Credits			63-64

HOSPITALITY MANAGEMENT-CERTIFICATE – B053

CONTACT

Kristine Ricker Choleva, 413.552.2565, kcholeva@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.

Students will 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. Students will use a business-oriented approach to identify, define, respond to and evaluate problem resolutions to various hospitality industry situations and problems. Students will understand the current ethical and social issues in the hospitality industry.

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
PROGRAM REQUIREMENTS			24
Introduction to Hospitality	HCA 101		3
Lodging Operations	HCA 202	HCA 101 with a grade of C- or better.	3
Meetings and Events	HCA 205	Any one of the following: HCA 101, MGT 230 or SPO 110	3
Food and Beverage Options ¹	HCA 232	HCA 130 or a grade of C- or better in both CUL 101 and CUL 115	3
Principles of Management	MGT 230		3
Human Resources Management	MGT 231		3
Sales and Customer Service	MKT 227		3
Principles of Marketing	MKT 240		3
Total Credits			24

NOTES

¹ Prerequisite waived for certificate students.

Depending on the course selection 80% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

HOSPITALITY MANAGEMENT-CAREER OPTION – B056

A. S. in Hospitality Management

CONTACT

Kristine Ricker Choleva, 413.552.2565, kcholeva@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			20
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Sociology (B) or Introduction to Psychology (B)	SOC 110 PSY 110	Eligibility for ENG 101	3
Social Science Elective (B)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
PROGRAM REQUIREMENTS			34
Principles of Accounting I	ACC 111	Eligibility for MTH 085	3
Computer Applications	BUS 115		3
Business Communications	BUS 220	ENG 101	3
Introduction to Hospitality	HCA 101		3
Lodging Operations	HCA 202	HCA 101 with a grade of C- or better.	3
Food Production Management	HCA 130	ENG 095 or appropriate score on the English Placement Exam	4
Meetings and Events	HCA 205	Any one of the following: HCA 101, MGT 230, ORD SPO 110	3
Food and Beverage Operations	HCA 232	HCA 130 or a grade of C- or better in both CUL 101 and CUL 115	3
Principles of Management	MGT 230		3
Human Resource Management	MGT 231		3
Sales and Customer Service	MKT 227		3
PROGRAM ELECTIVES ¹			6
Program Elective ¹			6
Total Credits			60

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.

Upon graduating from 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. Students will use math-ematics and a business-oriented approach to identify, define, respond to and evaluate problem resolutions to global hospitality 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. Students will possess the tools to work effectively in an organization and as a member of a team and give first-hand industry experience.

NOTES

Depending on the course selection 80% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

Students who intend to transfer should look at the following option: B051 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.

¹ Program Electives: Choose 2 courses from the following selection: ACC, BUS, CUL, HCA, LAW, MGT, MKT, MTH, NTR, SPO

HOSPITALITY MANAGEMENT-TRANSFER OPTION – B051

A. S. in Hospitality Management

CONTACT

Kristine Ricker Choleva, 413.552.2565, kcholeva@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			38
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Macroeconomics (B) and Introduction to Microeconomics (B) or Introduction to Macro and Microeconomics (B)	ECN 101 ECN 102 ECN 104	ECN 100 with a grade of C- or better or eligible for MTH 095 ECN 100 with a grade of C- or better or eligible for MTH 095 ECN 100 with a grade of C- or better or eligible for MTH 095	6
Social Science Elective (B)			3
Humanities Electives (C)			3
Humanities Electives (C)			3
Humanities Electives (C)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
Statistics (D)	MTH 142	MTH 085 MTH 099 with a grade of C- or better or SM12, or adequate score on the Math Placement Exam	3
Applied Calculus (D)	MTH 162	MTH 104 with a grade of C- or better or adequate score on the Math Placement Exam	3
PROGRAM REQUIREMENTS			25
Principles of Accounting I	ACC 111	Eligibility for MTH 085	3
Principles of Accounting II	ACC 112	ACC 111 with a grade of C- or better	3
Introduction to Hospitality	HCA 101		3
Lodging Operations	HCA 202	HCA 101 with a grade of C- or better.	3
Food Production Management	HCA 130	Eligibility for ENG 095 or appropriate test score on the English Placement Test	4
Meetings and Events	HCA 205	HCA 101, MGT 2130 or SPO 112	3
Food and Beverage Operations	HCA 232	HCA 130 or a grade of C- or better in both CUL 101 and CUL 115	3
Principles of Management	MGT 230		3
PROGRAM ELECTIVES			3
Program Elective ¹			3
Total Credits			66

PROGRAM OVERVIEW

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

Upon graduating from this program, students will be able to use generic business skills as well as functionally based hospitality industry skills to define relationships between situations and understand professional terminology and concepts within the industry. Students will use mathematics and a business-oriented approach to identify, define, respond to and evaluate problem resolutions to 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.

NOTES

¹ Select from: ACC, BUS, CUL, HCA, LAW, MGT, MKT, MTH, NTR, OR SPO. Students planning to attend UMass are urged to elect MGT 231.

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 the course selection 80% of this program can be completed online. Go to www.hcc.edu/catalog for more information.

HUMAN RESOURCE MANAGEMENT CERTIFICATE – B010

CONTACT

Kristine Ricker Choleva, 413.552.2565, kcholeva@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 A.S. in Human Resource Management as well. Students will learn human resource inventory Management; recruiting and retention and organizational behavior. Upon

graduating from this program, students will also appreciate the role of law in human resources and general business, be able to define traditional functions of management and appreciate its contribution to strategic resource planning.

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM REQUIREMENTS			24
Professional Etiquette	BUS 112		1
Business Ethics	BUS 113		1
Money Management	BUS 114	Eligibility for MTH 085	1
Computer Applications	BUS 115		3
Business Law	LAW 211		3
Employment Law	LAW 218		3
Principles of Management	MGT 230		3
Human Resource Management	MGT 231		3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
Social Psychology (B)	PSY 210	PSY 110	3
Total Credits			24

NOTES

Depending on the course selection 100% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

HUMAN RESOURCE MANAGEMENT OPTION – B011

A.S. in Business Administration

CONTACT

Kristine Ricker Choleva, 413.552.2565, kcholeva@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			26
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Macroeconomics (B) or Introduction to Microeconomics (B)	ECN 101 ECN 102	ECN 100 with a grade of C- or better or eligible for MTH 095	3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
Social Psychology (B)	PSY 210	PSY 110	3
Laboratory Science (E)			4
Laboratory Science (E)			4
Statistics or Mathematics for Business Decisions	MTH 142 or BUS 170	MTH 085, 099 with a grade of C- or better, or SMI2 or adequate score on MPE BUS 115, BUS 215, or CSI III and eligibility for NTH 095	3
PROGRAM REQUIREMENTS			30
Principles of Accounting I	ACC 111	Eligibility for MTH 085	3
Principles of Accounting II	ACC 112	ACC 111 with a grade of C- or better	3
Intro to Business or Business Communication	BUS 101 or BUS 220	ENG 101	3
Professional Etiquette	BUS 112		1
Money Management	BUS 114	Eligibility for MTH 085	1
Business Ethics	BUS 113		1
Computer Applications	BUS 115		3
Business Law	LAW 211		3
Employment Law	LAW 218		3
Principles of Management	MGT 230		3
Human Resource Management	MGT 231		3
Principles of Marketing	MKT 240		3
² PROGRAM ELECTIVES			6
Business Elective			3
Business Elective			3
Total Credits			62

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. Upon graduating from 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, and define traditional functions of management and its contribution to strategic planning.

Students who intend to transfer should look at the following options: BO23 (Mass Transfer to UMass and Westfield State University; GPA 3.0 required for UMass), BO34 (General Transfer to most 4-year private colleges), BO45 (Paralegal Option for transfer to Elms College and Bay Path University), B056 (Hospitality Management Transfer to state universities including UMass and to Johnson & Wales University), or B096 (Sport Management transfer to state and private universities).

NOTES

¹ Select from MTH 160 (D), MTH 162 (D), MTH 113 (D), MTH 114 (D), or MTH 142(D). Students will not receive credit for both MTH 162 and MTH 113.

² Select from ACC, BUS, HCA, LAW, MKT, MGT, or SPO.

Depending on the course selection 100% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

HUMAN SERVICES CERTIFICATE – H019

CONTACT

Jackie Griswold, Ed.D, 413.552.2333, jgriswold@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
PROGRAM REQUIREMENTS			9
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
Introduction to Human Services	HSV 113	Eligibility for ENG 101	3
PROGRAM ELECTIVES <i>(Select five from the following courses)</i>			15
Introduction to the Study of Aging (B)	GRT 110		3
Conflict Resolution and Mediation (B)	SSN 120		3
Any course with HSV, PSY, or Soc Designation.			3
Any course with HSV, PSY, or Soc Designation.			3
Any course with HSV, PSY, or Soc Designation.			3
Any course with HSV, PSY, or Soc Designation.			3
Any course with HSV, PSY, or Soc Designation.			3
Total Credits			24

NOTES

Depending on course selection, 100% of this program can be completed online.

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.

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 appropriate as part of a career ladder leading toward the Associate Degree in Human Services. 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, day care centers, educational settings, in work with the elderly, correctional facilities, substance abuse programs, and with those individuals who may have emotional, physical or developmental problems.

HUMAN SERVICES PROGRAM - H049

A.S. in Human Services

CONTACT

Jackie Griswold, Ed.D, 413.552.2333, jgriswold@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, psychology, counseling, human services, or other related majors. 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 encouraged to build upon their unique abilities to work collaboratively with individuals, families, and agencies. 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 mental 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. The Bureau of Labor Statistics reports that human service careers are among the fastest growing occupations in the United States.

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			35-36
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
Human Development (B)	PSY 216	PSY 110	3
Introduction to Sociology (B)	SOC 110	Eligibility for ENG 101	3
Human Biology (E)	BIO 111		4
Laboratory Science (E)			4
Humanities Electives (C)			3
Humanities Electives (C)			3
Humanities Electives (C)			3
Math Elective (D)			3-4
PROGRAM REQUIREMENTS			16
Introduction to Human Services	HSV 113	Eligibility for ENG 101	3
The Helping Relationship: Delivering Human Services	HSV 124	HSV 113 and PSY 110	3
Introduction to Practicum	HSV 125	HSV 113; HSV 124 previously or concurrently, permission of department chair	3
Professional and Ethical Standards in the Helping Professions	HSV 213	HSV 113	3
Practicum in Human Services I	HSV 288	HSV 113, HSV 125, and PSY 110 , all with a grade of C or better, HSV 124 previously or concurrently, with a grade of C or better; PSY 216	4
PROGRAM ELECTIVES <i>(12-13 credits are required. Choose from the list below.)</i>			12-13
Cultural Anthropology (B)	ANT 101		3
Understanding Diversity and Valuing Similarities (B)	ANT 114		3
Child Abuse and Neglect	CRJ 110	SOC 110 or PSY 110	3
Introduction to Developmental Disabilities	DVD 110	Eligibility for ENG 101	3
Current Issues in Developmental Disabilities	DVD 210	HSV 113, DVD 110 and PSY 110	3
Introduction to the Study of Aging (B)	GRT 110		3

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HUMAN SERVICES PROGRAM - H049 *continued*

A.S. in Human Services

CONTACT

Jackie Griswold, Ed.D, 413.552.2333, jgriswold@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
PROGRAM ELECTIVES (Continued)			
Conflict Resolution and Mediation	SSN 120		3
Elementary Spanish 1 (C)	SPA 101		3
Elementary Spanish 2 (C)	SPA 102		3
Workplace Spanish	SPA 106	One semester of college level Spanish or one year of high school Spanish	3
Introduction to Health Careers	HTH 101		3
Introduction to Public Health (B)	HTH 102		3
Core Competencies for the Community Health Worker	HTH 104	Eligibility for ENG 101	3
Any course with HSV, PSY, or Soc Designation.			3
Any course with HSV, PSY, or Soc Designation.			3
Any course with HSV, PSY, or Soc Designation.			3
Any course with HSV, PSY, or Soc Designation.			3
TOTAL CREDITS			63-65

NOTES

* Select from any math with a (D) designation. Many transfer institutions prefer MTH 142 (D). However, students should check with their academic advisor to be sure that their choices will transfer to their selected institutions.

* Students interested in transferring are advised to enroll in MTH 142 (D).

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 the course selection 80% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

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.

INFORMATION TECHNOLOGY MANAGEMENT OPTION – N066

A.S. in Computer Information Systems

CONTACT

Jon Ventulett, 413.552.2276, jventulett@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			35-36
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Macroeconomics (B) and Introduction to Microeconomics (B) or Introduction to Macro and Microeconomics (B)	ECN 101 ECN 102 ECN 104	ECN 100 with a grade of C- or better or eligible for MTH 095 ECN 100 with a grade of C- or better or eligible for MTH 095 ECN 100 with a grade of C- or better or eligible for MTH 095	6
Social Science Elective (B)			3
Humanities Elective (C)			3
Humanities Elective (C)			3
Humanities Elective (C)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
Math Elective (D)			3-4
PROGRAM REQUIREMENTS			27
Principles of Accounting I	ACC 111	Eligibility for MTH 085	3
Programming Fundamentals I	CSI 106	Eligibility for ENG 101 and MTH 095; CSI 111 previously or concurrently	4
Computer Concepts w/Applications	CSI 111	Eligibility for ENG 101	4
Programming Fundamentals II or Java Programming I	CSI 218 CSI 254	CSI 106, or permission of instructor; and CSI 111, and MTH 095 or MTH 099 or SM18 or Math Placement Exam. CSI 106 and CSI 111	4
Systems Analysis & Design	CSI 214	12 CSI credits	3
Applied Database Management	CSI 242	CSI 111, BUS 115, BUS 215, or equivalent	3
Network Development	CSI 251	CSI 101 or CSI 111	3
Principles of Management	MGT 230		3
Total Credits			62-63

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.

Upon completion of this degree, 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.

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.

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 the course selection 50% of this program can be completed online.

Go to www.hcc.edu/catalog for further information.

LIBERAL ARTS AND SCIENCE OPTION – H010

A.A. in Arts and Science

CONTACT

Mónica Torregrosa, 413.552.2363, mtorregrosa@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			35-36
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Science (B)			3
Social Science (B)			3
Social Science (B)			3
Humanities (C)			3
Humanities (C)			3
Humanities (C)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
Mathematics (D)			3-4
PROGRAM REQUIREMENTS ¹			19
Liberal Arts Program Course			3
Liberal Arts Program Course			3
Liberal Arts Program Course			3
Liberal Arts Program Course			3
Liberal Arts Program Course			3
Liberal Arts Program Course			3
Liberal Arts Program Course			3
GENERAL ELECTIVES <i>Any course listed in the catalog is acceptable.* (Sufficient to complete 60 credit graduation requirement)</i>			6
General Elective			1-3
General Elective			1-3
INTEGRATIVE LEARNING REQUIREMENT			
<i>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.</i>			
ILE Courses			6
Total Credits			60-61

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 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. Students will examine assumptions, frame searching questions, and consider great ideas from a variety of academic and cultural perspectives. The program strives to produce life long learners who can think critically; have the ability to locate, evaluate and utilize information; communicate effectively; have an intellectual awareness of the enriching aspects of cultural pluralism and diversity; and have the ability to reason and solve quantitative problems from a wide array of authentic contexts and everyday life situations.

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Read the catalog online at www.hcc.edu/catalog

LIBERAL ARTS AND SCIENCE OPTION – H010 *continued*

A.A. in Arts and Science

CONTACT

Mónica Torregrosa, 413.552.2363, mtorregrosa@hcc.edu

NOTES

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

¹Select 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.

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.

Interdisciplinary Learning Community courses are highly recommended.

Some baccalaureate programs require a Foreign Language. Check with the transfer counselor to find out if yours does.

Depending on the course selection 100% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

MARKETING - B038

A.S. in Business Administration

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. Upon graduating from 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, and define traditional functions of management and its contribution to strategic planning.

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			23
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Psychology (B) or Introduction to Sociology (B)	PSY 110 SOC 110	Eligibility for ENG 101	3
Introduction to Macroeconomics or Introduction to Microeconomics	ECN 101 ECN 102	ECN 100 with a grade of C- or better or Eligibility for MTH 095 ECN 100 with a grade of C- or better or Eligibility for MTH 095	3
Laboratory Science Elective (E)			4
Laboratory Science Elective (E)			4
Statistics (D) or Mathematics for Business Decisions	MTH 142 BUS 170	MTH 085 or MTH 099 with a grade of C- or better or SM12, or adequate score on the Math Placement Exam. BUS 115 or BUS 215 or CSI 111 and eligibility for MTH 095	3
PROGRAM REQUIREMENTS			36
Principles of Accounting I	ACC 111	Eligibility for MTH 085.	3
Principles of Accounting II	ACC 112	ACC 111 with a grade of C- or better	3
Introduction to Business	BUS 101		3
Professional Etiquette	BUS 112		1
Ethics in Business	BUS 113		1
Money Management	BUS 114	Prerequisite: Eligibility for MTH 085	1
Computer Applications or Spreadsheets	BUS 115 BUS 215		3
Business Communications	BUS 220	ENG 101	3
Business Law	LAW 211		3
Principles of Management	MGT 230		3
Retailing and E-Commerce	MKT 110		3
Advertising and Promotion	MKT 226		3
Sales and Customer Service	MKT 227		3
Principles of Marketing	MKT 240		3

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Read the catalog online at www.hcc.edu/catalog

MARKETING - B038 *continued*

A.S. in Business Administration

CONTACT

Karen Hines, 413.552.2302, khines@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
PROGRAM ELECTIVES			3
Digital Studio	EMS 124		3
Mass Communication (C)	COM 131	Students cannot earn credit for both COM 131 and COM 114	3
Fundamentals of Video	EMS 110	Access to a video camera required	3
Introduction to Electronic Media	EMS 111		3
TOTAL CREDITS			62

NOTES

Students who intend to transfer to a baccalaureate program should look at the following options: B023 Business Administration Mass Transfer to state universities including UMass and Westfield State University; B034 Business Administration General Transfer to most four-year private colleges; B045 Paralegal Option for transfer to Elms College and Bay Path University; B056 Hospitality Management Transfer

to state universities including UMass and to Johnson & Wales University; or B096 Sport Management transfer to state and private universities.

Depending on the course selection 100% of this program can be completed online.

MARKETING CERTIFICATE – B078

CONTACT

Karen Hines, 413.552.2302, khines@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
PROGRAM REQUIREMENTS			24
Computer Applications	BUS 115		3
Introduction to Business <u>or</u> Principles of Management	BUS 101 MGT 230		3
Business Communications	BUS 220	ENG 101	3
Retailing and E-Commerce	MKT 110		3
Advertising and Promotion	MKT 226		3
Sales and Customer Service	MKT 227		3
Principles of Marketing	MKT 240		3
Professional Etiquette	BUS 112		1
Ethics in Business	BUS 113		1
Money Management	BUS 114	Prerequisite: Eligibility for MTH 085	1
Total Credits			24

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.

NOTES

Depending on course selection, 100% of this program can be completed online.

MATHEMATICS GENERAL TRANSFER OPTION – N017

A.S. in Arts and Science

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.

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			20
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Sciences (B)			3
Social Sciences (B)			3
Laboratory Science (E) ¹			4
Laboratory Science (E) ¹			4
PROGRAM REQUIREMENTS			12
Calculus I (D)	MTH 113	MTH 108 or adequate score on the Mathematics Placement Exam	4
Calculus II (D)	MTH 114	MTH 113 with a grade of C or better, or equivalent.	4
Calculus III (D)	MTH 213	MTH 114	4
SUGGESTED ELECTIVES <i>(Sufficient to complete 60 credit graduation requirement)</i>			28
Linear Algebra (D)	MTH 205	MTH 112 or MTH 114, previously or concurrently	3
Differential Equations (D)	MTH 214	MTH 212 or MTH 213, previously or concurrently	3
Discrete Mathematical (D)	MTH 230	MTH 113	3
Social Science Elective (B)			3
Humanities Electives (C)			3
Humanities Electives (C)			3
Humanities Electives (C)			3
General Elective			1-3
General Elective			1-3
General Elective			1-3
Total Credits			60

NOTES

¹ PHS 111-112 recommended.

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 - N015, instead of this option.

- 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.

Depending on the course selection 80% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

MATHEMATICS MASS TRANSFER OPTION – N015

A.S. in Arts and Science

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.

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			20
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Sciences (B)			3
Social Sciences (B)			3
Laboratory Science (E) ¹			4
Laboratory Science (E) ¹			4
PROGRAM REQUIREMENTS			24
Calculus I (D)	MTH 113	MTH 108 or adequate score on the Mathematics Placement Exam	4
Calculus II (D)	MTH 114	MTH 113 with a grade of C or better or equivalent.	4
Calculus III (D)	MTH 213	MTH 114	4
Social Science Elective (B)			3
Humanities Electives (C)			3
Humanities Electives (C)			3
Humanities Electives (C)			3
SUGGESTED ELECTIVES <i>(Sufficient to complete 60 credit graduation requirement)</i>			16
Linear Algebra (D)	MTH 205	MTH 112 or MTH 114, previously or concurrently	3
Differential Equations (D)	MTH 214	MTH 212 or MTH 213, previously or concurrently	3
Discrete Mathematics (D)	MTH 230	MTH 113	3
General Elective			1-4
General Elective			1-3
General Elective			1-3
Total Credits			60

NOTES

¹ PHS 111-112 recommended.

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.

- 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.

Depending on the course selection 80% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

MEDICAL ASSISTANT CERTIFICATE – M010

CONTACT

Health Services Division, 413.552.2467

PROGRAM OVERVIEW

This certificate program prepares students for employment in health care clinics, hospitals, health maintenance organizations, insurance companies or physician's offices.

Upon completion of this program, the student will be able to:

- Maintain electronic health records for patient data, reimbursement, claims submission and payment.
- Perform basic phlebotomy techniques.
- 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, vital signs and 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).

Acceptance to the Medical Assistant Certificate Program will be on a selective basis.

- Only Fall Acceptance
- Students must be eligible for ENG 101.
- Successful completion of HTH 114 Medical Terminology and PSY 110 Intro to Psychology with a C or better.
- Prospective students must file an application with the Admissions office.

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 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 for drug screening 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.

Once accepted to the program, students are required to attend the Medical Assistant Orientation.

- All academic MEA courses are offered in the evening only.
- There will be a mandatory orientation prior to the start of the program.
- **A grade of C or better in all MEA and HMC courses is required.**
- Students are required to have updated physical and immunizations.
- Students must complete a CORI / SORI screening upon acceptance into the program and before externship.
- Clinical Externships are approximately 25 hours per week (160 total) in facilities with primarily daytime hours.
- Students who have completed BIO 111 or BIO 217 and BIO 218 with a **C or better** within the last seven years do not need to take MEA 109.

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MEDICAL ASSISTANT CERTIFICATE – M010 *continued*

CONTACT

Health Services Division, 413.552.2467

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM REQUIREMENTS			29
Medical Terminology	HTH 114		3
Introduction to Medical Assisting	MEA 110	Eligibility for ENG 101	2
Clinical Skills 1 - Electrocardiography ¹	MEA 125	Eligibility for ENG 101	1
Introduction to Drug Therapy	MEA 150	Eligibility for ENG 101. Students cannot receive credit for both HTH 130 and MEA 150	2
Clinical Skills 3 - Clinical Techniques ¹	MEA 210	MEA 110 and Eligibility for ENG 101	3
Intro to Healthcare Management	HMC 103		2
Health Insurance Reimbursement & Computerized Billing	HMC 104		4
Clinical Skills 2 - Phlebotomy	MEA 108		1
Human Anatomy, Physiology & Disease Processes	HMC 107		4
Career Development	MEA 225		4
Medical Law & Ethics	HTH 220		3
Total Credits			29

NOTES

¹Uniforms will be required for the following courses: MEA 108, MEA 125, MEA 210.
MEA 225 is the last course to be taken.

²Additional Course Fee: \$15.00 Malpractice Insurance (The fee is subject to change.)

MEDICAL BILLING & CODING CERTIFICATE – M043

CONTACT

Health Services Division, 413.552.2467

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.

Upon completion the student 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.
- 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, be workplace ready upon graduation.
- Be eligible to sit for the following Massachusetts State and National Exams:
 - o Certified Billing & Coding Specialist (CBCS) Exam through the National Healthcareer Association (NHA).
 - o National Certified Insurance & Coding Specialist (NCICS) Exam through the National Center for Competency Testing (NCCT).

- o Certified Professional Biller (CPB) Exam through the American Academy of Professional Coders (AAPC).
- o Certified Electronic Health Records Specialist (CEHRS) Exam through the National Healthcareer Association (NHA).
- o Certified Coding Associate (CCA) Exam through the American Health Information Management Association (AHIMA).
- o Certified Professional Coder (CPC) Exam through the American Academy of Professional Coders (AAPC), for Apprentice status.
- o Registered Healthcare Documentation Specialist (RHDS) Level 1 through the Association for Healthcare Documentation Integrity (AHD).
- o Certified Healthcare Documentation Specialist (CHDS) Level 2 through the Association for Healthcare Documentation Integrity (AHD).

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM REQUIREMENTS			26
Medical Terminology	HTH 114		3
Introduction to Healthcare Management	HMC 103		2
Health Insurance Reimbursement and Computerized Billing	HMC 104		4
Electronic Health Records	HIM 106		3
Human Anatomy, Physiology and Disease Processes	HMC 107		4
Healthcare Documentation	HIM 108	HTH 114 and HIM 107 or BIO 111 or BIO 217 & BIO 218.	1
Diagnosis Coding	HIM 220	HTH 114, HIM 103, HIM 104, HIM 106 & HIM 107, previously or concurrently	3
Procedure Coding	HIM 221	HTH 114, HIM 103, HIM 104, HIM 106, HIM 107 & HIM 220, previously or concurrently	3
Medical Billing & Coding Practicum	HIM 288	Pre-requisites: HTH 114, HIM 103, HIM 104, HIM 106, HIM 107, HIM 220 & HIM 221, Co-requisite HIM 108	
Total Credits			26

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MEDICAL BILLING & CODING CERTIFICATE – M043 *continued*

CONTACT

Health Services Division, 413.552.2464

NOTES

Acceptance: Acceptance to the Medical Billing & Coding Certificate program at Holyoke Community College will be on a selective basis. Fall Acceptance only.

Pre-requisites include:

- High School Diploma, GED or HiSET Equivalency Test.
- Students must place in college level English (ENG 101), or be eligible to have this requirement waived.
 - Students who have a prior college degree OR who have completed a college-level ENG 101 class, with a C or better, are deemed ENG 101 eligible and do not need to take and pass both sections of the ENG Placement Test (Reading/Sentence Skills) at HCC.
- Students must successfully complete a Medical Terminology class (HTH 114) with a C or better, before the start of classes OR successfully pass a HTH 114 Challenge Exam (with a C or better).

Prospective students to this program must:

- File a General Application with the Admissions Office, indicating Medical Billing & Coding Certificate (M043) as their major.
- Have a current High School transcript, GED or HiSET Equivalency Test scores sent to HCC prior to being accepted.
- Have any required pre-requisite classes, not taken at HCC, approved for transfer credit.

Applications will be accepted each Fall (for the following Spring semester acceptance) and each Spring (for the Fall semester acceptance), on an available rolling admission basis, up until the start of

classes for the semester in which you are applying.

- A student's GPA may be considered during the selection process.

Additional Information:

- The program is designed to be completed in 3 consecutive semesters.
- The program begins every Fall and Spring, and is offered only in the evenings or online. This program cannot be taken entirely online.
- Students who feel they have prior work or training experience, may choose to test-out of an entry-level medical billing & coding class, by paying a testing fee (\$30), and taking a Challenge Exam for the comparable subject. Students may choose to test out with Challenge Exams up to a maximum total of 50% of the required number of credits in the program (13 credits maximum for Medical Billing & Coding). Credit for passing a Challenge Exam (scoring a C or higher) will appear on a student's Transcript as Transfer Credit. However, that credit earned for Challenge Exams is not transferrable to other institutions.

Available Challenge Exams for this program include:

- HTH 114: Medical Terminology (3 credits)
- HIM 103: Introduction to Health Information Management (2 credits)
- HIM 104: Health Insurance Reimbursement & Computerized Billing (4 credits).
- HIM 106: Electronic Health Records (3 credits)

◦ HIM 107: Human A&P & Disease Processes (4 credits)

◦ HIM 220: Diagnosis Coding (3 credits)

◦ HIM 221: Procedure Coding (3 credits)

• Students who have completed MEA 109: Anatomy and Physiology for Medical Assistants, with a C or better, within the last 7 years will only be required to complete the Disease Processes portion of the HIM 107: Human Anatomy, Physiology and Disease Processes for Medical Billing class. A student's Final Grade from MEA 109 will be used as half of a student's final grade for their HIM 107 class. Students will still be required to register and pay for the full 4 credit HIM 107 class.

• Students who have completed BIO 111: Human Biology or BIO 217 & BIO 218: Human Anatomy & Physiology 1 & 2, with a C or better within the last 7 years do not need to take HIM 107: Human Anatomy, Physiology and Disease Processes for Medical Billing.

MUSIC PERFORMANCE CERTIFICATE – H027

CONTACT

Elissa Brill Pashkin, D.M.A., 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

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM REQUIREMENTS			21
Music Fundamentals (C) ¹	MUS 100		3
Music Theory 1 (C)	MUS 105	MUS 100 with a grade of "B" or better, or equivalent	3
Music Theory 2	MUS 107	MUS 105	3
Aural Skills 1	MUS 131	MUS 105 previously or concurrently	1
Aural Skills 2	MUS 132	MUS 131, and MUS 107 previously or concurrently	1
Class Piano 1	MUS 135		1
Class Piano 2	MUS 136	MUS 135	1
Applied Music for Majors I	MUS 171	Audition	2
Applied Music for Majors II	MUS 172	MUS 171	2
College Chorale 1	MUS 161		1
College Chorale 2	MUS 162	MUS 161	1
*2 credits of sequential instrumental or vocal ensembles	MUS 121-122 MUS 127-128 MUS 111-112 MUS 141-142 MUS 155-156		2
PROGRAM ELECTIVES <i>(Select 3 or 4 credits from the list, one 3-credit course or two 2-credit courses, additional electives are suggested)</i>			3-4
Introduction to World Music	MUS 106		3
Introduction to Classical Music	MUS 110		3
Introduction to Jazz	MUS 140		3
Class Voice Methods	MUS 115	MUS 100 previously or concurrently	2

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MUSIC PERFORMANCE CERTIFICATE – H027 *continued*

CONTACT

Elissa Brill Pashkin, D.M.A., 413.552.2291, ebrill@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM ELECTIVES <i>continued</i>			
Woodwind Instrumental Methods	MUS 116	MUS 100 previously or concurrently	2
String Instrumental Methods	MUS 117	MUS 100 previously or concurrently	2
Brass Instrumental Methods	MUS 118	MUS 100 previously or concurrently	2
Percussion Instrumental Methods	MUS 125	MUS 100 previously or concurrently	2
Rock and Pop Music in America	MUS 126		3
Topics in Music	MUS 150	Eligibility for ENG 101	3
Jazz Improvisation 1	MUS 151	MUS 100 with a grade of B or better, or permission of instructor	2
Jazz Improvisation 2	MUS 152	MUS 151	2
Introduction to Music Technology	MUS 180		3
Musical Theater Workshop I ³	MUS 181/ THE 181		3
Musical Theater Workshop II	MUS 182/ THE 182	MUS 181 or THE 181 MUS 181 or THE 181	3
Advanced Topics in Music (C)	MUS 250	MUS 107 (Music theory 2), Eligibility for ENG 101	3
Music Literature 1 (C)	MUS 259	ENG 102, and MUS 208 previously or concurrently	3
Music Literature 2 (C)	MUS 260	MUS 259	3
Total Credits			24-25

NOTES

¹Students who place out of MUS 100 may substitute any other 3 credits in Music

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.

²The Class Piano requirement may be waived for students who demonstrate in an audition that they already possess the necessary piano skills.

³Previous auditioned placement into College Chorale (MUS 161.01) or Chamber Vocal Ensemble (MUS 121.05 or MUS 127.05), or permission of the instructor. 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.

MUSIC PROGRAM – H025

A.A. in Music

CONTACT

Elissa Brill Pashkin, D.M.A., 413.552.2291, ebrill@hcc.edu

PROGRAM OVERVIEW

This program, designed for transfer to bachelor's degree programs in music in colleges and universities, provides students with a comprehensive foundation. 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

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			26-27
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Science (B)			3
Social Science (B)			3
Social Science (B)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
Math (D)			3-4
PROGRAM REQUIREMENTS			38
Music Theory 1 (C)	MUS 105	MUS 100 with a grade of "B" or better, or equivalent	3
Music Theory 2 (C)	MUS 107	MUS 105	3
Music Theory 3 (C)	MUS 208	MUS 107	3
Music Theory 4 (C)	MUS 209	MUS 208	3
Aural Skills 1	MUS 131	MUS 105 previously or concurrently	3
Aural Skills 2	MUS 132	MUS 131, and MUS 107 previously or concurrently	3
Aural Skills 3	MUS 233	MUS 132, and MUS 208 previously or concurrently	3
Aural Skills 4	MUS 234	MUS 233, and MUS 209 previously or concurrently	3

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MUSIC PROGRAM – H025 *continued*

A.A. in Music

CONTACT

Elissa Brill Pashkin, D.M.A., 413.552.2291, ebrill@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
PROGRAM REQUIREMENTS <i>continued</i>			
Class Piano 1	MUS 135		1
Class Piano 2	MUS 136	MUS 135	1
Class Piano 3	MUS 237	MUS 136	1
Class Piano 4	MUS 238	MUS 237	1
Music Literature 1 (C)	MUS 259	ENG 102, and MUS 208 or permission of instructor	3
Music Literature 2 (C)	MUS 260	MUS 259	3
Applied Music for Majors I	MUS 171	Audition	2
Applied Music for Majors II	MUS 172	MUS 171	2
Applied Music for Majors III	MUS 273	MUS 172	2
Applied Music for Majors IV	MUS 274	MUS 273	2
College Chorale 1	MUS 161		1
College Chorale 2	MUS 162	MUS 161	1
College Chorale 3	MUS 263	MUS 162	1
College Chorale 4	MUS 264	MUS 263	1
PROGRAM ELECTIVES ³			4
Music Elective - H025			1-3
Music Elective - H025			1-3
Music Elective - H025			1-3
Total Credits			68-69

NOTES

¹MUS 100 is a degree requirement for those not prepared to enter MUS 105

²The Class Piano requirement may be waived for students who demonstrate in an audition that they already possess the necessary piano skills.

³**Program Electives:** Select from Ensembles, Jazz Improvisation, and Methods courses. In the case of 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.

NATURAL RESOURCES STUDIES TRANSFER OPTION – X021 (University of Massachusetts)

A.A. in Arts and Science

CONTACT

Jamie Laurin, 413.552.2523, jlaurin@hcc.edu

PROGRAM OVERVIEW

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

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			36
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
General Biology for Non-Majors: The Processes of Life (E)	BIO 101	Eligibility for English 101	4
General Biology II: Diversity of Life on Earth (E)	BIO 108	BIO 100, BIO 103 or BIO 107	4
Ecological Economics (B)	ECN 120	Any ECN course with a passing grade of C- or better, or eligible for MTH 095, or by permission of instructor.	3
State and Local Government (B)	POL 120		3
Introduction to Economics (B)	ECN 100		3
History of the United States I (C)	HIS 111		3
American Environmental History (C)	HIS 225	Eligibility for English 101	3
Clear Thinking/Sound Reasoning (C)	PHI 103		3
College Algebra (D)	MTH 104	MTH 095 or 099 with a grade of C- or better or SM18 or adequate score on the Math Placement Exam	4
PROGRAM REQUIREMENTS			25
Plants of New England (E)	BIO 215	A semester course in college biology or environmental science	4
Environmental Geology (E)	ENV 137		4
Soil and the Environment (E)	ENV 138		4
Mapping with Geographic Information Systems	ENV 125		3
Introduction to Sociology (B)	SOC 110	Eligibility for English 101	3
Principles of Chemistry I (E) <u>or</u> Chemistry for Science & Engineering Students I (E)	CHM 113 CHM 121	MTH 085 with a grade of C- or higher or SM12 or equivalent self-paced or equivalent score on Math Placement Exam MTH 095 or MTH 099 with a grade of C- or higher, or SM18, or equivalent score on Math Placement Exam. High school chemistry is recommended.	4
Statistics (D)	MTH 142	MTH 085 or MTH 099 with a grade of C- or higher, or SM12, or equivalent score on Math Placement Exam. High school chemistry is recommended.	3
Total Credits			61

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 the course selection, 50% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

NURSING – M066

A.S. In Nursing

CONTACT

Coordinator, Nursing Success Program, 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

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

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

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 for drug screening are grounds for immediate removal from the nursing program. All screening *continues next page*

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:

Math Proficiency/Placement: ≥ 82 in Algebra or completion of MTH 095 (Intermediate Algebra) or MTH 099 (Introductory and Intermediate Algebra) or comparable with a C- or better from an accredited college or university.

English Proficiency/Placement: ≥ 70 in Reading and ≥ 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 (completion of English Composition I).

Science Proficiency: the HCC Biology Department requires the successful completion (C or better) of BIO 100, 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 and Microbiology) to remain in and graduate from the program. Applicants currently working in a healthcare 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 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.

Program Outcomes

1. NCLEX Pass rate: The program's three year mean for the licensure pass rate will be at or above the national mean for the same three year period for the Associate Degree of Nursing Programs.
2. Eighty percent of students will pass the NCLEX-RN licensure exam on the 1st attempt.
3. Students will evaluate their Holyoke Community College Nursing Education positively with an average of 3 out of 5 on likert scale.
4. Student retention: Eighty percent of the students will successfully complete the program requirements for the AS Nursing Degree within 6 semesters starting with those students enrolled in NUR/PNR 170 after the first week of classes (add/drop week)
5. Employment: Eighty (80%) percent of the graduates of the nursing programs will be employed in nursing within six months of certification (ASN).

Read the catalog online at www.hcc.edu/catalog

NURSING – M066 *continued*

CONTACT

Coordinator, Nursing Success Program, 413.552.2030

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CO-REQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS¹				30
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.		3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher		3
Human Anatomy and Physiology I (E)	BIO 217	A "C" grade or better in BIO 107 taken within 7 years or a passing score on the challenge exam.		4
Human Anatomy and Physiology II (E)	BIO 218	BIO 217		4
Microbiology (E)	BIO 229	BIO 100 or BIO 103 or BIO 107 or BIO 110 or BIO 120		4
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101		3
Introduction to Sociology (B)	SOC 110	Eligibility for ENG 101		3
Introduction to Nutrition	NTR 101	Eligibility for ENG 101		3
Human Development (B)	PSY 216	PSY 110		3
PROGRAM REQUIREMENTS¹				42
Fundamentals of Nursing	NUR 170	Acceptance into the Nursing Program. Prerequisite or Corequisite: BIO 217, PHM 171, NUR/PNR 172, PSY 110	BIO 217, PHM 171, NUR/PNR 172, PSY 110	9
Health Promotion & Maintenance Across the Lifespan	NUR 180	NUR/PNR 170, 172, PHM 171. Prerequisite or Corequisite BIO 218, PSY 216	PHM 181	9
Acute Care Across the Lifespan	NUR 270	NUR/PNR 180, PHM 181. Prerequisite or Corequisite: BIO 229, ENG 101	PHM 271	8
Complex Care Across the Lifespan	NUR 280	NUR 270, PHM 271. Prerequisites or Corequisites: ENG 102, SOC 110	PHM 281, NUR 282	8
Pharmacology I	PHM 171	Acceptance into the Nursing Program. Prerequisite or Corequisite: BIO 217, PSY 110	NUR/PNR 170, 172	1
Pharmacology II	PHM 181	NTR 101, NUR 170, PHM 171, PNR 182, NUR/PNR 172. Prerequisite or Corequisite: BIO 218, PSY 216	NUR/PNR 180	1
Pharmacology III	PHM 271	NUR 180, PHM 181. Prerequisite or Corequisite: BIO 229, ENG 101	NUR 270	1
Pharmacology IV	PHM 281	NUR 270, PHM 271. Prerequisite or Corequisite: ENG 102, SOC 110	NUR 280, 282	1
Role Development 1	NUR 172	Acceptance into the Nursing Program. Prerequisite or Corequisite: BIO 217 and PSY 110	NUR/PNR 170, PHM 171	2
Role Development 2	NUR 282	NUR 270, PHM 271. Prerequisite or Corequisite: ENG 102, SOC 110	NUR 280, PHM 281	2
Total Credits				72

NOTES

¹All candidates must achieve a C+ or better in all NURSING and laboratory science courses (A&P I and II and microbiology) to remain in the program.
For additional information go to www.hcc.edu

NUTRITION AND FOOD TRANSFER OPTION – M071

A.A. in Arts and Science

CONTACT

Laura Hutchinson 413.552.2300, lhutchinson@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			35
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Cultural Anthropology (B)	ANT 101		3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
Humanities Electives (C)			3
Humanities Electives (C)			3
Humanities Electives (C)			3
Introduction to Sociology (B)	SOC 110	Eligibility for ENG 101	3
General Biology I: Introduction to Cell Function (E)	BIO 107	Eligibility for ENG 101 and MTH 095	4
Microbiology (E)	BIO 229	BIO 100 or BIO 103 or BIO 107 or BIO 110 or BIO 120	4
Statistics (D)	MTH 142	MTH 085 or MTH 099 with grade of C- or better or SM12 or adequate score on Math Placement Exam	3
PROGRAM REQUIREMENTS			26
Anatomy and Physiology I (E)	BIO 217	A "C" grade or better in BIO 107 taken within 7 years or a passing score on the challenge exam.	4
Anatomy and Physiology II (E)	BIO 218	BIO 217	4
Chemistry for Science & Engineering Students I (E)	CHM 121	MTH 095 or 099 with a grade of C- or higher or SM18 or eligible by equivalent score on the math placement test. High school chemistry is recommended.	4
Chemistry for Science & Engineering Students II (E)	CHM 124	CHM 113 or 121	4
Organic Chemistry I (E)	CHM 221	CHM 124, 114, or 102 with permission of instructor	4
Introduction to Nutrition	NTR 101	Eligibility for ENG 101	3
Nutrition Science for Nutrition Majors	NTR 230	BIO 100, BIO 101, BIO 217 pre or co-requisite: CHM 221.	3
Total Credits			61

PROGRAM OVERVIEW

The Nutrition Program at HCC is a transfer program for articulation with the University of Massachusetts at Amherst or other 4-year institutions with nutrition and food science programs. Upon completion of this program the student 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 the macro- and micro-nutrients and identify current recommendations for and sources of each
- Identify nutritional needs through the lifecycle
- 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.

NOTES

Students interested in transferring to Dietetics Programs should consider MGT 230 and MGT 231

Students interested in transferring to Nutrition Research Programs should consider CHM 222

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 the course selection 50% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

PARALEGAL TRANSFER OPTION – B045

A.S. in Business Administration

CONTACT

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

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			26-27
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
History of the United States I (C)	HIS 111		3
History of the United States II (C)	HIS 112		3
Laboratory Science (E)			4
Laboratory Science (E)			4
Math Elective (D) ¹			3-4
Introduction to Psychology	PSY 110		3
PROGRAM REQUIREMENTS			33
Principles of Accounting I	ACC 111	Eligibility for MTH 085	3
Principles of Accounting II	ACC 112	ACC 111 with a grade of C- or better	3
Professional Etiquette	BUS 112		1
Business Etiquette	BUS 113		1
Money Management	BUS 114		1
Computer Applications	BUS 115		3
Business Communications	BUS 220	ENG 101	3
Public Speaking (C)	COM 150		3
Introduction to Legal Studies	LAW 210		3
Business Law	LAW 211		3
Principles of Litigation	LAW 214		3
Employment Law or Human Resource Management	LAW 218 MGT 231		3
U.S. National Government (B) or State and Local Government (B)	POL 110 POL 120		3
PROGRAM ELECTIVES			3
Business Electives ²			3
Total Credits			62-63

PROGRAM OVERVIEW

The Paralegal Transfer option prepares students for transfer to some four year programs in paralegal studies; students should contact the transfer coordinator to identify these opportunities.

Upon graduating from this program, students will be able to:

- describe the structure of the American legal system
- identify the principles and process of civil litigation
- define basic areas of substantive law such as contract and torts

NOTES

¹ Math Electives - Select from MTH 162(D), MTH 113(D), or MTH 142(D); Select from MTH 104(D) & MTH 142(D) for Elms College and MTH 142(D) for Bay Path University.

² Business Electives - Select from: ACC, BUS, HCA, LAW, MGT, MKT, or SPO

Students will not receive credits for both MTH 162 & MTH 113.

Depending on the course selection 80% of this program can be completed online.

PHOTOGRAPHY OPTION – H041

A.S. in Visual Art

CONTACT

Frank Ward 413.552.2487, fward@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			26-27
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Sciences (B)			3
Social Sciences (B)			3
Social Sciences (B)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
Math (D)			3-4
PROGRAM REQUIREMENTS			21
Basic Drawing (C)	ART 121		3
Basic Design I (C)	ART 123		3
Basic Design II (C)	ART 124	ART 123	3
Introduction to Art History I (C)	ART 131	ENG 101, previously or concurrently	3
Introduction to Art History II (C)	ART 132	ENG 101, previously or concurrently	3
Basic Still Photography (C)	ART 140	35mm SLR camera required	3
Advanced Photography (C)	ART 141	ART 140; 35 mm SLR camera is required	3
PROGRAM ELECTIVES (select 5 from the following courses)			13-15
General Elective			1-3
Humanities Elective (C)			3
Visual Communication Elective ²			3
Critical Survey of Photography (C)	ART 145		3
Introduction to Digital Fine Art Photography (C)	ART 148	ART 140	3
Topics in Photography	ART 270	ART 141 or permission of instructor	3
Women in Photography (C)	ART 272	ART 145	3
Advanced Digital Fine Art Photography (C)	ART 273	ART 148	3
Alternative Photographic Processes (C)	ART 274	ART 141 or permission of the instructor.	3
Documentary Photography (C)	ART 275	ART 140	3
Color Photography (C)	ART 276	ART 141 or permission of the instructor.	3
Total Credits			60-63

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.

NOTES

¹Select from the following electives: ART 145, ART 148, ART 270, ART 272, ART 273, ART 274, ART 275, ART 276

²Select from the following electives: EMS 105, EMS 110, EMS 111, EMS 112

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.

PHYSICS OPTION – N014

A.S. in Arts and Science

CONTACT

Robert Greeney, Ph.D, 413.552.2368, rgreeney@hcc.edu

PROGRAM OVERVIEW

The Physics 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.

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			20
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Sciences (B)			3
Social Sciences (B)			3
Physics for Engineering and Science Majors I (E)	PHS 111	Pre- or corequisites: MTH 111 or MTH 113	4
Physics for Engineering and Science Majors II (E)	PHS 112	PHS 111, MTH 112 and MTH 114 previously or concurrently	4
PROGRAM REQUIREMENTS			12
Calculus I (D)	MTH 113	MTH 108 or adequate score on the Math Placement Exam	4
Calculus II (D)	MTH 114	MTH 113 with a grade of C or better, or equivalent.	4
Calculus III (D)	MTH 213	MTH 114	4
SUGGESTED ELECTIVES <i>(Sufficient to complete 60 credit graduation requirement)</i>			28
Principles of Chemistry I (E) or Chemistry for Science & Engineering Students I (E)	CHM 113 / CHM 121	MTH 085, with a grade of C- or higher, or SM12, or equivalent score on the Math Placement Exam MTH095 or 099 with a grade of C- or higher, or SM18, or eligible by score on Math Placement Exam	4
Principles of Chemistry II (E) or Chemistry for Science & Engineering Students II (E)	CHM 114 / CHM 124	CHM 113 or CHM 121 or equivalent. CHM 113 or CHM 121 or equivalent with a grade of C- or better	4
Humanities Elective (C)			3
Humanities Elective (C)			3
Humanities Elective (C)			3
Physics for Engineers and Science Majors III	PHS 201	PHS 112; MTH 212 or MTH 213 previously or concurrently	4
Social Science Elective (B)			3
Linear Algebra	MTH 205	MTH 112 or MTH 114, previously or concurrently	3
Differential Equations	MTH 214	MTH 212 or MTH 213 previously or concurrently	3
Total Credits			60

PHYSICS MASS TRANSFER OPTION – N016

A.S. in Arts and Science

CONTACT

Robert Greeney, Ph.D, 413.552.2368, rgreeney@hcc.edu

PROGRAM OVERVIEW

The Physics 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.

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			36
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Sciences (B)			3
Social Sciences (B)			3
Social Sciences (B)			3
Humanities Elective (C)			3
Humanities Elective (C)			3
Humanities Elective (C)			3
Physics for Engineering and Science Majors I (E)	PHS 111	MTH 111 or 113, previously or concurrently	4
Physics for Engineering and Science Majors II (E)	PHS 112	PHS 111 and MTH 112 or 114, previously or concurrently	4
Calculus I (D)	MTH 113	MTH 108 or adequate score on the Mathematics Placement Exam	4
PROGRAM REQUIREMENTS			8
Calculus II (D)	MTH 114	MTH 113 with a grade of C or better or equivalent	4
Calculus III (D)	MTH 213	MTH 114	4
SUGGESTED ELECTIVES			18
Physics for Engineers and Science Majors III (E)	PHS 201	PHS 112 and MTH 213, previously or concurrently	4
Linear Algebra (D)	MTH 205	MTH 112 or MTH 114, previously or concurrently	3
Differential Equations (D)	MTH 214	MTH 212 or MTH 213 previously or concurrently	3
Any 4-Credit BIO Course			4
Any 4-Credit Physical Science Course			4
Total Credits			62

PRACTICAL NURSING CERTIFICATE – M064

CONTACT

Coordinator, Nursing Success Program, 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. ***

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

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

Drug Screening Policy

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 for drug screening 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: ≥ 82 in Algebra or completion of MTH 095 (Intermediate Algebra) or MTH 099 (Introductory and Intermediate Algebra) or comparable with a C- or better from an accredited college or university.

English Proficiency/Placement: ≥ 70 in Reading and ≥ 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 (completion of English Composition I).

Science Proficiency: the HCC Biology Department requires the successful completion (C or better) of BIO 100, 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 healthcare 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 Outcomes

1. NCLEX Pass rate: The program’s three year mean for the licensure pass rate will be at or above the national mean for the same three year period for the Practical Nurse Programs.
2. Eighty percent of students will pass the NCLEX-PN licensure exam on the 1st attempt.
3. Students will evaluate their Holyoke Community College Nursing Education positively with an average of 3 out 5 on a likert scale.
4. Student retention: Eighty percent of the students will successfully complete the program requirements for the PN program within 6 semesters starting with those students enrolled in NUR/PNR 170 after the first week of classes (add/drop week)
5. Employment: Eighty (80%) percent of the graduates of the nursing programs will be employed in nursing within one year of graduation (PN).

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PRACTICAL NURSING CERTIFICATE – M064 *continued*

CONTACT

Coordinator, Nursing Success Program, 413.552.2030

COURSE TITLE	COURSE NUMBER	PREREQUISITES	Co-REQUISITES	CREDITS
PROGRAM REQUIREMENTS¹				44
Human Anatomy and Physiology I (E)	BIO 217	A "C" grade or better in, BIO 107 taken within 7 years or a passing score on the challenge exam.		4
Human Anatomy and Physiology II (E)	BIO 218	BIO 217		4
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101		3
Human Development (B)	PSY 216	PSY 110		3
Introduction to Nutrition	NTR 101	Eligibility for ENG 101		3
Pharmacology I	PHM 171	Acceptance into the PN program. Prerequisite or Corequisite: BIO 217, PSY 110	NUR/PNR 170, NUR/PNR 172	1
Pharmacology II	PHM 181	NTR 101, NUR 170, PHM 171, PNR 182, NUR/PNR 172. Prerequisite/Corequisite: BIO 218, PSY 216	NUR/PNR 180	1
Fundamentals of Nursing	PNR 170	Acceptance into the PN program. Prerequisite or Corequisite: BIO 217, PHM 171, NUR 172, PSY 110	NUR/PNR 172, PHM 171	9
Role Development I	PNR 172	Acceptance into the PN program. Prerequisite or Corequisite: BIO 217 and PSY 110	NUR/PNR 170, PHM 171	2
Health Promotion and Maintenance Across the Life Span	PNR 180	PHM 171, PNR 182, NUR/PNR 170, NUR/PNR 172 and Prerequisite or Corequisite: BIO 218, PSY 216	PHM 181	9
Practical Nurse Role Development II	PNR 182	PNR 170, PNR 172. Prerequisite or Corequisite: NTR 101		2
Practical Nursing Acute & Complex Care	PNR 190	PNR 180, PHM 181		3
Total Credits				44

NOTES

¹ All candidates must achieve a C+ or better in all NURSING and laboratory science courses (A&P I and II) to remain in and graduate from the program.

For additional information go to www.hcc.edu

PROGRAMMING OPTION – N056

A.S. in Computer Information Systems

CONTACT

Jon Ventulett, 413.552.2276, jventulett@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			35-36
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Physics for Science and Engineering Majors I (E)	PHS 111	MTH 111 or MTH 113, previously or concurrently	4
Physics for Science and Engineering Majors II (E)	PHS 112	PHS 111 and MTH 114, previously or concurrently	4
Social Science Elective (B) ¹			3
Social Science Elective (B) ¹			3
Social Science Elective (B)			3
Humanities Elective (C)			3
Humanities Elective (C)			3
Humanities Elective (C)			3
Pre-Calculus (D) <u>or</u> Discrete Mathematics (D)	MTH 108 MTH 230	MTH 104 with a grade of C- or better, or adequate score on the Math Placement Exam MTH 113	3-4
PROGRAM REQUIREMENTS			28
Programming Fundamentals I	CSI 106	Eligibility for ENG 101 and MTH 095; CSI 111 previously or concurrently	4
Computer Concepts with Applications	CSI 111	Eligibility for ENG 101	4
Programming Fundamentals II	CSI 218	CSI 106, or permission of instructor; and CSI 111, and MTH 095 or MTH 099 or SM18 or adequate score on the Math Placement Exam	4
Java Programming I	CSI 254	CSI 106 and CSI 111	4
Java Programming II	CSI 256	CSI 254	4
Calculus I (D)	MTH 113	MTH 108 or adequate score on the Mathematics Placement Exam	4
Calculus II (D)	MTH 114	MTH 113 with a grade of C or higher or equivalent	4
Total Credits			63-64

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.

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

- Create computer applications in a variety of modern, high-level programming languages
- Work both in 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.

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.

NOTES

¹ Recommend ECN 101 and 102

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.

PSYCHOLOGY OPTION – H060

A.A. in Arts and Science

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

NOTES

Only six 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 the University of Massachusetts, please 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 the course selection, 80% of this program can be completed online.

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Read the catalog online at www.hcc.edu/catalog

PSYCHOLOGY OPTION – H060 *continued*

A.A. in Arts and Science

CONTACT

Terri Kinstle, 413.552.2469, tkinstle@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			36
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
Research Methods in Psychology (B)	PSY 222	PSY 110 and PSY 142 Co-requisite: PSY 200	3
Social Science Elective (B)			3
Humanities Electives (C)			3
Humanities Electives (C)			3
Humanities Electives (C)			3
Human Biology (E) or Human Anatomy & Physiology I (E)	BIO 111 BIO 217	A "C" grade or better in BIO 107 taken within 7 years or a passing score on the challenge exam.	4
Laboratory Science (E)			4
Statistics for Psychology and the Social Sciences (D)	PSY 142	PSY 110, and MTH 095 or MTH 099 with a grade of C- or better or SM18, or adequate score on the Math Placement Exam.	4
PROGRAM REQUIREMENTS			10-13
Information Literacy in Psychology	PSY 200		1
SELECT 1 FROM THE FOLLOWING PSYCHOLOGICAL DEVELOPMENT COURSES			
Child Psychology (B)	PSY 215	PSY 110	3
Human Development (B)	PSY 216	PSY 110	3
Adolescent Psychology (B)	PSY 218	PSY 110	3
Psychology of Aging (B)	PSY 233	PSY 110	3
SELECT 1-2 OF THE FOLLOWING FOUNDATIONAL PSYCHOLOGY COURSES			
Social Psychology (B)	PSY 210	PSY 110	3
Abnormal Psychology (B)	PSY 217	PSY 110	3
Personality (B)	PSY 260	PSY 110	3
Cognitive Psychology (B)	PSY 265	PSY 110	3
Mind, Brain and Behavior (B)	PSY 270	PSY 110	3

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PSYCHOLOGY OPTION – H060 *continued*

A.A. in Arts and Science

CONTACT

Terri Kinstle, 413.552.2469, tkinstle@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM REQUIREMENTS <i>continued</i>			
SELECT 1-2 OF THE FOLLOWING APPLIED & SPECIAL INTEREST PSYCHOLOGY COURSES			
Ecopsychology (C)	PSY 202	PSY 110	3
Human Sexuality (B)	PSY 203	PSY 110	3
Psychology of Women (B)	PSY 224	PSY 110	3
Health Psychology (B)	PSY 226	PSY 110, ENG 101	3
Topics in Psychology (B)	PSY 230	PSY 110, ENG 101 and others appropriate to the topic as announced.	3
Forensic Psychology (B)	PSY 240	PSY 110	3
Essential Counseling Skills (B)	PSY 242	PSY 110	3
Psychology of Sport (B)	PSY 250	PSY 110	3
PROGRAM ELECTIVES (Students can choose any A.S. Electives, EXCEPT for Psychology courses)			6-9
Program Elective			3
Program Elective			3
Program Elective			3
GENERAL ELECTIVES (Six credits needed to complete 61 credit graduation requirement. Any in catalog EXCEPT Psychology courses.)			6
General Elective			1-3
General Elective			1-3
Total Credits			61

RADIOLOGIC TECHNOLOGY – M096

A.S. in Radiologic Technology

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 Degree in Science in the curriculum of Radiologic Technology and provide the skills and knowledge necessary to enter medical imaging professions.

In addition the program supports the overall HCC mission as stated in the college catalog.

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

***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 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 for drug screening 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.

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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.* Check the website www.hcc.edu, click "**Open Houses & Info Sessions**" for upcoming program information sessions. ***Unless otherwise stated.**

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: ≥ 82 in Algebra or completion of MTH 095 (Inter. Algebra) with a C- or better from an accredited college or university.

English Proficiency/Placement: ≥ 70 in Reading and ≥ 80 in Sentence Skills portion of the CPT or comparable, or ability to enter college-level coursework in English. English competency may also be demonstrated through college coursework (completion of College Composition I (A)).

Science Proficiency: Completion of BIO 100, BIO 103, or successful completion of the challenge exam through the Biology department or the Testing Center. Completion or enrollment in A&P I or II with a "C+" or better. Enrollment in the Biology series at the time of application is strongly encouraged.

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 and 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, and moving materials, and manipulating things. Continuously reaching above shoulder level, frequently while holding objects.

RADIOLOGIC TECHNOLOGY – M096 *continued*

A.S. in Radiologic Technology

- 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, grays, purposes of judging images for technical quality.

Communicative

- Knowledge of the structure and content of the English language.
- Active listening– giving full attention to what others are saying, taking 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– providing information to supervisors, co-workers, and physicians by telephone, in written form, e-mail, or in person.
- Interacting with computers– using computers and computer systems including hardware and software.
- Civility–polite, respectful, and professional behavior 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– 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, 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.

RADIOLOGIC TECHNOLOGY – M096 *continued*

A.S. in Radiologic Technology

CONTACT

Holly Martin-Peele, 413.552.2460, hmartin@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CO-REQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS				24
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 099.		3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher		3
Introduction to Sociology (B)	SOC 110	Eligibility for ENG 101		3
Social Problems (B) or Sociology of Race and Ethnicity (B)	SOC 214 SOC 220	SOC 110		3
Human Anatomy and Physiology I (E)	BIO 217	A "C" grade or better in BIO 107 taken within 7 years or a passing score on the challenge exam.		4
Human Anatomy and Physiology II (E)	BIO 218	BIO 217		4
College Algebra (D)	MTH 104	MTH 095 or 099 with a grade of C- or better or SM18 or adequate score on the Math Placement Exam		4
PROGRAM REQUIREMENTS (A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program)				46
Medical Terminology	HTH 114			3
Patient Care	RDL 115	Acceptance into program	RDL 132 and RDL 122	3
Radiographic Technique and Control I	RDL 122	MTH 095 or 099 with a C- or better or SM18 or equivalent placement		3
Radiographic Technique and Control II	RDL 123	RDL 122 with a grade of C+ or better	RDL 142	3
Radiographic Positioning and Related Anatomy	RDL 132	Acceptance into the program		3
Radiographic Positioning and Related Anatomy II	RDL 133	RDL 132 and BIO 217 or BIO 117 with a grade of C+ or better	RDL 142 and BIO 218	3
Clinical Education and Lab Experience I	RDL 141	Acceptance into program	RDL 115 and 132	2
Clinical Education and Lab Experience II	RDL 142	RDL 141 with a grade of C+ or better	RDL 123 and 133	3
Clinical Internship I	RDL 158	RDL 141 with a grade of C+ or better	RDL 123 and 133	1
Radiologic Instrumentation	RDL 190	RDL 123 with a grade of C+ or better	RDL 242	3
Advanced Procedures and Techniques I	RDL 221	RDL 123 with a grade of C+ or better	RDL 241	3
Special Radiology Studies	RDL 233	RDL 133 and BIO 218 or BIO 118 with a grade of C+ or better	RDL 241	3
Advanced Procedures and Techniques II	RDL 234	RDL 221 with a grade of C+ or better	RDL 242	3
Clinical Education and Lab Experience III	RDL 241	RDL 251 and BIO 218 or BIO 117 with a grade of C+ or better	RDL 221, 142 and 233	3
Clinical Education and Lab Experience IV	RDL 242	RDL 241 and 158 with a grade of C+ or better	RDL 190 and 234	3
Clinical Internship II	RDL 251	RDL 142 with a grade of C+ or better		4
Total Credits				70

SOCIOLOGY OPTION – H070

A.A. in Arts and Science

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.

NOTES

¹Program Electives - Recommended courses: SOC 214, 213, 215, 220 and 235

²Program Electives - Only six non-Arts and Science credits may be taken towards an A.A. degree.

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and universities. MassTransfer also will grant students automatic acceptance to certain state

colleges and universities by achieving the minimum grade point average and the HCC degree.

³Program Electives - Most four-year colleges require two years of a foreign language. It is recommended that students complete or begin foreign language study at Holyoke Community College.

Depending on the course selection, 80% of this program can be completed online.

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SOCIOLOGY OPTION – H070 *continued*

A.A. in Arts and Science

CONTACT

Tracy Ross, 413.552.2348, tross@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			36
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
Introduction to Sociology (B)	SOC 110	Eligibility for ENG 101	3
Social Science Elective (B)			3
Humanities Electives (C)			3
Humanities Electives (C)			3
Humanities Electives (C)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
Statistics for Psychology (D)	PSY 142	PSY 110, and MTH 095 or 099 with a grade of C- or better or SM18 or adequate score on the Mathe Placement Exam	4
PROGRAM REQUIREMENTS <i>(Select any 5 SOC designated courses)</i>			15
Sociology Designated Course	SOC XXX		3
Sociology Designated Course	SOC XXX		3
Sociology Designated Course	SOC XXX		3
Sociology Designated Course	SOC XXX		3
Sociology Designated Course	SOC XXX		3
PROGRAM ELECTIVES ^{1, 2} <i>(Sufficient to complete 60 credit graduation requirement)</i>			10
Program Elective			3
Program Elective			3
Program Elective			3
Program Elective			1-3
Total Credits			60-62

SPORT MANAGEMENT – B096

A.S. in Sport Management

CONTACT

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

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			32
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Macroeconomics (B) and Introduction to Microeconomics (B) or Introduction to Macro and Microeconomics (B)	ECN 101 ECN 102 ECN 104	ECN 100 with a grade of C- or better or eligible for MTH 095 ECN 100 with a grade of C- or better or eligible for MTH 095 ECN 100 with a grade of C- or better or eligible for MTH 095	6
Introduction to Sociology (B)	SOC 110	Eligibility for ENG 101	3
Humanities Electives (C)			3
Humanities Electives (C)			3
Humanities Electives (C)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
PROGRAM REQUIREMENTS			30
Statistics (D)	MTH 142	MTH 085 or MTH 099 with grade of C- or better or SM12 or adequate score on Math Placement Exam	3
Applied Calculus (D)	MTH 162	MTH 104 with a grade of C- or better or adequate score on the Mathematics Placement Examination	3
Principles of Accounting I	ACC 111	Eligibility for MTH 085	3
Principles of Accounting II	ACC 112	ACC 111 with a grade of C- or better	3
Computer Applications	BUS 115		3
Meetings and Events	HCA 205	HCA 101, MGT 230 or SPO 110	3
Principles of Management	MGT 230		3
Principles of Marketing	MKT 240		3
Introduction to Sport Management	SPO 110		3
Sport Law	SPO 211		3
Total Credits			62

PROGRAM OVERVIEW

This degree prepares students to transfer to a four-year baccalaureate institutions.

Upon graduating from 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 decision
- plan sporting events

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.

Minimum 3.0 GPA needed for UMass, Amherst.

Depending on the course selection 80% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

STRENGTH AND CONDITIONING SPECIALIST CERTIFICATE – M107

CONTACT

Patti Mantia, Ed.D., 413.552.2449, pmantia@hcc.edu

PROGRAM OVERVIEW

The Strength and Conditioning Specialist Certificate is designed for the student who wants to specialize in the area of strength and conditioning for health fitness and sports and/or prepare for national certification in strength training. Upon completion of this program, the student will be able to:

- Define the roles and responsibilities of the strength and conditioning coach
- Describe and discuss human movement from physiological and bio-mechanical perspectives
- Define the components of muscular strength, endurance and power as

related to motor performance and functionality

- Define ACSM (American College of Sports Medicine) guidelines for fitness
- Describe and administer fitness assessments for each of the components of fitness and relate to program design
- Discuss exercise programming considerations for populations with medical concerns and demonstrate basic emergency care procedures
- Define and employ leadership competencies such as effective interviewing skills and motivational techniques

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM REQUIREMENTS			15
First Aid/Safety or Sports First Aid	HFN 103 HFN 104	Students can not receive credit for both HFN 103 and HFN 104	1
Sports Supplements	HFN 106		1
Tools for Resistance Training	HFN 129		1
Fundamentals of Coaching or Personal Trainer and Fitness Counseling	HFN 110 HFN 183		3
Principles and Practices of Strength Training	HFN 185	HFN 183 or HFN 134 or BIO 217	3
Fitness Pro Seminar/Internship ¹	HFN 190	PER 134, PER 172, or PER 183, or with permission of instructor.	3
Introduction to Nutrition	NTR 101	Eligibility for ENG 101	3
PROGRAM ELECTIVES			9
Select two 3 credit courses from the following			
HFN and/or NTR elective			3
HFN and/or NTR elective			3
Select three 1 credit courses from the following			
HFN Elective			1
HFN Elective			1
HFN Elective			1
Total Credits			24

NOTES

¹HFN 190 should be taken at the end of the program.

SUPERVISION AND LEADERSHIP IN THE HELPING PROFESSIONS – H020

CONTACT

Jackie Griswold, Ed.D., 413.552.2333, jgriswold@hcc.edu

PROGRAM OVERVIEW

Direct support staff in the human service field are often promoted into supervisory and leadership positions with no direct experience or education to support their success in that role. The human service industry has recognized a need to provide appropriate education to individuals in supervisory and leadership roles in order to promote their success, and the success of the staff they supervise. Human service supervisors work in a variety of settings, such as group homes, vocational programs, after school programs, nursing

homes, shelters for the homeless, and correctional facilities. The populations served may include individuals with mental retardation and developmental disabilities, individuals with mental health issues, children and youth, the elderly, individuals with substance abuse issues, individuals who are homeless, and victims of domestic violence.

This 24-credit certificate is appropriate for staff in human service programs who have been promoted into supervisory positions and want to

upgrade their skills and knowledge or those individuals who aspire to move into a supervisory and leadership role.

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

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM REQUIREMENTS			18
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Introduction to Psychology	PSY 110	Eligibility for ENG 101	3
Introduction to Human Services	HSV 113	Eligibility for ENG 101	3
The Helping Relationship: Delivering Human Services	HSV 124	HSV 113 and PSY 110	3
Human Services Administration	HSV 225	HSV 113 or permission of instructor	3
Supervisory Relationships in the Helping Professions	HSV 226	HSV 113 and Eligibility for ENG 101	3
PROGRAM ELECTIVES <i>(Select 2 from the following courses)</i>			6
Understanding Diversity and Valuing Similarities	ANT 114		3
Conflict Resolution and Mediation	SSN 120		3
Any course with an HSV, DVD, or GRT designation			3
Any course with an HSV, DVD, or GRT designation			3
Total Credits			24

NOTES

Depending on the course selection 80% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

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.

SUSTAINABILITY STUDIES – H084

A.A. in Arts and Science

CONTACT

Kate Maiolatesi, 413.552.2462, kmaiolatesi@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			35-36
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
Ecopsychology (B)	PSY 202	PSY 110	3
Ecological Economics (B)	ECN 120	Any ECN course with a passing grade of C- or eligible for MTH 095, or by permission of instructor.	3
American Environmental History (C)	HIS 225	Eligibility for ENG 101	3
Environmental Ethics (C)	PHI 140		3
Environmental Literature (C)	ENG 203	ENG 102	3
College Algebra (D) ¹ or Statistics (D)	MTH 104 MTH 142	MTH 095 or 099 with a grade of C- or better or SM18 or adequate score on the Math Placement Exam MTH 085 or 099 with a grade of C- or better or SM12 or adequate score on the Math Placement Exam	3-4
Introduction to Sustainability Studies (D)	SUS 101		4
Introduction to Clean Energy Resources (E)	SUS 102	ENG 101 eligible or ESL 153.	4
SUGGESTED ELECTIVES <i>(Select 24-25 credits from listing below; sufficient to complete 60 credit graduation requirement)</i>			24-25
Visual Fundamentals (C)	ART 110		3
Conservation Biology (E)	BIO 130		4
Ecology (E)	BIO 230	A semester course in college biology or environmental science	4
Fundamentals of Video	EMS 110		3
Professional Speaking	COM 107	COM 150	3
Introduction to Electronic Media (C)	EMS 111		3
Introduction to Communication (C)	COM 121		3
Public Speaking (C)	COM 150		3
Introduction to Economics (B)	ECN 100		3
Advanced Academic Writing (C)	ENG 218	ENG 102	3

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.

Upon completion of this program the student 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.

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SUSTAINABILITY STUDIES – H084 *continued*

A.A. in Arts and Science

CONTACT

Kate Maiolatesi, 413.552.2462, kmaiolatesi@hcc.edu

NOTES

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM ELECTIVES (continued)			
Principles of Environmental Science I (E)	ENV 120		4
The Natural History of New England (E)	ENV 124		4
Environmental Geology (E)	ENV 137		4
Soil and the Environment (E)	ENV 138		4
Principles of Environmental Science II (E)	ENV 140		4
Principles of Environmental Site Assessment	ENV 230	ENV 120, ENV 140, concurrently ENV 137	3
Aquatic Ecology and Pollution (E)	ENV 253	One semester of environmental science or biology	4
Intro to Geology – Earth Processes (E)	ESC 120		4
Introduction to Oceanography (E)	ESC 130		4
Introduction to World Music (C)	MUS 106		3
Ethics (C)	PHI 120		3
Introduction to Political Science (B)	POL 101	Eligibility for ENG 101	3
U. S. National Government (B)	POL 110		3
State and Local Government (B)	POL 120		3
Educational Psychology (B)	PSY 220	PSY 110	3
Social Psychology (B)	PSY 210	PSY 110	3
Introduction to Sociology (B)	SOC 110	Eligibility for ENG 101	3
Race and Ethnicity (B)	SOC 220	SOC 110	3
Soul of a Citizen: Topics in Community Service Learning (B)	SSN 104	Eligibility for ENG 101	3
Conflict Resolution and Mediation (B)	SSN 120		3
Energy Efficiency & Conservation Methods (E)	SUS 103	SUS 102	4
Intro to Wind Energy	SUS 105	SUS 103	2
Renewable Energy Technology Internship	SUS 109	SUS 104 or SUS 105	3
Fundamentals of Acting (C)	THE 110		3
Sustainable Agriculture I (E)	SUS 116		4
Sustainable Agriculture II (E)	SUS 216		4
Intro to Electrical Generation	SUS 107		4

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

¹ Choice depends on transfer institution's preference. Credit will not be given for both MTH 142 and PSY 142 because of the similar content.

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 offered agreements are in place, these are only possible schools and programs.

For those students interested specifically in Environmental Science, please refer to the Environmental Science 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 the course selection 50% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

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Read the catalog online at www.hcc.edu/catalog

SUSTAINABILITY STUDIES – H084 *continued*

CONTACT

Kate Maiolatesi, 413.552.2462, kmaiolatesi@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM ELECTIVES (continued)			
Issues in Sustainability	SUS 108		3
Topics in Sustainability Studies	SUS 150		3
Solar Thermal Energy	SUS 113		2
Green Careers Exploration	SUS 110		2
Solar Photovoltaics	SUS 114		2
Green Building Practices	SUS 115		4
Sustainable Agriculture Internship	SUS 119	SUS 116, 216 and 220	3
Clean Energy and Sustainable Agriculture	SUS 220	Permission of instructor	6
Total Credits			60-61

SUSTAINABILITY STUDIES CERTIFICATE – H092

CONTACT

Kate Maiolatesi, 413.552.2462, kmaiolatesi@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
SELECT 6 CREDITS FROM THE FOLLOWING SUS ELECTIVES			6
Introduction to Sustainability Studies (E)	SUS 101		4
Introduction to Clean Energy Resources (E)	SUS 102		4
Energy Efficiency & Conservation Methods (E)	SUS 103	SUS 102	4
Intro to Wind Energy	SUS 105	SUS 103	2
Introduction to Geothermal Energy	SUS 106	SUS 102 and 103	2
Introduction to Electrical Generation	SUS 107		4
Issues in Sustainability	SUS 108		3
Green Careers Exploration	SUS 110		2
Solar Thermal Energy	SUS 113		2
Solar Photovoltaics	SUS 114		2
Green Building Practices	SUS 115		4
Sustainable Agriculture I (E)	SUS 116		4
Sustainable Agriculture Internship	SUS 119	SUS 116, 216 and 220	3
Topics in Sustainability Studies	SUS 150		3
Sustainable Agriculture II (E)	SUS 216		4
Clean Energy and Sustainable Agriculture	SUS 220	Permission of instructor. Field trip will involve physical activity and require appropriate dress	6
SELECT 6-10 CREDITS OF ADDITIONAL PROGRAM ELECTIVES			6-10
Ecology (E)	BIO 230	A semester course in college biology or environmental science	4
Environmental Economics (B)	ECN 120	Any ECN course with grade of C- or better or MTH 095 eligibility or permission of instructor	3
Environmental Literature (C)	ENG 203	ENG 102	3
Principles of Environmental Science I (E)	ENV 120		4
The Natural History of New England (E)	ENV 124		4
Environmental Geology (E)	ENV 137		4
Soil and the Environment (E)	ENV 138		4
Principles of Environmental Science II (E)	ENV 140		4
Principles of Environmental Site Assessment	ENV 230	ENV 120, ENV 140, ENV 137 concurrently	3
Aquatic Ecology and Pollution (E)	ENV 253	One semester of environmental science or biology	4

PROGRAM OVERVIEW

Students will become familiar with a variety of topics in environmental sustainability. Not intended for SUS majors and Five College advantage.

This certificate is not yet approved for financial aid.

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Read the catalog online at www.hcc.edu/catalog

SUSTAINABILITY STUDIES CERTIFICATE – H092 *continued*

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
SELECT 6-10 CREDITS OF ADDITIONAL PROGRAM ELECTIVES - <i>continued</i>			6-10
Intro to Geology – Earth Processes (E)	ESC 120		4
Introduction to Oceanography (E)	ESC 130		4
ESL for Renewable Energy Technology	ESL 153	ESL 141 or ESL Placement Test	3
American Environmental History (C)	HIS 225	Eligibility for ENG 101	3
Environmental Ethics (C)	PHI 140		3
Ecopsychology (B)	PSY 202	PSY 110	3
Total Credits			12-16

SUSTAINABLE AGRICULTURE – H083

A.A. in Arts and Science

CONTACT

Kate Maiolatesi, 413.552.2462, kmaiolatesi@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			35-36
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3
Ecopsychology (B)	PSY 202	PSY 110	3
College Algebra (D) <u>or</u> Statistics (D)	MTH 104 MTH 142	MTH 095 or 099 with a grade of C- or better or SM18 or adequate score on the Math Placement Exam MTH 085 or 099 with a grade of C- or better or SM12 or adequate score on the Math Placement Exam	3-4
American Environmental History (C)	HIS 225	Eligibility for ENG 101	3
Environmental Literature	ENG 203	ENG 102	3
Sustainable Agriculture I (D)	SUS 116		4
Sustainable Agriculture II (D)	SUS 216		4
Environmental Ethics (C)	PHI 140		3
Ecological Economics (B)	ECN 120	Any ECN course with a passing grade of C- or eligible for MTH 095, or by permission of instructor.	3
PROGRAM REQUIREMENTS			14
Soil and the Environment (E)	ENV 138		4
Introduction to Sustainability Studies	SUS 101		4
Clean Energy and Sustainable Agriculture	SUS 220	Permission of instructor	6
SUGGESTED ELECTIVES <i>(Select 12-14 credits from listing below; Sufficient to complete 60 credit graduation requirement)</i>			12-14
Culinary Fundamentals	CUL 100	Eligibility for MTH 085; ENG 095; pre- or corequisite: CUL 115	3
Environmental Geology (E)	ENV 137		4
Current Topics in Environmental Studies	ENV 150		3
Introduction to Nutrition	NTR 101	Eligibility for ENG 101	3
Topics in Sustainability Studies	SUS 150		3
Green Building Practices	SUS 115		4

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Read the catalog online at www.hcc.edu/catalog

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 an agro ecosystem 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.

Upon completion of this program the student 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.

SUSTAINABLE AGRICULTURE – H083 *continued*

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
SUGGESTED ELECTIVES, <i>continued</i>			12-14
Introduction to Clean Energy Resources	SUS 102	ENG 101 eligible or ESL 153.	4
Solar Thermal Energy	SUS 113		2
Solar Photovoltaics	SUS 114		2
Sustainable Agriculture Internship	SUS 119	SUS 116, SUS 216 and SUS 220	3
Total Credits			61-63

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.

THEATER ARTS - H011

A.A. in Arts and Science

CONTACT

Timothy Cochran, 413.552.2484, tcochran@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			35-36
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Science Elective (B)			3
Social Science Elective (B)			3
Social Science Elective (B)			3
Humanities Elective (C)			3
Humanities Elective (C)			3
Humanities Elective (C)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
Mathematics Elective (D)			3-4
PROGRAM REQUIREMENTS			19
Public Speaking (C)	COM 150		3
Fundamentals of Acting (C)	THE 110		3
Stagecraft I (C)	THE 124		4
Stagecraft II (C)	THE 125	THE 124 or permission of the instructor	4
Theater History: Classical Theater (C) <u>or</u> Modern Drama (C)	THE 212 THE 213		3
Practicum in Theater Arts I	THE 141		1
Practicum in Theater Arts II	THE 142	THE 141	1

PROGRAM OVERVIEW

The theater option is committed to providing students with broad-based training and study in theater arts including foundation classes in acting, technical theater and dramaturgy. The faculty at HCC is committed to providing students with a practical application of study by collaborating in 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 field of:

- Theater
- Education
- Broadcasting
- Journalism
- Advertising
- Public Relations
- Business
- Politics
- Communication
- Photography
- Film
- Sales/Marketing
- Government Relations

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 the course selection, 50% of this program can be completed online.

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Read the catalog online at www.hcc.edu/catalog

THEATER ARTS - H011 *continued*

A.A. in Arts and Science

CONTACT

Timothy Cochran, 413.552.2484, tcochran@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM ELECTIVES <i>(Students must take a minimum of 8 credits of the following)</i>			8
Introduction to Theater (C)	THE 100		3
Creative Writing for the Theater (C)	THE 227	ENG 102	3
Movement for Actors	THE 120		3
Practicum in Theater Arts III	THE 243	THE 142	1
Practicum in Theater Arts IV	THE 244	THE 243	1
Musical Theater Workshop I	THE 181		3
Musical Theater Workshop II	THE 182	MUS 181 or THE 181	3
Acting II	THE 210	THE 110	3
Voice and Diction	THE 218		3
Topics in Communication, Media & Theater Arts	THE 235	ENG 102, previously or concurrently	3
Shakespeare (C)	THE 237	ENG 102	3
Playscript Analysis	THE 240	ENG 101	3
Total Credits			62-63

UNDECIDED – H005

A.S. in Arts and Science

CONTACT

Advising, Career and Transfer Center (ACT), 413.552.2722, advising@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			35
Composition I & Composition II [A]	ENG 101 ENG 102	Appropriate scores on English placement tests or C- or better in ENG 095. English 101 with a grade of C- or higher	6
Social Science Elective [B]			3
Social Science Elective [B]			3
Social Science Elective [B]			3
Humanities Elective [C]			3
Humanities Elective [C]			3
Humanities Elective [C]			3
Laboratory Science Elective [E]			4
Laboratory Science Elective [E]			4
Math Elective [D]			3-4
PROGRAM REQUIREMENTS			25
Any course listed in the College Catalog			
Total Credits			60

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 to guide them through the career exploration process and help them select a major. We encourage you to click on Areas of Study on the HCC website to assist you in exploring all of the degree and certificate options HCC has to offer.

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

UNIVERSITY WITHOUT WALLS OPTION – C008 *

A.S. in Liberal Studies

CONTACT

Idelia Smith, 413.552.2228, ismith@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			39
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Sciences (B) ¹			3
Social Sciences (B) ¹			3
Social Sciences (B) ¹			3
Art or Music Elective (C)			3
History Elective (C)			3
Literature Elective (C)			3
Laboratory Science (E)			4
Laboratory Science (E)			4
Topics in Mathematics (D)	MTH 155		3
Computer Concepts with Applications	CSI 111	Eligibility for ENG 101	4
PROGRAM REQUIREMENTS			6
Advanced Academic Writing (C)	ENG 218	ENG 102	3
Public Speaking (C)	COM 150		3
PROGRAM ELECTIVES Select two from the following			6
Cultural Anthropology (B) or World Politics (B)	ANT 101 POL 125		3
Understanding Diversity and Valuing Similarities (B) or History Elective (C) or Literature Elective (C)	ANT 114 HIS XXX ENG XXX		3
GENERAL ELECTIVES			13
General Elective			1-3
General Elective			1-3
General Elective			1-3
General Elective			1-3
Total Credits			64

PROGRAM OVERVIEW

This program meets MassTransfer requirements, which guarantee transfer 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.

NOTES

¹ 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 the course selection 80% of this program can be completed online. Go to www.hcc.edu/catalog for further information.

VETERINARY TECHNICIAN OPTION – X036

A.S. in Veterinary & Animal Science

CONTACT

Walter Jaworski, D.V.M., 413.552.2459, wjaworski@hcc.edu

PROGRAM OVERVIEW

Trains paraprofessional personnel who will assist veterinarians as technicians or serve in a variety of positions in animal research laboratories, state animal shelters, or other facilities where animals are kept. All students must achieve a minimum grade of "C" in all VET and BIO prefix courses in order to remain in and graduate from the curriculum.

The Veterinary Technician Program has selective admissions with a deadline of **February 1** for admission to the following Fall. **Biology 107** with a "C" or better and eligibility to take college math are requirements for admission. **At-**

Program Outcomes

- 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 the 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, 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, fe-

Upon completing the AS degree in veterinary technology, the Veterinary Technician National Exam (VTNE) may be taken to become a credentialed veterinary technician. Over the past 3 years (July 1, 2014 - June 30, 2017)

tendance at an Information Session is also required. Contact Admissions for more information.

Rabies vaccination is strongly recommended but not required and observation in a veterinary facility is also recommended but not required for admission. One class is admitted per year beginning in the fall. Upon completion of the Veterinary Medical Technology Program the student will be able to meet the following objectives with the proficiency expected of a Veterinary Technician at the job entry level.

- cal 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.
- Admissions requirements are changing, students interested in this program should contact the Admissions, 552.2321, for details.

HCC had 40 first time candidates take the VTNE with a pass rate of 63%. 63 graduates were eligible to take the exam in this time period.

VETERINARY TECHNICIAN OPTION – X036 *continued*

A.S. in Veterinary & Animal Science

CONTACT

Walter Jaworski, D.V.M., 413.552.2459, wjaworski@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			23
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Science Elective (B)			3
History of Animal Advocacy in the United States - 1865 to the Present (C) or Social Science Elective (B)	HIS 121 SSN XX1		3
Math that Matters: Drugs and Dosages	MTH 130	MTH 095 or MTH 099 with a grade of C- or better; or SM18, or adequate score on the Math Placement Exam.	3
Anatomy and Physiology of Domestic Animals I (E)	VET 133	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. Restricted to Veterinary Technician and Pre-Veterinary and Animal Science students.	4
Anatomy and Physiology of Domestic Animals II (E)	VET 134	A grade of C or better in VET 133	4
PROGRAM REQUIREMENTS			44
Principles of Animal Health Care	VET 140	Restricted to Veterinary Technician students	1
Veterinary Medical Terminology	VET 145	Restricted to Veterinary Technician students	1
Veterinary Practice Management	VET 147	VET 282	3
Animal Diseases	VET 153	A grade of C or better in VET 134; or BIO 107 and BIO 229	4
Veterinary Laboratory Procedures I	VET 160	A grade of C or better in VET 133, VET 140, VET 145; and VET 134 previously or concurrently.	4
Veterinary Laboratory Procedures II	VET 165	A grade of C or better in VET 133, VET 134, VET 140 and VET 145, VET 160.	4
Animal Seminar	VET 202	VET 165 and VET 247	1
Animal Nursing I	VET 247	VET 133, VET 134, VET 140, VET 145, VET 160 with a C or better and MTH 130. Previously or concurrently, VET 165. Veterinary Technician students only.	4
Animal Nursing II	VET 248	A grade of C or better in VET 247 and VET 264	4
Clinical Competency for Veterinary Technician	VET 258	VET 134, VET 165, VET 247, and VET 261 with a C or better. Previously or concurrently, VET 248 and VET 270. Veterinary Technician students only.	2
Animal Facility Management	VET 261	A grade of C or better in VET 134 and VET 160	1
Exotic Pets	VET 263	A grade of C or better in BIO 107	2
Veterinary Pharmacology	VET 264	MTH 130 and a grade of C or better in VET 133 and VET 134	4
Veterinary Radiology	VET 265	C or better in VET 133, VET 140 and VET 145. Previously or concurrently, VET 134.	2
Reproduction in Domestic Animals	VET 268	A grade of C or better in BIO 107	2
Externship for Veterinary Technician I	VET 282	Co-requisite: VET 134 AND VET 160 or a grade of C or better in VET 134 and VET 160 and documentation of health insurance, and current rabies and tetanus vaccinations. Depending on when the course is taken, ie: Spring semester or Summer semester	2
Externship for Veterinary Technician II	VET 283	Co-requisite: VET 153 AND VET 248 or a grade of C or better in VET 153 and 248 and documentation of health insurance and current rabies and tetanus vaccinations. Depending on when the course is taken, ie: Spring semester or Summer semester	3
Total Credits			67

VISUAL ART PROGRAM – H031

A.S in Visual Art

CONTACT

Felice Caivano, 413.552.2193, fcaivano@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			26-27
Composition I (A)	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II (A)	ENG 102	English 101 with a grade of C- or higher	3
Social Science Elective (B)			3
Social Sciences Elective (B)			3
Social Science Elective (B)			3
Laboratory Science Elective (E)			4
Laboratory Science Elective (E)			4
Math Elective (D)			3-4
PROGRAM REQUIREMENTS			21
Basic Drawing (C)	ART 121		3
Drawing Composition (C)	ART 122	ART 121	3
Basic Design I (C)	ART 123		3
Basic Design II (C)	ART 124	ART 123	3
Introduction to Art History I (C)	ART 131	ENG 101, previously or concurrently	3
Introduction to Art History II (C)	ART 132	ENG 101, previously or concurrently	3
Any History or Art History ¹			3
PROGRAM ELECTIVES			12-13
ART Elective			3
ART Elective			3
ART Elective			3
ART Elective			3
General elective sufficient to complete 60 credits			1-3
Total Credits			60

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.

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

NOTES

¹ Select ART 145, 147, 150, 151, 156, 235, or any HIS.

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 the course selection 50% of this program can be completed online.

WEB DEVELOPMENT – N068

A.S. in Computer Information Systems

CONTACT

Jon Ventulett, 413.552.2306, jventulett@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
GENERAL EDUCATION REQUIREMENTS			23-24
Composition I [A]	ENG 101	Appropriate scores on English placement tests or C- or better in ENG 095.	3
Composition II [A]	ENG 102	Prerequisite: ENG 101 with a grade of C- or better	3
Social Science Elective [B]			3
Social Science Elective [B]	SSN XX2		3
Laboratory Science Elective [E]	SCI XX2		4
Laboratory Science Elective [E]	SCI XX1		4
Math Elective [D]	MTH XX3		3-4
PROGRAM REQUIREMENTS			32
Computer Concepts with Applications	CSI 111	Prerequisite: Eligibility for ENG 101	4
Introduction to Web Site Development	CSI 252	Student may not receive credit for more than one of these courses: CSI 231, 260, and 252. Prerequisite: CSI 111, Eligibility for MTH 095 or the equivalent of college-level algebra	3
Scripting for the Web	CSI 255	Prerequisite: CSI 252	4
Network Development	CSI 251	Prerequisite: CSI 101 or CSI 111	3
Mobile Application Development	CSI 207	Prerequisite: CSI 106	4
Programming Fundamentals I	CSI 106	Students will not receive credit for both CSI 105 and CSI 106. Prerequisites: Eligibility for ENG 101 and MTH 095; CSI 111 previously or concurrently.	4
Programming Fundamentals II	CSI 218	Prerequisites: CSI 106, or permission of instructor; and CSI 111, and MTH 095 or MTH 099 or SM18, or Mathematics Placement Exam.	4
Applied Database Management	CSI 242	Prerequisite: Introductory Computer Course (CSI 111, BUS 115, BUS 215, or equivalent)	3
Media for the Web [C]	EMS 118		3
PROGRAM ELECTIVES			25
Program Elective 6-8			6-8
Total Credits			61-64

PROGRAM OVERVIEW

Upon completion of the Web Development option, students should be able to design and develop both the frontend and backend 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 completion of the degree.

NOTES

Program Electives:
Select from the following: CSI 254, CSI 256, EMS 112, EMS 140, ENG 223

MASS TRANSFER BLOCK GENERAL EDUCATION REQUIREMENTS

Students interested in fulfilling the MassTransfer Block must complete the following requirements. Additional information is available in this catalog under "Degree and Degree Requirements," in the Glossary. Students may also refer to the current Registration Booklet or see the transfer counselor.

English 101/102 (A)	6	Mathematics (D)	3-4
Social Sciences (B)	9	Natural & Physical Laboratory Science (E) (2 courses/4 credits each)	8
Humanities/Fine and Performing Arts (C)	9		

A

ENG 101 ENG 102 ENG 104

English Composition

B

Social Sciences

ANT 101 ANT 103 ANT 110 ANT 114 ANT 120 ANT 130 ANT 150 ANT 250 COM 212 CRJ 110 CRJ 117 CRJ 200 CRJ 208 CRJ 209 CRJ 210 CRJ 217 ECN 100 ECN 101
 ECN 102 ECN 104 ECN 105 ECN 120 ECN 150 ECN 250 EDU 100 GEO 110 GRT 110 HON 204 HON 206 HSV 120 HSV 124 HSV 140 HSV 205 HSV 208 HSV 212 HSV 226
 HSV 230 HTH 102 LAW 215 POL 101 POL 110 POL 120 POL 125 POL 126 POL 140 POL 150 POL 230 PSY 110 PSY 202 PSY 203 PSY 210 PSY 215 PSY 216 PSY 217
 PSY 218 PSY 220 PSY 222 PSY 224 PSY 225 PSY 226 PSY 230 PSY 233 PSY 240 PSY 242 PSY 250 PSY 260 PSY 265 PSY 270 SOC 110 SOC 130 SOC 150 SOC 204
 SOC 208 SOC 213 SOC 214 SOC 215 SOC 216 SOC 220 SOC 235 SOC 240 SOC 250 SSN 104 SSN 120 SSN 230 WST 100 WST 215 WST 217

C

Humanities / Fine and Performing Arts

ART 110 ART 121 ART 122 ART 123 ART 124 ART 131 ART 132 ART 140 ART 141 ART 145 ART 147 ART 148 ART 150 ART 151 ART 222 ART 231 ART 232 ART 235
 ART 241 ART 242 ART 250 ART 253 ART 254 ART 255 ART 261 ART 262 ART 272 ART 273 ART 274 ART 275 ART 276 ASL 101 ASL 102 ASL 201 ASL 202 ASL 291
 ASL 292 COM 121 COM 131 COM 150 COM 205 COM 214 COM 220 COM 235 DFS 101 DFS 104 DFS 108 DFS 205 EMS 111 EMS 112 EMS 118 EMS 124 EMS 125 EMS 150
 EMS 225 ENG 201 ENG 202 ENG 203 ENG 204 ENG 208 ENG 211 ENG 212 ENG 214 ENG 215 ENG 216 ENG 217 ENG 218 ENG 223 ENG 224 ENG 226 ENG 227 ENG 230
 ENG 231 ENG 232 ENG 235 ENG 237 ENG 240 ENG 245 ENG 250 FRH 101 FRH 102 FRH 201 FRH 202 FRH 205 FRH 206 GER 205 HIS 101 HIS 102 HIS 103 HIS 104
 HIS 105 HIS 107 HIS 108 HIS 109 HIS 111 HIS 112 HIS 121 HIS 130 HIS 150 HIS 162 HIS 220 HIS 225 HIS 250 HIS 260 HON 204 HON 206 HUM 206 MUS 100
 MUS 105 MUS 106 MUS 107 MUS 110 MUS 126 MUS 140 MUS 150 MUS 208 MUS 209 MUS 250 MUS 259 MUS 260 PHI 100 PHI 101 PHI 103 PHI 110 PHI 120 PHI 130
 PHI 140 PHI 230 SPA 101 SPA 102 SPA 110 SPA 201 SPA 202 SPA 203 SPA 204 SPA 205 SPA 206 SPA 208 SPA 209 SPA 210 SPA 211 SPA 212 SPA 114 SPA 214
 SPA 215 THE 100 THE 110 THE 124 THE 125 THE 212 THE 213 THE 227 THE 235 THE 237 THE 237

D

Mathematics / Natural & Physical Sciences

MTH 104 MTH 108 MTH 113 MTH 114 MTH 125 MTH 135 MTH 142 MTH 150 MTH 155 MTH 160 MTH 162 MTH 205 MTH 211 MTH 213 MTH 214 MTH 230 MTH 245 PSY 142

E

Natural & Physical Sciences

AST 110 AST 140 BIO 101 BIO 102 BIO 106 BIO 107 BIO 108 BIO 110 BIO 111 BIO 114 BIO 120 BIO 126 BIO 130 BIO 215 BIO 217 BIO 218 BIO 222 BIO 223
 BIO 229 BIO 230 BIO 243 CHM 101 CHM 102 CHM 113 CHM 114 CHM 121 CHM 124 CHM 221 CHM 222 CHM 224 EGR 110 EGR 111 ENV 120 ENV 124 ENV 137 ENV 138
 ENV 140 ENV 253 ESC 110 ESC 111 ESC 115 ESC 120 ESC 130 FRS 100 FRS 101 FRS 110 FRS 111 FRS 201 PHS 101 PHS 102 PHS 111 PHS 112 PHS 201 SEM 110
 SEM 111 SEM 116 SEM 130 SUS 101 SUS 102 SUS 103 SUS 116 SUS 216 VET 133 VET 134

COURSE DESIGNATIONS

ACC	Accounting	FIN	Finance	NTR	Nutrition
ANT	Anthropology	FRH	French	NUR	Nursing (ADN)
ART	Art	FRS	Forensic Science	PHI	Philosophy
ASL	American Sign Language	GEO	Geography	PHM	Pharmacy Science and Technology
AST	Astronomy	GER	German	PHS	Physics
BIO	Biology	GRT	Gerontology	PNR	Practical Nursing (LPN)
BUS	Business	GSY	General Studies	POL	Political Science
CHM	Chemistry	HCA	Hospitality Management	PSY	Psychology
COM	Communication	HFN	Health, Fitness, & Nutrition	RDL	Radiologic Technology
CRJ	Criminal Justice	HIM	Health Information Management	RUS	Russian
CSI	Computer Information Systems	HIS	History	SEC	Security
CUL	Culinary Arts	HON	Honors	SEM	Science and Technology
DFS	Deaf Studies	HSV	Human Services	SOC	Sociology
DVD	Developmental Disabilities	HTH	Health	SPA	Spanish
ECN	Economics	HUM	Humanities	SPO	Sport Administration
EDU	Education	LAW	Legal Studies	SSN	Social Science
EGR	Engineering	MEA	Medical Assistant	SUS	Sustainability
EMS	Introduction to Electronic Media	MGT	Management	THE	Theater
ENG	English	MKT	Marketing	VET	Veterinary Technology
ENV	Environmental Science and Technology	MTH	Mathematics	WST	Women Studies
ESC	Earth Science	MUS	Music		
ESL	English as a Second Language	NSO	New Student Orientation		

ARTS AND SCIENCE ELECTIVES

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

SOCIAL SCIENCES		HUMANITIES		LAB SCIENCES		MISCELLANEOUS	
ANT	Anthropology	ART	Art	AST	Astronomy	ENV	Environmental Science
DVD	Developmental Disabilities	ASL	American Sign Language	BIO	Biology	HRT	Horticulture
ECN	Economics	COM	Communications	CHM	Chemistry	IDP	Interdisciplinary
GEO	Geography	DFS	Deaf Studies	EGR	Engineering	MTH	Mathematics
GRT	Gerontology	EMS	Electronic Media	ENV	Environmental Science		
HIS	History (HCC only – counted as Humanities for Transfer Compact)	ENG	English	ESC	Earth Science		
HSV	Human Services	ESL	English as a Second Language	FRS	Forensic Science		
POL	Political Science	FRH	French	PHS	Physics		
PSY	Psychology	GER	German	PSC	Physical Science		
SOC	Sociology	HIS	History (for Transfer Compact only)	SEM	Science and Technology		
SSN	Social Sciences	HON	Honors	SUS	Sustainability		
WST	Women Studies	HUM	Humanities				
		MUS	Music				
		PHI	Philosophy				
		SPA	Spanish				
		THE	Theater				

ABOUT ONLINE COURSES AND PROGRAMS

With many students having busy home and work schedules, online courses provide an additional option for pursuing a college education. HCC offers numerous online and blended* courses, as well as fully online degree and certificate programs and those that can be completed 50% or 80% online. Even classes that are classroom based include some web components. Students may be required to access class notes, assignments, quizzes, etc. via the internet and Moodle. Instructions will be given in class.

To participate in online courses, Students must have access to a computer with an Internet connection, and possess basic computer skills (emailing, attaching files, word processing, etc). Online courses are not self-paced and do have time oriented assignments. Online learning means that the student and the instructor do not have to be at the same place at the same time in order for teaching and learning to occur. Through HCC's online learning platform, Moodle, your classroom is a website that can be accessed from anywhere in the world, and the lectures are read instead of sitting and listening to instructor. Your discussions with your instructor and classmates are typed instead of spoken, and you will need to login to the class several times a week to see if there is anything new that pertains to your studies. 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).

HCC offers online tutoring for all online students through the Northeast eTutoring Consortium. Once you've registered for classes, we'll show you how to login and get the help you need, when you need it.

***Blended** courses are those that combine face-to-face classroom instruction with computer-based learning. This reduces the amount of time the student spends in the classroom, because portions of the course requirements are completed online.

IS DISTANCE LEARNING FOR ME?

Do you have good independent skills?

Can you write clearly and articulate what you want to say in writing?

Do you prefer to hear direct lectures/class discussions to understand course materials and learn?

Do you procrastinate and finish coursework at the last minute?

Do you have good basic computer skills?

- Do you own a computer? Windows 2000 or XP or VISTA are preferable
- Do you have Internet access? Dial up; DSL; Broadband; other (dial up can be problematic)
- Can you type?
- Can you send an email?
- Can you send an attachment to an email?
- Can you definitely schedule 9 to 12 hours a week for online coursework and discipline yourself to stick to this schedule?
- Are you willing to deal with technical problems and willing to try to solve them by yourself or with assistance over phone or by email?
- Do you need to take the course in an online, distance-learning format?

MORE INFORMATION

Visit www.hcc.edu/online to learn more.

COURSE DESCRIPTIONS

ACCOUNTING

ACC 111 Principles of Accounting I 3 credits

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: Eligibility for MTH 085.

ACC 112 Principles of Accounting II 3 credits

This course will expand upon the basic concepts and theories that students learned in the Principles of Accounting I course. Areas studied include, but 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: ACC 111 with a grade of C- or better.

ACC 115 Computerized Assisted Accounting 3 credits

Designed to give students with an accounting background a familiarity with accounting information and spreadsheet applications. Provides students with 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, Explore accounting theory and system design.

Prerequisites: ACC 111 and BUS 215 (BUS 215 may be by permission of instructor)

ACC 201 Intermediate Accounting I 3 credits

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 and special considerations and valuation issues related to cash, receivables, revenue recognition, inventory, fixed assets, and intangibles.

Prerequisite: ACC 112 with a grade of C- or better

ACC 205 Managerial Accounting 3 credits

Covers the fundamentals of manufacturing records as they relate to the needs of management in planning, controlling, and decision-making. Top-

ics 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: ACC 112 with a grade of C- or better.

ACC 212 Federal Income Taxation 3 credits

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: ACC 112

ACC 215 Certified Bookkeeper Preparation 3 credits

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-/Co-Requisite: ACC 201

ANTHROPOLOGY

ANT 101(B) Cultural Anthropology 3 credits

An introduction to the field, emphasizing the similarities and differences among societies with different economic, social, political, and religious traditions. Several societies with cultures quite different from our own are studied in detail. Theories about social structure and culture, the research methods used by anthropologists, and the ethics of anthropological research and applied anthropology are covered.

ANT 103(B) People and Their Languages 3 credits

What is language? What is an accent? How do children learn language? These are some of the questions explored in this introductory course about language structure. This course investigates the nature of sounds, words, sentences, meanings, and conversations. The course applies learned concepts to other areas of language study: language acquisition, dialect variation, sign language, and language change. Emphasis is placed on collection and analysis of everyday language examples.

Prerequisite: Eligibility for ENG 101

ANT 110(B) Introduction to Anthropology 3 credits

A survey of the concepts, models, theories, and methods of anthropology with emphasis on each of the four major sub-disciplines: Physical, Cultural, Linguistic, and Archaeological Anthropology. Topics include the relationship among human biology, language, and culture; human biological variation; cultural diversity; evolution; and culture change.

ANT 114(B) Understanding Diversity and Valuing Similarities 3 credits

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 {for example, 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 also explore their differences and the role of contemporary discussions of difference in defining their lives.

ANT 120(B) Survey of North American Indians 3 credits

A survey of the Indians of North America, including a study of their origins, patterns of survival, social organization, and religions; the effects of White contact; and their present condition in the United States, Canada, and Mexico.

ANT 130(B) Archaeology and Prehistory 3 credits

An introduction to archaeology, including an overview of the methods and theories of the discipline, the conceptual framework within which we impose meaning on archaeological materials, and an exploration of the theories of the origins and evolution of humans and culture.

ANT 150(B) Topics in Anthropology 3 credits

This course will offer students an opportunity to investigate and examine a particular area in anthropology that was covered in much less detail in the Introduction to Anthropology course. The specific topic to be studied may change each time the course is offered.

ANT 250(B) Topics in Anthropology 3 credits

In this course, students will study a particular sub-field within Anthropology. The specific topic to be studied may change each time the course is offered. Students will be expected to complete a research project.

Prerequisites: One previous Anthropology course and English 101 (additional prerequisites or a specific Anthropology course or permission of the instructor may be specified, depending upon the topic to be studied).

ART

ART 101 Careers in Visual Art 1 credit

Explores potential careers for students in visual art, such as architecture, landscape, fashion, costume, furniture, industrial, interior, graphic, and tex-

tile design; illustration; gallery and museum work; photography; teaching; historic restoration; and fine art painting and sculpture. Includes field trips to work sites, tours, interviews, and discussions with professionals, and may include library research.

ART 110(C) Visual Fundamentals 3 credits

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 3 credits

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. Two, 2½ hour studios per week.

ART 122(C) Drawing Composition 3 credits

Concentrates on the methods of attaining a unified pictorial composition using the basic elements of drawing and design. Two, 2½ hour studios per week.

Prerequisite: ART 121

ART 123(C) Basic Design I 3 credits

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, and gray media. Students will learn to think and communicate visually. Two, 2½ hour studios per week

ART 124(C) Basic Design II 3 credits

Continuation of Basic Design I. Specific problems in two and three dimensions emphasizing repetition, color, structure, function, and related concepts. Two, 2½ hour studios per week.

Prerequisite: ART 123

ART 131(C) Introduction to Art History I 3 credits

A chronological, historical analysis of major works of art from prehistoric times to the present. Emphasis on technical, aesthetic, and historical relevance.

Prerequisite: ENG 101, previously or concurrently

- ART 132(C) Introduction to Art History II 3 credits**
A chronological, historical analysis of major works of art from prehistoric times to the present. Emphasis on technical, aesthetic, and historical relevance.
Prerequisite: ENG 101, previously or concurrently
- ART 140(C) Basic Still Photography 3 credits**
Introduces the technical and aesthetic craft for making a photograph through outdoor indoor practices and hand processing and printing methods that lead to professional quality work.
Prerequisite: None. Adjustable digital or adjustable film camera required.
- ART 141(C) Advanced Photography 3 credits**
Refines basic technical skills; discusses the aesthetics of photographic subject content and context, composition, use of symbolism and metaphor, etc.; the image in narrative sequencing; reviews the work of contemporary photographers. Two, 2½ hour studios per week.
Prerequisite: ART 140. Adjustable digital or adjustable film camera required.
- ART 145(C) Critical Survey of Photography 3 credits**
A survey of the history and aesthetic concerns of photography. Presents a way of looking at photographs and of interpreting and recognizing certain historical and stylistic elements in portrait photography, photojournalism, advertising, documentary photography, and the family snapshot. Emphasis is on the content and context of the works examined. No experience in photography is necessary, but experience is helpful.
- ART 147(C) Women and Art 3 credits**
A survey of women's contributions to the visual arts, from antiquity to the present. Examines women as producers, buyers, and subjects of art, and how these roles have been shaped by prevailing ideas about women and gender. Challenges traditional definitions of art and artists. Considers restrictions and prejudices confronted by women, and women's triumphs in the face of social, political and economic barriers.
Prerequisite: Eligible for ENG 101
- ART 148 (C) Introduction to Digital Fine Art Photography 3 credits**
This course is an introduction to necessary imaging software and production procedures used in the creation of the fine art digital photograph. Students learn the basic concepts and tools of Adobe Photoshop necessary to enhance images 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 the computer to do everything they have previously done in the traditional darkroom. Two, 2½ hour studios per week.

Prerequisite: ART 140

- ART 150(C) Topics in World Art 3 credits**
Introduction to the visual art of several cultural areas, such as India, China and Japan; Africa and the Islamic World; and Precontact America and Oceania. Specific topics from these areas to be selected each semester.
Prerequisite: ENG 101
- ART 151(C) Topics in American Art 3 credits**
This course will explore various aspects of American art and visual culture. Topics may be defined chronologically or thematically. Specific topics to be selected each semester.
Prerequisite: ENG 101
- ART 220 Introduction to Illustration 3 credits**
Introduction to the basic concepts and methods of illustration, as used for print media, including the creation of single and multi page drawings, posters, CD design, children's books, and sequential art. The class will cover the use of pen and ink, paint media, and practical business skills in order to enter the illustration field. Two, 2½ hour studios per week.
- ART 222(C) Figure Drawing I 3 credits**
A basic studio course that concentrates on the fundamentals of visualizing the human figure in a variety of techniques: pencil, ink, charcoal, watercolor, acrylic, etc. The relevance of such visual elements as line, value, rhythm, form, space, and color in the composition of a figure rendering will be emphasized. Two, 2½ hour studios per week.
- ART 231(C) Painting I 3 credits**
Introduction to painting techniques in acrylic polymer and related media. Students will learn observational painting, with 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. Two, 2½ hour studios per week.
- ART 232(C) Painting II 3 credits**
Advanced exploration of painting techniques in acrylic polymer and related media. Students will learn observational painting, with 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. Two, 2½ hour studios per week.
Prerequisite: ART 231

- ART 235(C) History of Modern Art 3 credits**
 A history of European and American visual art in the Modern and Contemporary periods (c. 1850 – present). Emphasis on historical development, expression, media (drawing, painting, sculpture, architecture, and photography), style, relationship to the observer, and social and political context of the works.
Prerequisite: ENG 101
- ART 241(C) Sculpture I 3 credits**
 Introduction to three dimensional composition; personal expression; and the wide range of materials, methods, and equipment employed in sculptural and allied fields. Two, 2½ hour studios per week.
- ART 242(C) Sculpture II 3 credits**
 Introduction to three dimensional composition; personal expression; and the wide range of materials, methods, and equipment employed in sculptural and allied fields. Two, 2½ hour studios per week.
Prerequisite: ART 241
- ART 250(C) Topics in Studio Art 3 credits**
 A series of courses dedicated to developing a deeper understanding of specific studio issues previously introduced in foundation courses. Topics may include process and installation art, the figure in 3D, alternative processes, color studies, studio and the community, etc. Two, 2½ hour studios per week
Prerequisite: ART 121 or ART 123 or permission of instructor
- ART 253(C) Printmaking (Relief) 3 credits**
 A complete studio introduction to the working methods of the traditional woodcut, ultimately leading to various contemporary mixed media in relief. Emphasis will be on acquiring sufficient technical proficiency in these reproduction methods to realize the artist's aesthetic demands. Two, 2½ hour studios per week.
Co-requisite: ART 121 or ART 123
- ART 254(C) Printmaking/Intaglio 3 credits**
 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. Two, 2½ hour studios per week.
Prerequisite: ART 121 or ART 123
- ART 255(C) Printmaking/Lithography 3 credits**
 A studio introduction to the basic methods of the planographic printing process on stone. Two, 2½ hour studios per week.
Prerequisite: ART 121 or ART 123

- ART 256 Commercial Art and Design I 3 credits**
 Introduction to the basic concepts and methods used in producing visual advertising. Covers both practical and creative aspects in the fields of graphics, typography, and layout with emphasis on the production of a portfolio of work. Two, 2½ hour studios per week.
Co-requisite: ART 121 or ART 123
- ART 257 Commercial Art and Design II 3 credits**
 Continuation of Commercial Art and Design I with additional focus on marketable graphic/design skills applicable to the field of printing and advertising. Emphasis will be on the aesthetics of design, technical proficiency in the production of camera ready art, and understanding of the current and future methods in print production. Two, 2½ hour studios per week.
Prerequisite: ART 256
- ART 258 Graphic Design Production 3 credits**
 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. Two, 2½ hour studios per week.
Prerequisite: ART 259
- ART 259 Computers for Graphic Designers I 3 credits**
 Develops a familiarity with the computer and the basics of desktop publishing working at a Macintosh terminal. Covers basic computer terminology and page layout with current layout software. The basics of illustration tools will also be introduced. Two, 2½ hour studios per week.
Prerequisite: ART 256
- ART 260 Computers for Graphic Designers II 3 credits**
 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 259 and ART 256. It is also a good adjunct to ART 220 (Introduction to Illustration). Two, 2½ hour studios per week.
Pre/Corequisite: ART 259 or permission of instructor
- ART 261(C) Ceramics I 3 credits**
 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. Two, 2½ hour studios per week.

ART 262(C) Ceramics II
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. Two, 2½ hour studios per week.

ART 265 Computers for Graphic Designers III: Digital Imaging 3 credits
An introduction to digital imaging software and hardware. This course will include scanning, capturing digital images, and image manipulation with photographs. Two, 2½ hour studios per week.
Prerequisite: ART 259

ART 266 Introduction To Web Design 3 credits
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. Two, 2½ hour studios per week.
Prerequisite: ART 265 or EMS 111 or permission of the instructor.

ART 270 Topics in Photography 3 credits
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, alternative processes not included in ART 149, mobile photography, portfolio building and broadening, photography book online publishing, working in the studio or outside in the community, etc. Two, 2½ hour studios per week.
Prerequisite: ART 141 or permission of the instructor.

ART 272(C) Women in Photography 3 credits
Women in Photography surveys the historic and contemporary artistic contributions of women in the medium of photography. This course is a critical exploration into the working and personal lives of many important female photographers. Crossing cultural boundaries and demographics, we will study the work of women photographers from around the globe. Students in the course will analyze and discuss photographic images relating to topics covered in the class.
Prerequisite: ART 145

ART 273(C) Advanced Digital Fine Art Photography 3 credits
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: ART 148

ART 274 Alternative Photographic Processes 3 credits
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 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. Two, 2½ hour studios per week.

Prerequisite: ART 141 or permission of the instructor.

ART 275(C) Documentary Photography 3 credits
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 to 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: ART 140

ART 276(C) Color Photography 3 credits
This course involves learning to define a subject through 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. Two, 2½ hour studios per week.

Prerequisite: ART 141 or permission of the instructor.

AMERICAN SIGN LANGUAGE

See also DEAF STUDIES for related courses

- ASL 101 American Sign Language I 3 credits**
This course is an introduction to American Sign Language. Emphasis in this course is the development of receptive and expressive skills in ASL as well as the knowledge of the Deaf community. Awareness of basic cultural information for communication interaction is included. Basic conversational skills are emphasized.
- ASL 102(C) American Sign Language II 3 credits**
This course is a continuation of ASL 101. It furthers the development of ASL receptive and expressive skills by introducing more complex lexical and grammatical structures, non-manual signals and advanced dialogues.
Prerequisite: C or better in ASL 101 or appropriate score on ASL Competency Exam
- ASL 201(C) American Sign Language III 3 credits**
This course builds upon ASL 102. It expands the use of ASL grammar, syntax, vocabulary and spatial references. Use of classifiers is heavily emphasized.
Prerequisite: C or better in ASL 102 or appropriate score on ASL Competency Exam
- ASL 202(C) American Sign Language IV 3 credits**
This course is a continuation of ASL 201. Continued refinement of receptive and expressive skills will be emphasized. Skills in conversations and storytelling are stressed and are more complex.
Prerequisite: C or better in ASL 201 or appropriate score on ASL Competency Exam
- ASL 250 Topics in Advanced American Sign Language 1-3 credits**
Provides students who are working ASL/English interpreters with in depth work and study of a particular area of American Sign Language (e.g. classifiers, non manual markers/signals, use of space, idioms, ASL discourse). The specific topic to be studied may change each time the course is offered.
Prerequisites: Certification from the Registry of Interpreters for the Deaf (RID), National Association of the Deaf (NAD) and/or Massachusetts State Screening Certification. (Additional prerequisites or a specific course or permission of the Deaf Studies Faculty/Coordinator may be specified, depending upon the topic to be studied.)

- ASL 291(C) American Sign Language V 3 credits**
This course builds upon ASL 202. Informal narrative skills as well as daily conversational skills are further developed and refined. Appropriate use of advanced grammatical elements will be stressed during interactive activities. The ability to express and comprehend ideas or concepts is emphasized. Students are expected to develop proficiency in giving non manual conversational strategies.
Prerequisite: C or better in ASL 202 or appropriate score on ASL Competency Exam
- ASL 292(C) American Sign Language VI 3 credits**
Builds upon competencies gained in ASL 291.
Prerequisite: C or better in ASL 202 or appropriate score on ASL Competency Exam

ASTRONOMY

- AST 110(E) Introduction to Astronomy 4 credits**
A survey of the universe. The physical properties and motions of the earth, moon, sun, and other planets of the solar system are discussed in detail together with a qualitative description and historical development of the observations and physical theories upon which our understanding of the universe is based. Stellar structure and stellar evolution, galaxies, quasars, black holes, and the expanding universe are discussed in a general way, leading to a discussion of intergalactic travel and communication. The methods and tools of astronomical research are introduced. Experiments from the laboratory manual are conducted. During scheduled night observations, students will acquire experience with the college telescope and equipment. Some limited use of college academic computing facilities will be made. Students must register for a lecture and a lab.
- AST 140(E) Modern Astronomy 4 credits**
A more detailed treatment of topics in modern astronomy, including Stellar structure and evolution; special and general relativity; black holes; quasars and the quasar controversy; radio galaxies; the expansion of the universe; the Big Bang and alternate model cosmologies; the 3 degree Kelvin microwave background; open, closed, or static universe and the search for the missing mass; and observational attempts to establish the curvature of space. A laboratory is included to support the theory. Knowledge of high school algebra is recommended.
Prerequisite: AST 110 and MTH 097 or MTH 095 or MTH 099 or SM18.

Massachusetts Law Regarding American Sign Language In Schools

(MGL Chapter 15A & 9A, An Act Relative to college Credit for Courses in American Sign Language)

"American Sign Language is hereby recognized as a full and legitimate language, as the language of a unique culture in the United States, and as the equivalent of a spoken language for the purpose of foreign language study and course credit"

BIOLOGY

**BIO 101(E) General Biology for Non-Majors:
The Processes of Life (D) 4 credits**

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 everyone 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 lecture by allowing students to explore topics in a hands on fashion.

Prerequisite: ENG 101 eligible

BIO 102(E) Biology in Your World 4 credits

Biology, and issues related to biology, are present all around you. How do you make sense of all of it? This non majors course will focus on several case studies in biology that are relevant to you, 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.

Prerequisites: ENG101 eligibility

BIO 106(E) Introduction to Biotechnology 4 credits

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 setting.

Prerequisites: Eligibility for MTH 095

BIO 107 (E) General Biology I: Introduction to Cell Functions 4 credits

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, which occur during growth, development, maintenance, and reproduction in cells. Particular detail is given to biochemical processes in human cells. Laboratory exercises supplement the lecture emphasizing the scientific method and inquiry based learning. 3 class hours and 3 laboratory hours.

Prerequisite: ENG 101 Eligible and MTH 095 Eligible or Permission of Instructor.

Note: This course is designed to prepare students for further study in biological science and health allied programs. Credit cannot be received for more than one of these, except by permission of department chair: BIO 103, BIO 107.

**BIO 108 (E) General Biology II:
Diversity of Life on Earth 4 credits**

Applies biological principles to a survey of the three domains of biological organisms. The biology of animals, plants, bacteria, fungi, protists, as well as viruses will be studied. Evolutionary and ecological relationships between the organisms studied will be used to develop an understanding of the fundamentals of these vital branches of biology. The importance of biological diversity to the functioning of the biosphere will be explored. Laboratories supplement lecture and allow students to investigate the structure and function of the organisms studied.

Prerequisite: BIO 100 or BIO 101 or BIO 103 or BIO 107

BIO 110(E) General Botany 4 credits

Introductory plant biology. Lecture topics include the importance and necessity of plants to man; plant structure, diversity, ecology, propagation, and life cycles; and the historical development of species and communities. Laboratories are designed to augment lecture materials through a "hands on" approach to the study of plants; topics include the structure, physiology, and diversity of plants. Field trips may be added to introduce students to native plants and tropical exotic plants, and will require moderate walking over woodland terrain.

BIO 111(E) Human Biology 4 credits

A general introduction to the human body stressing health vs. disease. In addition to an overview of the structure and function of various cells, tissues, organs, and organ systems, many social and ethical issues will be addressed. Each organ system will be examined with an emphasis on the integration of all of the systems. Laboratory exercises supplement the lecture, offering a hands on approach and some experimentation. The lab includes dissection of (or observation of) preserved animal specimens. NOTE: This course does not satisfy the requirement of programs requiring a full year of anatomy and physiology.

BIO 113 Biotechnology Seminar 1 credit

Students will engage in discussion of various career pathways and options for furthering their education as they prepare to transition beyond HCC. They will also work on enhancing several skills important for this transition, including comprehension of scientific material and oral communication.

BIO 114(E) Introduction to Evolutionary Biology 4 credits

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 4 credits

A basic science course that emphasizes the importance of animals and promotes their humane treatment. Covers the major animal groups, including ourselves, and provides an understanding of evolution, ecology, structures, and functions of animals and humans.

BIO 126(E) Introduction to the Microbiology of Foods 4 credits

Covers the basic principles of sanitation in the preparation, processing, and handling of foods. Opportunity is provided to take the Serv Safe certification exam. Basic microbiological techniques will be used in the laboratory to demonstrate the isolation, identification, and control of microorganisms associated with foodborne illnesses and food contamination.

Prerequisite: One semester of college biology or chemistry.

BIO 130(E) Conservation Biology 4 credits

An emphasis on the conservation of the world's different organisms and habitats. Students will become familiar with the issues and problems associated with protecting biodiversity. We will examine the science of conservation genetics, species diversity, community interactions, ecosystem and landscape ecology, and the global biosphere. Through case studies, we will explore the complex, interdisciplinary nature of conservation issues such as endangered species protection, habitat loss, land use management, ecological restoration, and sustainable development. In the laboratory, students will conduct field research, visit important local conservation areas, work with computer models, and become familiar with the tools scientists use to accomplish conservation objectives. Field labs require walking over woodland terrain.

BIO 215(E) Plants of New England 4 credits

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: A semester course in college biology or environmental science.

BIO 217(E) Human Anatomy and Physiology I 4 credits

A detailed study of the structure and function of the human body. Physical and chemical principles, as they apply to the comprehensive treatment of human physiology, form an integral part of the course. Content includes general introductory material, tissues, integumentary, skeletal, muscular and nervous systems. A majors course designed for nursing, physical education, radiologic technology and other allied-health majors. Some dissection of preserved animal specimen material is included.

Prerequisite: 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 4 credits

A continuation of Anatomy & Physiology I (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: BIO 217

BIO 222(E) Vertebrate Field Biology 4 credits

The evolution, physiology, ecology, behavior and identification of major vertebrate classes will be discussed. Required laboratory field trips will emphasize identification of local vertebrates through observational and quantitative sampling and collection techniques. Three one hour lectures and one three hour laboratory per week. NOTE: Field trips and laboratories will require moderate amounts of walking over varied terrain and may require early morning meetings.

Prerequisite: BIO 104 or BIO 108 or BIO 120 or BIO 230

BIO 223(E) Animal Behavior 4 credits

The course will emphasize the evolution and mechanisms of behavior in the animal kingdom. Topics covered may include the history and approaches to animal behavior; behavioral genetics; the nervous system and 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: BIO 104 or BIO 108 or BIO 120 or VET 133

BIO 229(E) Microbiology 4 credits

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.

Prerequisites: BIO 100 or BIO 103 or BIO 107 or BIO 110 or BIO 120.

BIO 230(E) Ecology 4 credits
A study of the interrelationships between plants and animals and the physical factors in their environment. Population, distribution, community structure, and ecosystems are analyzed by laboratory and field observations. (Field trips require moderate walking.)

Prerequisite: A semester course in college biology or environmental science.

BIO 243(E) Genetics 4 credits
An investigation into the nature of inheritance in plants, animals and microorganisms. This course covers the fundamentals of modern genetics including: the patterns of inheritance, molecular genetics, and population genetics. Current advances in topics such as DNA fingerprinting, the human genome project, and genetic engineering are also considered. Connections between genetics and evolution are woven into the course. Laboratories support the lecture topics and introduce students to modern techniques in biotechnology.

Prerequisite: A grade of C or better in one of the following: BIO 100, 101, 103, 107, 110, 229 or 120.

BIO 280(E) Biology Coop I 3 credits
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.

Prerequisite: BIO 153, 165, 224, 247, 261, 262, 264, 265, 266 and 276, permission of instructor, documentation of health insurance, and current rabies and tetanus vaccinations.

BUSINESS

BUS 101 Introduction to Business 3 credits
Surveys the wide and complex range of operations that constitute the contemporary United States business scene. The latest business theories as well as brief historical backgrounds complete this overview of the way today's business community provides goods and services within the legal, ethical, and economic framework of the United States.

BUS 112 Professional Etiquette 1 credit
A study of the interpersonal and communication skills fundamental for success in the workplace. Students will hone their professional style as they study topics including professional behavior, interpersonal interactions, and civility as they relate to the workplace.

BUS 113 Ethics in Business 1 credit
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 1 credit
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 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: Eligibility for MTH 085

BUS 115 Computer Applications 3 credits
An introductory, hands on course designed to provide an overview of micro-computer hardware and software currently available and to provide hands on exposure to internet, e mail, operating system, word processing spreadsheets, database 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 3 credits
A focus on organizing, interpreting, assessing and communication 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; both electronic and store front retailing; insurance, and finance. The course will stress critical and logical thinking skills, number sense and estimation, evaluating and producing statistical information, basic financial decision making, some fundamentals of probability, and an overview of the important social implications underlying any numerical data.

Prerequisite: BUS 115 or BUS 215 or CSI 111 and eligibility for MTH 095

BUS 171 Introduction to Using the Personal Computer 1 credits
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; and 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 3 credits

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. Keyboarding skills preferred, but not required.

BUS 220 Business Communications 3 credits

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: ENG 101

BUS 239 Principles of Banking (CFT) 3 credits

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 3 credits

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 the international trade and finance, strategic planning, sociocultural issues, and political and legal forces.

BUS 253 Introduction to e-Commerce 3 credits

This course will address issues related to developing an Internet strategy for existing or new dot com organizations/companies. It will address the advantages and disadvantages of using electronic commerce, the technologies needed and the differences in the types of communications inherent in elec-

tronic commerce. Finally, it will help to identify methods for integrating a business with the Internet. Same as CSI 253.

BUS 276/ 277/278 Internship in Business 1-3 credits

A practical experience in which a student gains hands-on experience in an organizational setting while witnessing the practical application of classroom theory in the real world. Internships are collaboratively supervised by a faculty sponsor and a work-site supervisor.

Prerequisites: 24 credits, a 2.5 grade point average, the successful completion of four business courses with a grade C- or better in each, and the approval of a Business Division faculty sponsor.

BUS 281 Business Cooperative Education II 3 credits

Provides accounting, business administration, and office administration students with the opportunity to acquire additional in depth knowledge and demonstrate increased levels of expertise in supervised positions related to their majors. Approximately 15-20 hours of work per week plus a 50 minute weekly seminar are required. Seminar includes discussion of topics related to success on the job.

Prerequisites: BUS 280

BUS 290 Topics in Business 3 credits

The exploration of current topics in business, allowing practical application in areas of business study most relevant to today's student.

Prerequisites: Eligibility for ENG 101 and (2) others, depending upon particular area of business being addressed.

CHEMISTRY

CHM 101(E) General Chemistry I 4 credits

A study of the fundamental chemical laws and theories, including gaseous state, mole concept, stoichiometry, periodic law, and atomic and molecular structure. Descriptive materials supporting the discussion are from the field of inorganic chemistry.

CHM 102(E) General Chemistry II 4 credits

An introduction to solutions, ionization, kinetics, energy, equilibria, acid base theories, oxidation reduction, and organic chemistry. Descriptive material supporting the discussion is from the fields of inorganic chemistry and organic chemistry.

Prerequisite: CHM 101, CHM 113, or CHM 121.

CHM 113(E) Principles of Chemistry I 4 credits

A study of the fundamental chemical laws and theories, including stoichiometry, the gaseous and liquid states, periodic law, atomic and molecular struc-

tures, and energy. Descriptive material supporting the discussion is from the field of inorganic and organic chemistry. Qualitative and quantitative laboratory work supports the lecture discussion.

Prerequisite: MTH 08 with a grade of C or higher, or an equivalent self-paced level (SM12), or algebra placement test score of 50 or higher.

CHM 114(E) Principles of Chemistry II 4 credits

A study of solutions, ionization, acid based theories, equilibria, oxidation reduction, electrochemistry, and nuclear chemistry, and an introduction to organic chemistry. Descriptive material supporting the discussion is from the field of inorganic and organic chemistry. Qualitative and quantitative laboratory work supports the lecture discussion.

Prerequisite: CHM 113 or CHM 121 or equivalent with a grade of C- or better.

CHM 121(E) Chemistry for Science and Engineering Students I 4 credits

This course is recommended as a preparation for future chemistry courses. A study of scientific method; chemical laws and theories; electronic, atomic, and molecular structure and their underlying experimental basis; chemical bonding; periodic table relationships; quantitative and stoichiometric relationships; thermochemistry; gas laws; liquid state; and solutions. Qualitative and quantitative laboratory work supports lecture discussion.

Prerequisite: MTH 095 or MTH 099, with a grade of C- or higher, or equivalent self-paced level (SM18), or algebra placement test score of 82 or higher. High school chemistry is recommended.

CHM 124(E) Chemistry for Science and Engineering Students II 4 credits

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.

Prerequisites: CHM 113 or CHM 121 or equivalent with a grade of C- or better.

CHM 221(E) Organic Chemistry I 4 credits

A study of the chemistry of carbon compounds. Lectures cover the chemistry of the principal classes of the aliphatic hydrocarbons including nomenclature, molecular structure, stereochemistry, and reactivity. Stress is placed on the relationship among molecular structure, stereochemistry, and chemical reactions of these compounds. Laboratory includes classical techniques of separation and identification of organic compounds as well as modern techniques of instrumentation.

Prerequisite: CHM 124 or CHM 114 or CHM 102 (with permission of instructor) with a grade of C or better.

CHM 222(E) Organic Chemistry II 4 credits

Continuation of Chemistry 221. Lectures cover the chemistry of the aromatic compounds, alcohols, ethers, organometallic compounds, aldehydes, ketones, and organic acids and amines. Stress is placed on the nomenclature, syntheses, molecular structure, stereochemistry, and principal chemical reactions of these compounds. Laboratory includes the characterization and synthesis of the above compounds using classical methods and modern instrumentation.

Prerequisite: CHM 221 with a grade of C or better, or one previous semester of Organic Chemistry with a grade of C or better.

CHM 224(E) Organic Chemistry IIA 5 credits

Same lecture material as CHM 222 except for the addition of three laboratory hours. Laboratory includes the synthesis of compounds found in chemical literature. Modern instrumentation is used extensively to characterize and purify these compounds.

Prerequisite: CHM 221(D) or equivalent

COMMUNICATION (EMS courses are located under Electronic Media)

COM 107 Professional Speaking 3 credits

Be on the cutting edge with this opportunity to develop communication skills in various professional scenarios. As a future professional, employers will expect students to perform speeches of various complexity and format. It is important for professionals to have dynamic communication skills in diverse practical scenarios. In this course students will have a variety of opportunities to gain confidence and skills with interviewing, persuasion, presentation technology, presentation development, problem solving, creativity, leadership and speaking dynamism. This class is suited to students who wish to increase their communication skills in professional fields such as marketing, education, law, politics, management, public relations or health professions (among others).

Prerequisite: COM 150

COM 108 Media Literacy 3 credits

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 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 3 credits
Theory and practice of journalism fundamentals for print and broadcast media. Brief history of media development and present trends. Basic news writing for newspapers, radio, and television. Techniques of editing. Criticism and analysis of college and area media.

Prerequisite: Eligibility for ENG 101. (Same as ENG 113)

COM 121(C) Introduction to Communication 3 credits
Introduces perspectives from which human communication may be studied. Focuses on how we communicate with one another, looking specifically at the symbols we use and analyzing how they influence our thinking and behavior. Provides a conceptual foundation for examining language, nonverbal communication, small group behavior, and the impact of mass media on patterns of human interaction.

COM 122 Introduction to Radio Broadcasting 3 credits
A presentation of many facets of radio. Topics to be covered include radio station management, programming, advertising, the Federal Communications Commission, production techniques, and on the air practices. COM 150 recommended.

COM 131(C) Mass Communication 3 credits
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.

Note: Students cannot earn credit for both COM 131 and COM 114.

COM 141 Practicum in Communication, Media, or Theater Arts 1-3 credits
This course is designed to provide students with opportunities for the enhancement of their coursework in Communication, Media, or Theater Arts. Through experience gaining practical skills, students will work directly with an instructor on the design, implementation, and practical aspects of a project.

COM 142 Practicum in Journalism 1-3 credits
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. Note about time commitment for this course: Students are expected to spend 6 hours per week per credit on work stipulated in project proposal.

Prerequisite: COM 113

COM 150(C) Public Speaking 3 credits
Introduces students to the necessary elements of informative and persuasive public speaking. The course includes performance analysis of speakers and major historical speeches. Course skills learned are useful in all forms of oral presentation in professional and academic settings. Students are required to attend one outside speaking performance, to deliver several speeches in class, and to participate in group discussion. Please note that this course replaces SPE 120 Fundamentals of Speech. Students will not receive credit for both SPE 120 and COM 150.

COM 205(C) Gender and Communication 3 credits
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: Any 100 level COM course; eligibility for ENG 101; or permission of instructor.

COM 212 (B) Group Dynamics 3 credits
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.

Prerequisite: PSY 110 or SOC 110 (Same as HSV 212)

COM 214(C) Social Media: More Than Just Friends 3 credits
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.

Prerequisites: COM 121 or COM 131

COM 220(C) Oral Interpretation 3 credits
Develops ability to read aloud and to interpret prose, poetry, and drama. Concentration is on techniques of projecting meaning through proper voice, diction, and body control.
Prerequisite: ENG 101

COM 235(C) Topics in Communication, Media and Theater Arts 3 credits
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. A detailed study is made of each special topic with particular emphasis on literary, and/or performance values. Same as THE 235.
Prerequisite: ENG 102, previously or concurrently

CRIMINAL JUSTICE

CRJ 100 Introduction to Criminal Justice 3 credits
Historical and philosophical background and critical evaluation of the criminal justice system. A study of the United States Constitution and its impact on modern criminal justice. The relationship of crime to the police, prosecution, the courts, probation, parole, corrections, and the general functions of each. Exploration of the field of criminal justice and professional career opportunities in it.
Prerequisite: English 095 eligibility

CRJ 102 Criminal Evidence 3 credits
Examination of the rules of evidence, with emphasis on the best evidence rule, the hearsay rule, the exception to the rule, corpus delicti, opinion, evidence, circumstantial evidence, privileged communications, admissions and confessions, witnesses, courtroom procedure, and testifying in court.
Prerequisites: CRJ 100 and CRJ 112

CRJ 103 Introduction to Corrections 3 credits
Introduction to the modern correctional services of local, state, and federal institutions; the present philosophy, theory, and practice of the correctional process as it applies to convicted law violators of all age groups.
Prerequisite: English 095 eligibility

CRJ 105 Introduction to Security 3 credits
A survey of the administrative, managerial, and functional aspects of contract and proprietary security services. The development, history, education, training, and legal aspects of security are included. Emphasis will be placed on facility and site surveys, risk analysis, internal and external protection, intrusion and access control design, alarm monitoring, computer information protection, and safety and disaster contingency planning.
Prerequisite: English 095 eligibility

CRJ 110(B) Child Abuse and Neglect 3 credits
Provides an understanding of child abuse and neglect as it involves the criminal justice system and public welfare. Develops skills needed for intervention and follow up of complaints and in collaborating with other human service systems charged with the responsibility for dealing with child abuse and neglect cases.
Prerequisite: SOC 110 or PSY 110

CRJ 112 Criminal Law and Procedure 3 credits
This course studies the history and development of criminal law as a form of social control, the evolution of criminal law from civil law, and the relationship between common and statutory criminal law. The criminal process from investigation through indictment, arrest, arraignment, trial, and sentencing will be reviewed. Through analytic case studies, emphasis will be given to substantive aspects of criminal law and current constitutional 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: CRJ 100

CRJ 117(B) Criminology 3 credits
Origin and development of crime, the relationship between law and crime, theories of social and psychological factors in criminal and delinquent behavior, current programs for treatment and prevention.
Prerequisite: SOC 110 or PSY 110

CRJ 200(B) Contemporary Issues in Criminal Justice 3 credits
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: SOC 110 or PSY 110

CRJ 205 Criminal Investigation and Crime Analysis 3 credits
The Criminal Investigation and Crime Analysis 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.
Prerequisites: CRJ 100 and CRJ 112

- CRJ 208(B) Juvenile Justice 3 credits**
 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: SOC 110 or PSY 110
- CRJ 209(B) Police and Society 3 credits**
 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: CRJ 100
- CRJ 210(B) Human Relations: Diversity and Ethical Issues 3 credits**
 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 conflict in a variety of settings.
Prerequisite: SOC 110 or PSY 110
- CRJ 211 Probation and Parole Practices 3 credits**
 Covers the roles of probation and parole officers, including pre sentence investigation; condition of probation and parole; parole boards; the administrative relationship of probation to community and criminal justice system agencies; and effectiveness, supervision, rehabilitation, recidivism, and aftercare.
Prerequisite: CRJ 100 and SOC 110 or PSY 110
- CRJ 217(B) Women, Crime and Justice 3 credits**
 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.
Prerequisite: SOC 110 or PSY 110 (Same as WST 217)
- CRJ 230(B) Capstone in Criminal Justice 3 credits**
 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: Criminal Justice matriculation, completion of 42 credit hours including all required Criminal Justice courses, ENG 101, ENG 102, and SOC 110 or PSY 110.

COMPUTER SCIENCE/INFO SYSTEMS

- CSI 101 Computer Concepts 3 credits**
 Students will learn basic through advanced computer concepts with emphasis on both the personal computer and enterprise computing. Topics include hardware, application and system software, the Internet and World Wide Web, communications, e commerce, societal issues, database management, systems analysis and design, programming, information systems, career opportunities, certifications in the computer field, and computer trends. (Students may not receive credit for both CSI 101 and CSI 111).
Prerequisite: Eligibility for ENG 101
- CSI 102 Upgrading and Maintaining Your PC 1 credit**
 This course is a comprehensive, non technical guide to upgrading your computer and fixing common problems. It provides step by step instructions for specific types of upgrades, fast and easy ways to troubleshoot common computer problems, and how to restore your system to working order after a bad upgrade.
- CSI 105 Principles of Information Security and Assurance 3 credits**
 An introduction to the various technical and administrative aspects of Information Security and Assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features.
Prerequisite: CSI 101 or CSI 111 and eligibility for ENG 101
- CSI 106 Programming Fundamentals 4 credits**
 This course will introduce the students to program analysis and design using structured programming design concepts and techniques. Programming logic and concepts will be explored including algorithmic development, interface design, objects creation and use, data management, decision making, repetition and basic data structures using an object oriented programming language. Students will not receive credit for both CSI 105 and CSI 106.
Prerequisite: Eligibility for ENG 101 and MTH 095; CSI 111 previously or concurrently.

CSI	111	Computer Concepts with Applications	4 credits	<p>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 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. Students may not receive credit for both CSI 111 and BUS 115 or for both CSI 111 and CSI 101.</p> <p><i>Prerequisite:</i> Eligibility for ENG 101</p>	<p>veloped 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.</p> <p><i>Prerequisite:</i> 12 CSI credits</p>
CSI	215	Ethical and Legal Aspects of Information Systems	3 credits	<p>The course will focus on the important role that information systems play in today's world. Professionalism, codes of ethics, and the legal issues surrounding copyrights and privacy will be explored. Theoretical analyses and case studies will be used as tools for getting students to think critically about the impact of information systems on society.</p> <p><i>Prerequisite:</i> 6 CSI credits</p>	
CSI	120	Business Data Communications	3 credits	<p>Investigates managerial aspects of communications systems, focusing on the relationship of communications technologies to the whole organization. Sub themes include the relationships of communications technology with information systems, the regulatory environment, and the effects of communications technologies on people.</p> <p><i>Prerequisite:</i> CSI 111 or CSI 101</p>	
CSI	207	Mobile Application Developments	4 credits	<p>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.</p> <p><i>Prerequisite:</i> CSI 106</p>	
CSI	211	System Support	1 credit	<p>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.</p> <p><i>Prerequisite:</i> CSI 111 or CSI 101</p>	
CSI	214	Systems Analysis and Design	3 credits	<p>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 de-</p>	
CSI	216	System Support II	3 credits	<p>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.</p> <p><i>Prerequisite:</i> CSI 101 or CSI 111</p>	
CSI	218	Programming Fundamentals II	4 credits	<p>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</p> <p><i>Prerequisites:</i> CSI 106, or permission of instructor; and CSI 111, and MTH 095 or MTH 099 or SM18, or Mathematics Placement Exam.</p>	
CSI	231	Computer Mediated Communication on Internet	3 credits	<p>Offers an opportunity to become proficient in the use of computer mediated communication equipment computer, modem, network, and communications software using the Internet. Applications will be explored as a basic communication tool, a tool for accessing information systems and databases internationally, and a tool for facilitating asynchronous online group conferences. Individualization of coursework will be accomplished by having each student apply techniques and concepts to his or her respective major and interests</p> <p><i>Prerequisite:</i> CSI 111 or other introductory computer course</p>	
CSI	242	Applied Database Management	3 credits	<p>Basic models and capabilities of standard database management systems for microcomputers will be emphasized. Focus is on use of a relational database</p>	

management system to solve real world problems. Also covers the theories of database selection, design, management, and security; application generators; and data distribution. (Same as BUS 242.)

Prerequisite: *Introductory Computer Course (CSI 111, BUS 115, BUS 215, or equivalent)*

CSI 250 Current Topics in Information Systems 3 credits

A current topic is explored using information systems literature and resources. The focus of the course will change each semester. Student projects include current research, application details, formal presentations, and social implications.

Prerequisite: *12 CSI credits*

CSI 251 Network Development 3 credits

Provides students with an opportunity to build upon the foundations learned in CSI 120, Introduction to Business Data Communications. The student will develop the necessary skills to implement the basics of network building, work services, transmission media, and protocols. Through hands on experience in setting up an actual computer network, the student will be able to demonstrate the how and why of networking technology, including the use of protocols.

Prerequisite: *CSI 101 or CSI 111*

CSI 252 Introduction to Web Site Development 3 credits

This course provides the student with a conceptual methodology, beginning with the questions that should be asked before a content is designed and implemented on the web and continuing through the stages of web site development from preparations and design implementation, maintenance, and continual improvement of the site. HTML will be utilized to learn the basics of web site development; in addition, current web page generators and animators for web page design will be employed. This course will examine a running case study that illustrates the types of decisions and issues a real company faces throughout the web site developmental process. Student may not receive credit for more than one of these courses: CSI 231, 260, and 252.

Prerequisite: *CSI 111, eligibility for MTH 095 or equivalent of college-level algebra*

CSI 253 Introduction to e-Commerce 3 credits

Addresses issues related to developing an Internet strategy for existing or new dot com organization/companies. Also addressed are the advantages and disadvantages of using electronic commerce, the technologies needed and the differences in the types of communications inherent in electronic commerce. Finally, it will help to identify methods for integrating a business with the Internet. Same as BUS 253.

CSI 254 Java Programming I 4 credits

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.

Prerequisites: *CSI 106 and CSI 111*

CSI 255 Scripting for the Web 4 credits

This course is designed to prepare the student for programming on the web utilizing the most widely used scripting languages. Fundamentals of logic will be addressed; development of algorithms and proper programming techniques will be covered. Security, browser specific code and interactivity will be addressed. Basic programming control and data structures will be taught. Server side scripting will also be addressed. (Note: this course has been revised to incorporate the topics taught in CSI 105, Introduction to Programming Logic, the former prerequisite to this course, which will be discontinued.)

Prerequisites: *CSI 252*

CSI 256 Java Programming II 4 credits

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, order-of-growth analysis, as well as various advanced features of the Java language, such as multi-threading.

Prerequisite: *CSI 254*

CSI 276/ 277/278 Computer Information Systems Internship I, II, III 1-3 credits

Internships provide students with learning opportunities not available in the classroom, enabling them to earn credit for unpaid, supervised practical experience, applying principles learned in the classroom. On campus internships are supervised by a faculty member of the CIS Department; off campus internships are supervised collaboratively by a faculty member of CIS and an on site professional. Appropriate supporting assignments are determined by the supervisors and the student. The internship placement may be initiated by the student, the supervising faculty member or an on site professional. The supervising faculty member determines in advance whether the work will be a 1, 2, or 3 credit internship.

Prerequisites: *Sophomore status, at least four previous CIS courses and consent of a faculty supervisor from the CIS Department.*

SEC 106 Personal Computer Security 4 credits

This course is to provide students with a comprehensive overview of computer and network security issues including the numerous types of attacks computers are vulnerable to, the types of attacker profiles, and the hardware and software defense solutions available. The concept: "Total Security" will be a focus in this course. Students will learn to apply these concepts to each particular setting and know how and why they are adapted from one environment to another.

SEC 262 Introduction to Firewalls 3 credits

This course provides a comprehensive overview of building and maintaining firewalls in a business environment. It is designed for the student and network administrator who need to learn the basics of network firewall security. It covers basic installation techniques, discusses how to make an intelligent choice of firewall technology, and presents basic firewall troubleshooting. Specific topics covered include: planning/design, security, configuration, packet filtering, proxy servers, authentication, encryption, and VPNs.

Prerequisite: CRJ 105 or SEC 105

SEC 264 Disaster Recovery 3 credits

This course presents methods to identify vulnerabilities and take appropriate countermeasures to prevent and mitigate information failure risks for an organization. This course provides the networking professional with a foundation in disaster recovery principles, including preparation of a disaster recovery plan, assessment of risks in the enterprise, development of policies and procedures, an understanding of the roles and relationships of various members of an organization, implementation of the plan, testing and rehearsal of the plan, and actually recovering from a disaster.

Prerequisite: SEC 105 or CRJ 105

SEC 266 Web Security and Assurance 3 credits

This course, useful for network and system administrators, will familiarize students with the technology, vocabulary, and processes related to Internet security including general security, network security, operating system security, and methods for testing security. Both UNIX and Microsoft Windows operating systems are covered, providing a broad range of information essential for every Web professional. In this course, the student will see real world situations that will illustrate security related issues that security professional's experience in the workplace.

Prerequisite: CRJ 105 or SEC 105

CULINARY ARTS

CUL 095 Culinary Arts 2 credits

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 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.

Co-requisites: ENG 085 and MTH 075

CUL 100 Culinary Foundations I 3 credits

An intensive course designed to prepare students for professional studies in the culinary arts. Focus will be on understanding characteristics of the ingredients used in food preparation as well as developing an appreciation of food as a sensory, cultural, and esthetic experience.

Prerequisite: Eligibility for MTH 085 and ENG 095

Prerequisite or Corequisite: CUL 115

Additional Course Fee: \$425.00 Uniforms and Tools (The fee is subject to change.)

CUL 101 Culinary Foundations II 3 credits

An intensive course designed to prepare students for professional studies in the culinary arts. Focus will be on developing proficiency in a number of basic food preparation techniques, then using that proficiency to prepare and present food items in a variety of settings. Students will be introduced to various career opportunities in the culinary arts.

Prerequisite: CUL 100 with a C- or better. *Co-requisite:* CUL 115

CUL 104 Professional Standards for the Food Service Industry 1 credit

Focus is on the mechanics of pursuing a career in the foodservice industry. Students will explore multiple career paths within the foodservice industry and learn how to manage and advance their careers successfully.

CUL 105 Special Events Skills 2 Credits

An introduction to culinary and dining service skills as practiced in function settings. Students will participate in an ongoing series of special banquet and reception projects during which they will be coached through the food preparation and service required. 1 class hour per week and 35 clock hours in special events as assigned throughout the semester.

Prerequisite or Corequisite: CUL 100

CUL 106 Digital Technology for Culinarians 1 credit

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.

Prerequisites: Eligibility for MTH 085 and ENG 095.

- CUL 107 Pantry and Garde Manger 2 credits**
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'oeuvre. 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.
Prerequisites: CUL 101 with a C- or better and CUL 111 or current ServSafe Certificate
- CUL 108 Stocks, Soups and Sauces 2 credits**
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.
Prerequisites: CUL 111 or earned ServSafe Certificate and CUL 101 with a C- or better.
- CUL 109 Entree Preparation and Presentation 2 credits**
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.
Prerequisites: CUL 111 or an earned ServSafe Certificate, CUL 101 and CUL 108 each with a C- or better
- CUL 110 Baking Theory and Practice 3 credits**
The fundamental principles and procedures for preparing baked goods, pastries, and desserts. Proper mixing and baking techniques, weights and measures, recipe conversion, terminology, function of ingredients, and baking science. Preparation and analysis of cookies, cakes, butter creams, icings, quick breads, yeast breads, and pastries. Appropriate for in service professionals as well as cooks and students who desire further training in baking techniques. Lecture, demonstration, and laboratory methods insure that a firm base in both theory and practice of the baking arts is acquired.
Prerequisite: Eligibility for both MTH 085 and ENG 095
- CUL 111 Sanitation and Safety 2 credit**
A study of sanitation and safety problems encountered in the food service industry, with an emphasis on proper food handling techniques. A nationally recognized foodservice safety and sanitation exam NRAEF is taken as part of the course.
- CUL 112 Dining Room Service: Theory and Application 2 credits**
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.

Prerequisites: CUL 101 with a C- or better

- CUL 113 Introduction to Foodservice Operations 2 credits**
Focuses on the development of a food service operation plan and essential skills needed to manage a variety of food service operations. Topics include foodservice delivery systems, development-cycle of the industry, current trends, management responsibilities, menu design/planning, and environmental sustainability.
Prerequisites: CUL 101 and CUL 115, each with a C- or better
- CUL 114 Baking and Pastry Arts I 2 credits**
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 produced by using introductory baking methods.
Prerequisites: Eligibility for MTH 085 and ENG 095
- CUL 115 Culinary Math 1 credit**
This course is designed to teach culinary arts students to apply basic mathematics to specific applications in the foodservice 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: Eligibility for MTH 085
- CUL 203 Nutrition for Food Service Professionals 3 credits**
An introductory course in human nutrition for the culinary arts student, foodservice management student, and foodservice professional. The course content focuses on the science of human nutrition as it relates to personal health, food preparation, menu planning, recipe modification, and the marketing of nutritious menu items within a commercial or institutional food-service setting.
2.5 Class Hours and 1.25 Lab Hours
Prerequisites: CUL 100
- CUL 204 Professional Standards for the Foodservice Industry II 1 credit**
Focus is on the role of personal development and professional behaviors in the foodservice industry. Students will be encouraged to seek appropriate employment or volunteer opportunities tailored to their individual interests

and will acquire the tools necessary to achieving that goal. The course will emphasize such topics as locating potential employers, writing resumes and cover letters, conducting successful interviews and creating a working job search portfolio.

Prerequisite: Grade of C- or better in CUL 104

CUL 214 Baking and Pastry Arts II 2 credits

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.

Prerequisites: CUL 114 with a C- or better and a valid ServSafe Certificate

CUL 215 Foodservice Cost Control 3 credits

The fundamental principles and techniques underlying the cost control process of foodservice operations specifically within the context of food production and procurement. Topics include standards and controls, recipe costing, purchasing, food, beverage and cost percentages, foodservice financial statements, inventory control, and menu pricing.

Prerequisites: CUL 101 and CUL 115 with a grade of C- or better

CUL 230 A La Carte Cooking and Service 6 credits

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.

Prerequisites: : Grade of C or better in CUL 101 and passing score on NRAEF ServSafe Certification Exam.

CUL 250 Banquet Cooking and Service II 3 credits

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 a variety of special events. Topics covered include buffets, cocktail receptions, formal dinners, off-premises catering, and the control and service of wines and alcoholic beverages. One lecture hour per week and 70 clock hours in special events as assigned throughout the semester.

Prerequisite: Grade of C- or better in CUL 101 and CUL 105, or HCA 130; and a passing score on the NRAEF ServSafe Certification Exam.

CUL 290 Topics in Ciliary Arts 1 credit

The exploration of current topics in culinary arts, allowing practical application in areas of culinary arts study most relevant to today's students.

Prerequisites: Eligibility for ENG 101, 24 credits in CUL designated courses & a valid ServSafe certificate

DEAF STUDIES

See also AMERICAN SIGN LANGUAGE for related courses

DFS 101(C) Introduction to Deaf Studies 3 credits

This course introduces a variety of topics relating to deaf people in America. Topics 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 3 credits

This course provides an in depth study of American Deaf culture and the American Deaf community from the multidisciplinary perspective. Language, values, traditions, social interactions, and diversity of membership are discussed through readings, guest speakers, lectures and class discussion.

Prerequisite: ENG 101

DFS 108(C) Deaf History 3 credits

This course presents the history of deaf people starting with the ancient world and progressing to present day America. Topics include the history of oppression and accomplishments of deaf people, various historical views of deaf people, the treatment of deaf people, the influence of European philosophy on the American deaf community, the rise of schools for the deaf and modern Deaf empowerment movement.

Prerequisite: ENG 101 (Same as HIS 108)

DFS 204 Pre-Practicum in Deaf Studies 3 credits

This course will prepare students for their practicum experience and help lay the foundation for future employment in the field. Through a combination of lecture, class discussion, guest speakers, and professional readings, students will become acquainted with various professions that work with the deaf/hard of hearing population. This will culminate with the students' final plan for their subsequent practicum.

Prerequisites: ENG 101 and DFS 101, Pre/Co requisite: ASL 201

DFS 205(C) Deaf Literature 3 credits

This course explores the rich literary works of deaf people and their experience. Various literary genres, such as novels, films, poetry and humor, are discussed and analyzed through readings, videotapes and lectures.

Prerequisites: ENG 102 and ASL 201

DFS 213 Deaf Studies Practicum 3 credits

This course gives students the experience of working in the field with deaf/hard of hearing individuals in a supervised setting approved by the coordinator of Deaf Studies. Students will enhance their receptive and expressive skills in ASL as well as increase experience in the knowledge of Deaf culture. Students must complete 100 placement hours and attend a one and a half hour weekly seminar to discuss issues raised in the field. Placements include educational settings, independent living agencies and agencies that serve the deaf/hard of hearing population. CORI/SORI check may be required.

Prerequisite: DFS 204 (Pre Practicum In Deaf Studies), Pre/Co requisite: ASL 202 and permission from the Deaf Studies Department Chair

DEVELOPMENTAL DISABILITIES

DVD 110 Introduction to Developmental Disabilities 3 credits

Introduction to developmental disabilities such as mental retardation, autism, syndromes (e.g., Down syndrome, Fetal Alcohol syndrome), neurological, sensory, physical and health impairments, learning disabilities, and emotional and behavioral disorders. Incorporates a socio political perspective (laws, legislation, court cases, and attitudes on the treatment of people with developmental disabilities.) Effective teaching and intervention strategies will be explored. Special attention will be devoted to addressing barriers to integration and the impact on the individual and his/her family. Students will explore their own beliefs and biases regarding people with disabilities and their possible role as change agents in society.

Prerequisite: ENG 101 eligible

DVD 210 Current Issues in Developmental Disabilities 3 credits

This course will address issues specific to working with individuals with developmental disabilities and mental retardation. The overarching theme is finding balance between the individual's right to self determination and the health and safety of the 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.

Prerequisites: HSV 113, DVD 110, PSY 110

ECONOMICS

ECN 100(B) Introduction to Economics 3 credits

This course provides an introduction to the basic principles and processes of economic theory and analysis, as well as exploring applications to contempo-

rary 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 3 credits

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 and understanding and analysis of current economic issues and policies.

Prerequisite: ECN 100 with a grade of C- or better or eligible for MTH 095

ECN 102(B) Introduction to Microeconomics 3 credits

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: ECN 100 with a grade of C- or eligible for MTH 095

ECN 104(B) Introduction to Macro AND Micro Economics 3 credits

This course includes the material from BOTH ECN 101 & 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 as well as 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: ECN 100 with a grade of C- or eligible for MTH 095

ECN 105(B) Introduction to Political Economy 3 credits

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's 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 impacts 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 3 credits

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, like other economists, 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: Any ECN course with a passing grade of C- or eligible for MTH 095, or by permission of instructor.

ECN 150(B) Topics in Economics 3 credits

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: Completion of any ECN course with a passing grade of C- or eligible for MTH 095 or others appropriate to the topic, which will be announced each time the course is offered.

ECN 250(B) Topics in Economics 3 credits

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.

Prerequisites: Completion of any ECN course with a passing grade of

C- and ENG 101 and others appropriate to the topic, which will be announced each time the course is offered.

EDUCATION

EDU 100(B) Education in America 3 credits

This course is designed to stimulate intelligent, critical, and reflective analysis about the nature and value of education in society. The course explores the 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 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 and educational setting is required.

EDU 101 Early Childhood Programs 3 credits

An introduction to early education and care for young children. Included are the history and philosophies that influence programs for young children today. Philosophies and programs studied include: Piaget, Erickson, Vygotsky, Gardner, Developmentally Appropriate Practice, Inclusion, and Center Based Child Care, Montessori, Reggio Emilia. A 20 hour field study, in an inclusive setting for young children, will be required.

Prerequisite: ENG 101 eligibility

EDU 104 Child Development and Behavior 3 credits

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: ENG 101 eligibility

EDU 120 Guiding Children's Behavior 3 credits

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.

Prerequisites: EDU 104 with a grade of C or better and ENG 101 eligibility

EDU 130 Young Children and Computers 1 credit

Provides the knowledge and skills to create a healthy technological computer environment for 3 to 8 year olds. "Hands on" experience evaluating developmentally appropriate software and multimedia. Provides insight into the cognitive and social benefits of integrating computer technology into early childhood programs.

EDU 150 Topics in Education 3 credits
A survey of current early childhood education literature and resource materials that explore topics in the field. The focus of the course may change each semester. Students will be expected to complete a research product.

EDU 175 MTEL-CLS Test Preparation 3 credits
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 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: ENG 102

EDU 203 Health, Safety, and Nutrition for Young Children 3 credits
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.
Prerequisites: EDU 104 with a grade of C or better and ENG 101 eligibility

EDU 208 Children with Disabilities in the Educational Setting 3 credits
This course provides a survey of the unique needs of children with disabilities and “at risk” students within the educational context. An emphasis will be placed on understanding the origin and characteristics of specific disabilities, and development of collaborative intervention strategies that meet the needs of all children. A 20 hour service learning unit in an inclusive educational setting is required.
Prerequisites: EDU 104 with a grade of C or better and ENG 101 eligibility

EDU 209 Inclusionary Practices in Early Childhood Education 3 credits
This course is designed to give students practical application of teaching techniques in learning accommodations for inclusion of all children in the early childhood classroom. Emphasis will be placed on inclusionary practices, antibias curriculum, and cultural competency. This course provides students with applied knowledge of the scope and range of support services

available to students with disabilities, who are included in early childhood educational settings.

Prerequisites: A grade of C or better in EDU 101, EDU 104, EDU 208, EDU 210; and ENG 102,

EDU 210 Curriculum in Early Education 4 credits
Emphasizes how children learn within a developmentally appropriate setting. Students will use a thematic approach in designing an antibias curriculum in alignment with the Massachusetts Guidelines for Preschool Learning Experiences. Content areas to be explored include Language and Literacy, Science, Math, Blocks, Creative Arts, and Dramatic Play in an inclusive classroom setting. These concepts will be applied in a laboratory based experience that will include written lesson plans, student made materials and participatory workshops.
Prerequisite: EDU 104 with a grade C or better and ENG 101

EDU 213 Student Teaching Practicum and Seminar 6 credits
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 childhood 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. 15 practicum hrs/wk
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 teacher’s practicum experience. 1.5 seminar hrs/wk

Note: In order to do student teaching, students must be enrolled in either the M026, M027 Early Childhood Program and must meet the general admission requirements of the College. In addition, applicants must meet admission requirements specified by the department. However, admission to the education program does not insure a practicum placement. Prior to obtaining a practicum assignment, records of students will be subject to review pursuant to the Criminal Record Information Act, Massachusetts General Laws, Chapter 6, Sections, 172 178, and Massachusetts General Laws, Chapter 28A, Section 1, et seq., and regulations promulgated pursuant to such statutes. Students should register for EDU 213 during the priority registration period in order to insure that the criminal records check (CORI) is received by the field placement site prior to the first day of the semester. Students who register late and/or whose CORI paperwork is not received may not be able to student teach. 1.5 lecture hours and 15 laboratory hours

Additional Course Fee: \$15.00 Malpractice Insurance Fee subject to change.)

Prerequisites: Completion of 30 credits that includes EDU 100, 101, 104, 208, 210, ENG 101 & 102 passed with a C or higher, a GPA of 2.7, prerequisites or corequisites EDU 120 and EDU 218.

Additional Course Fee: \$15.00 Malpractice Insurance (The fee is subject to change.)

EDU 217 Infant and Toddler Development, Learning and Care 4 credits

An introduction to the early education and care principles and practices that support development and learning for children ages birth 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. 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.

Prerequisites: EDU 104, EDU 101 each with a grade of "C" or better, and ENG 101 eligibility

EDU 218 Assessment, Observation, and Documentation 3 credits

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.

Prerequisites: Satisfactory completion of 30 credits of work (sophomore standing) that includes EDU 100, 101, 104, 208, 210. All EDU courses with a grade of C or better and ENG 102.

EDU 220 Child Care Administration I 3 credits

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: D.E.E.C. Lead Teacher Certified

Co-requisite: Employment in a licensed child care facility working directly with preschool-aged children for a minimum of 12 hours per week and a minimum of 18 months employment in the field.

EDU 230 Child Care Administration II 3 credits

Course content will focus on the practical application of organizational management including the development of Mission/Vision, budget, staffing, curriculum, program assessment, policy writing, legal issues and marketing.

Prerequisite: D.E.E.C. Director I Certified, EDU 220 or equivalent, 18 months employment in the field.

Co-requisite: 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 4 credits

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. The 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. FE: A 20 hour total of observation and pre practicum experience in an elementary classroom is required, which includes the delivery of at least three lessons.

Prerequisites: EDU 100, EDU 104, and EDU 208, each with a grade of C or better and ENG 101 (Min. 45 credits completed and permission of instructor)

EDU 271 Language and Literacy 3 credits

This course addresses language development and literacy for preschool and elementary children. Students will develop knowledge of language development and reading acquisition, and an awareness of the major components of reading such as phonics, vocabulary, children's background knowledge, fluency, comprehension strategies, and motivation, and how they are integrated in fluent reading. Students will examine literacy in the 21st Century, learn how to work with young readers and writers, explore ways to support reading and writing instruction, and practice procedures that can be used in PreK-6 classrooms.

Prerequisite: EDU 104 with a C or better and ENG 101

ENGINEERING

EGR 102 Introduction to MATHLAB Programming 1 credit

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: MTH 104 with a grade of C- or better, or adequate score on the MPE.

EGR 109 Introduction to Electronic Digital Circuits with Verilog 4 credits

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: Math 104 or adequate score on MPE

EGR 110(E) Introduction to Robotics I 4 credits

Explore the multidisciplinary world of robotics, and its relevance to current humanitarian, social, and environmental concerns. Modeling the fields of science and engineering, this class will be based on teamwork and cooperative problem solving in a supportive, hands on, laboratory environment. Solutions to a series of challenges will be designed, constructed, tested and revised by students working together in groups. A standard, modular, mobile robotics system will be used to design and construct robots capable of carrying out a single task or multiple tasks related to a variety of applications. The role of science, engineering and technology in modern society will also be explored. (Same as SEM 110.)

Prerequisite: None. Additional Course Fee: \$50 Robotics fee (The fee is subject to change.)

EGR 111(E) Introduction to Robotics II 4 credits

As a continuation of EGR/SEM 110, this class will be based on teamwork and cooperative problem solving in a supportive, hands on, laboratory environment. Solutions to a series of challenges will be designed, constructed, tested and revised by students working together in groups. Robots will be based on a standard, modular, mobile robotics system with the addition of sensors designed and built by students. A text based language (similar to C) will be used for programming the robots.

*Prerequisite: EGR or SEM 110 or MTH 104 previously or concurrently
Additional Course Fee: \$55.00 Robotics fee (The fee is subject to change.)*

EGR 113 Introduction to Engineering with C++ 3 credits

A brief discourse on the fields and functions of engineering, followed by an introduction to computer programming using C++ with emphasis on engineering applications. Topics are fundamentals of C++, including the binary and octal number systems, selection and repetition structures, arrays, functions, classes, class functions, input/output and pointers. Students will write programs to be run on the College's computers.

Prerequisite: MTH 104

EGR 117 Introduction to Engineering with Computer Applications 3 credits

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: MTH 104 or adequate score on the Mathematics Placement Examination.

EGR 118 Introduction to Engineering with JAVA 4 credits

A brief discourse on the fields and functions of engineering followed by an in depth introduction to computer programming using Java with emphasis on engineering applications. Topics are decimal and binary numbers, selection and repetition structures, arrays, methods, classes, input/output and pointers. Students will write programs to be run on the college's computers.

Prerequisite: MTH 104 or adequate score on the Mathematics Placement Examination

EGR 203 Introduction to Materials Science 3 credits

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: CHM 101 or CHM 113 or CHM 121

EGR 205 Engineering Drawing and CAD 3 credits

Principles of engineering drawing including orthographic projection, conventions and design. Implementation of assigned problems will be by computer aided drafting (CAD) and sketching.

Prerequisite: EGR 117

EGR 209 Dynamics 3 credits

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.

Prerequisites: MTH 114 and EGR 221 either previously or concurrently.

EGR 221 Mechanics I - Statics 3 credits

A vector treatment of the equilibrium of particles and rigid bodies. Topics to be included are vector algebra, forces, moments, couples, equations of equilibrium, free body diagrams, graphical techniques, constraints, structures

and mechanisms, friction, centroids and moments of inertia, and method of virtual work.

Prerequisites: MTH 114 and PHS 111 previously or concurrently

EGR 222 Mechanics II - Strength of Materials 3 credits

A study of the methods of determining stresses, strains, and deflections in engineering materials and structures that result from the application of physical loads.

Prerequisite: EGR 221

EGR 223 System Analysis (Circuit Analysis I) 4 credits

Covers time Domain Analysis and techniques for writing and solving system dynamic equations with applications to electronics and other types of circuits. No prior knowledge of electricity or electronics is required.

Prerequisite: MTH 114 previously or concurrently, and PHS 111

EGR 224 System Analysis (Circuit Analysis II) 4 credits

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: EGR 223

EGR 250 Thermodynamics 3 credits

The classical thermodynamic principles and laws, including thermodynamic properties of substances, work, and heat; as well as the first and second laws of thermodynamics and their implications, including the concepts of entropy, reversible and irreversible processes, and cycles.

Prerequisites: MTH 114 previously or concurrently, and PHS 111

ELECTRONIC MEDIA

EMS 105 Introduction to Visual Media 3 credits

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 3 credits

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 3 credits

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 3 credits

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. (May be taken more than once.)

EMS 115 Introduction to Animation 3 credits

This course will introduce students of all disciplines to the art of animation, covering its history and evolution. Students will create short animation stories utilizing historical techniques as well as current digital techniques. Students will gain an understanding of how animation can be used effectively to communicate their ideas, and how it differs from other media as a tool for storytelling. Students will gain experience through group and individual animation projects. Two, 2 ½ hour studios per week.

EMS 118(C) Media for the Web 3 credits

Introduces students to the fundamentals of preparing images, sound, and video for use on the World Wide Web. The course focuses on how specific software packages such as Photoshop, Sound Edit 16, and Premiere are used to prepare media for delivery on the web. Emphasis will be placed on the effective use of visual design and communication principles in conveying information. Coursework will include projects in digital sound, digital imaging, and digital video.

EMS 124 (C) Digital Studio 3 credits

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 3 credits**
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: ENG101 eligible
- EMS 130 Introduction to Digital Audio 3 credits**
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 3 credits**
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 3 credits**
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 narrative through combining traditional story-writing concepts with interactive narrative theory and practice. The course will cover the basics of writing narrative 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 short narrative, learning interactive software, and the production of 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: ENG 101 eligible

- EMS 201 Electronic Media Seminar 3 credits**
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: A grade of C or better in EMS110 or EMS111 or permission of instructor.
- EMS 202 Electronic Media Seminar II 3 credits**
A continuation of EMS 201, providing additional opportunity to work independently in Electronic Media..
Prerequisite: A grade of C or better in EMS 201 or permission of instructor.
- EMS 203 Electronic Media Seminar III 3 credits**
A continuation of EMS 202, providing additional opportunity to work independently in Electronic Media.
Prerequisite: A grade of C or better in EMS 202 or permission of instructor.
- EMS 204 Electronic Media Portfolio 4 credits**
This course provides students with an opportunity to create a major media project that integrates various aspects of electronic media and that demonstrates the student's ability to work competently in the 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.
Prerequisites: Permission of instructor.
- EMS 210 Advanced Video 3 credits**
This course is designed for the student who is comfortable with basic video production technique 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: EMS 110 or permission of instructor
- EMS 215 3-D Computer Animation 3 credits**
This course provides a deeper study of animation techniques. Students will work on individual and group projects aimed at building on introductory an-

imation concepts. In addition to producing more substantial animation studies, students will view, analyze and critique a stylistically varied collection of animations.

Prerequisite: EMS 115

EMS 225 (C) Great Film Directors 3 credits

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, film theory, and include lecture, screenings, discussions, readings, and weekly writing.

Prerequisite: ENG 101

ENGLISH

ENG 085 Pre-College English I 6 credits

The first course in the developmental English sequence engages under-prepared 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. A final grade of C- or better is required to pass this course and proceed to ENG 095.

ENG 094 Reading and Writing Studio 2 credits

This course will allow more advanced developmental students the opportunity to proceed more quickly to English 101. Students will receive not only academic remediation but also an introduction to college culture. In contrast to English 095, English 094 excludes basic subskills 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: Accuplacer scores of 65 or higher for Reading and 75 or higher for Sentence Skills

ENG 095 Pre-College English II 3 credits

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. A final grade of C- or better is required to pass this course and proceed to English 101.

Prerequisite: ENG 085 with a C- or better; or appropriate Placement Test

Scores

ENG 098 Fundamentals of Writing 3 credits

Prepares students for the English requirement (ENG 101 102) by giving them the opportunity to develop college level writing skills. Emphasis is on understanding the basic rules of grammar and the fundamentals of prose writing by responding to appropriate readings.

ENG 101(A) Composition I 3 credits

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 nonfiction texts. Students will produce several formal essays totaling approximately 3000 words.

Prerequisite: Appropriate scores on English placement tests or C- or higher in ENG 095.

ENG 102(A) Composition II 3 credits

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 skill in summarizing and synthesizing source material while employing MLA documentation. Texts will include a range of nonfiction (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: ENG 101 with a grade of C- or higher.

ENG 104(A) Composition I & II 6 credits

This course combines 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 nonfiction and literary texts. Students will locate and evaluate both primary and secondary sources, and they will gain skill in summarizing and synthesizing source material while employing MLA documentation. Texts will include a range of nonfiction (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.

Prerequisites: Appropriate scores on English placement tests or C- or higher in ENG 095

ENG 113 Journalism I 3 credits

Theory and practice of journalism fundamentals for print and broadcast media. Brief history of media development and present trends. Basic news writing for newspapers, radio, and television. Techniques of editing. Criticism and analysis of College and area media.

Prerequisite: Eligibility for ENG 101. (Same as COM 113)

- ENG 201(C) Major British Writers I 3 credits**
A study of major figures in English and Irish literature from their beginnings to the 18th century. Readings from the work of such writers as Chaucer, Marlowe, Spenser, Shakespeare, Donne, Milton, Dryden, Pope, and Fielding will be studied with a view toward understanding the human condition as well as aesthetic values.
Prerequisite: ENG 102
- ENG 202(C) British Literature II 3 credits**
English and Irish literature from the 18th century to the present. The works of such poets as Wordsworth, Keats, Tennyson, Browning, and Yeats and such novelists as Jane Austen, Dickens, George Eliot, Conrad, and Lawrence will be read.
Prerequisite: ENG 102
- ENG 203(C) Environmental Literature 3 credits**
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 human and non human have embraced the beauty of the world around us and pondered the awe inspiring power of our environment.
Prerequisite: ENG 102
- ENG 204(C) Gothic Literature 3 credits**
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 the aim of understanding their enduring appeal. Readings may include literary and popular works by British, American and European authors.
Prerequisite: ENG 102 with a grade of C- or higher.
- ENG 208(C) Latino Literature 3 credits**
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 de-

velopment. Students will read fiction, non fiction, poetry, drama, testimonio, and folk song lyrics. Taught in English.

Prerequisite: ENG 102.

- ENG 211(C) American Writers (I) 3 credits**
This course may focus chronologically on such American writers as Poe, Hawthorne, Melville, Whitman, and Dickinson; or, it may be organized thematically on topics such as Puritan religious tradition (Bradford, Edwards, Hawthorne, Dickinson); attitudes toward the natural world (Cooper, Thoreau, Emerson); dissonant voices (Stowe, Thoreau, Twain, Whitman, Jacobs); or liberation and limitation (Jefferson, Douglas, Jacobs, Melville).
Prerequisite: ENG 102
- ENG 212(C) American Writers (II) 3 credits**
This course may focus chronologically on such American writers as Eliot, Frost, Hemingway, Faulkner, and O'Neill; or, it may be organized thematically on topics such as the city in literature (Yeziarska, Wharton, Dreiser, Crane, James); pioneers and immigrants (Cather, Rolvaag, Curran, Mangione); small town (Anderson, Robinson, Lewis, Cheever, Carver); dissonant voices (Baldwin, Kerouac, Cummings, Miller, Eliot); or Southern voices (Faulkner, Glasgow, O'Connor, Williams, Mason, Gaines).
Prerequisite: ENG 102
- ENG 214(C) The Short Story 3 credits**
The short story will be read as a source of enjoyment and of insight into universal human situations. Theme, style, and structure will also be discussed. Emphasis might be on the sense of place (From Chekhov's Russia to the American South of Faulkner and O'Connor), the international short story (Calvino, Gordimer, Kincaid, Trevor), stories from Latin America (Cortazar, Ortega, Borges, Garcia Marquez), or contemporary American short fiction (Bobbie Ann Mason, Tobias Wolff, Raymond Carver).
Prerequisite: ENG 102
- ENG 215(C) Modern Poetry 3 credits**
Provides both a grounding in the established "greats" (Yeats, Eliot, Frost, Stevens, Williams, and Lowell) and an exploration of selected contemporary poets. Emphasis is on the poem as an auditory as well as an intellectual experience. The aim is to provide an in depth encounter not only with poems but also with other people who find good poetry exciting.
Prerequisite: ENG 102
- ENG 216(C) The Modern Novel 3 credits**
We will study significant novels that explore aspects of modern society. Emphasis might be on American novels of the Twenties and Thirties (Fitzgerald, Cather, Glasgow, Faulkner, Wolfe, Steinbeck); experiments in British fiction (Forester, Joyce, Woolf, Lawrence); the ethnic American novel (Yeziarska, Tan,

Morrison, Baldwin); the international novel (Camus, Garcia Marquez, Mahfouz, Achebe, Kafka). Each semester the instructor will determine the focus.

Prerequisite: ENG 102

ENG 217(C) Creative Writing 3 credits

Centers on weekly student writing of poems, short stories, plays, or personal essays. Specific projects will be determined by individual and group interests. Group discussion of works in process will help the individual to achieve a significant creative writing project for the semester. Examples of creative excellence will be read and discussed, with some attention to critical and aesthetic theory.

Prerequisite: ENG 102

ENG 218(C) Advanced Academic Writing 3 credits

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: ENG 102

ENG 223(C) Writing for the Professions 3 credits

Focuses on developing the specific, clear and lucid prose required in a professional writing environment. Students will attend to various types of writing that reflect the communication demanded of business, science, and other professional careers. Students will employ computer and multimedia technologies to prepare many of the assignments in the course. The semester will culminate in a major report that studies a particular problem that student groups or individuals have researched within their own disciplines.

Prerequisite: ENG 102

ENG 224(C) Children's Literature 3 credits

English 224 provides an introduction to the vast field of children's literature, offering an overview of historical changes in this literature; 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 0-8, several texts for readers ages 7-12, 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 tra-

ditions, 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: ENG 102

ENG 226(C) Introduction to Asian American Literature 3 credits

Designed to explore cultural perspectives through Asian American literature in the context of American experience. The course will sample well known works of fiction, drama, or poetry by Asian Americans and encourage 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 Yamauchi, and Velina H. Houston. Students can expect to leave this class with not only greater knowledge of Asian America but also a deeper understanding of what it means to be a pluralistic society.

Prerequisite: ENG 102

ENG 227(C) Creative Writing for Theater 3 credits

Creative writing exercises and class activities will help students develop their own projects, such as writing short plays, screenplays, or monologues, or scripting and shooting a short movie. Students will learn about the elements of drama by analyzing the structure and dialogue of a few selected plays, and by actively exploring these ideas in their own writing. Student work will be considered for production. (Same as THE 227)

Prerequisite: ENG 102

ENG 230(C) Current Themes in Literature 3 credits

Begins with a contemporary work that embodies a theme of current interest, and aims at developing a perspective on that theme as it has been explored in a representative selection of literature.

Prerequisite: ENG 102 previously or concurrently

ENG 231(C) Creative Nonfiction 3 credits

Creative nonfiction relies on truth, on the facts of the world and/or the self as the writer finds and transforms them. It is much like fiction in its reliance on 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: ENG 102

ENG 232(C) Topics in Creative Writing 3 credits
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: ENG 102

ENG 235(C) African American Literature 3 credits
This survey course introduces the student to the literature that writers of African and African American heritage created from its beginning in Colonial America to the present time. The course will examine a number of writers, genres, and themes. It will also analyze the historic, socio political, and cultural forces which helped to shape the African American experience and will emphasize interlocking race, gender, and class perspectives whenever applicable for analyzing literary works. Representative works and writers may include Phillis Wheatley, Frederick Douglass, Harriet Jacobs, Sojourner Truth, Frances E.W. Harper, Charles Chesnutt, W.E.B. DuBois, Paul Laurence Dunbar, James Weldon Johnson, Zora Neale Hurston, Richard Wright, Langston Hughes, Ann Petry, James Baldwin, Malcolm X, Gwendolyn Brooks, Toni Morrison, Audre Lorde, Alice Walker, August Wilson, and Walter Mosley.
Prerequisite: ENG 102

ENG 237(C) Shakespeare 3 credits
A creative analysis of Shakespeare's plays with some consideration given to the sonnets. A concern for "the man and his times" will supplement the analysis of his comedies, histories, and tragedies. (Same as THE 237)
Prerequisite: ENG 102

ENG 238 Internship in Creative Writing 1-3 credits
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. Note about time commitment for this course: 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.
Prerequisite: ENG 102 or permission of instructor

ENG 240 A Great Novel 1 credit
Focuses on one major novel only, a long work that reveals an entire culture and explores a broad range of human potentialities. Classes meet once a week for discussion.
Prerequisite: ENG 102

ENG 245(C) Women and Literature 3 credits
Writing by women and images of women in literature. Specific subject varies from semester to semester, but readings include both contemporary and classic works. Some possible subjects: women as fictional heroes, images of motherhood in literature, poetry by women, Black women writers, women's autobiographical writing, and great female roles in drama. Attention paid in background lectures to recent feminist literary criticism and historical research
Prerequisite: ENG 102

ENG 250(C) The World in Literature 3 credits
Cultural issues are explored through reading and discussion of significant works that reveal common themes in world literature (such as nature, childhood, gender, conflict, alienation and assimilation, identity, and self image). Emphasis is on relativity of perspective. May include works from Asia, Africa, Oceania, the Americas, and Europe, with emphasis on non Euro American literature.
Prerequisite: ENG 102

ENVIRONMENTAL SCIENCE AND TECHNOLOGY

ENV 115 Environmental Seminar I 1 credit
A series of guest speakers from industry, government, consulting, and education share their perspectives on current environmental problems and solutions. In addition, speakers will present career alternatives in environmental science and provide a forum for discussion with seminar participants.

ENV 120(E) Principles of Environmental Science I 4 credits
A study of the scientific principles and processes underlying the interrelationships between humans and the environment. Concepts used to evaluate problems and options available in dealing with population growth, wise use of natural resources, and environmental degradation and pollution are considered in this course. Major topics include the evolution of human environment relationships; principles of matter and energy; structure, function, and dynamics of ecosystems; and water, food, agriculture, land wildlife and plant resources. Laboratory exercises include field experiences and computer simulations.

ENV 124(E) The Natural History of New England 4 credits
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. Geologic history of the 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 3 credits

This is an introductory course in Geographic Information Science (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 though the use of computer mapping software.

ENV 137(E) Environmental Geology 4 credits

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 the 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 4 credits

This course is an overview of the major principles and techniques required for the detailed investigation and documentation of soil conditions. Consideration is given to the physical and chemical properties of soil development. Topics to be covered include soil forming factors, soil profile genesis, layer and horizon nomenclature, soil texture and the applications of soil science to scientific studies. Lecture and field/laboratory exercises are designed to introduce the student to the qualitative and quantitative methods of the soil assessment process. A major component of this course will be a student project that emphasizes field investigation integrated with internet research.

ENV 140(E) Principles of Environmental Science II 4 credits

This course focuses on the biological, chemical, and physical aspects of environmental pollution and considers the relationships between environment and society. Major topics include mineral and energy resources; pesticides;

environment and human health; solid and hazardous wastes; and air, water, and land pollution. Environmental ethics; environment and law; and the relationships between the environment, economics and government are also covered. Laboratory exercises include field experiences and computer simulations.

ENV 150 Current Topics in Environmental Science 3 credits

This course is designed to explore contemporary topics in environmental studies. Social, cultural, and scientific issues as related to the environment will be examined. Example subject matter covered in the course may include: endangered species, biodiversity, environmental health, environmental law, forest and wild life management, conservation biology, global environmental change, ecosystem restoration, renewable energy, and green business.

ENV 230 Principles of Environmental Site Assessment 3 credits

This course is an overview of the major principles and techniques required for the assessment and reporting of site conditions utilized to identify any potential environmental problems. Consideration is given to the sources of pollution and the current methods available (aerial photo interpretation, GIS, soil maps, vegetation identification) to measure and assess extent of pollution. Classroom lecture 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: ENV 120, ENV 140
Co-requisite: ENV 137 (concurrently)*

ENV 253(E) Aquatic Ecology and Pollution 4 credits

A study of the aquatic environment as an ecosystem with emphasis on responses to pollution. The physical, chemical, and biological parameters of the aquatic ecosystem are systematically surveyed. Eutrophication as a natural process of succession in lentic systems is described and interrelationships within the lake are defined. Responses of lakes and streams to both natural enrichment and anthropogenic pollution are explored. In lake restoration and watershed management are investigated as technologies to restore and prevent water quality degradation. Laboratory investigations and field studies stress collection, identification, classification, and analysis of biotic and abiotic ecosystem components as a means of assessing water quality and pollution effects. Students will design and conduct a small scale water quality sampling/analysis program.

Prerequisite: 1 semester of environmental science or biology.

ENV 270 Environmental Internship 3 credits

A supervised field training program with an environmental protection and control agency, environmental consulting company, environmental laboratory, environmental education center, or industry providing experience in the performance of tasks appropriate to the environmental technician.

Prerequisites: CHM 102, CHM 114, or CHM 124 previously or concurrently; ENV 140; and permission of program coordinator.

EARTH SCIENCE

ESC 110(E) Introduction to Geology & Oceanography 4 credits

The scientific concepts that provide an explanation for the formation of mountains, continents, and oceans. Topics include plate tectonic theory; rock cycle; volcanoes and earth quakes; 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.

Prerequisite: None, Additional Rental 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 4 credits

Covers the composition and structure of the atmosphere, the flows of energy to, from and through the atmosphere, and the resulting motions produced from small to planetary scales. The physical principles of atmospheric phenomena are stressed in the understanding of weather's impact on humans, particularly with severe weather. Methods of analysis are developed through the study of current weather as meteorological data are delivered via the Internet.

Prerequisite: MTH 075 with a 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 4 credits

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 4 credits

An introduction to the scientific concepts that provide an explanation for the formation of mountains, continents, and oceans. Topics include plate tectonic theory, minerals and mineral formation, rock cycle, weathering and erosion, geologic time, historical geology, volcanoes and earthquakes, rivers and streams, glaciers, landscapes, and ocean basins.

ESC 130(E) Introduction to Oceanography 4 credits

An introduction to the scientific concepts that provide an explanation to the formation of oceans and the nature of the global marine environment. Topics include seafloor dynamics and plate tectonic theory, the origin of oceans basins, the earth beneath the sea, marine sedimentation, properties of seawater, wind and ocean circulation El Nino weather patterns, waves and tides, beaches and coasts, coastal habitats, marine ecology and coral reefs.

ENGLISH AS A SECOND LANGUAGE

ESL 100 Basic English Skills for the Deaf 6 credits

This course is designed to help make the transition from high school basic English reading and writing to preparatory ENG 097/098 courses offered at the College. (The course is offered within the English as a Second Language Program but does not follow the tracking of other ESL classes. Students who would like to attempt to bypass ENG 097/098 to enter ENG 101 after completing this course would need to retake and successfully pass the Computerized Placement Test (CPT) in both reading and sentence skills.) Students are introduced to a variety of reading materials and are provided opportunities for learning strategies for improving their reading comprehension. Students are also given opportunities to improve their writing skills through improved understanding of the basic rules of grammar and the fundamentals of good paragraph writing. This course is for students whose primary language is American Sign Language, and will be taught in ASL rather than spoken English

Prerequisite: Appropriate score on the English Placement Tests (less than 35 on the reading and less than 40 on the sentence skills of the CPT); fluency in American Sign Language

ESL 108 Speaking and Listening 2 6 credits

This course develops the English language learner's abilities to initiate and participate in conversations about personal information, daily activities, future plans, and past activities. The students will learn to follow more lengthy stretches of speech in basic English and will learn more high frequency vocabulary.

Prerequisite: Placement test

ESL 109 Reading and Writing 1 6 credits

An introductory course designed to help English language learners gain basic reading and writing skills in English. Students will learn strategies for comprehension, vocabulary, and reading enjoyment. They will begin to use written English for everyday situations as well as for further study of English in an academic environment. They will learn basic descriptive writing in English.

Prerequisite: Literacy in native language and knowledge of the Roman alphabet

ESL	110	Reading and Writing 2	6 credits	ESL	150	Speaking and Listening 5	3 credits
		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.				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.	
		<i>Prerequisite:</i> Placement test				<i>Prerequisite:</i> C- or above in ESL 140 or Placement Test	
ESL	130	Speaking and Listening 3	3 credits	ESL	151	Reading and Writing 5	6 credits
		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.				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.	
		<i>Prerequisite:</i> C- or above in ESL 108 or Placement Test				<i>Prerequisite:</i> C- or above in ESL 141 or Placement Test	
ESL	131	Reading and Writing 3	6 credits	ESL	152	Topics in ESL	3 credits
		Students will develop reading strategies in English such as previewing, 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.				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.	
		<i>Prerequisite:</i> C- or above in ESL 110 or Placement Test				<i>Prerequisite:</i> Varying depending on the specific theme and class requirements	
ESL	140	Speaking and Listening 4	3 credits	ESL	153	ESL for Renewable Energy Technology	3 credits
		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.				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.	
		<i>Prerequisite:</i> C- or above in ESL 130 or Placement Test				<i>Prerequisite:</i> ESL 141 or ESL Placement Test	
ESL	141	Reading and Writing 4	6 credits	ESL	168	Grammar 2	3 credits
		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.				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.	
		<i>Prerequisite:</i> C- or above in ESL 131 or Placement Test				<i>Prerequisite:</i> Placement Test	

ESL 169 Grammar 3 3 credits
 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: C- or above in ESL 168 or Placement Test

ESL 170 Grammar 4 3 credits
 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: C- or above in ESL 169 or Placement Test

ESL 171 Grammar 5 3 credits
 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: C- or above in ESL 170 or Placement Test.

ESL 180 Pronunciation 3 credits
 Helps non native English speakers improve their pronunciation of spoken English. Emphasis is on the specific individual sounds of English and also on the stress, rhythm, and intonation of the spoken language. Students will analyze the speech of native speakers and their own speech in order to improve comprehension and comprehensibility.

Prerequisites: C- or above in ESL 108 or Placement Test

FINANCE

FIN 222 Principles of Financial Management 3 credits
 The financial management of the business firm: financial analysis, financial forecasting, financing instruments, the time value of money, valuation and rates of return, cost of capital, and capital budgeting decisions.

Prerequisite: ACC 111

FRENCH

FRH 101(C) Elementary French 1 3 credits
 Introduction to French through a conversational approach with emphasis on current grammatical expression in speaking and writing. Conducted mostly in French. To take FRH 101 for credit, a student shall have successfully completed no more than two high school years of study in that language.

This policy may be waived for students who took their high school language course three or more years before they sign up for FRH 101.

FRH 102(C) Elementary French 2 3 credits

This course builds on the knowledge and skills developed in French 101: 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 and irregular verbs; the two past tenses, 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: French 101 or 2 years of High School French

FRH 105 Intensive Elementary French 6 credits

Covers the course content of FRH 101 and FRH 102 (Elementary French) in one semester.

FRH 201(C) Intermediate French 3 credit

Strengthens vocabulary, idiomatic expression, and control of grammar. Selected readings and compositions supplement the formal study of the language. Conducted in French.

Prerequisite: FRH 102 or 3 years of high school French

FRH 202(C) Intermediate French 3 credit

Strengthens vocabulary, idiomatic expression, and control of grammar. Selected readings and compositions supplement the formal study of the language. Conducted in French.

Prerequisite: FRH 201

FRH 205(C) Intensive Intermediate French I-II 6 credits

Covers the course content of FRH 201 and FRH 202 (Intermediate French) in one semester.

Prerequisite: FRH 102

FRH 206(C) Topics in French 3 credits

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, eco-

nomics 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: ENG 101

FORENSIC SCIENCE

FRS 100(E) Introduction to Forensic Science (Non-Majors) 4 credits

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, as well as 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(X074). 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 4 credits

A course designed for students who are interested in exploring the field of forensic science. A study of fundamental forensic science techniques and procedures. Lecture topics include techniques used to evaluate types of physical, chemical, and biological evidence, as well as the legal system and forensic science, crime scenes and various forensic specialties. Laboratories afford students the opportunity to identify, examine, and assess forensic evidence using modern chemical and biological techniques.

Note: Students cannot receive credit for both FRS 100 and FRS 101.

FRS 110(E) Insects and Forensics 4 credits

This course is a basic introduction to insect biology with 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 describes the use of insects as evidence in court and explains how they can assist in solving crimes.

FRS 111(E) Forensic Anthropology 4 credits

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: 1. be introduced to basic skeletal biology and learn how bones develop and change through life; 2. learn the techniques to create biological profiles of skeletal remains (determine age, sex, and ancestry); and 3. 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 4 credits

An introduction to chemical and biological techniques and analyses with emphasis on forensic applications. Lecture topics in half of the course include gas chromatography, high performance liquid chromatography, spectrophotometry, masspectrometry, 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.

Prerequisites: FRS 101

GEOGRAPHY

GEO 110(B) World Regional Geography 3 credits

Major geographic concepts and contemporary world regional geography. Examines the field of geography, basic globe and map concepts, the physical world (oceans and continents), and the political world (states and other political units). Includes an in depth inspection of each of the world's developed and developing realms.

GERMAN

GER 101 Elementary German 1 3 credits

An introduction to spoken and written German. Basic structure, pronunciation, vocabulary, and usage, with emphasis on communication and oral proficiency.

GER 102 Elementary German 2 3 credits

A continuation of Elementary German.

Prerequisite: GER 101

GER 105 Intensive Elementary German1-2 6 credits

Covers the course content of GER 101 and GER 102 (Elementary German) in one semester.

GER 205(C) Intensive Intermediate German 6 credits

Covers the course content of GER 201 and GER 202 (Intermediate German) in one semester.

Prerequisites: GER 102 or GER 105

GERONTOLOGY

- GRT 110(B) Introduction to the Study of Aging 3 credits**
An introduction to the field of gerontology and a review of important concepts and principles in fields related to gerontology. Perspectives on social gerontology are included, as well as the inter relationship between the biological, psychological, and social factors influencing the aging process.

GENERAL STUDIES

- GSY 002 How to Study Effectively 1 credit**
Designed to help students succeed in college. Special instructions will be given by the Student Personnel Staff. The following topics are covered: developing proper study habits, scheduling time, reading efficiently, taking notes, listening efficiently, taking examinations. Students are graded on a Satisfactory Unsatisfactory basis. (Credits earned in this course do not count toward the total credits required for graduation).
- GSY 101 Career Development 1 credit**
Examines some of the following: the need for planning, assessing values, decision making skills, self awareness, risk taking, career fields, vocational reference materials, setting goals, strategy for action, the evaluation process, resume writing, interview preparation, and employment expectations. Students are graded on a Satisfactory Unsatisfactory basis.
- GSY 110 Career Planning 1 credit**
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 1 credit**
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 1 credit**
A study of the interpersonal and communication skills fundamental for success in the workplace. Students will hone their professional style as they study topics including professional behavior, interpersonal interactions, and civility as they relate to the workplace.

HOSPITALITY AND CULINARY ARTS

- HCA 101 Introduction to Hospitality 3 credits**
An introduction to the operation of hotels, motels, restaurants, resorts, and tourism. Emphasis on the development of the industry, current trends, and management responsibilities.
- HCA 120 Topics in Culinary Arts 1 credit**
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 4 credits**
An introductory course dealing with the management of food production in a food service setting. Topics include food preparation principles and techniques, equipment, safety, sanitation, nutrition and management. Principles and techniques are practiced through actual laboratory experiences.
Prerequisite: Eligibility for ENG 095 or appropriate test score on the English Placement Test Additional course fee: \$80.00 uniform fee (The fee is subject to change).
- HCA 202 Lodging Operations 3 credits**
Analysis and evaluation of hotel and motel systems and operations. Consideration of organizational structure, management responsibility, property management, and security systems.
Prerequisite: HCA 101 with a grade of C or better
- HCA 205 Meetings and Events 3 credits**
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: HCA 101 or MGT 230 or SPO 110.

HCA 232 Food and Beverage Operations 3 credits
 The fundamental principles and techniques underlying the managerial process of the food service industry. Topics include menu planning, purchasing, issuing, storing, controls, and personnel and productivity management.

Prerequisites: HCA 130 with a grade of C or better in both CUL 101 and CUL 115

HCA 280 Hospitality Management Cooperative Education I 3 credits
 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 presentation and discussion of topics related to success on the job as well as career exploration.

Prerequisites: 24 credits, completion of HCA 101, and completion of either HCA 232 OR CUL 215.

HCA 281 Hospitality Management Cooperative Education II 3 credits
 An opportunity to develop in depth knowledge and demonstrate increased levels of expertise in a supervised position. Approximately 15 20 hours per week of work plus a 50 minute weekly seminar. Seminar includes presentation of reports and discussion of topics related to success on the job.

Prerequisite: HFM 280

HEALTH, FITNESS & NUTRITION

HFN 103 First Aid/Safety 1 credit
 Provides the knowledge and skills called for in most situations in which emergency care is required and medical assistance is not excessively delayed. An introduction to CPR is included. Course will be taught by a Nationally Certified CPR/First Aid Instructor. Grading is on a Satisfactory Unsatisfactory basis. Students can not receive credit for both HFN 104 and HFN 103.

HFN 104 Sports First Aid 1 credit
 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, illness, spine, and musculoskeletal injuries. CPR and the Heimlich Maneuver are included. This program is used for certification by American Sport Education Program. Students may not receive credit for both HFN 104 and HFN 103.

HFN 105 Personal Nutrition 1 credit
 Examines the fundamental of nutrition and how it applies to personal health. Student will study the six major nutrients: carbohydrates, fats, proteins, vitamins, minerals, and water as well as explore weight control, fiber, food supplements, and nutrition fads. In order to promote lifelong nutrition fitness students will design a personalized meal plan, learn how to navigate the food stores, and learn eating out strategies. A "thinking" vs. "taste bud"

philosophy will oversee the course! A dietary computer application is used throughout the semester to track personal dietary, energy and fitness data.

HFN 106 Sports Supplements 1 credit
 This course is designed to teach the student about positive and negative aspects of sports supplements for enhanced motor performance. Students will examine the history of sports supplementation in Olympic and other competitive events and discuss legal aspects of sports supplements. The role of the FDA and other agencies will be discussed as students examine various popular performance enhancing drugs and herbal supplements.

HFN 108 PACE (People with Arthritis Can Exercise) 1 credit
 This course is designed to prepare the exercise leader to work with people with arthritis. Developed in collaboration with the Arthritis Foundation, this course examines the common types, signs, symptoms, and special considerations of arthritis/rheumatic diseases. Exercise programming and instruction for people with arthritis is discussed and practiced. Students will participate in six hours of fieldwork as part of this curriculum. .5 class hours and 1.5 laboratory hours

Prerequisites: HFN 134 or HFN 183, or HFN 180 and HFN 181 or Industry Certification in Group Exercise or Personal Training or permission of instructor or department chair

HFN 109 Yoga Fitness Instructor 3 credits
 A comprehensive course that is designed to prepare the fitness enthusiast for the position of yoga fitness instructor and for successful completion of a national or international yoga fitness certification exam. The course includes a combination of exercise science principles and practical experience as needed to lead others safely through yoga fitness programs. Topics include exercise science, components of fitness, injury prevention and leadership skills. Practical skills such as use of music, cueing, movement transitions, choreography development and mirror image teaching are practiced.

HFN 110 Fundamentals of Coaching 3 credits
 Covers the fundamental principles of coaching. Emphasis is on the development of a program, from organization through preparation for competition.

HFN 111 Topics in Sport 3 credits
 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 112 Coaching Youth Sports 3 credits
 A lecture course with a service learning component, this course provides students with the opportunity to expand and apply their knowledge of coaching youth sports. Students will go through the entire process of coaching from preparation/planning to implementation to evaluation with a local

youth sport team. The Service Learning component will consist of a minimum of 1 hour and maximum of 2 hours weekly outside class time, depending on the needs of the community organization. Students are required to complete CORI/SORI forms prior to having contact with the children.

Prerequisite: HFN 110 or instructor permission

HFN	114	Personal Fitness	1 credit
<p>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 class dressed for movement in every class.</p>			
HFN	115	Healthy Living	3 credits
<p>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.</p>			
HFN	118	Weightroom Workouts	1 credits
<p>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 the knowledge in the weightroom. Students will be required to participate fully in the weightroom and design a program to meet his/her current needs and goals.</p>			
HFN	120	Motor Learning Principles and Practices	3 credits
<p>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.</p>			
HFN	129	Tools for Resistance Training	1 credit
<p>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.</p>			

HFN	131	Introduction to Wellness/Fitness	1 credit
<p>Examines the importance of a wellness/fitness program to improve general well being. Includes assessment of lifestyle and personal health.</p>			
HFN	133	Group Exercise: Aerobics, Step Aerobics and More	1 credit
<p>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.</p>			
HFN	134	Leading Group Exercise	3 credits
<p>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.</p>			
HFN	135	Topics in Dance	1 credit
<p>A beginning course in contemporary dance. Focus is on the technical knowledge and creative expression essential to participation in the latest dance steps.</p>			
HFN	137	Aquatic Exercise Leader	3 credits
<p>A comprehensive course that is designed to prepare the fitness enthusiast for the position of aquatic exercise leader and for successful completion of an international certification exam. The course includes a combination of scientifically based theoretical information and practical experience as needed to lead others safely through aqua programs. Topics include exercise science, components of fitness, injury prevention and leadership skills. Practical skills such as use of music, cueing, movement transitions, choreography development and mirror image teaching are practiced and applied to the aquatic environment.</p>			
HFN	145	Beginning Yoga	1 credit
<p>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.</p>			

HFN	148	Yoga II	1 credit
		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	150	Managing Stress	1 credit
		Designed for those interested in or currently coaching baseball and for students working towards the HCC Coaching Certificate. Students will acquire the knowledge and skills necessary to develop a complete baseball program. Introduces the student to the theoretical and physiological foundations of stress, and how these provide a framework for the development and application of a wide range of stress management techniques. Students will learn how to use particular interventions to deal with specific stress related problems.	
HFN	152	Thriving Now with iRest	1 credit
		Right now in the middle of this moment, whether there is clarity or confusion, enthusiasm or fear, stress or ease, each of us is presented with an opportunity to recognize the inner capacity for peace and contentment. No need to wait until you finish that paper, get that new phone, or find the perfect relationship. iRest Integrative Restoration is an evidence based practice of self inquiry and restorative relaxation that leads to the development of tangible personal empowerment skills that have been shown to release stress, increase resiliency and enhance self mastery.	
HFN	153	Mindfulness and Meditation Practices for Healthy Living	1 credit
		Mind really busy? Feeling stressed? Looking for a way to take better care of yourself? Learn what M & M – Mindfulness and Meditation can do for you. In this 1 credit course, you will learn and practice the skills of present moment awareness. Practices which have been shown to improve concentration, calm the nervous system and support the development of greater acceptance and compassion for self and others. Through practice, you will develop effective tools that you can use to manage stress levels while gaining greater insight into how you approach the moment to moment challenges and opportunities of daily living.	
HFN	160	Martial Arts	1 credit
		(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	1 credit
		A hands on, experiential course designed to build self esteem for women. Topics will include self expression, assertiveness and communication skills, confidence building, self acceptance, and stress reduction. Activities will include art and writing projects, adventure learning, group discussions, and role playing.	
HFN	165	Women's Self-Defense	1 credit
		Introduces the student to the mental and physical skills needed to deal effectively with any potentially dangerous situations as well as with day to day conflicts.	
HFN	166	Self-Defense	1 credit
		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	3 credits
		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	3 credits
		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	2 credits
		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	173	Introduction to Teaching Physical Education	3 credits
		This course is designed to introduce the student to curriculum and teaching methods in physical education. Students will examine physical and developmental growth of children, psychosocial factors, development and imple-	

mentation of curriculum, and evaluation of student outcomes. Students will examine Massachusetts State Teacher preparation and learning outcomes reporting procedures.

Prerequisites: ENG 101 eligible

HFN 178 Prevention, Assessment and Care of Sport/Fitness Injuries 3 credits

An introduction to the study of injuries and treatment in sport and fitness programs. This course provides a review of functional anatomy as related to mechanisms of injury. Strategies for injury prevention in both sport and fitness environments will be discussed. Injury assessment techniques will provide the learner with a means to accurately recognize the nature and severity of an athletic injury and develop appropriate injury management strategies.

HFN 179 Current Issues in Sport and Fitness 3 credits

A survey course that examines current issues that influence the fields of sport and fitness. Topics include nutritional supplementation, training guidelines, industry standards and guidelines, certification requirements and other issues relevant to growth of the sport and fitness fields. Emphasis will be placed on scientific evaluation of topics discussed. Students will be asked to research a topic and present scientifically based findings to the class.

HFN 180 Physical Conditioning I 1 credit

An introductory course on the safe and effective resistance training and cardiovascular conditioning for fun, health, and self improvement.

HFN 181 Physical Conditioning II 1 credit

An intermediate level course designed for students interested in resistance training and cardiovascular conditioning as a means of enhancing athletic performance. Focus is on sport specific programs that establish a sound fitness base while maximizing athletic potential.

HFN 182 Physical Conditioning III 1 credit

An advanced level course for students interested in high intensity strength training and cardiovascular conditioning. The emphasis is on current research and its application to developing optimal muscle strength, volume and/or distribution.

HFN 183 Personal Trainer and Fitness Counseling 3 credit

A survey course that examines the roles and responsibilities of a personal trainer/fitness counselor. This course is designed to prepare the student for the role of the fitness trainer and for successful completion of an International Personal Trainer Certification. This course includes both theoretical information and practical application of knowledge and skills used by the trainer. Topics include exercise science, components of fitness, fitness assessments, leadership skills and business aspects of personal training. Case studies and projects will be used to apply concepts to the practical environment.

HFN 184 Firefighter Fitness Trainer 3 credit

This course is designed to prepare the firefighter for the role of fitness trainer and for successful completion of a national examination. This survey course examines the roles and responsibilities of the fitness leader and is highly specific to the special needs and demands of firefighting. The course includes both theoretical information and practical application of knowledge and skills.

HFN 185 Principles and Practice of Strength Training 3 credits

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: HFN 183 or HFN 134 or BIO 217

HFN 188 Health and Wellness Counseling 3 credits

This course is designed to teach the basic skills of health and wellness counseling to non professionally trained counselors. The course includes theory 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 3 credits

This course is designed for exercise leaders, practitioners and teachers who are responsible for assessing the risk of exercise participation and development of exercise programs and for students who will pursue a career in exercise physiology or athletic training. Through study, practice and field observations, students will learn how to administer physical measurements of cardiovascular fitness, muscular strength and endurance, body composition, flexibility, postural deviations and biomechanical risks. Students will learn and practice development of exercise programs based on the assessment results.

HFN 190 Fitness Pro Seminar/Internship 3 credits

An experiential course that includes classroom discussion and internship opportunities to enhance the learning experiences of the fitness professional. This course is open to all students pursuing a certificate and/or degree in fitness/physical education, e.g., personal trainers, group exercise leaders, exercise specialists, and fitness managers.

Prerequisite: PER 134, PER 172, or PER 183, or with permission of instructor.

HFN 192 Health and Fitness Facility Management 3 credits
 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 4 credits
 An introduction to the study of human physiology as it relates to acute and chronic exercise across the lifespan. In this course, the student will study the systemic aspects of nerve, musculoskeletal, circulatory, respiratory, and thermal, and endocrine physiology, with an emphasis on practical application to exercise. Students will examine the effects of nutrition and supplementation on exercise performance.
Prerequisite: BIO 217

HFN 277 Biomechanics of Human Movement 3 credits
 An introduction to the structure and function of the body as related to human movement and physical activity. Course includes discussion of the anatomical considerations for movement, functional anatomy, and mechanics and laws of motion as related to the human body.
Prerequisite: BIO 100 or BIO 103 or BIO 107 or BIO 111 or BIO 217

HEALTH INFORMATION MANAGEMENT

HIM 106 Electronic Health Records 3 credits
 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.
Prerequisite/Co-Requisites: None. No program requirements for registration, with availability for M043 program. Max number TBD each semester for number allowed for students not in M043.

HIM 108 Healthcare Documentation 1 credit
 This course provides the proficiency to understand Medical Records, format and edit medical reports, report templates, and 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 vari-

ous types of medical reports and for practice transcribing all types of medical correspondence and reports. Upon completion of 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.

Prerequisites: HTH 114 and HMC 107 or BIO 111 or BIO 217 and BIO 218. No program restrictions for registration, with availability for M043 program. Max number TBD each semester for number allowed for students in M043 program.

HIM 220 Diagnosis Coding 3 credits
 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.
 Prerequisites/Co Requisites: HTH 114, HIM 103, HIM 104, HIM 106 & HIM 107.

HIM 221 Procedure Coding 3 credits
 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 coding procedures will also be covered. A Medical Billing & Coding/Practice Management computer software program is also utilized for computerized billing, coding, and insurance claims.
Prerequisites/Co requisites: HTH 114, HIM 103, HIM 104, HIM 106, HIM 107 & HIM 220.

HIM 288 Medical Billing and Coding Practicum 3 credits
 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.
Prerequisites: HTH 114, HMC 103, HMC 104, HIM 106, HMC 107, HIM 220 and HIM 221. Prerequisite or Corequisite: HIM 108

HISTORY

- HIS 101(C) History of Western Civilization I 3 credits**
A survey of the history of Europe from the ancient Greek and Roman world to the 17th century, stressing political, social, cultural, intellectual, and economic developments, as appropriate.
- HIS 102(C) History of Western Civilization II 3 credits**
A survey of the history of Europe from the beginning of the 18th century to the present, stressing political, social, cultural, intellectual and economic developments, as appropriate.
- HIS 103(C) History of World Civilization I 3 credits**
A survey of the history of the civilizations of Asia, Africa, Europe, and the Americas from their beginnings to the sixteenth century. Emphasis is placed on the economic, social, political, religious, and cultural developments that have shaped the modern world.
- HIS 104(C) History of World Civilizations II 3 credits**
A survey of the history of the civilizations of the world from the sixteenth century to the present. Emphasis is placed on the economic, social, political, religious, and cultural developments that continue to shape the modern world. Emphasis is also placed on the growing interdependence and mutual influence of the formerly separate cultures of Asia, Africa, Europe, and the Americas.
- HIS 105(C) History of World War II 3 credits**
History of World War II 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 3 credits**
A survey of the social, cultural, economic and political developments of the Caribbean with specific emphasis on Puerto Rico and Cuba. The different peoples and societies of the pre Columbian era, the colonial period and the modern era until the present will be examined. Particular attention will be given to the relationship between the United States and the peoples of the Caribbean in the 20th century.
- HIS 108(C) Deaf History 3 credits**
This course presents the history of deaf people starting with the ancient world and progressing to present day America. Topics include the history of oppression and accomplishments of deaf people, various historical views of

deaf people, the treatment of deaf people, the influence of European philosophy on the American deaf community, the rise of schools for the deaf and modern Deaf empowerment movement.

Prerequisite: ENG 101 (Same as DFS 108)

- HIS 109(C) African-American History 3 credits**
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 3 credits**
A survey of the political, economic, social, and cultural developments of the United States from pre Colonial times to the end of the Civil War, including early settlement, the Revolution, the implementation of the Constitution, the War of 1812, the Jacksonian era, and the causes and course of the Civil War.
- HIS 112(C) History of the United States II 3 credits**
A survey of the political, economic, social, and cultural developments of the United States from the end of the Civil War until the present, including such topics as Reconstruction, industrialization, immigration, the Great Depression, the New Deal, the world wars, and the Cold War.
- HIS 121(C) History of Animal Advocacy in the United States, 1865-Present 3 credits**
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, and 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 3 credits**
This is a survey of United States Women's History that examines the unique political, social, economic, and cultural issues and experiences of women

from the colonial period to the present. While tracing broader trends and themes, we will also consider the lives of specific individuals in order to shed greater light on the diversity of women's experiences. Throughout, we will explore the ways in which notions of gender differences have changed over time and how women both created and responded to shifting and contested cultural, political, and social roles. Some of the major themes may include the differences among women in class, race, ethnicity, and sexuality, the construction of gender, women's roles in family and community, various movements for women's rights, women and reform, and women in the work force.

Prerequisite: ENG 101 eligible

HIS 150(C) Topics in History 3 credits

Offers students an opportunity to use a combination of primary and secondary sources to study the history of a particular period, region, event, development, or idea. The specific topic may change each time the course is offered.

HIS 162(C) History of The Civil War 3 credits

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 transforming event in American history. Those meanings may be defined in many ways: national, sectional, racial, constitutional, individual, social, intellectual, or moral. Four broad themes are closely examined: the crisis of union and disunion in an expanding republic; slavery, race, and emancipation as 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 3 credits

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 instantaneous communication, literacy, rapid transportation, urbanization, mass production, advertising, and computers.

HIS 225(C) American Environmental History 3 credits

Environmental history examines how humans and nature have interacted through time and with what results. The natural environment (water, land, climate, geological changes, disease, plant and animal ecology, etc.) and human factors (population, capitalism, technology, social relations, cultural attitudes, etc.) from 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, min-

ing, industrialization, as well as the emergence of ecology and the modern environmental movement.

Prerequisite: Eligibility for ENG 101

HIS 250(C) Topics in History 3 credits

Students use both primary and secondary sources to study the history of a particular period, region, movement or event. The specific topic to be studied may change each time the course is offered. Students will be expected to complete a research project.

Prerequisites: One previous history course and English 101 (Additional prerequisites or specific history course or permission of the instructor may be specified when the topic is announced.)

HIS 260(C) Modern East Asian History 3 credits

Examines the society, thought, institutions, and principal personalities of modern East Asia (19th and 20th Centuries). Analyzes the transformation of Asian society from its traditional patterns to its role in the modern world. Major emphasis will be placed on China and Japan, but a treatment of Korea and Southeast Asia will also be included.

HEALTHCARE MANAGEMENT

HMC 103 Healthcare Management Careers 2 credits

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, team-work, 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. Pre/

Corequisite: None. No program restrictions for registration, with availability for mandatory programs.

HMC 104 Health Insurance Reimbursement and Computerized Billing 4 credits

An introduction 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, 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/Corequisites: HTH 114 and HMC 103.

Note: If HTH 114 is taken as a corequisite it needs to be a specific section for M043/M010 programs. No program restrictions for registration, with availability for required programs.

HMC 107 Human Anatomy, Physiology & Disease Processes 4 credits

This course presents an overview to Human Anatomy, Physiology and fundamentals of Disease Processes for the Medical Billing, Medical Assisting or Health Information Management student. Human anatomy is presented by body systems, 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/

Corequisites: HTH 114. Note: Students who take HTH 114 as a corequisite will be required to take the specific HTH 114 section (for M043/M010 programs), as it is set up to coincide with our HIM 107 class for our programs. No program restrictions for registration, with availability for mandatory programs, Max number TBD each semester for number allowed for students not in M043/M010 programs.

HONORS

HON 201 Honors Project 1 credit

An Honors Project consists of independent work undertaken. This work may take place in the following formats 1) in 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 in the supervision of a faculty mentor, 4) as a 2 credit stand alone project in the supervision of a faculty mentor, and 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 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 of 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.

Prerequisites: GPA of 3.5 and/or permission of instructor; approval of Honors Committee.

HON 204 Ideas that Change the World 3 credits

Ideas That Change The World 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?

Prerequisites: Honors Program entrance requirements or by permission of instructor

HON 206 Honors Colloquium (B,C,E) 6 credits

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).

Prerequisites: 3.5 GPA after 30 hours of study and/or permission of instructor(s). English 102 preferred. Eligible students will be invited by mail to apply.

HUMAN SERVICES

HSV 113 Introduction to Human Services 3 credits

An orientation to human services. Particular emphasis on motivation for working in human services, personal attitudes and values, consumer empowerment, inclusion, and multicultural issues. Also includes a history of human services, an overview of the American human services systems, and an introduction to local human service agencies. There is a required Community Service Learning component.

Prerequisite: Eligibility for ENG 101

HSV 120 (B) Introduction to Addiction Studies 3 credits

An introduction to support systems that assist people with recovery from substance abuse and dependence. Theories of addiction will be highlighted in reference to issues in treatment, relapse, and prevention. Emphasis will be placed on understanding modalities of treatment and care for diverse

populations affected by substance abuse issues. Relevant state and federal legislation and the role of culture will also be discussed.

Prerequisite: Eligibility for ENG 101

HSV 124 (B) The Helping Relationship: Delivering Human Services 3 credits

This course helps the student develop the knowledge, skills and personal characteristics that are critical for an effective helping relationship. Students will explore helper attitudes and values, increase awareness of themselves and others, and develop active listening, empowerment, case management, and crisis intervention skills. Course material is built upon research about human behavior, life stage theory, intervention strategies and strength based practice.

Prerequisites: HSV 113 and PSY 110

HSV 125 Introduction to the Practicum 3 credits

This course prepares students for Human Service Practicum I/II. Students will identify the developmental stages 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. There is a REQUIRED 30 hour service learning component.

Prerequisites: HSV 113; HSV 124 previously or concurrently; permission of department chair.

HSV 140 (B) Foundations in Children's Behavioral Health 3 credits

The focus of this course is to provide the necessary knowledge and skills for individuals to work effectively as therapeutic mentors and family partners under the Children's Behavioral Health Initiative (CBHI), which resulted from the Rosie D. v. Patrick class-action suit filed on behalf of children under the age of 21 with serious emotional disturbance who were enrolled in Mass-Health. Topics will include children's behavioral health care, working with community health, working with youth and families, the science of child development, and children's behavioral health systems of care. 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.

Pre/Corequisite: HTH 104

HSV 141 Foundations of Trauma and Trauma-Informed Care/Services 3 credits

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, disaster, 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.

Prerequisites: ENG 101 eligibility

HSV 150 Topics in Human Services 3 credits

Surveys an area or topic in the human service professional literature to explore current and/or historical topics in the field of human services. The focus of the course will change each semester.

Prerequisite: This will be announced each semester based on the topic chosen.

HSV 205 (B) Family Violence 3 credits

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: Eligibility for ENG 101

HSV SOC 208 (B) Substance Abuse 3 credits

This course introduces concepts relevant to the diagnosis and treatment of substance abuse, including the disease concept; the effect of alcohol and other drugs on the body; medical complications; the effect of substance abuse problems on the family and others; and special issues related to populations such as adolescents, individuals at risk for suicide, women, the elderly, and individuals with a dual diagnosis. Same as SOC 208.

Prerequisite: PSY 110 or SOC 110

HSV COM 212 (B) Group Dynamics 3 credits

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.

Prerequisite: PSY 110

HSV 213 Professional and Ethical Standards in the Helping Professions 3 credits

This course facilitates students' understanding of ethical dilemmas and problem-solving frameworks related to the professional conduct in the helping professions. In addition to presenting the National Organization for Human Services (NOHS) Ethical Code of Conduct, and Code of Ethics from other professional organizations as a guide, students will apply professional standards in Human Services.

Prerequisite: HSV 113

HSV 214 Treatment Methodologies in Addiction 3 credits

This course provides students with an opportunity to learn theoretical frameworks and techniques for assisting individuals with addiction issues. Students will gain an awareness of societal, social and intercultural contexts of the historical approaches to addiction counseling. Students will develop knowledge of the range and nature of treatment modalities currently used in substance abuse counseling. Through the use of role-play, case studies and videos, students will develop a personal style of interaction to support individuals with addiction issues.

Prerequisites: HSV 120 and HSV 124

HSV 225 Human Services Administration 3 credits

Provides an understanding of the relationship between the behaviors of workers and their human service agencies, and how such agencies might function more efficiently. Particular attention is paid to hiring, training, supervision, work conditions, and productivity. In addition to group and managerial settings and roles, there is some focus on individual clerical responsibilities, proper documentation of services, and general communication skills.

Prerequisite: HSV 113 or permission of instructor

HSV 226(B) Supervisory Relationships in the Helping Professions 3 credits

An introductory course for supervisors in the helping professions, designed to develop the knowledge, skills, and attitudes needed for individuals in supervisory roles. Common threads throughout the course include ethics, cultural competency, belief systems, developing relationships, supervisory/leadership style, developing and working with teams.

Prerequisites: HSV 113 and Eligibility for ENG 101

HSV 230 Understanding Death and Bereavement 3 credits

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, 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.

Prerequisites: PSY 110 or SOC 110

HSV 250 Topics in Human Services 3 credits

Surveys an area or topic in the human services professional literature and uses primary source materials to explore current and/or historical topics in human services. The focus of the course will change each semester. Students will be expected to complete a research project.

Prerequisites: HSV 113, ENG 101, and others appropriate to the topic, which will be announced each semester.

HSV 286 Children's Behavioral Health Worker Field Experience 4 credits

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.

Prerequisites: HTH104, HSV 140 with a grade of C or better

HSV 288 Practicum in Human Services I 4 credits

Students contract to complete a minimum of 125 hours in each of 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.

Prerequisites: HSV 113, HSV 125, and PSY 110 with a grade of C or better; HSV 124 previously or concurrently, with a grade of C or better; PSY 216

HSV 289 Practicum in Human Services 2 4 credits

Students contract to complete a minimum of 125 hours in each of 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.

Prerequisites: HSV 288 with a grade of C or better and permission of department chair

HEALTH

HTH 101 Introduction to Health Careers 3 credits

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 3 credits

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. Students will analyze social, political, cultural and economic issues as they relate to population-based health and disease. Students will discuss how health care systems work together to implement effective public health practice, including the role of disease detection and management (epidemiology), and critically analyze and evaluate these practices in the context of social and cultural practices. Theoretical and practical perspectives of this course will assist students to understand the complex relationships involved in policy, economics and healthcare nationally and will introduce these issues on a global scale.

HTH 104 Core Competencies for the CHW 4 credits

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: Eligibility for ENG 101

HTH 105 Alzheimer's Disease and Other Dementia-Related Disorders 1 credits

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, role play, 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 facility with a dementia special care unit upon graduation.

Prerequisite: Eligibility for ENG 101

Pre/Corequisite: HTH 210

HTH 109 Principles of Electronic Health Records for Direct Care Workers 1 credits

This course presents the use of electronic health record system (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 111 Shadowing Experience in Healthcare 1 credit

This course will allow students the option to explore careers by shadowing up to four professionals in the workplace for a total of 17 hours. Shadowing will consist of students conducting informational interviews; observing daily work activities; touring departments; meetings with staff to discuss the industry, research careers in the HCC Career Center and attend a Shadowing Orientation. In addition, student will attend a lecture biweekly for a total of eight sessions

Prerequisites: HTH 101 with C or better, current Foundations of Health major, and written permission to participate

Total semester hours: 8 class hours and 17 practicum/internship hours

Course Fees: A CORI/SORI background check fee will be required by most

sites. Other fees may apply. Students are responsible for covering all course fees

- HTH 114 Medical Terminology 3 credits**
An introduction to the terminology of medicine and health care, based on the study of medical word roots, prefixes, and suffixes. Terminology is presented according to physiologic systems. In addition to basic medical terminology, the course introduces medical abbreviations and some common pharmacological terms.
- HTH 130 Pharmacology for Health Careers 2 credits**
Introduces the major drug classes, their indications, mechanisms of action, and potential for drug drug or drug food interactions. Also, introduces fundamental terminology that is essential to understanding the basics of drug therapy. 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: Eligibility for ENG 101
Note: Students cannot receive credit for both HTH 130 and MEA 150.
- HTH 131 Introduction to Patient Care Skills 3 credits**
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 150 Introduction to Drug Therapy 2 credits**
Introduces the major drug classes, their indications, mechanisms of action, and potential for drug drug or drug food interactions. Also, introduces fundamental terminology that is essential to understanding the basics of drug therapy. 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 filing, 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.
- HTH 201 Essential Health Topics for CHWs 2 credits**
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.

Prerequisite or Corequisite: HTH 104 Core Competencies for the CHW with a grade of C or better

- HTH 209 Practicum for Community Health Workers 3 credits**
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.
Prerequisites: 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.
Course Fees: Liability Insurance
- HTH 210 Field Experience 6 credits**
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.
Prerequisite or Corequisites: 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 Fees: CNA Licensure Exam; Drug Testing, 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 1 credits

This course provides students who have already completed or are currently enrolled in HTH 210 Field Experience 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

Prerequisite: HTH 210 completed previously with a grade of C or better; or concurrently

HTH 210 Field Experience 6 credits

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.

Prerequisite or Corequisites: 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 Fees: CNA Licensure Exam; Drug Testing, and Malpractice Insurance (All fees subject to change.) Non Course Fees: Cori/Sori background check (out of state) and CPR

HTH 220 Medical Law and Ethics 3 Credits

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 the skills and resources for addressing them and avoiding potential adverse situations in the exercise of their professional responsibilities.

Prerequisite: Eligibility for ENG 095

HTH 280 Health Cooperative Education 1 3 credits

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.

Prerequisites: 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: HIM 103 and HTH 114 and permission of coordinator. Opticianry: OPH 101, OPH 102, OPH 111, OPH 121, OPH 122, OPH 150, and permission of coordinator. Geographic Information Systems Technology: Completion of at least two GIS courses

HTH 281 Health Cooperative Education 2 3 credits

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: HTH 280

HUMANITIES

HUM 200 Special Topics in Humanities 1-3 credits

Students prepare a unique project and/or analysis of literature, performance techniques, and/or art. The student must enroll before mid semester.

Prerequisite: Permission of the instructor

HUM 276 Humanities Internship 1 credit

Internships provide students with learning opportunities not available on campus, enabling them to earn credit for unpaid, supervised practical experience, applying principles learned in the classroom or observing a professional at work. On campus internships are supervised by a faculty member; off campus internships are supervised collaboratively by a faculty member and an on site professional. Appropriate supporting assignments (e.g., reading, research, journal keeping) are determined by the supervisors and the

student. The Division internship committee and the supervisor determine in advance whether the work will be a 1, 2, or 3 credit internship.

Prerequisites: Sophomore status, at least two previous courses in the relevant discipline, and consent of the faculty supervisor and the Arts and Humanities Internship Committee.

HUM 277 Humanities Internship 2 credits

Internships provide students with learning opportunities not available on campus, enabling them to earn credit for unpaid, supervised practical experience, applying principles learned in the classroom or observing a professional at work. On campus internships are supervised by a faculty member; off campus internships are supervised collaboratively by a faculty member and an on site professional. Appropriate supporting assignments (e.g., reading, research, journal keeping) are determined by the supervisors and the student. The Division internship committee and the supervisor determine in advance whether the work will be a 1, 2, or 3 credit internship.

Prerequisites: Sophomore status, at least two previous courses in the relevant discipline, and consent of the faculty supervisor and the Arts and Humanities Internship Committee.

HUM 278 Internship in Humanities 3 credits

Internships provide students with learning opportunities not available on campus, enabling them to earn credit for unpaid, supervised practical experience, applying principles learned in the classroom or observing a professional at work. On campus internships are supervised by a faculty member; off campus internships are supervised collaboratively by a faculty member and an on site professional. Appropriate supporting assignments (e.g., reading, research, journal keeping) are determined by the supervisors and the student. The Division internship committee and the supervisor determine in advance whether the work will be a 1, 2, or 3 credit internship.

Prerequisites: Sophomore status, at least two previous courses in the relevant discipline, and consent of the faculty supervisor and the Arts and Humanities Internship Committee.

HUM 280 Humanities Cooperative Education I 3 credits

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.

Prerequisites: 27 credits and ENG 102

HUM 281 Humanities Cooperative Education II 3 credits

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.

Prerequisites: HUM 280

LAW

LAW 210 Introduction to Legal Studies 3 credits

A study of the structure of the American legal system, as well as various substantive areas of the law, including torts, family law, contract law, real estate law, criminal law and criminal procedure. The processing of legal reasoning will be explored through analysis of cases, statutes and constitutional provisions. The roles and ethical obligations of legal professionals will also be discussed.

LAW 211 Business Law 3 credits

A study of the sources of law, the Massachusetts and Federal Court systems, steps in civil litigation, and the general principles of contract law

LAW 214 Principles of Litigation 3 credits

A study of the principles and process of civil litigation through examination and analysis of the Rules of Civil Procedures and the Rules of Evidence. Students will gain insight into the litigation process by conducting mock interviews and investigations and through drafting pleadings, motions, and other litigation related documents.

LAW 215 (B) Women and the Law 3 credits

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.

LAW 218 Employment Law 3 credits

A study of employment law for the non legal professional in Human Resource Management, emphasizing federal and state laws governing the employment process and the relationship between employers and employees.

MEDICAL ASSISTING

MEA 104	Medical Manager	2 credits
	This course is designed to teach data entry skills needed by clerical workers staffing a health care facility that maintains an electronic records management capability. Emphasis is placed on basic theory and data input into the Medical Manager software	
MEA 106	Insurance, Coding, Billing & Collections	2 credits
	Designed to provide students with an understanding of the health care reimbursement system as it relates to the financial management of a health care facility. It will provide both general and detailed information that will enable the student to better understand the third party reimbursement process, including claims submission and payment. <i>Prerequisite: ENG 101 eligible</i>	
MEA 107	Health Office Practice and Procedures	2 credits
	Designed to introduce students to practices and procedures common to the operation of a health care office. Topics include group dynamics, personal strategies for managing time and stress, and techniques of communication that enhance the relationship of the health office staff with clients. <i>Prerequisite: ENG 101 eligible</i>	
MEA 108	Clinical Skills 2- Phlebotomy	1 credits
	This course provides the student with the knowledge and utilization of basic phlebotomy skills.	
MEA 109	Anatomy and Physiology for Medical Assistants	2 credits
	Presents an introduction to the human anatomy and physiology with an emphasis on how pathology affects the human body. Physiology will be emphasized in respect to how it causes disease and how the disease is diagnosed and treated. <i>Prerequisite: Eligibility for ENG 101</i>	
MEA 110	Introduction to Medical Assisting	2 credits
	This introductory course is designed to provide the student with an orientation into the field of Medical Assisting. The student will explore communication skills, stress reduction; ethnical conduct, legal/ethical issues, and confidentiality/privacy within the health care field. <i>Prerequisite: ENG 101 eligible</i>	
MEA 125	Clinical Skills 1 - Electrocardiography	1 credits
	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.	

Prerequisites: HTH 114, HMC 103, HMC 104, HMC 107. Pre-Corequisite: MEA 110

MEA 150	Introduction to Drug Therapy	2 credits
	Introduces the major drug classes, their indications, mechanisms of action, and potential for drug drug or drug food interactions 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. A basic mathematical aptitude is expected in the application of some topics. <i>Prerequisite: Eligibility for ENG 101</i> <i>Note: Students cannot receive credit for both HTH 130 and MEA 150.</i>	
MEA 210	Clinical Skills 3 - Clinical Techniques	3 credits
	This course teaches the student the basic components necessary to work in a clinical environment. Topics include obtaining patient history, vital signs, preparing the patient for examination, medical asepsis and sterilization procedures. <i>Prerequisites: HTH 114, HMC 103, HMC 104, HMC 107. Pre/Corequisites: MEA 108, MEA 110, MEA 125, and MEA 150.</i>	
MEA 220	Medical Assistant Externship	3 credits
	This course is designed to allow students to demonstrate the skills and technical abilities they acquired throughout the Medical Assistant Program. The externship is a non paying position in a medical facility for a period of 160 hours. This is the last course in the Medical Assisting Certificate sequence. <i>Prerequisite: None</i> <i>Additional Course Fees: \$15.00 Malpractice Insurance and \$30.00 RMA Simulated Exam Fee (The fees are subject to change.)</i>	
MEA 225	Career Development	4 credits
	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: 1. students will prepare for job searching, applying and continued job success through classroom instruction, and 2. 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. Pre-Requisite: HTH 114, HMC 103, HMC 104, HMC 107, MEA 108, MEA 110, MEA 125, MEA 150 & MEA 210. Pre/Co-Req: HTH 220.	

MANAGEMENT

- MGT 230 Principles of Management 3 credits**
Each of the managerial functions planning, organizing, directing, and controlling is discussed from the standpoint of how all four interrelate to become the management process. Managerial skills necessary to accomplish these functions are also described, including human relations, decision making, and communication.
- MGT 231 Human Resource Management 3 credits**
Survey of the principles, problems, and practices of modern business in the management of the work force, from recruitment through retirement. Emphasis is on the use of appropriate practices in firms of various types and sizes.
- MGT 235 Entrepreneurship 3 credits**
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; the concept of social entrepreneurship.

MARKETING

- MKT 110 Retailing and E Commerce 3 credits**
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 211 Field Experience 6 credits**
A cooperative field experience that provides the student with the opportunity to gain knowledge of a store's policies, systems and basic job responsibilities. A complete exposure to the overall operation of the store affords an opportunity to gain experience in customer service, sales, management and merchandising.
Prerequisites: MKT 110

- MKT 226 Advertising and Promotion 3 credits**
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 promotion, publicity plans and social media programs for businesses.
- MKT 227 Sales and Customer Service 3 credits**
This course examines how organizations and individuals communicate value and obtain desired results through the process of selling and customer relationship management. The roles 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 3 credits**
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 020-025 Developmental Math (Self-Paced) 4 credits**
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. Students will be held to a minimum level of progress and will be encouraged to move through the material at a faster rate if able. Each module will be mastered in order to progress to the next module, and will be repeated until the required competency is achieved. 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.
4 class hours
Prerequisites: for MTH 021 is MTH 020, C- or better; for MTH 022 is MTH 021, C- or better; for MTH 023 is MTH 022, C- or better; for MTH 024 is MTH 023, C- or better; for MTH 025 is MTH 024, C- or better

Placement in Mathematics

The Mathematics Placement Examination (MPE) helps determine that students are properly prepared for mathematics courses. The MPE is given at several times during the year or on demand. Detailed information will be sent to all newly admitted students. Students currently enrolled at the college who have never taken the MPE and who wish to take one of the courses for which it is a prerequisite should make arrangements in the assessment center, FR 271, to take the MPE. Some students may need to take one or more developmental mathematics courses. There are three different developmental math sequences from which to choose: (a) the self-paced sequence: MTH 020 through 025; (b) the three-semester sequence: MTH 075, 085, 095; (c) the two-semester sequence: MTH 079, 099. In each sequence, the student's starting point is determined by the MPE score. A grade of C- or better is required to enter successive developmental courses. Students receiving a D grade in a developmental course will receive credit for the course, but will not be eligible to enter the successive developmental course.

MTH 029	Developmental Math (Self-Paced)	2 credits
	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.	
	<i>2 class hours</i>	
	<i>Prerequisite: Module 16 (SM16)</i>	
MTH 075	Basic Mathematics	4 credits
	Arithmetic Skills, operations on numbers, fractions, decimals, calculation, measurement, equations, formulas, elementary geometry, and problem solving. Credits earned in this course do not count toward the total credits required for graduation.	
MTH 079	Prealgebra	6 credits
	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 079 099 is a two course sequence (6 credits each) equivalent to the three course sequence MTH 075 085 095 (4 credits each). Credits earned in this course do not count toward the total credits required for graduation.	
	<i>6 class hours</i>	
MTH 085	Introductory Algebra	4 credits
	An introduction to the ideas, notation, and techniques of elementary algebra, graphs, and problem solving. Credits earned in this course do not count toward the total credits required for graduation.	
	<i>Prerequisite: MTH 070 or MTH 075 or 079, with a grade of C- or better, or adequate score on the Mathematics Placement Examination</i>	

MTH 095	Intermediate Algebra	4 credits
	An intermediate level study of topics in algebra, graphs, and problem solving. Credits earned in this course do not count toward the total credits required for graduation.	
	<i>Prerequisite: MTH 085 with a grade of C or better, or SM12, or adequate score on the Mathematics Placement Examination</i>	
MTH 099	Introductory and Intermediate Algebra	6 credits
	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 075 085 095 (4 credits each). Credits earned in this course do not count toward the total credits required for graduation.	
	<i>6 Class Hours</i>	
	<i>MTH079 with a grade of C or better or adequate score on Mathematics Placement Examination. Note: Self paced Mathematics (MTH 020 025) does not apply.</i>	
MTH 104(D)	College Algebra	4 credits
	A college level course including more advanced topics in algebra, functions, graphs, and problem solving.	
	<i>Prerequisite: MTH 095 or MTH 099 with a grade of C- or better; or completion Module 18 in the self paced MTH 02X sequence, or adequate score on the Mathematics Placement Examination.</i>	
MTH 108(D)	Precalculus	4 credits
	A study of algebraic, trigonometric, exponential and logarithmic functions as a preparation for calculus. Topics include graphs, operations, inverses, translation of graphs, equations and inequalities, mathematical modeling and other applications. Students may not receive credit for both MTH 107 and MTH 108.	
	<i>Prerequisites: MTH 104 with a grade of C- or better, or adequate score on the Mathematics Placement Examination.</i>	
MTH 110	What is Calculus about?	1 credit
	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.	
	<i>Prerequisites: MTH 095, MTH 99, with a grade of C or better, or SM18, or</i>	

adequate score on the Math Placement Exam

MTH 113 (D) Calculus I 4 credits

Functions, limits, continuity, the derivative, applications, the integral, the fundamental theorem of calculus.

Note: MTH 162 Applied Calculus is not a substitute for MTH 113 and cannot be used as a prerequisite for MTH 114.

Prerequisite: MTH 108 or adequate score on the Mathematics Placement Exam

MTH 114 (D) Calculus II 4 credits

Antiderivatives, techniques of integration, application, infinite series, approximating functions, Taylor series.

Prerequisite: MTH 113 with a grade of C or better, equivalent.

MTH 125 (D) Number Systems 3 credits

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: MTH 075 or MTH 079 with a grade of C- or better or SM06, or equivalent score on the Mathematics Placement Examination

MTH 130 Math That Matters: Drugs and Dosages 3 credits

Intended for students in the Veterinary Technician program, or other individuals in the health professions who have the responsibility for the preparation and administration of medications. 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: MTH 095 or MTH 099 with a grade of C or better or SM18, or adequate score on the Mathematics Placement Examination.

MTH 135 (D) Patterns, Reasoning and Algebra 3 credits

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: Mth 095 or MTH 099 with a grade of D or better or SM18, or equivalent score on the Mathematics Placement Examination

MTH 142(D) Statistics 3 credits

Graphical description of data, measures of central tendency and variability, probability and probability distributions, central limit theorem, estimation of parameters, testing hypotheses, regression and correlation, analysis of variance, and other topics in statistical inference.

Prerequisite: MTH 085 or MTH 099 with a grade of C- or better; or SM12, or adequate score on the Mathematics Placement Examination.

MTH 150(D) Symbolic Logic 3 credits

Mathematical and scientific truths; formal symbolic logic, arguments, methods of proof, quantification, basic concepts of sets and set operations, and Boolean Algebra and its relation to statement calculus.

Prerequisite: MTH 095 or MTH 099 with a grade of C- or better; or completion Module 18 in the self paced MTH 02X sequence, or adequate score on the Mathematics Placement Examination.

MTH 155(D) Topics in Mathematics 3 credits

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.

Prerequisite: None

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 160(D) Introduction to Matrices and Linear Programming 3 credits

For students in Business. Topics covered include vectors, matrices, determinants, systems of linear equations, the Gauss Jordan method, and linear programming with business applications.

Prerequisite: MTH 095 or MTH 099 with a grade of C- or better; or completion Module 18 in the self paced MTH 02X sequence, or adequate score on the Mathematics Placement Examination.

- MTH 162(D) Applied Calculus** **3 credits**
 The elements of calculus: functions, limits, the derivative, antiderivatives and definite integrals, with applications to business.
 NOTE: If a student needs a two or three semester sequence of calculus courses, the first course should be MTH 113, not MTH 162.
Prerequisite: MTH 104 with a grade of C- or better or adequate score on the Mathematics Placement Examination
- MTH 201 The Theory of Series and their Applications** **2 credits**
 This 2 credit course will expose you to topics you will encounter in advanced mathematics and in its applications to engineering and physics courses. The course is recommended for all mathematics, engineering and physics major students, and all others who wish 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: MTH 114 with a grade of C or better
- MTH 205(D) Linear Algebra** **3 credits**
 Fundamental concepts of linear algebra: systems of equations, matrices, determinants, vector spaces, eigenvectors, and eigenvalues, with applications.
Prerequisite: MTH 112 or MTH 114, previously or concurrently
- MTH 213(D) Calculus III** **4 credits**
 Vectors in two and three dimensions, vector valued functions, partial derivatives, multiple integrals, line and surface integrals.
Prerequisite: MTH 114
- MTH 214(D) Differential Equations** **3 credits**
 First order and simple higher order ordinary differential equations, linear equations, Laplace transforms, additional topics, and applications
Prerequisite: MTH 212 or MTH 213, previously or concurrently
- MTH 230(D) Discrete Mathematics** **3 credits**
 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: MTH 113
- MTH 245(D) Probability and Statistics for Engineers & Scientists** **3 credits**
 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: MTH 112 or MTH 114

MUSIC

- MUS 100(C) Music Fundamentals** **3 credits**
 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 and key signatures, intervals, and chords. Also provides a basic introduction to the keyboard. No previous experience is necessary.
- MUS 105(C) Music Theory 1** **3 credits**
 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.
 Theory 1: Includes a review of the fundamentals, followed by figured bass, Roman numeral analysis, cadences, nonchord tones, instrument transportations and melodic and textual organization.
 Courses must be taken in sequence.
Prerequisites: MUS 100 with a grade of "B" or better, or equivalent
- MUS 106(C) Introduction to World Music** **3 credits**
 An introductory appreciation course, open to all students. Explores music outside the Western European tradition, including music of Polynesia, Native North America, Latin America, Africa and Black America, Eastern Europe, the Mideast, Indonesia, India, and Japan. Specific topics chosen from these areas will be studied.
- MUS 107(C) Music Theory 2** **3 credits**
 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.
 Theory 2: Continues with voice leading in two and four voices, harmonic progression, seventh chords, secondary dominants, and modulation. Courses must be taken in sequence.
Prerequisite: MUS 105
- MUS 110(C) Introduction to Classical Music** **3 credits**
 An introductory appreciation course, open to all students. Explores the nature and meaning of artistic creativity and aesthetic judgment in the music of Western European tradition.

MUS 111	Orchestra 1	1 credit
	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.	
	<i>Prerequisite: Permission of Instructor</i>	
MUS 112	Orchestra 2	1 credit
	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.	
	<i>Prerequisite: MUS 111</i>	
MUS 115	Class Voice Methods	2 credits
	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.	
	<i>Prerequisite or Corequisite: MUS 100</i>	
MUS 116	Woodwind Instrumental Methods	2 credits
	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.	
	<i>Prerequisite or Corequisite: MUS 100</i>	
MUS 117	String Instrumental Methods	2 credits
	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.	
	<i>Prerequisite or Corequisite: MUS 100</i>	
MUS 118	Brass Instrumental Methods	2 credits
	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.	
	<i>Prerequisite: MUS 100 previously or concurrently</i>	
MUS 121	Instrumental & Vocal Ensemble 1	1 credit
	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 2	1 credit
	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.	
	<i>Prerequisite: MUS 121</i>	
MUS 125	Percussion Instrumental Methods	2 credits
	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.	
	<i>Prerequisite or Corequisite: MUS 100</i>	
MUS 126(C)	Rock and Pop Music in America	3 credits
	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 1	1 credit
	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 2	1 credit
	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.	
	<i>Prerequisite: MUS 127</i>	
MUS 131	Aural Skills 1	1 credit
	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: MUS 105 previously or concurrently

MUS 132 **Aural Skills 2** **1 credit**
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: MUS 131, and MUS 107 previously or concurrently

MUS 135 **Class Piano 1** **1 credit**
Open to all students. Deals with basic piano technique, with emphasis on playing scales, intervals, and chords. This technique is used to develop sight reading skills and a melodic awareness at the keyboard.
Prerequisite: 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 2** **1 credit**
Open to all students. Deals with basic piano technique, with emphasis on playing scales, intervals, and chords. This technique is used to develop sight reading skills and a melodic awareness at the keyboard.
Prerequisite: MUS 135

MUS 140(C) **Introduction to Jazz** **3 credits**
Open to all students. Traces the history of jazz from its African roots to the present, covering its development through specific historical eras, including the African retentions in American jazz, work songs, spirituals, blues, early syncopated music, ragtime, the music of New Orleans, swing, big band, small combos, bebop (modern jazz), avant garde, and contemporary.

MUS 141 **Jazz Ensemble 1** **1 credit**
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: None

MUS 142 **Jazz Ensemble 2** **1 credit**
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: MUS 141

MUS 150(C) **Topics in Music** **3 credits**
This course provides in depth college level study of a particular composer, era, style, or other area of interest in the field of music. The emphasis will be on the study of music in the humanities, exploring subject matter in terms of music history and literature, typical formal structures, technical issues, and/or comparison with other related arts. No previous musical experience is required. Topics will rotate, and selection will depend on the particular expertise of the faculty teaching the course.
Prerequisite: Eligibility for ENG 101.

MUS 151 **Jazz Improvisation 1** **2 credits**
A performing class studying the repertoire and dealing with the techniques of jazz improvisation, including the use of scales in relation to jazz chord progressions, analysis of jazz styles and their harmonic progressions, and the practical use of instruments in the modern ensemble.
Prerequisite: Music 100 with a grade of B or better or permission of the instructor.

MUS 152 **Jazz Improvisation 2** **2 credits**
A performing class studying the repertoire and dealing with the techniques of jazz improvisation, including the use of scales in relation to jazz chord progressions, analysis of jazz styles and their harmonic progressions, and the practical use of instruments in the modern ensemble.
Prerequisite: MUS 151

MUS 155 **Concert Band 1** **1 credit**
Performance oriented music group open to all students with appropriate performance skills. Students may be required to audition. 3 class hours
Prerequisite: None

MUS 156 **Concert Band 2** **1 credit**
Performance oriented music group open to all students with appropriate performance skills. Students may be required to audition. 3 class hours
Prerequisite: MUS 155

MUS 161 **College Chorale 1** **1 credit**
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: None

- MUS 162** **College Chorale 2** **1 credit**
 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: *MUS 161*
- MUS 171** **Applied Music for Majors I** **2 credits**
 The serious study of individual music performance, through practical application of the major concentration. Each student will be assigned an Applied Music Instructor with whom he or she will study privately. Attendance is also required at both a weekly class and designated music concerts.
Prerequisite: *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** **2 credits**
 The serious study of individual music performance, through practical application of the major concentration. Each student will be assigned an Applied Music Instructor with whom he or she will study privately. Attendance is also required at both a weekly class and designated music concerts.
Prerequisite: *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** **3 credits**
 A summation of the fundamental areas of music technology including: analog basics, sound reinforcement, microphone technique, digital theory and recording, mixing and mastering, MIDI sequencing, computer synthesis, computer notation, and experimental electronic music. Lectures will be followed by sessions in which all students will participate in using the HCC studio.
- MUS 181** **Musical Theater Workshop I** **3 credits**
 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.
Prerequisite: *None (Same as THE 181)*
- MUS 182** **Musical Theater Workshop II** **3 credits**
 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.

Prerequisite: *MUS 181 or THE 181 (Same as THE 182)*

- MUS 191** **Applied Music Non Major I** **1 credit**
 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: *None*
- Students may register for a 30 minute lesson by selecting an .01 section or 50 minute lesson by selecting an .02 section. 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)
- MUS 192** **Applied Music Non Major II** **1 credit**
 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: *MUS 191*
- Students may register for a 30 minute lesson by selecting an .01 section or 50 minute lesson by selecting an .02 section. 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)
- MUS 208(C)** **Music Theory 3** **3 credits**
 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.
 Theory 3: Covers chromatic harmony and an introduction to 18th century counterpoint. Courses must be taken in sequence.
Prerequisite: *MUS 107*
- MUS 209(C)** **Music Theory 4** **3 credits**
 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.
 Theory 4: Includes analysis of form, extended harmonies of the Romantic period, and 20th century and contemporary compositional techniques. Courses must be taken in sequence.
Prerequisite: *MUS 208*

MUS 213	Orchestra 3 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. <i>Prerequisite:</i> MUS 112	1 credit	MUS 233	Aural Skills 3 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. <i>Prerequisite:</i> MUS 132, and MUS 208 previously or concurrently	1 credit
MUS 214	Orchestra 4 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. <i>Prerequisite:</i> MUS 213	1 credit	MUS 234	Aural Skills 4 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. <i>Prerequisite:</i> MUS 233, and MUS 209 previously or concurrently	1 credit
MUS 223	Instrumental Vocal Ensemble 3 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. <i>Prerequisite:</i> MUS 122	1 credit	MUS 237	Class Piano III Open to all students. Deals with basic piano technique, with emphasis on playing scales, intervals, and chords. This technique is used to develop sight reading skills and a melodic awareness at the keyboard. <i>Prerequisite:</i> MUS 136	1 credit
MUS 224	Instrumental Vocal Ensemble 4 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. <i>Prerequisite:</i> MUS 223	1 credit	MUS 238	Class Piano 4 Open to all students. Deals with basic piano technique, with emphasis on playing scales, intervals, and chords. This technique is used to develop sight reading skills and a melodic awareness at the keyboard. <i>Prerequisite:</i> MUS 237	1 credit
MUS 229	Ensemble 3 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. <i>Prerequisite:</i> MUS 128	1 credit	MUS 243	Jazz Ensemble 3 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. <i>Prerequisite:</i> MUS 142	1 credit
MUS 230	Ensemble 4 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. <i>Prerequisite:</i> MUS 229	1 credit	MUS 244	Jazz Ensemble 4 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. <i>Prerequisite:</i> MUS 243	1 credit
			MUS 250(C)	Advanced Topics in Music 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	3 credits

particular expertise of the faculty teaching the course. Possible topics include Conducting, Arranging, Orchestration, and Analysis.

Prerequisites: MUS 107 (Music Theory 2), eligibility for ENG 101

- MUS 253** **Jazz Improvisation 3** **2 credits**
A performing class studying the repertoire and dealing with the techniques of jazz improvisation, including the use of scales in relation to jazz chord progressions, analysis of jazz styles and their harmonic progressions, and the practical use of instruments in the modern ensemble.
Prerequisite: MUS 152
- MUS 254** **Jazz Improvisation 4** **2 credits**
A performing class studying the repertoire and dealing with the techniques of jazz improvisation, including the use of scales in relation to jazz chord progressions, analysis of jazz styles and their harmonic progressions, and the practical use of instruments in the modern ensemble.
Prerequisite: MUS 253
- MUS 257** **Concert Band 3** **1 credit**
Performance oriented music group open to all students with appropriate performance skills. Students may be required to audition. 3 class hours
Prerequisite: MUS 156
- MUS 258** **Concert Band 4** **1 credit**
Performance oriented music group open to all students with appropriate performance skills. Students may be required to audition. 3 class hours
Prerequisite: MUS 257
- MUS 259(C)** **Music Literature 1** **3 credits**
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: ENG 102, Corequisite MUS 208 or permission of instructor
- MUS 260(C)** **Music Literature 2** **3 credits**
Representative music compositions of the Western European tradition are studied critically in their historical setting: Classic, Romantic, 20th Century and contemporary. Courses must be taken in sequence.
Prerequisite: MUS 259.

- MUS 263** **College Chorale 3** **1 credit**
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: MUS 162
- MUS 264** **College Chorale 4** **1 credit**
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: MUS 263
- MUS 273** **Applied Music for Majors III** **2 credits**
The serious study of individual music performance, through practical application of the major concentration. Each student will be assigned an Applied Music Instructor with whom he or she will study privately. Attendance is also required at both a weekly class and designated music concerts.
Prerequisite: 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 2 credits**
The serious study of individual music performance, through practical application of the major concentration. Each student will be assigned an Applied Music Instructor with whom he or she will study privately. Attendance is also required at both a weekly class and designated music concerts.
Prerequisite: 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 3 1 credit**
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 private-

ly. In addition to the lessons, attendance is also required at both a weekly class and designated music concerts.

Prerequisite: MUS 192

Students may register for a 30 minute lesson by selecting an .01 section or 50 minute lesson by selecting an .02 section. 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)

MUS 294 Applied Music Non Major 4 1 credit

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: MUS 293

Students may register for a 30 minute lesson by selecting an .01 section or 50 minute lesson by selecting an .02 section. 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)

NUTRITION

NTR 101 Introduction to Nutrition 3 credits

An introduction to the science of nutrition as it applies to everyday life. Students will learn how to apply the logic of science to their own nutritional concerns. Topics include the six major nutrients: carbohydrates, fats, proteins, vitamins, minerals, and water. The course also will examine energy balance, weight control, the digestive process, nutrition fads, supplements, fiber, and disease as it relates to nutrition and fitness. A dietary computer application is used throughout the semester to track personal dietary, energy, and fitness.

Prerequisite: Eligibility for ENG 101

NTR 201 Nutrition Through the Life Cycle 3 credits

A course designed to examine nutritional requirements needed for health promotion and disease prevention for each stage of the life cycle including: prenatal, infant, toddler, teenage, maternal, middle age, and senior. Sports nutrition, eating disorders, stress, food safety, and global nutrition will also be presented as it correlates to the cultural, psychosocial, and physical factors of human growth, development, and maintenance. Students will design diet plans for the different stages of the life cycle so that learned nutrition principles can be applied.

Prerequisite: NTR 101

NTR 210 Topics in Diet Theory 3 credits

In this course, students will explore a variety of traditional and modern dietary theories in order to gain a better understanding of traditional diets and fad diets that affect people's food choices. Students will look at scientific evidence that supports each diet theory, learn the dietary practices associated with each theory, and analyze the nutrition and health consequences that may result from following these diet practices.

Prerequisite: HFN 105 or NTR 101

NTR 230 Nutrition Science for Nutrition Majors 3 credits

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.

Prerequisites: BIO 100, BIO 107, BIO 217

Pre-/Co-requisite: CHM 221.

NURSING – ASSOCIATE DEGREE

NUR 170 Fundamentals of Nursing 9 credits

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.

Prerequisite: Acceptance into the Nursing Program.

Prerequisite or Corequisite: BIO 217, PHM 171, NUR/PNR 172, PSY 110, 4 Lecture Hours; 3 Laboratory Hours; 12 Clinical Hours

Additional Course Fees: Malpractice Insurance \$15, Misc Tests \$100, Supplies \$200, Program fee \$200, Technological device fee \$500. All fees subject to change.

NUR 172 Role Development I 2 credits

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.

Prerequisite: Acceptance into the Nursing Program.

Prerequisite or Corequisite: BIO 217, PSY 110, Corequisite: NUR/PNR 170 and PHM 171, 1.5 Lecture Hours; 0.5 Laboratory Hours

NUR 180 Health Promotion and Maintenance 9 credits
its
Across the Lifespan

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. This course is a cross listed course NUR/PNR 180.

Prerequisite: NUR/PNR 170, NUR/PNR 172, PHM 171.
Prerequisite or Corequisite: BIO 218, PSY 216.

Corequisite: PHM 181, 4 Lecture Hours; 3 Laboratory Hours; 12 Clinical Hours

Additional Course Fees: Malpractice Insurance \$15, Supplies \$200, Misc Tests \$100, Program fee \$200 (All fees are subject to change.)

NUR 270 Acute Care Across the Lifespan 8 credits

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: NUR 180, PHM 181. *Prerequisite or Corequisite:* BIO 229, ENG 101, *Corequisite:* PHM 271, 3 Lecture Hours; 3 Laboratory Hour; 12 Clinical Hours

Additional Course Fees: Malpractice Insurance \$15, Supplies \$200, Misc Tests \$100, Program fee \$200 (Fees are subject to change.)

NUR 280 Complex Care Across the Lifespan 8 credits

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.

Prerequisites: NUR 270, PHM 271. *Prerequisites or Corequisites:* ENG 102, SOC 110. *Corequisites:* NUR 282, PHM 281, 3 Lecture Hours; 3 Laboratory Hour; 12 Clinical Hours

Additional Course Fees: Malpractice Insurance \$15, Supplies \$50, Misc Tests \$100, Program fee \$200 (All fees are subject to change.)

NUR 282 Role Development 2 2 credits

Students will prepare for the transition from student role to entry level nurse. Students will explore political, professional and legal and ethical issues.

Prerequisites: NUR 270, PHM 271. *Prerequisites or Corequisites:* ENG 102, SOC 110. *Corequisites:* PHM 281, NUR 280, 1.5 Lecture Hours; 0.5 Laboratory Hours

PHILOSOPHY

PHI 100(C) Mythology 3 credits

All cultures have their own myths. Are myths merely fictions, make believe stories that distract us from more careful consideration and reflection about the world around us? To determine the meaning of myths, this course addresses the following questions: Do myths present other ways of knowing the world which science and philosophy cannot achieve? What might myths tell us about ourselves, other peoples, and the natural world?

PHI 101(C) Introduction to Philosophy 3 credits

A basic introduction to central questions in Western philosophy: Does God exist and how are we certain one way or the other? Does science provide reliable evidence about the way the world works? Do people have minds, souls, or are they just bodies? What makes an act the right thing to do? What is the difference between good art and bad art? Does life have no, one, or many meanings? Such questions are addressed reading classical texts in philosophy, and by arguing about these views.

PHI 103(C) Clear Thinking/Sound Reasoning 3 credits

Students will learn how to improve their ability to think and reason, to better understand the basis for their opinions, and to build convincing arguments in discussions and debates. By discussing controversial moral and political topics and examining scientific studies, opinion polls, and newspaper editorials students will learn ways one should not argue (by using what philosophers call fallacious reasoning) and then learn how to make more effective arguments.

PHI 110(C) Comparative Religion 3 credits

A comparative study of the major world religions, such as Hinduism, Buddhism, Judaism, Christianity, Islam, Confucianism, and Taoism, emphasizing their spirituality, beliefs, traditions, and rituals, as well as their historical development. Also critically examines selections of their scriptures.

PHI 120(C) Ethics 3 credits

Focuses on how to make better philosophical arguments about moral matters and thus how to make more informed decisions in a morally complex world. Discusses some central moral theories (such as natural law, utilitarianism, Kantian moral theory, virtue ethics, and feminist moral theories) which have informed Western philosophy's views on ethical decision mak-

ing. May address different philosophical arguments on issues such as abortion, animal rights, and the death penalty.

PHI 130(C) Topics in Philosophy 3 credits

A detailed examination of a particular debate or controversy in a specific aspect of philosophy. This may include such topics as philosophy and religion, specific philosophers, aesthetics, social and political philosophy, existentialism, phenomenology, feminism, environmental or medical ethics, and philosophy of law.

PHI 140(C) Environmental Ethics 3 credits

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, 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 3 credits

A detailed examination of a particular debate or controversy in a specific aspect of continental or analytic philosophy. This might include such topics as philosophy of law, philosophy of history and history of philosophy, philosophy of science, 20th century thinkers, philosophy of religion, aesthetics, social and political philosophy, existentialism and phenomenology. Students will be expected to complete a research paper as part of their coursework. The topic will be announced in advance.

Prerequisite: Any PHI 100-level course

PHARMACY SCIENCE AND TECHNOLOGY

PHM 171 Pharmacology I 1 credit

Pharmacology is the study of the action of drugs and how certain disease states are affected by these chemical interventions. This course will introduce the knowledge, skills, and attitudes necessary to continuously improve the quality and safety of the healthcare provided while preparing and administering medications to patients with stable or well managed health issues. Students will identify medications administered to prevent illness and manage common stable health conditions. Common topics to be discussed will include, names of medication (Generic and Brand), classification of drugs, indications for use, contraindication for use, therapeutic dose range, adverse effects and nursing implications.

Prerequisite: Acceptance into the Nursing Program.

Prerequisite or Corequisite: BIO 217, PSY 110. *Corequisite:* NUR/PNR 170, NUR/PNR 172, 1 Lecture Hour

PHM 181 Pharmacology II 1 credit

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 life span. Students will continue to identify medications that are administered for the promotion and maintenance of health including 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: NTR 101, NUR 170, PHM 171, PNR 182, NUR/PNR 172.

Prerequisite/Corequisite: BIO 218, PSY 216.

Corequisite: NUR/PNR 180,

1 Lecture Hour

PHM 271 Pharmacology III 1 credit

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 life span. 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.

Prerequisites: NUR 180, PHM 18.

Prerequisites or Corequisites: BIO 229, ENG 101.

Corequisite: NUR 270,

1 Lecture Hour

PHM 281 Pharmacology IV 1 credit

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 life span. 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.

Prerequisites: NUR 270, PHM 271. *Prerequisites or Corequisites:* ENG 102, SOC 110. *Corequisites:* NUR 280, NUR 282, 1 Lecture Hour

PHYSICS

- PHS 101(E) General Physics I 4 credits**
The principles of mechanics and fluids. Covers vectors, motion, and Newton's Laws, the Conservation Laws, gravitation, work and energy, and concepts of fluids. Applied trigonometry is taught when needed.
Prerequisite: MTH 104, previously or concurrently or adequate score on the Mathematics Placement Examination
- PHS 102(E) General Physics II 4 credits**
Basic concepts and principles of electricity and magnetism, light, and modern physics. Topics include Coulomb's Law, electric field, potential, current, resistance, magnetic fields, inductance, DC circuits, AC circuits, reflection, refraction, lenses, interference, diffraction, polarization, and atomic and nuclear relationships.
Prerequisite: PHS 101
- PHS 111(E) Physics for Engineers and Science Majors I 4 credits**
The study of particle kinematics and dynamics, work and energy, conservation laws of energy and linear momentum, rotational kinematics and dynamics, conservation of angular momentum, and simple harmonic motion. Calculus is used throughout the course.
Co-requisites: MTH 111 or MTH 113
- PHS 112(E) Physics for Engineers and Science Majors II 4 credits**
Concepts and principles of electricity and magnetism leading to Maxwell's equations. Topics covered are charge and matter, Gauss' Law, electrical potential, capacitors and dielectrics, current and resistance, magnetic field, Ampere's Law, Faraday's Law, inductance, electromagnetic oscillations, alternating current, and electromagnetic waves.
Prerequisites: PHS 111
Prerequisite or Corequisite: MTH 112 or MTH 114
- PHS 201(E) Physics for Engineers and Science Majors III 4 credits**
An introduction to wave theory and optics with major emphasis on modern physics. Topics include wave motion, optics, relativity, the quantum theory of light, the particle nature of matter, matter waves, quantum mechanics in one and three dimensions, atomic structure, solid state physics, and nuclear structure.
Prerequisite: PHS 112
Corequisite: MTH 212 or MTH 213

PRACTICAL NURSING (LPN)

- PNR 170 Fundamentals of Nursing 9 credits**
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.
Prerequisite: Acceptance into Nursing Program
Prerequisite or Corequisite: BIO 217, PHM 171, NUR 172, PSY 110, 4 Lecture Hours; 3 Laboratory Hours; 12 Clinical Hours
Additional Course Fees: Malpractice Insurance \$15, Misc Tests \$100, Supplies \$200, Program fee \$200, Technological device fee \$500. All fees subject to change.
- PNR 172 Role Development I 2 credits**
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.
Prerequisite: Acceptance into the Nursing Program.
Prerequisite or Corequisite: BIO 217, PSY 110, Corequisite: NUR/PNR 170 and PHM 171, 1.5 Lecture Hours; 0.5 Laboratory Hours
- PNR 180 Health Promotion and Maintenance 9 credits**
Across the Lifespan
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. Cross listed as NUR/PNR 180.
Prerequisite: NUR/PNR 170, NUR/PNR 172, PHM 171, PNR 182, Pre/ Corequisite: BIO 218, PSY 216, Corequisite: PHM 181, 4 Lecture Hours; 2 Laboratory Hours; 3 Clinical Hours
Additional Course Fees: Malpractice Insurance \$15, Supplies \$200, Misc Tests \$100, Program fee \$200 (All fees subject to change.)
- PNR 182 Practical Nurse Role Development II 2 credits**
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.
Prerequisites: PNR 172, PNR 170, Prerequisite or Corequisite: NTR 101, 1 Lecture Hour; 1 Clinical Hour

PNR 190 Practical Nurse Acute and Complex Care 3 credits
 Students will attain and synthesize the knowledge, skills and attitudes essential for entry level practice. Utilize 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: PNR 180, PHM 181, 1 Lecture Hour; 2 Clinical Hours

POLITICAL SCIENCE

POL 101(B) Introduction to Political Science 3 credits
 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: Eligible to enroll in ENG 101.

POL 110(B) U.S. National Government 3 credits
 An introduction to the structure, functions, and politics of the United States national (federal) government within its historical, constitutional, social, and theoretical context.

POL 120(B) State and Local Government 3 credits
 An introduction to the structure, function, and politics of United States government at the state, county, and municipal levels, emphasizing their roles within the federal system.

POL 125(B) World Politics 3 credits
 Surveys conflict and cooperation in world politics from several theoretical perspectives. While a variety of historical materials will be used, the focus of the course will be on the challenges and opportunities of the contemporary international community.

POL 126(B) Comparative Politics 3 credits
 A study of political systems in several nation states in various parts of the world. Coverage of countries and regions differs depending on the specialties and interests of instructor. Students learn about generalized comparative approaches, political culture, political ideologies and concepts of development, political processes, political institutions, leaders, parties, elections and participation in each state covered.

POL 140(B) Civil Liberties and Civil Rights 3 credits
 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 govern-

ment, 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 3 credits
 In this course students will survey classic political texts and sample the relevant scholarship of political science to explore a current and/or historical topic in political science. The focus of the course may change each time it is offered.

POL 230(B) Topics in Political Science 3 credits
 In this course students will survey the political science literature and use primary source materials to explore a current and/or historical topic in political science. The focus of the course will change each semester. Students will be expected to complete a research project.
Prerequisites: One previous POL class, ENG 101, and others appropriate to the topic, which will be announced each semester.

PSYCHOLOGY

PSY 110(B) Introduction to Psychology 3 credits
 Introduction to the study and principles of behavior. Topics include general principles of scientific investigation; physiological bases of behavior including sensation, perception, learning, emotion, and motivation; development; individual differences; attitudes; and group dynamics.
Prerequisite: Eligibility for ENG 101.

PSY 142(D) Statistics for Psychology 3 credits
 An introduction to statistics for students interested in careers in psychology or related fields. Descriptive and inferential statistics are applied to psychological and social problems. Topics include probability theory, descriptive statistics, the binomial and normal distributions, confidence intervals, chi square tests, t tests, analysis of variance, correlation, and simple regression. A computer based statistical package is used to analyze data.
Prerequisites: PSY 110, and MTH 095 or MTH 099 with a grade of C or better or SM18, or adequate score on the Mathematics Placement Examination.

PSY 200 Information Literacy in Psychology 1 credit
 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.
Prerequisites: PSY 110, PSY 142
Co-requisite: PSY 222

- PSY 202(B) Ecopsychology 3 credits**
 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.
Prerequisites: PSY 110
- PSY 203(B) Human Sexuality 3 credits**
 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.
Prerequisite: PSY 110
- PSY 210(B) Social Psychology 3 credits**
 An introduction to the study, principles and findings of Social Psychology. Topics include methods of research; social perception (self perception, perception of others and perceiving groups); social influence (attitudes and conformity); social relations (attractions, altruism and aggression) and applying social psychology (law, business and health).
Prerequisite: PSY 110
- PSY 215(B) Child Psychology 3 credits**
 Facts and principles of child development including maturational, emotional, intellectual cognitive, verbal, and social factors at various ages. Theories regarding personality development and intellectual growth are examined.
Prerequisite: PSY 110
- PSY 216(B) Human Development 3 credits**
 A study of human development with emphasis on the broad physical, maturational, and behavioral changes occurring throughout the life span and the factors and conditions that influence these changes.
Prerequisite: PSY 110
- PSY 217(B) Abnormal Psychology 3 credits**
 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.
Prerequisite: PSY 110

- PSY 218(B) Adolescent Psychology 3 credits**
 An exploration of adolescent changes including physical, maturational, cognitive, social, and emotional factors. Adolescent development is also viewed from various theoretical points of view. Vocational and educational developments are considered.
Prerequisite: PSY 110
- PSY 220(B) Educational Psychology 3 credits**
 A study of the principles of development, learning, and measurement applied to educational situations. Examination of contemporary theories of learning.
Prerequisite: PSY 110
- PSY 222(B) Research Methods in Psychology 3 credits**
 An introduction to research methods in psychology or related fields. Covers literature reviews, critical evaluations of articles in professional journals, the design of research studies, and use of a computer based statistical package to analyze data. Independent research focuses on the procedures involved in conducting studies and writing research reports. Group laboratory exercises are included.
Prerequisites: PSY 110 and PSY 142
Co-requisite: PSY 200
- PSY 224 (B) Psychology of Women 3 credits**
 An exploration of some of the psychological issues relevant to women. Theories of female psychology and research findings will be considered, as will biological, social and cultural factors that affect females. Topics to be discussed may include female life span development; gender identity; gender differences in mental health and sexuality; sexism; and violence against women. This course is designed for both female and male students who are interested in learning about women's lives from a bio psychosocial perspective.
Prerequisite: PSY 110
- PSY 225(B) Psychology of Men 3 credits**
 An exploration of what it means to "be a man" and what society expects of males. Current theories of male psychology and masculinity from multicultural, biological, and psychosocial perspectives will be considered. Topics include: gender identity and gender roles; how boys learn to become men; absent fathers and father hunger; competition, success and work; violence and aggression; sexuality and homophobia; patriarchy, privilege and power; relationships and intimacy; family roles and fatherhood; physical and mental health issues. The course is designed for both men and women who are interested in learning about men, as well as men's roles in the family, at work, and in society.
Prerequisite: PSY 110

PSY 226(B) Health Psychology 3 credits

An examination of how biological, psychological, and social systems interact with physical and mental health. Topics may include research in health psychology; health disparities across diverse groups; the effects of, and coping with, stress; lifestyle choices such as diet and exercise; health behaviors; illness and injury; prevention efforts; utilization of the health care system; pain management; and the development and treatment of chronic diseases.

Prerequisite: PSY 110, ENG 101

PSY 230(B) Topics in Psychology 3 credits

Surveys the psychological literature and uses primary source materials to explore a current and/or historical topic in psychology. Includes a research project. The focus of the course will change each semester.

Prerequisites: PSY 110, ENG 101 and others appropriate to the topic as announced.

PSY 233(B) Psychology of Aging 3 credits

Examines the psychological development and functioning of the older adult, looking specifically at how the aging process affects the psychological functioning and behavior of the individual. It will address both the biological and behavioral factors of the aging personality and mental functioning with a goal of preparing the student to understand and effectively work with the older adult.

Prerequisite: PSY 110

PSY 240(B) Forensic Psychology 3 credits

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.

Prerequisites: PSY 110

PSY 242(B) Essential Counseling Skills 3 credits

A hands-on, experiential exploration of essential beginning counseling skills. Topics include: professional behavior and ethics, building and helping relationship; developing listening, invitational, reflecting, challenging, goal-setting and change skills. Extensive classroom practice and activities in small groups and pairs.

Prerequisite: PSY 110

PSY 250(B) Psychology of Sport 3 credits

Examines how the major theoretical frameworks in psychology relate to sport. The focus is on how an understanding of psychological concepts such as achievement, motivation, personality theory, aggression, and anxiety can be used to facilitate the athlete's enjoyment and performance in sport.

Prerequisite: PSY 110

PSY 260(B) Personality 3 credits

This course provides an overview of the major theories of personality and the contributions each has made to our understanding of human behavior.

Prerequisite: PSY 110

PSY 265 (B) Cognitive Psychology 3 credits

An introduction to human cognition. Topics include how cognitive psychologists study human thought processes and research findings in perception, attention, memory, language, problem solving, and intelligence.

Prerequisite: PSY 110

PSY 270 (B) Mind, Brain and Behavior 3 credits

An introduction to the neural foundations for behavior. Topics include how neuroscientists and cognitive neuroscientists study the brain and nervous system, the organization of the brain and nervous system, the major brain circuits and brain functions, and some major brain diseases and disorders.

Prerequisites: PSY 110. An introductory biology course is also recommended.

RADIOLOGY

RDL 115 Patient Care I 3 credits

Introduces new radiography students to the basic skills required for participation in the clinical experience portions of the program. Topics covered are 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. A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.

Prerequisite: Acceptance into program

Co-requisites: RDL 132 and RDL 122

RDL 122 Radiographic Techniques and Control I 3 credits

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 is concurrent. A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.

Prerequisite: MTH 095 or MTH 099 with a C- or better or SM18, or equivalent score on the Mathematics Placement Examination.

RDL	123	Radiographic Techniques and Control II	3 credits
		Radiographic circuits are studied to understand technique control. Quality Assurance standards and procedures are presented. Lab experiments are performed to further understand QA practice. A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.	
		<i>Prerequisite:</i> RDL 122 with a C+ or better. <i>Corequisite:</i> RDL 142.	
RDL	132	Radiographic Positioning and Related Anatomy I	3 credits
		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. A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.	
		<i>Prerequisite:</i> Acceptance into program	
RDL	133	Radiographic Positioning and Related Anatomy II	3 credits
		Study of the spine, skull, and facial bones. A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.	
		<i>Prerequisites:</i> RDL 132 and BIO 117 or BIO 217 with a grade of C+ or better. <i>Co requisites:</i> RDL 142 and BIO 118 or BIO 2188	
RDL	141	Clinical Education and Lab Experience I	2 credits
		Under the supervision of staff technologists, students carry out the radiographic procedures covered in classes during the summer and fall semesters. Competency in these procedures is assessed through Competency Testing of previously learned procedures. A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.	
		<i>Prerequisite:</i> Acceptance into program. <i>Corequisites:</i> RDL 115 and RDL 132. <i>Additional Course Fee:</i> \$15.00 Malpractice Insurance (The fee is subject to change.)	
RDL	142	Clinical Education and Lab Experience II	3 credits
		Application of skills in the performance of all examinations thus far covered, and Competency Testing as scheduled. A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.	
		<i>Prerequisite:</i> RDL 141 with a grade of C+ or better. <i>Corequisites:</i> RDL 123 and RDL 133. <i>Additional Course Fee:</i> \$15.00 Malpractice Insurance and Rad Tech Program fee. (The fee is subject to change.)	
RDL	158	Clinical Internship II	1 credit
		Application of skills in the performance of all examinations thus far covered, and Competency Testing as scheduled. A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.	

		<i>Prerequisite:</i> RDL 141 with a grade of C+ or better. <i>Corequisites:</i> RDL 123 and RDL 133	
RDL	190	Radiologic Instrumentation	3 credits
		Concepts of radiation and fundamental principles of physics as applied to diagnostic imaging equipment. Forms of electromagnetic radiation and radiation interactions with matter, principles of operation of X ray transformers, circuits, rectification, and accessory machine devices will be covered. A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.	
		<i>Prerequisite:</i> RDL 123 with a grade of C+ or better. <i>Corequisite:</i> RDL 242	
RDL	215	Patient Care II	2 credits
		Patient care skills are covered as a continuation of RDL 115. Topics covered include medical law, medical emergencies, health and wellness, venipuncture and patient care procedures. Sessions include demonstration and practice of venipuncture and patient care procedures. A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.	
		<i>Prerequisites:</i> RRDL 115 and RDL 142. <i>Corequisite:</i> RDL 251	
RDL	221	Advanced Procedures and Techniques I	3 credits
		A review of the anatomy and 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. A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.	
		<i>Prerequisite:</i> RDL 123 with a C+ or better. <i>Corequisite:</i> RDL 241	
RDL	233	Special Radiology Studies	3 credits
		Elements of radiographic contrast media are related to specific procedures. Covers special radiographic examinations including examinations of the gastrointestinal system, urinary system, circulatory system, and nervous system. Invasive and non invasive procedures are also covered. A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.	
		<i>Prerequisites:</i> RDL 133 and BIO 118 or 218 with a grade of C+ or better. <i>Corequisite:</i> RDL 241	
RDL	234	Advanced Procedures and Techniques II	3 credits
		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. A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.

Prerequisite: RDL 221 with a grade of C+ or better. *Corequisite:* RDL 242

RDL 241 Clinical Education and Lab Experience III 3 credits

With less direct supervision, students carry out some of the more specialized radiographic procedures and operate equipment used for these procedures. Rotations to various clinical areas continue. Competency testing is conducted. A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.

RDL 251, and BIO 118 or BIO 218 with a grade of C+ or better. Corequisites: RDL 221, RDL 142 and RDL 233

RDL 242 Clinical Education and Lab Experience IV 3 credits

Practice in the procedures and studies covered in previous Clinical Education and Internship experiences are continued. Indirect supervision of the student is allowed. Competency Testing for all studies of the skull is carried out. Students who receive an incomplete in the course will have six weeks following spring semester to complete clinical assignments. A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.

Prerequisites: RDL 241 and 158 with a grade of C+ or better. *Corequisites:* RDL 190 and RDL 234

Additional Course Fee: \$15.00 Malpractice Insurance and Rad Tech Program fee. (The fee is subject to change.)

RDL 251 Clinical Internship II 4 credits

This experience will be full time, five days a week in the clinical affiliate. Includes opportunities to synthesize and put into practice all previously learned information and procedures. The extended period of time allows refurbishing of skills, improves speed, and increases efficiency in carrying out routine procedures. Competence Testing continues. A grade of "C+" or better is required in all RDL courses to remain in and graduate from this program.

Prerequisites: RDL 142 with a grade of C+ or better.

RUSSIAN

RUS 101 Elementary Russian I 3 credits

Elementary Russian I will introduce you to the Russian language and culture. The development of basic conversational skills in Russian is emphasized, supplemented by elements of grammar and simple readings. The course is designed for those who have never studied Russian before or have had one or two years of high school Russian.

RUS 102 Elementary Russian II 3 credits

This course builds on the Russian language skills students acquired in RUS 101 or in the previous one to three years of high school study. Much of class-

room communication is conducted in Russian. Basic grammar, pronunciation, practical vocabulary and usage, with emphasis on communication and oral proficiency will increase the students' basic knowledge of Russian.

Prerequisite: RUS 101 or a year of high school Russian

FOR SEC (Information Security and Assurance) classes see CSI

SCIENCE AND TECHNOLOGY

SEM 102 Introduction to Culinary Science 4 credits

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.

Prerequisites: Eligibility for ENG 101 and 24 credits in CUL designated courses

SEM 110(E) Introduction to Robotics I 4 credits

Explore the multidisciplinary world of robotics, and its relevance to current humanitarian, social, and environmental concerns. Modeling the fields of science and engineering, this class will be based on teamwork and cooperative problem solving in a supportive, hands on, laboratory environment. Solutions to a series of challenges will be designed, constructed, tested and revised by students working together in groups. A standard, modular, mobile robotics system will be used to design and construct robots capable of carrying out a single task or multiple tasks related to a variety of applications. The role of science, engineering and technology in modern society will also be explored. (Same as EGR 110.)

SEM 111(E) Introduction to Robotics II 4 credits

As a continuation of EGR/SEM 110, this class will be based on teamwork and cooperative problem solving in a supportive, hands on, laboratory environment. Solutions to a series of challenges will be designed, constructed, tested and revised by students working together in groups. Robots will be based on a standard, modular, mobile robotics system with the addition of sensors designed and built by students. A text based language (similar to C) will be used for programming the robots.

Prerequisite: EGR or SEM 110

SEM 116(E) Astrobiology: Creation, Evolution and Life 4 credits

Bring your willingness to ponder some big questions as we explore the rich and awe inspiring story of the origin and evolution of energy, matter and life

as it is unfolding. What is the fascinating connection between life and the stars? Is there other life in the universe? How is the universe changing, and what will the fate of the Earth be? This course looks at new findings about the 15 billion year history of the cosmos from the diverse perspectives of astronomy and biology in classroom and laboratory settings to answer these questions and more. (Same as AST 116 and BIO 116).

SEM 130(E) Topics in Science 4 credits

An exploratory course in natural science. May include contemporary topics involving exciting new developments in botany, chemistry, genetics, geology, human biology, oceanography, physics, and zoology. Issues such as radioactivity and the disposal of nuclear waste, fossil fuels and nuclear energy, gene technologies, and human population growth will be discussed from a scientific perspective.

3 class hours, and 3 laboratory hours

SEM 280/281 Cooperative Education in Science, Engineering, and Mathematics I and II 3 credits each

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.

Prerequisites: 2 semesters of course work in an SEM academic program (dependent on particular program) and permission of co-op coordinator.

SOCIOLOGY

SOC 110(B) Introduction to Sociology 3 credits

A scientific examination of human social phenomena. Major topics include interaction, statuses and roles, groups, social institutions, culture, socialization, social control, conforming and deviant behavior, collective behavior, social inequality, demography, social change, urbanism, industrialism and globalization.

Prerequisite: ENG 101 eligibility

SOC 130(B) Intimate Relationships, Marriage and Family 3 credits

Courtship, marriage, and other relationships among husband, wife, and children. Social, economic, and emotional problems in marriage and family life are analyzed. Also surveyed are the social forces operating in mate selection and the social dynamics, structures, functions, and changes of marriage and the family.

SOC 150(B) Topics in Sociology 3 credits

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 3 credits

Information about and problems of death and dying from a sociological perspective. Major topics include the demography of death; cross cultural, subcultural, and religious views of death and dying; sociological analysis of funerals; aging and death; and the dying patient and caring institutions.

Prerequisite: SOC 110

SOC 208(B) Substance Abuse /HSV 3 credits

This courses introduces concepts relevant to the diagnosis and treatment of substance abuse, including the disease concept; the effect of alcohol and other drugs on the body; medical complications; the effect of substance abuse problems on the family and others; and special issues related to populations such as adolescents, individuals at risk for suicide, women, the elderly, and individuals with a dual diagnosis. Same as HSV 208.

Prerequisites: PSY 110 or SOC 110

SOC 213(B) Urban Sociology 3 credits

A sociological examination of urban phenomena around the world with special emphasis upon urban conditions in the United States. Particular attention is given to the urban revolution, the nature of the city, the history of urban developments, spatial and physical aspects of the urban environment, urban social structure, urban social institutions, and urban social problems.

Prerequisite: SOC 110

SOC 214(B) Social Problems 3 credits

A sociological examination of the nature, causes and consequences of, and potential solutions for, social problems. Attention will be focused on problems of deviant behavior, structural problems, problems of inequality, institutional problems, and global survival problems.

Prerequisite: SOC 110

SOC 215(B) Sociology of Sex and Gender 3 credits

An introduction to sociological perspectives on the complex historical processes that contribute to the social construction of gender. This course examines different theories generated to explain the system of inequalities in the United States. Particular attention will be given to the intersection of gender, sexuality, class ethnicity, and race. Social change and the place of feminism in that change will be a central focus of the course.

Prerequisite: SOC 110

SOC 216(B) Environmental Sociology 3 credits
 This course examines the interaction between human society and the natural environment. Students learn how sociologists analyze the growing concerns for environmental quality. The sociological framework includes the exploration of the foundations of industrialization and capitalism as well as the history of the environmental movement. How do issues of social inequality, power, community and knowledge impact environmental outcomes, at the local, as well as the global level? Course topics include issues such as environmental justice and social inequities in the exposure to ecological hazard, environmental degradation, global warming and climate disruption.
Prerequisite: SOC 110 or permission of the instructor.

SOC 220(B) Race and Ethnicity 3 credits
 The relationships among different racial and ethnic groups and the dominant culture in the United States from a socio historical perspective. Particular attention will be given to such concepts as dominant minority group relations, racism, discrimination, ethnicity, immigration, assimilation, and pluralism. Some of the groups analyzed are African Americans, Hispanic Americans, Jewish Americans, Asian Americans, and Native Americans.
Prerequisite: SOC 110

SOC 235(B) Sociology of the Family 3 credits
 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: SOC 110

SOC 240(B) Sociology of Sport 3 credits
 An in depth sociological analysis of sport. Examines the nature of sport, people's sport related experiences, sport as a social institution in modern societies, and the articulation of sport with other social institutions. Special emphasis will be given to organized, competitive, and professional sport in the United States.
Prerequisite: SOC 110

SOC 250(B) Topics in Sociology 3 credits
 In this course students will survey the sociological literature and use primary source materials to explore a current and/or historic topic in sociology. The focus of the course may change each semester. Students will be expected to complete a research project.
Prerequisites: SOC 110 and additional prerequisites appropriate to the topic when the course is announced

SOC 276/ Internship in Sociology 1-3 credits
277/278
 A project designed by an interested student and sponsoring faculty member and approved by a Division committee. Off campus work familiarizes the student with concrete and practical examples of principles studied in class or through reading or research. Student interns keep logs of their activities, meet regularly with their faculty sponsors, and write papers.
Prerequisites: Two SOC courses and permission of instructor.

SPANISH

SPA 100 Conversational Spanish 1 credits
 Attention is given to speaking and understanding the contemporary colloquial idiom of the native speaker. The course is especially concerned with giving police and other interested groups the ability to express themselves tersely in matters of interest to them.
 Note: To take SPA 101 for credit, a student shall have successfully completed no more than two High School years of Spanish study. This policy may be waived for students who took their High School language course three or more years before they sign up for SPA 101.

SPA 101(C) Elementary Spanish I 3 credits
 An introduction to the Spanish language and culture, this course is designed for students without previous study of the language. The course includes oral practice of dialogues, vocabulary and basic grammar to help students communicate in Spanish at a basic level. Classes will be conducted mainly in Spanish to enable students to acquire listening and speaking skills. Grammatical content includes regular and irregular verbs in the present tense, ser vs. estar, agreement of nouns and adjectives, numbers up to 100, weather expressions, telling time. Communicative goals include introductions and greetings, talking about your classes, your family and everyday activities, describing people and things, making plans and invitations and talking about the weather.
NOTE 1: To take SPA 101 for credit, a student shall have successfully completed no more than two high school years of Spanish study. This policy may be waived for students who took their high school language course three or more years before they sign up for SPA 101.
NOTE 2: SPA 101 and 102 cannot be taken concurrently.

SPA 102(C) Elementary Spanish II 3 credits
 This course builds on the knowledge and skills developed in Elementary Spanish 1. It is designed for students who completed two or three years of Spanish in high school or one semester of college Spanish. Classes are conducted in Spanish to develop students' listening and speaking skills. Grammatical content includes object pronouns, verbs in the past tenses (preterit and imperfect), reflexive verbs, commands. Communicative goals include

shopping for clothes and ordering at a restaurant, describing a house or apartment, describing routines and household chores and talking about simple past events.

NOTE 2: SPA 101 and 102 cannot be taken concurrently.

- SPA 105 Intensive Elementary Spanish 6 credits**
Covers the course content of SPA 101 and SPA 102 (Elementary Spanish) in one semester.
- SPA 106 Workplace Spanish 3 credits**
Prepares non Spanish speakers for interaction with Spanish speakers in the workplace. Students learn basic Spanish phrases, expressions, and questions necessary to carry out specific procedures necessary to their field of work. Oral performance is stressed over reading and writing. The focus will vary each semester and will cover one of the following: Spanish for firefighters, dental staff, nurses, school administrators, bank tellers, business professionals, child care facility staff, restaurant staff, hotel staff, secretaries, and receptionists. Other occupations may be covered as needed
Prerequisite: One semester of college level Spanish or one year of high school Spanish
- SPA 107 Spanish for Law Enforcement 3 credits**
Designed to prepare students in the Criminal Justice program to perform basic duties in the field in Spanish. Students will not become fluent speakers of Spanish; however, upon completion of the course, they should be able to use commands and yes/no questions in a variety of work related situations.
- SPA 110(C) Introduction to Latino Studies 3 credits**
This course is an interdisciplinary exploration of the major Latino communities in the United States. The course will study the predominant US Latino 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 documentary 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 Latino populations through this academically expansive perspective. Taught in English.
Prerequisite: Eligibility for ENG 101
- SPA 111 Spanish for Health Related Careers I 3 credits**
Spanish for Health Related Careers I is an elementary level course designed for people currently employed in the medical field or for those students

planning a career in a health related field. This course would be beneficial for anyone in the field of medicine, nursing, pharmacology, radiographic technology, physical therapy or dentistry as well as those working as receptionists or office managers in a medical facility. 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.

Prerequisite: One year of high school Spanish or one semester of college Spanish, taken within the last three years.

- SPA 112 Spanish for Health Related Careers II 3 credits**
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: SPA 111 or intermediate proficiency in Spanish
- SPA 120 Advanced Conversational Spanish 3 credits**
This course is a continuation of Conversational Spanish, with more emphasis on two of the basic skills necessary for the mastery of a foreign language: listening and speaking. Special attention is given to pronunciation and conversational patterns. Contemporary themes are emphasized along with intense oral drills and practical vocabulary. Focus will be given to Spanish dialect from the Caribbean, Central and South America.
Prerequisite: SPA 100
- SPA 201(C) Intermediate Spanish I 3 credits**
Starting with a solid review of first year contents, this course introduces more advanced vocabulary and complex grammatical structures. It is designed for students who have had three or four years of high school Spanish or who have completed the first year of college Spanish. Grammatical content includes reinforcement of present and past tenses, double object pronouns, formal and informal commands, the present subjunctive with verbs of will and influence, emotion and doubt, and the perfect tenses (e.g. he hablado= I have spoken). Communicative goals include telling a basic story in the past, expressing beliefs and opinions about issues, giving and receiving directions and giving advice to others.
- SPA 202(C) Intermediate Spanish II 3 credits**
This course builds on the knowledge and skills developed in Intermediate Spanish I. It is designed for students who have completed four or five years high school Spanish or who have completed one semester of intermediate college level Spanish. This course reinforces content covered in the first three

semesters and introduces students to advanced grammar and vocabulary. Grammatical content includes present subjunctive in adverbial clauses, the present perfect subjunctive, the future tense, the past subjunctive, the conditional tense, the conditional perfect, Si clauses and a summary of the uses of the subjunctive. Communicative goals include talking about future plans, talking about work, expressing agreement and disagreement, expressing wishes and emotions in the past, talking about what you would do and discussing current events and issues.

SPA 203(C) Spanish for Native Speakers 3 credits

This course is designed to strengthen students' ability in speaking, reading, writing, and listening in Spanish and to increase knowledge of Spanish cultures in 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: Fluency in spoken Spanish

SPA 204(C) Spanish for Native Speakers II 3 credits

Prepares native Spanish speakers for composition through the study of formal written Spanish. Emphasis will be placed on efficient and contemporary Spanish usage. The course will be taught in Spanish, although comparisons between English and Spanish will be encouraged in order to take full advantage of students' bilingual background.

Prerequisite: SPA 203

SPA 205(C) Advanced Spanish Conversation 3 credits

Develops listening and speaking skills in diverse social settings. This course teaches practical strategies for effective communication in Spanish through careful analysis of conversations by native Spanish speakers. Emphasis is on the study and practice of idiomatic vocabulary for social interaction. Students are expected to use Spanish exclusively and to apply grammar concepts learned in their previous study of the language. Students will be evaluated through oral presentations, dialogue improvisations and debates. Suitable for students with intermediate knowledge of Spanish grammar and vocabulary. This course is NOT appropriate for native Spanish speakers who are already fluent in the language.

Prerequisite: Prerequisite: SPA 202 previously or concurrently, or four years of high school Spanish.

SPA 206(C) Advanced Spanish Composition 3 credits

Develops reading and writing skills through the study of the major expository modes: description, narration, exposition and argumentation. Emphasis is on effective written communication through development of writing tools such as control of grammar, range of vocabulary and techniques for organizing information. This course is appropriate for advanced language learners as well as for Spanish native speakers who need to improve their written Spanish.

Prerequisite: SPA 202 or four years of high school Spanish or SPA 203.

SPA 208(C) Latino Literature 3 credits

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

Prerequisite: ENG 102.

SPA 209(C) Introduction to Latin American Cultures and Civilizations 3 credits

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: ENG 101.

SPA 210(C) Topics in Spanish 3 credits

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-

an) Hispanics 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: ENG 101.

SPA 211 (C) Survey of Hispanic Literature I 3 credits

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: SPA 202 or equivalent

SPA 212 (C) Survey of Hispanic Literature II 3 credits

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: SPA 202 or equivalent

SPA 214(C) The Spanish Short Story 3 credits

This intermediate level course will expand students' understanding of the Spanish language and culture through the reading of short stories by major Latin American and Spanish authors. Taught in Spanish, this course will develop oral skills through class discussions, debates and brief oral presentations. Students will be asked to write personal and creative responses to the stories in order to improve their writing skills. The readings will also provide an opportunity for vocabulary building activities and the discussion of fine grammar points.

Prerequisite: SPA 202 previously or concurrently, or 4 or more years of high school Spanish.

SPA 215(C) Vamos al cine: Spanish and Latin American Culture in Film 3 credits

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: SPA 201 or equivalent.

SPORT Administration

SPO 110 Introduction to Sport Management 3 credits

Surveys the structure of the sport industry and reviews basic trends and issues in sport, including labor organization, management, marketing, economics, accounting, finance and law.

SPO 211 Sport Law 3 credits

A study of the substantive law concerning amateur and professional sports. Includes amateur athletics, discrimination based on gender, contract law, tort law, drug testing, trademark law, and antitrust law.

SOCIAL SCIENCE

SSN 101 College Success and the Adult Learner 1 credits

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 1 credits

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 103 Children and Families in the Social Environment 3 credits

An examination of the child's and family's place in the social environment, historically and cross culturally. Especially appropriate for individuals who work, plan to work, or volunteer in schools, clinics, health care facilities or social service agencies. Emphasis will be placed on the interplay between socio cultural structure and interpersonal relationships, considering such factors as race, ethnicity, gender, class and age.

SSN 104(B) Soul of a Citizen: Topics in Community Service Learning 3 credits

This course offers students an opportunity to study and engage in Community Service Learning structured around a specific topic or theme that may change each time the course is offered. Students will begin by exploring such important questions as, what is Community Service Learning? How does Community Service Learning work as 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. homeless) and then design and implement a community service learning project based on what they have learned. The semester will culminate with students reflecting upon the evolution of their work and reporting on that evolution in written and/or oral format.

Prerequisite: ENG 101 eligibility

SSN 120(B) Conflict Resolution and Mediation 3 credits

Critically examines the cycle of conflict in western society and provides an overview of traditional and alternative strategies of conflict resolution, including mediation. The complexities of power imbalances and cultural differences are explored within the frameworks of personal and structural conflict. Conflict is viewed as an opportunity for growth and empowerment, rather than merely as a problem to be solved. Students learn conflict resolution and mediation skills that are transferable to work, home and school.

SSN 130 Insects and Society 3 credit

An overview of how humans and insects interact with one another. Emphasis will be placed on historical and cultural impacts of insects on the human race. Topics may include: basic insect biology, cultural entomology and human use, insects and history, insects as disease vectors, impact and suppression of pests, and forensic entomology.

SSN 200 Topics in Social Science 1 credit

A research problem of special interest to the student and/or a critical review of literature. Initiated by the student by petition to a faculty member in the subject within which the work will be done.

Prerequisite: Permission of the instructor

SSN 230(B) Interdisciplinary Topics in Social Science 3 credits

Students will survey the research literature and use primary source materials to explore a current and/or historic topic that crosses the boundaries of two or more disciplines in the social sciences. The focus of the course may change each semester it is offered. Students will be expected to complete a research topic.

Prerequisite: Will vary according to topic; topic will be announced

SSN 250 Mini-Course in Social Science 1 credit

Instructor initiated. Involves a critical review of literature, research, and studies relating to a relatively restricted topic.

SSN 280/281 Cooperative Education Social Sciences I, II 3 credits in the

Expansion of classroom knowledge in social sciences through supervised field experience. Fifteen to twenty hours per week of work experience, plus weekly, 50 minute seminars to discuss field work.

Prerequisites: Economics and Government: 2 courses in the field; Psychology and Sociology: 2 courses in the field or in the two fields; Criminal Justice: CRJ 100, CRJ 111, SOC 110, and PSY 110

SUSTAINABILITY

SUS 101(E) Introduction to Sustainability Studies 4 credits

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 life styles 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 4 credits

This course provides an overview of renewable energy resources including solar, wind, geothermal, biomass, tidal, wave, hydropower, 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 the 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 4 credit

This course provides the 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 the optimum energy consumption strategies.

SUS	105	Introduction to Wind Energy	2 credit
		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	2 credit
		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	4 credit
		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	108	Issues in Sustainability	3 credit
		An introduction to sustainability studies through the lens of human ecology: exploring relationships between nature and culture; understanding current challenges to global and local ecologies and the cultures imbedded in them; considering varied solutions to social/environmental problems; creating new visions of healthy nature/culture relations; enhancing personal motivations for engaging in solutions.	
SUS	109	Renewable Energy Technology Internship	3 credit
		This supervised field training program will further the hands on skills students have acquired in SUS 104: Introduction to Solar Energy and SUS 105: Introduction to Wind Energy. 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.	
		<i>Prerequisite:</i> SUS 104 or SUS 105 or SUS 113 and SUS 114	
SUS	110	Green Careers Exploration	2 credit
		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	2 credit
		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	2 credit
		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	4 credit
		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	4 credit
		The choices we make in our every day 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 3 credit
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: SUS 116, SUS 216 and SUS 220

SUS 150 Topics in Sustainability Studies 3 credit
This course will explore in depth a current and/or historical topic in environmental sustainability. 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 4 credit
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 3 credit
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: Permission of instructor is required. Field trips will involve physical activity and appropriate dress.

THEATER

THE 100(C) Introduction to Theater 3 credits
This introductory course is designed to enhance the enjoyment and understanding of a theatrical experience. Students will explore the nature of the-

ater 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. Students in this course will be required to attend a live theatrical performance.

THE 110(C) Fundamentals of Acting 3 credits
Introduces acting fundamentals, which include improvisational techniques, actor relationships to the audience, voice and diction work, script analysis, and character development. Exercises to increase self confidence and to enhance communication skills are stressed. There will be opportunities to prepare and rehearse scenework in preparation for furthering performance skills.

THE 112 Costume Construction 3 credits
This class focuses on the realization of costume design through costume construction. Costume Construction 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 the 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 3 credits
The body is an actor's instrument. In performance, the actor's body alignment, shape, senses, 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 I 4 credits
This class focuses on the conceptual and practical application of scenic construction, lighting, and stage props in the theater. Stagecraft 1 will familiarize the student with the equipment, hardware, safety, and techniques common in each area through lecture and practical experience. Students will par-

ticipate in laboratories that will apply the concepts learned in class to the construction of the scenery, props and lighting for the HCC fall mainstage production. Students will engage in analysis and interpretation of dramatic writing and survey major historical events associated with technical theater.

THE 125(C) Stagecraft II 4 credits

This course builds upon the concepts and practical applications gained in Stagecraft I (THE 124), including scenic construction, lighting, and stage props. Students will explore the design aspects of scenery, lighting and sound as well as the fundamentals of stage management. Students will examine various stagecraft theories and practices as they work to build the technical requirements of the HCC spring mainstage production.

Prerequisite: THE 124 or permission of the instructor

THE 141 Practicum in Theater Arts I 1 credit

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 1 credit

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: THE 141

THE 181(C) Musical Theater Workshop I 4 credits

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.

THE 182(C) Musical Theater Workshop II 4 credits

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.

Prerequisite: MUS 181 or THE 181 (Same as MUS 182)

THE 210 Acting II 3 credits

This course will increase your ability to live truthfully under imaginary circumstances on stage and intensify the training you received in Fundamen-

tals of Acting 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: THE 110

THE 212(C) Theater History: Classical Theater 3 credits

A history of the theater from its origins in ancient Greece to the neoclassical theater of France and England in the 17th century.

THE 213(C) Theater History: Modern Drama 3 credits

A history of the modern theater from the Romantic Movement to contemporary postmodern theater.

THE 218 Voice and Diction 3 credits

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 3 credits

Creative writing exercises and class activities will help students develop their own projects, such as writing short plays, screenplays, or monologues, or scripting and shooting a short movie. Students will learn about the elements of drama by analyzing the structure and dialogue of a few selected plays, and by actively exploring these ideas in their own writing. Student work will be considered for production. (Same as ENG 227)

Prerequisite: ENG 102

THE 235(C) Topics in Communication, Media and Theater Arts 3 credits

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. A detailed study is made of each special topic with particular emphasis on literary, and/or performance values. Same as COM 235.

Prerequisite: ENG 102, previously or concurrently

THE 237(C) Shakespeare 3 credits

A creative analysis of Shakespeare's plays with some consideration given to the sonnets. A concern for the "man and his times" will supplement the analysis of his comedies, histories, and tragedies. (Same as ENG 237)

Prerequisite: ENG 102

THE 240 Playscript Analysis 3 credits
 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: ENG 101

THE 243 Practicum in Theater Arts 3 1 credit
 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: THE 142

THE 244 Practicum in Theater Arts 4 1 credit
 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: THE 243

VETERINARY SCIENCE

VET 133 (E) Anatomy & Physiology of Domestic Animals I 4 credits
 Covers the anatomy and physiology of the animal cell and various mammalian tissues, as well as the gross and microscopic anatomy and physiology of the following vertebrate types: equine, bovine, ovine, porcine, canine, and feline. The systems to be covered are: integumentary, skeletal, muscular, nervous, and endocrine, as well as cellular aspects of metabolism and the digestive system. Provides sufficient knowledge of normal physiologic processes to understand the responses to drugs and disease processes discussed later in the veterinary science curriculum. Dissection is required.
Prerequisite: 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. Restricted to Veterinary Technician and Pre Veterinary and Animal Science students.

VET 134(E) Anatomy & Physiology of Domestic Animals II 4 credits
 Continuation of Anatomy & Physiology of Domestic Animals I (BIO 133). The digestive, respiratory, circulatory, urinary, and reproductive systems are cov-

ered. Dissection is required. Restricted to Veterinary Technician and Pre Veterinary and Animal Science students.

Prerequisite: A grade of C or better in VET 133

VET 140 Principles of Animal Health Care 1 credit
 A prerequisite to all clinical laboratory or veterinary science courses. Introduces routine nursing procedures such as correct animal restraint; routes of administration of medications; and the temperature, pulse, and respiration of both large and small animals. Presents the history and scope of the veterinary profession. Discusses breeds of small and large animals. A primary objective is to familiarize students with nursing procedures and the collection of samples in order to eliminate wasted time in later courses.
Restricted to Veterinary Technician students.

VET 145 Veterinary Medical Terminology 1 credit
 Introduces basic medical terminology. Concentration will be on terms commonly used in veterinary medicine. This will facilitate and enhance students' comprehension of the material presented in subsequent medically oriented courses.
Restricted to Veterinary Technician students.

VET 147 Veterinary Practice Management 3 credits
 Preparation for the business aspects of working in a veterinary practice. Provides information about veterinary practice ethics, communication skills, marketing, accounting systems, veterinary practice computer systems, and the laws of the veterinary profession. Restricted to Veterinary Technician students.
Prerequisite: VET 282

VET 153 Animal Diseases 4 credits
 A study of the cause, transmission, diagnosis, prevention, and control of diseases of domestic animals from the following groups: porcine, ovine, canine, feline, equine, caprine, bovine, and avian. The public health significance of these diseases and the function of the veterinary profession in controlling and monitoring them are covered. Restricted to Veterinary and Animal Science students.
Prerequisites: A grade of C or better in VET 134; or BIO 107 and BIO 229.

VET 160 Veterinary Laboratory Procedures I 4 credits
 The course will cover representative species of the 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, examination of fresh material, prepared slides and preserved specimens.

Prerequisites: C or better in VET 133, VET 140, VET 145

Prerequisite or Corequisite: VET 134

VET 165 Veterinary Laboratory Procedures II 4 credits
Covers the common laboratory procedures performed routinely by technicians in veterinary health care facilities. The need for and basis of the procedures will be discussed, but emphasis will be placed on clinical proficiency during laboratory periods. Walking on field trips and working with large animals required. Current rabies and tetanus vaccinations required. Restricted to Veterinary Technician students.

Prerequisites: A grade of C or better in VET 133, VET 134, VET 140 and VET 145, VET 160

VET 202 Animal Science Seminar 1 credit
Lecture and discussions by guest speakers on current literature and special topics of interest in the veterinary and animal sciences.

Prerequisites: VET 165 and VET 247

VET 247 Animal Nursing I 4 credits
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 procedures. The purpose of the course is to enable the student to deal with these procedures as they are encountered in most veterinary practices. Walking on field trips and working with large animals required.

Prerequisites: Restricted to Veterinary Technician students. VET 133, VET 134, VET 140, VET 145, VET 160 with a C or better and MTH 130. Pre/Co requisite: VET 165 Additional Course Fee: \$15.00 malpractice Insurance (The fee is subject to change.)

VET 248 Animal Nursing II 4 credits
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, maintaining the surgical suite. Current rabies and tetanus vaccinations are required.

Prerequisites: A grade of C or better in VET 247 and VET 264

VET 258 Clinical Competency for Veterinary Technicians 2 credits
A clinical course designed to provide "hands on" training for veterinary technicians. It offers an opportunity to use and perfect skills learned in other courses in a controlled situation under the direction of faculty. Graded on a Satisfactory/Unsatisfactory basis. Dissection, walking on field trips, and working with large animals are required. Current rabies and tetanus vaccination required.

Prerequisites: Restricted to Veterinary Technician students. VET 134, VET 165, VET 247, and VET 261 with a C or better. Prerequisite or Corequisite: VET 248 and VET 270

VET 261 Animal Facilities Management I 1 credit
Principles of routine small animal husbandry. Small animal practices found in association with scientific facilities are also considered. Lab will require the daily care of animals. Current rabies and tetanus vaccination required. Restricted to Veterinary Technician students.

Prerequisites: A grade of C or better in VET 134 and VET 160

VET 263 Exotic Pets 2 credits
Provides knowledge and experience with exotic animals and unconventional pets. Emphasis is on the handling of animals, husbandry practices, diseases, types of medications used, and any unique biological factors of the animals all of, which are essential to the technician. Walking on field trips required. Restricted to Veterinary Technician students.

Prerequisite: A grade of C or better in BIO 107

VET 264 Veterinary Pharmacology 4 credits
Introduces the drugs used in veterinary medical practice, including their actions and possible interactions and side effects. Provides the knowledge needed to calculate drug dosages, administer treatments, dispense drugs to clients as prescribed by the veterinarian, and instruct clients about drug administration and precautions. Restricted to Veterinary Technician students.

Prerequisites: MTH 130 and a grade of C or better in VET 133 and VET 134

VET 265 Veterinary Radiology 2 credits
Introduces the principles of radiation as a diagnostic tool. X rays and their production, differences in film types and intensifying screens, technique charts, position of the patient for radiographing, use and care of equipment, darkroom procedures and film storage, special radiographic procedures, and radiation poisoning and protection from radiation are covered. Proper methods of radiographing patients in order to produce a good quality radiograph with a minimum of risk are stressed. Current rabies and tetanus vaccination required. Students will be required to participate in radiographing animals. Restricted to Veterinary Technician students.

Prerequisite: C or better in VET 133, VET 140 and VET 145
Prerequisite or Corequisite: VET 134

VET 268 Reproduction in Domestic Animals 2 credits
Covers the principles of veterinary obstetrics and gynecology. Provides a working knowledge of normal reproductive cycles, pregnancy, gestation, and parturition, as well as of problems encountered in animal breeding. Current rabies and tetanus vaccination required. Restricted to Veterinary Technician students.

Prerequisite: A grade of C or better in BIO 107

VET 282 Externship for Veterinary Technicians I 2 credits

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. Corequisites: VET 134 and VET 160 or

Prerequisites: A grade of C or better in VET 134 and VET 160 and documentation of health insurance, and current rabies and tetanus vaccinations. Depending on when the course is taken, i.e. spring semester or summer session.

VET 283 Externship for Veterinary Technicians II 3 credits

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. Corequisites: VET 153 and VET 248 or

Prerequisites: A grade of C or better in VET 153 and 248 and documentation of health insurance and current rabies and tetanus vaccinations. Depending on when the course is taken, i.e. spring semester or summer session.

WOMEN'S STUDIES

WST 100 (B) Introduction to Women's Studies 3 credits

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.

Prerequisites: ENG 101

WST 215 (B) Women and the Law 3 credits

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.

WST 217(B) Women, Crime and Justice 3 credits

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.

Prerequisites: SOC 110 or PSY 110 (Same as CRJ 217)

Glossary of Academic Policies, Procedures, and 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, FROST 273

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.

ADVISING

413.552.2722
advisingcenter@hcc.edu.
HCC provides academic advising to all students.
Advising is available Mon, Tues and Thurs, 8:30 a.m. - 6:00 p.m. Wed 8:30 a.m. - 7:00 p.m. and Fri 8:30 a.m. - 4:30 p.m.

CAREER DEVELOPMENT

413.552.2322
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. and Wed 5:00 p.m. - 7:00 p.m.

TRANSFER

413.552.2138
transfer@hcc.edu
For assistance with transferring to a four-year college.
Mon-Fri 8:30 a.m. - 4:30 pm

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 an alternate PIN 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 students 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 (FR 273) or Academic Affairs (FR 317) to find out their advisors 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 Assumption College, Bay Path University, Bryant College, Cambridge College, Cornell University, Elms 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, Smith College, Springfield College, Springfield Technical Community College, Southern New Hampshire University, SUNY Canton, The College of Saint Rose, University of Maine, University of Massachusetts Amherst, University of Massachusetts Dartmouth, 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 four local schools, 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, 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, Frost 273, 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 (B.C.) is a resource that enhances the educational experience and lifestyle of students through its programs and activities. For more information, contact BC, 204, 413.552.2161

ATTENDANCE AND TARDINESS

All students are required to report to all classes on time. Persistent absence or tardiness may result in grading penalties or the student's dismissal from class and a grade of AW (Administrative Withdrawal). Students will be informed in writing of each instructor's attendance policy at the start of classes and are required to adhere to them. It is the prerogative of the instructor in cases of extended illness or serious accident, whether or not the student will be allowed to continue in the course.

RELIGIOUS BELIEF ABSENCES POLICY

Chapter 151 C, Section 2B, of the Massachusetts General Laws allows students who cannot attend classes, take examinations, study, or fulfill work requirements on a particular day due to their religious belief, to be excused from such obligations. Students must be provided with opportunities to make up exams, and study or work requirements, provided that this does not create an unreasonable burden upon the instructor. Students may not be charged for such makeup opportunities, or be adversely or prejudicially affected for taking advantage of these provisions. Students should notify instructors in advance so that accommodations can be made if necessary.

AUDITING A COURSE

Students auditing a course for no credit are expected to comply with the attendance regulations of the instructor or attend 80% of the classes, whichever is greater, but are relieved of completing written work (assignments, tests, and examinations). Laboratory classes may be excluded from this requirement at the discretion of the instructor. Permission to audit a course will be granted only when students are able to show that doing so is consistent with their educational objectives. An "Audit" grade cannot be used to satisfy a graduation requirement. A student registering for a course as an audit must complete a 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 "Areas of Study" Section

CENTER FOR ACADEMIC PROGRAM SUPPORT (CAPS)

The Center for Academic Program Support (CAPS) provides comprehensive academic support to meet the learning needs of all HCC students – inside and outside the classroom. CAPS' three centers include: Tutoring, Writing/ESL, and Math. CAPS, is located in the Donahue building (DON 240) next to the HCC Library, and provides a variety of academic support services for students who need help with reading, writing, math, study skills, college courses, and personal management skills relating to college through the use of learning coaches. Centers are open when classes are in session during the day and in the evening, and services are free to all HCC students. 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 the online math tutoring, <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 Frost 273. 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
- General Integrated Studies
- Medical Assistant
- Medical Billing
- Music
- Nursing
- Radiologic Technology

- Veterinary and Animal Science
- Visual Arts

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, summer programs for youth, free workshops for Veterans in our VET2VET initiative 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 technology savvy lifelong learners that run from 1 week for five 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 DreamWeaver, Photoshop, Illustrator and InDesign software classes. For users of Macs, we provide classes in Mac Computing and a variety of iPad classes. For more information, please call Community Education at 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).

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

Testing Offered:

- ACT WorkKeys Assessments
 - Proficiency Certificate for Teacher Assistants (PCTA)
 - National Career Readiness Certificate (NCRC)
- CastleWorldWide Testing
- Exams For College Credit
 - CLEP
 - DSST
 - HCC CHALLENGE exams
- HCC Classroom Exams

Medical Assistant Exam (NCCT)
National Certified Insurance and Coding Certification Exam (NCICS)
Office for Students with Disabilities and Deaf Services (OSD/DS) Classroom exams

- PSI / COMIRA Testing
- KRYTERION Exams
- LSAC Exams
 - Law School Admissions Test (LSAC)
 - Multi-State Professional Responsibility Exam (MPRE)
- PEARSON VUE Exams, including the
 - Massachusetts Test for Educator License (MTEL)
 - General Education Diploma (GED Testing Services)
- Test of English as a Foreign Language (TOEFL)

Please go to www.hcc.edu and search Testing & Workforce Certification Center for additional information.

Test Center Coordinator: Elaine Hébert-Dancik, Tel: 413.552.2112; 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, 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 BSTEM Programs popular for a career or transfer, 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 DTA. 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 180 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, these students accumulated approximately 24 college credits. 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.

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.

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" (GPDL) 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.

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 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

MINDEDGE ONLINE NON-CREDIT CERTIFICATE PROGRAMS

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

- Certificate in Nonprofit Management (with Simulation)
- Certificate in Business Communications
- Certificate in Innovation & Critical Thinking
- Certificate In Cybersecurity

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

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 PROGRAMS

Community Education offers programs for youth ages 7-16 during the months of June, July, and August. Families can select from separate 1-week programs in baseball, 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 are student and faculty, inter-college library privileges, joint student activities, and academic cooperation. Known as the Cooperating Colleges of Greater Springfield (CCGS), the association

was formed in 1970 by the presidents of each of the member institutions: American International College, Bay Path University, Elms College, Holyoke Community College, Springfield College, Springfield Technical Community College, Western New England University, and Westfield State University.

Probably the most important cooperative endeavor is academic exchange. Each fall and spring term, any day division CCGS student carrying at least six credits may enroll at another CCGS college at no additional cost for any course not offered at his or her own institution, excluding 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 AND WELLNESS

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.

In addition to the services available through WellConnect, HCC offers on-campus programming throughout the year aimed at supporting health, wellness, and academic success.

COURSE DESIGNATIONS

Code (A) English Composition Code

(D) Mathematics

Code (B) Behavioral and Social Science Code

(E) Natural or Physical Science

Code (C) Humanities and Fine Arts

COURSE LOAD

A full-time course load is twelve to eighteen credits; a part-time load is eleven or fewer credits. Students normally carry fifteen credits if they plan to graduate in two years and are enrolled each year in the two fourteen-week semesters. Students who wish to carry more than eighteen credits to accelerate their progress must have a cumulative grade point average of at least 3.0 and obtain written permission from the Office of Academic Affairs. When registering for classes, students should keep in mind that one credit normally requires at least three hours of study per week.

COURSE REQUIREMENTS

Course requirements are determined by each instructor, based upon College-approved course syllabi. These requirements will be presented to students, in writing, at the beginning of the semester, and must be adhered to. They cover such things as attendance, policy, course requirements and expectations, reading assignments, examination procedures, make-up procedures, grading policy, and the academic content of courses.

CREDIT

Successful completion of most courses results in the awarding of a specific number of credits. Degrees or Certificates are awarded when enough credits are accumulated to meet specified requirements. (See Transfer Credit)

CREDIT BY EXAMINATION

Holyoke Community College grants transfer credit for sufficient scores on certain Advanced Placement¹ (AP) and College-Level Examination Program (CLEP). An official score report must be sent directly from the testing agency to the College Registrar.

¹The College accepts credits in many subject areas for Advance 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 individual Division offices. The Vice President for Academic Affairs grades them on Satisfactory / Unsatisfactory (S/U) basis and the College awards credit after approval. The challenge examination fee is one-half of the full cost of the course.

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.) 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. or A.S. degree will be required to demonstrate basic computational skills before earning their degree. These skills may be demonstrated by:
 - a. achieving a score on the arithmetic portion of the Math Placement Exam sufficient to be excused from (MTH 075); **or**
 - b. passing Basic Mathematics (MTH 075) with a grade of “C-” or better; **or**
 - c. passing Self Paced Modules 1- 6 with a grade of “C-” or better; or
 - d. passing Pre-algebra (MTH 079) with a grade of “C-” or better; or
 - e. 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 pro-grams 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 credits

Students seeking an additional Associate Degree are required to complete at least 15 additional credits in the newly declared discipline. Note that credits earned in any “0”-level course taken after August 1990 will not count toward graduation.

MATHEMATICS COMPETENCY

All students who 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:

- a. achieving a score on the arithmetic portion of the Math Placement Exam sufficient to be excused from (MTH 075); or
- b. passing Basic Mathematics (MTH 075) with a grade of “C-” or better; or
- c. passing Self-Paced Modules 1- 6 with a grade of “C-” or better; or
- d. passing Prealgebra (MTH 079) with a grade of “C-” or better; or
- e. 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.

- f. Critical Thinking
- g. Information Literacy
- h. Effective Communication
- i. Knowledge of Diversity
- j. 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 OSDSS, 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/Suggested Elective – Students choose from a restricted group of courses specified in the description of the Degree Program or Option.

General Elective – Students elect any course found in the HCC Catalog or accepted in transfer from another college. A general elective, when included in a Program or Option, permits students to explore areas outside of their declared Area of Study.

ENROLLMENT RESTRICTIONS

– See Changes of Curriculum and Enrollment Restrictions

EXAMINATIONS/MAKE-UPS

At least three, one-hour examinations, or their equivalent in other written exercises, are scheduled in each course each semester. Two-hour final examinations, or their equivalent, are also scheduled in each course and must be given during the final examination period. At the discretion of the instructor, students of superior achievement may be excused from taking the final examination.

Students who wish to make up an examination must consult with and receive permission from their instructor prior to the scheduled date of the examination. It is the student's responsibility to make the necessary arrangements with an instructor regarding all make-up examinations.

Students who have had at least one year of high school Spanish or one semester of college Spanish are eligible to take SPA 111 - Spanish for Health Related Careers. 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, 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 \$65 scholarship to pay for 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). After reviewing the website, feel free to contact Dr. Vanessa Martinez and/or Veronique Leroy, Phi Theta Kappa advisors (FOR Dr. Martinez - vmartinez@hcc.edu; FOR Veronique Leroy - vleroy@hcc.edu). 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 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.

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 appropriate discipline (ex.: a B+ in high school science course to take an honors science course at HCC) AND a letter of recommendation from any academic faculty; OR
- Honors or AP high school course in appropriate discipline with a grade of "B" or better; OR
- A score of 3 or higher on the AP exam

For established HCC students:

- After 12 earned credits with a 3.2 G.P.A. or better; OR Letter of recommendation from an HCC faculty member or the Pathways program coordinator

Students who complete 9 credits of Honors work with a grade of B or better and who achieve a cumulative G.P.A. of 3.5 or above may graduate as Commonwealth Honors Scholars. This designation will appear on their transcripts, and will be noted in the Commencement Program.

All Honors credits completed at HCC will be accepted as Honors credits at all Massachusetts colleges and universities. For further information, review the Honors website (www.hcc.edu/honors). After reviewing the website, please feel free to contact Dr. Vanessa Martinez, Honors Program Coordinator (FROST 270) at 413.552.2858, or email vmartinez@hcc.edu.

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 a student's proposal has been reviewed by the committee 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)	SEM110 (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 101-102 (E) or PHS 111-112 (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, 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:

- A. A final cumulative grade point average of a 2.0 or higher
 - i. Waives the admissions application fee and essay
 - ii. 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:
 - a. The student changes his or her major.
 - b. 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.
 - iii. 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.

- B. A final cumulative grade point average of a 2.5 or higher
 - i. Grants all of the benefits outlined in section 1A.
 - ii. Guarantees admission to the linked baccalaureate degree or school at a Massachusetts state college or University of Massachusetts campus with the following stipulations:
 - a. If the linked baccalaureate program requires a higher grade point average, which is required of native students, the MassTransfer student must meet this requirement.
 - b. 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.
 - c. Students must be in good academic, fiscal and disciplinary standing with all previous institutions.
- C. A final cumulative grade point average of a 3.0 or higher
 - i. Grants all of the benefits outlined in sections 1A and 1B.
 - ii. 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:
 - a. Enrollment is continuous at the state college or university campus.
 - b. 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.

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. 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. 1. View and Print

- a. Mid-term and final grades
- b. Class schedule
- c. 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.

For help accessing any of these accounts, contact the HCC Helpdesk: 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.

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 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.

PLAGIARISM

Plagiarism is a form of theft. It is the stealing of another's ideas, information, creative work, or words and passing them off as one's own. Examples of plagiarism include quoting from a published work without the use of quotation marks and identification of the author, and copying from another student's examination or report or from 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

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

PROBATION

The first time a student fails to earn the minimum required G.P.A. (Grade Point Average) as listed above, he/she will be placed on Academic Probation.

DISMISSAL

At the end of two semesters of probation, if the cumulative G.P.A. remains below the minimum standard, the student will be dismissed. However, the student will not be dismissed if, during a probationary semester, he/she earns a G.P.A. of 2.0 or better.

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 alternate PIN from their advisor and enter that PIN online to access registration. Students not assigned an advisor can obtain their alternate PIN (if needed) in the Advising Center.

ALTERNATE PIN 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 alternate PIN. 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, 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. 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. 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. Professor, Mathematics

JENNIFER ADAMS, B.A., Mount Holyoke College; M.S., Simmons College. Coordinator of the Library

PERPETUAL AGYEMANG, B.E.D., University of Cape Coast; M.S. Youngstown State University. Professor, Mathematics

MAHMUD A. AHMADOV, B.S., M.S., and Ph.D., Baku State University, Baku, Azerbaijan. Professor, Mathematics

KAREN AIKEN, R.N., A.S., Springfield Technical Community College; B.S.N., Fitchburg State College; M.S.N., University of Hartford. Professor, Nursing

*SARAH ALGIE, B.A., Wheaton College; M.A., Western New England University; M.B.A., University of Rhode Island. Mathematics

*ROBERT J. ALLER, A.A., Holyoke Community College; B.A., University of Massachusetts; M.F.A. Bard College. Professor, Art

*MARY B. ANNARELLA, B.S., Biochemistry, Pennsylvania State University; M.A., University of Massachusetts. Professor, 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. Professor, Hospitality Management and Culinary Arts

*MIGUEL ARCE, B.A., University of Texas; M.S.W, San Jose University. Professor, Sociology

*JEANNE ARTHUR, A.A., Holyoke Community College; B.S., American International College; M.A.M.T., Western New England College. Professor, 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

*STEPHEN D. BAILEY, A.A., Holyoke Community College; B.F.A. Hofstra University. Technical Assistant, Forum

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. Professor, Mathematics

PATRICE BALL, B.A., Framingham State University; M.Ed., Cambridge College. SMARTT & Cognos Technical Assistant,

SABES 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. Practical Nursing Certificate Program

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

ERICA BERGQUIST, B.S., University of Massachusetts; M.S., University of Connecticut. Biology/Environmental Science

*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., Inivernite 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

JOSE BOU, B.A., M.A., Boston University. Criminal Justice

*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. Interim Dean of SEM

*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

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 Dean of Business & Technology

*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

*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 and Wales University; M.B.A., University of Massachusetts. Hospitality and Culinary Arts, Business

LAURA CHRISTOPH, B.S., Ph.D., University of Massachusetts. Nutrition

*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

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

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

ZAKHAR DEMKA, A.S., Holyoke Community College. Systems Analyst

*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 Assistant, Administration and Finance

*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

JOAN DONAH, A.S., Mohawk Valley Community College; R.T., Albany Medical School of Radiologic Technology; B.S., M.Ed., Westfield State College. Radiologic Technology

AMY DOPP, B.S., University of Massachusetts; M.S., Bay Path University. Interim Vice President for Institutional Development

BONNIE ZIMA DOWD, B.A., Smith College. Director of Alumni Relations

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. Bookstore 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/Health & Fitness

THERESA ECCLES, A.S., Holyoke Community College; B.A., American International College; M.B.A., University of Massachusetts. Assessment Officer

*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

*PATRICIA ELLIOTT-TRAFICANTE, B.S., St. Joseph College; M.A., University of Massachusetts. Mathematics

*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

DEBORAH FAIRMAN, B.S., Georgia Southern College; M.A., University of Colorado; Ph.D., University of Massachusetts. English

*MARY L. FALCETTI, B.A., M.Ed., Westfield State College. English

*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

ROSEMARY FIEDLER, A.A., Holyoke Community College; B.A., Elms College; M.Ed., Springfield College. Thrive Center for Financial Success

*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

*TONY FURTADO, B.S., M.S., Rensselaer Polytechnic Institute. Mathematics

*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, Jump Start Lead Program Assistant/Placement Specialist

*HEATHER M. GALPIN, B.A., Massachusetts College of Liberal Arts. Biology

ERIN GALSTER, B.A., M.A., Assumption College. Disability Services Program Coordinator

*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

SARAH GENTILE, B.S., Western New England University; M.S., Bay Path University. Senior Financial Aid Counselor

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 GILLEMANN, 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 GOSELIN-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

APRIL GRAZIANO, B.A., Southwestern University; M.Ed., Cambridge College. Interim Dean of Social Sciences

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

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 HARDY, B.S., University of Massachusetts. Director of IT Services

*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

CHARLES HERBERT, B.A., University of Massachusetts. Senior Technical Specialist, SABES

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

EILEEN HOCKING, B.A., Westfield State University. Assistant Dean of Enrollment Management and College Access and Preparation Programs

*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. ICE 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

ALLISON HROVAT, B.S., Ohio University; M.Ed., Ohio University; M.Ed., Boston College. Human Services

*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

WALTER JAWORSKI, B.S., D.V.M., Cornell University. Veterinary & Animal Science/Biology

*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

*KLARA KAROL, B.S., University of West Bohemia; M.S., University of West Bohemia. Business Administration, Computer Applications

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. Nursing

KELLY KEANE, B.A., M. Ed., Providence College. Senior Special Programs Coordinator, B.S.N., Regent College

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 KLOCKSIEM, 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

MICHAEL KOBJACK, A.S. Holyoke Community College. Computer Lab Manager

*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-Sklodowska 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. Bursar

*HENRY R. LAFLEUR, B.S.E., Westfield State College; M.A., Wesleyan University. Mathematics

NICHOLAS D. LALANNE, B.S., M.A., Gauladet University. Deaf Studies

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

LAWRENCE A. LEAVITT, B.A., University of Wisconsin; M.A., University of Rhode Island; Ph.D., University of Massachusetts. Sociology/Anthropology

JOHANNA LEBRON, B.B.A., M.S.A., University of Massachusetts. Assistant Bursar

*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

VERONIQUE LEROY, B.A., Javeriana University; M.A., Barry University. Coordinator of Success Initiatives

*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. Instructor/Coordinator of 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 XIAN LIU, 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, A.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. Staff Assistant to the President

JUDITH LOUGHREY, B.S.N., Elms College; M.S.N., George Mason University. ADN Program, Nursing

*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

KATHERINE LYNCH, B.A., Eastern Connecticut State University; M.S., Central Connecticut State University. Associate Director of Financial Aid Technical Operations

JENNIFER MACCARINI, B.A. University of Massachusetts; M.A., Westfield Start University. Senior Special Programs Coordinator, Nursing

*JAMES R. MAES, B.M., Syracuse University. Music MICHAEL MAGIERA, A.S., Springfield Technical Community College. Computer Analyst/LMS Technical Administrator

LISA MAHON, B.A., University of Tampa; M.A., University of San Francisco. English

ABBY MAHONEY, B.A. Saint Anselm College; M.A., American International College. Academic Counselor

KATHLEEN HINKEL MAIOLATESI, B.S., M.S., University of Wyoming. Veterinary & Animal Science

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. Interim Dean of Health Services

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. Technical Operations Manager

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

THOMAS R. MCCHESENEY, B.S., Denison College; M.A., University of Virginia. Mathematics/Computer Science/Computer Information Systems

DOROTHY McCORMACK, B.S., M.A., University of Massachusetts. Academic Coordinator, SABES

*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

SARAH MCINNIS, B.A., Saint Joseph College. Enrollment Operations Manager

KEITH MCKITTRICK, B.A., Westfield State College; M.A., Framingham State University. Director of Development

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

*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

DEBRA MUTCH-OLSZEWSKI, A.S., Holyoke Community College. Program Assistant, Jump Start Certified Nurse/Home Aide

*ETHAN MYERS, B.A., Guilford College; M.A., University of Massachusetts. English

*JAN NETTLER, B.A., University of California, Berkeley; M.A., University of Southern California, Los Angeles. Mathematics

*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

*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

ELIZABETH A. O'BRIEN-MEANS, B.S., University of Massachusetts, D.V.M., University of Pennsylvania. Veterinary & Animal Science

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; Ph.D., University of Massachusetts. English

*RICHARD PACHECO, B.A., M.Ed., University of Massachusetts. English as a Second Language

*DOROTHY S. PAM, B.A., Swarthmore College; M.A., Cornell University; M.A., Queens College (CUNY); Ph.D., New York University. English

ARMANDO PARDAVE, A.S., Springfield Technical Community College; B.S., Rensselaer Polytechnic Institute; M.E., University of Hartford. Engineering

*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

MONICA PEREZ, B.A., American International College; JD, Western New England School of Law. VP of Academic 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.

MITCHELL PYSZNIK, A.S., Springfield Technical Community College; B.S., Westfield State College; M.P.H., University of Massachusetts. Coordinator of Health Services

*JAMES QUINN, A.B., Colby College; M.A., University of Pennsylvania. English

PATRICIA QUINN, R.N., B.S.N., Fitchburg State College; M.S.N., University of Hartford. Nursing

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. Institutional Research

*ROBERT RIEDL, A.S., B.S., Northeastern University; M.U.A., Boston University. Criminal Justice

*KAREN L. RISKA, 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

JOSE RIVERA, B.A., Curry College. Director of Public Safety

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 ROTHSCCHILD, B.A., Michigan State University; M.A. Hunter College. Coordinator of Instructional Design

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.

DENISE SALGADO, B.S., Springfield College; M.Ed., Cambridge College. Academic Counselor

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

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

*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

ERIN SCHOTANUS, B.A., M.A., Assumption College. Disability Services Program Coordinator

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 the Advising Center

MICHELE SEDOR, B.B.A., St. Bonaventure University; M.Ed., University of Massachusetts. Director of the Statewide ABE Professional Development Center & Targeted Intervention Manager

*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

*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, FOH

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 Diversity and Director of Academic Administration

MICHELLE SNIZEK, B.A., Elms College; MPA, Westfield State College. Director of College Retention & Completion Programs

*SHELLEY A. 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

CASIMIR STOROZUK, B.S., Westfield State College; M.B.A., Western New England College. Computer Information Systems

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. Dean of Enrollment Management & College Access

*WENDY TATRO, B.A., Bay Path College. 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

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
JOSSIE VALENTIN, B.A., University of Puerto Rico; M.S., American International College. Senior Academic Counselor
MARIA VARGAS, A.S., Holyoke Community College. Staff Assistant, Center for Business and Professional Development
YANINA VARGAS-ARRIAGA, B.A., Universidad Interamericana de Puerto Rico; M.M., Bowling Green State University Vice President
for Student Affairs
ILEANA VASU, B.S., Stanford University; M.S., Yale University. 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 In-
formation 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., Amherst 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. Learning Specialist, Gateway to College
*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
*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
LAURA WINTER, B.A. University of Massachusetts. Grants Writer
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 JOHANNA WOLFF, A.A., Holyoke Community College; B.A., University
of Massachusetts. Academic Coordinator
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

CHRIS YURKO, B.A., Colgate University; M.S., Columbia University. Media Relations Manager
*LINDA M. ZAYAC, B.A., M.A., American International College. Sociology
JESSICA ZEPKE, B.S.N, Elms College; MSN, University of Hartford. Nursing - ADN Program

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