

College Catalog

2011-2012



HOLYOKE
COMMUNITY COLLEGE
Futures Inspired



Accreditation Statement

Holyoke Community College is accredited by the New England Association of Schools and Colleges. The College has received the endorsement of the Massachusetts Department of Education and the Massachusetts Board of Higher Education and is a member of the American Association of Community College Council.

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.

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.

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
209 Burlington Road, Bedford, MA 01730
(781) 271-0022
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.



A MESSAGE FROM THE PRESIDENT

For 65 years, Holyoke Community College has had a proud tradition of offering our students the best possible start on their education. Whether your interest is in a single course or a full degree, you will experience a university caliber education in a supportive environment. Small classes, friendly staff and a vibrant college community are just a few of the features that set us apart. Be assured that if you are committed to a college education, we are committed to helping you succeed.

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

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

Sincerely,

A handwritten signature in cursive script that reads "Bill Messner". The signature is written in dark ink on a light background.

Bill Messner
President

HOLYOKE
COMMUNITY COLLEGE

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Estudiantes cuya lengua natal sea español y cuyo nivel de comprensión del idioma inglés sea limitado, deben referirse ala página 14 para más información.

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

The information contained in this 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, aesthetic, and practical needs of a diverse student body. The College offers the full range of programs and services appropriate to a community college, as defined by the Massachusetts Board of Higher Education's generic system-wide community college mission statement. In addition, the College will continue to focus upon the following strengths that distinguish Holyoke Community College from other colleges.

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

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

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

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

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

Philosophy of the First Year of College

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.

GENERAL INFORMATION

ADMISSION TO THE COLLEGE

Holyoke Community College is a public institution of higher education with an open admission policy. General requirements for admission to a degree or certificate program include a high school diploma, General Educational Development credential (GED), the Ability-to-Benefit Test (ATB) or completion of an approved home schooling program. Students must be beyond the age of compulsory school attendance in Massachusetts (16 years old). Home schooled students should refer to the Home School Policy for additional information. All high schools must be recognized by the U.S. Department of Education.

In addition to general requirements, some academic programs require additional application materials. These programs include but are not limited to Nursing, Practical Nursing, Radiologic Technology, Graphic Design, Medical Assistant Certificate Technician, Culinary Arts, and Veterinary Technician. Please review individual program pages in the catalog and visit www.hcc.edu/admissions for specific program applications.

Coursework for most programs begins each fall, spring and/or summer. Please review the catalog or www.hcc.edu for more information on program start dates.

All applicants to Holyoke Community College are encouraged to meet with an admission counselor to discuss program choices and requirements. New applicants should attend a Welcome Wednesdays! information session that includes 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 by email at admissions@hcc.edu or by phone at (413) 552-2321.

Applying to Holyoke Community College

1. Review the admission and academic requirements for your program of choice. Some programs require special admission procedures and/or prerequisite course work.
2. New applicants are encouraged to schedule a college tour and plan to speak with an admissions counselor at a Welcome Wednesdays! information session. These sessions include admissions, career and college counseling and a tour of the HCC campus. These sessions are held weekly at 10:00 a.m. and 2:00 p.m. and last about an hour. To RSVP, please contact the Office of Admissions and Transfer Affairs at (413) 552-2321 or by email admissions@hcc.edu.
3. Complete the Holyoke Community College admissions application. Mail application to: Holyoke Community College, Office of Admissions and Transfer Affairs, 303 Homestead Avenue, Holyoke, MA 01040.
4. Applicants should have official high school/home school/GED and college transcripts mailed to: Holyoke Community College, Office of Admissions and Transfer Affairs, 303 Homestead Avenue, Holyoke, MA 01040.
5. Applicants who possess neither a high school diploma or GED may qualify for admission under the Ability to Benefit guidelines; see the Ability to Benefit section in the College catalog or online at www.hcc.edu for more details.
6. Once your application file is complete, you will be notified of your status and how to proceed. Placement testing is required of all first-time students unless appropriate transfer credit is awarded in English and Math*. Students seeking readmission to HCC may be required to complete the placement test based on the amount of time outside of the institution.
7. Once you are accepted into a program, you will follow program guidelines as outlined in the catalog. Subsequent changes to the academic program requirements in the future will not affect your program requirements.
8. Students previously convicted of a felony may not be eligible for professional licensure in certain programs. See the College catalog for more information on this policy.
9. Drug testing MAY be mandatory for selective academic programs.
10. For students intending to carry nine or more credits, documentation for the following immunizations is required by Massachusetts law: Three Hepatitis B, two measles, one mumps, one rubella and tetanus/diphtheria in the last ten years. Some programs may require immunizations for all students regardless of credit load.

Applicants self-certify fulfillment of admission requirements on the application form. Current high school seniors certify after high school graduation. HCC reserves the right to request official documentation from applicants. Those applicants wishing to matriculate into a college program and receive federal and state financial aid must fulfill general admissions requirements (high school diploma, GED, ATB test or completion of an approved home schooling program). All high schools must be recognized by the U.S. Department of Education. For all applicants under eighteen years of age, a parent/legal guardian signature is required.

Transfer Previous Credit to HCC

To transfer credits from other colleges, please forward official transcripts to the Office of Admissions and Transfer Affairs. Note: Those with prior bachelor's or master's degree and above may be restricted from certain federal and state financial aid programs. Please check with the Financial Aid Office.

International Students 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. Please read the following information carefully, as application materials received after the deadline will not be evaluated for admission. Complete the International Student application (found at www.hcc.edu) and mail all corresponding documentation to: Holyoke Community College, Office of Admissions and Transfer Affairs, 303 Homestead Avenue, Holyoke, MA 01040. Facsimiles will not be accepted.

International application deadlines and requirements:

May 1 – Fall semester (September)

November 1 – Spring semester (January)

1. High school transcript and/or leaving certificate – official copy sent directly from the institution to HCC.
2. Official evaluation reports – required for any type of advanced study including – “A” levels, a 13th year of secondary school, international baccalaureate degrees, adult education courses or university-level work. Submit official or attested transcripts directly from the institution to Holyoke Community College. The transcripts should be in English. If not, we will require a translation. An official report must be sent directly to HCC from the accrediting evaluation agency for students seeking college or university transfer credit. Students are strongly encouraged to send course descriptions for any course they are interested in transferring to HCC. A list of credentialed evaluating agencies can be found at www.naces.org.
3. TOEFL (Test of English as a Foreign Language): TOEFL scores are required only if you have not completed English Composition I and II from an accredited institution and you are applying to a selective program (Nursing, Practical Nursing, or Radiologic Technology). The minimum cut-off score is 550 on the paper/pencil and 213 on the computerized exam. Applicants to non-selective programs who do not submit TOEFL scores are required to complete placement testing at HCC and will be placed into appropriate ESL classes, if necessary.
4. Affidavit(s) of parental/sponsor support – required of all candidates seeking a F1 visa. Each sponsor is required to fill out a form and have it notarized. The Affidavit of Support can be found in the application packet.
5. Supporting bank statement – an original letter from the sponsor's bank documenting the length of time the account has been with the bank and that a minimum of \$22,000 U.S. is on deposit. The letter must specify what currency the balance is in if it is not from an American bank. It must be signed and sealed by a bank official, and be on official letterhead. Facsimiles are not accepted.
6. Transfer students – students choosing to transfer to HCC who are currently studying in the United States on an F1 visa must complete the enclosed Transfer Status Verification Form. International transfer students must be in good financial standing with their current institution and that institution must release the student via the USCIS SEVIS database to Holyoke Community College.

Early Admit Advisement, Registration, and Participation

The Early Admit program offers juniors and seniors enrolled in a high school or a home school program the chance to enroll in college courses prior to high school graduation. Admission into this program is competitive. The program offers a unique true-to-life college academic experience, allowing high school students to focus on courses that will transfer to most two-year and four-year public and private colleges while completing their high school requirements. Students are enrolled in either a part- or full-time high school course load and college level courses. Students participating in Early Admit are considered HCC students, and as such, will be awarded the same privileges as HCC students.

Students participating in the Early Admit program will pay current tuition and fees, unless funding is available. Applicants are responsible for all costs associated with their education, which may include books, lab fees, materials and transportation. Current high school students are ineligible for financial aid. Current tuition and fees are available on our website at www.hcc.edu and are subject to change.

Early Admit students will meet with their HCC advisors, to register for their individual classes and throughout the semester, as needed. Students may enroll in a maximum of 16 credits each semester. A student whose semester GPA falls below 2.0 during any one semester will be ineligible to continue in the Early Admit program. Students must comply with all HCC policies.

Early Admit Academic Credit

When a semester has been successfully completed, students will earn college credits, which may be transferable to most 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 program activities, please contact the Office of Admissions at (413) 552-2321.

Steps for Admission to the Early Admit Program:

1. Schedule a college tour and meet with an admissions counselor at a Welcome Wednesday! Information session and tour. These sessions are held weekly at 10:00 a.m. and 2:00 p.m., and last for about an hour. To RSVP, please contact the Office of Transfer Affairs or Admissions Office at (413) 552-2321 or email admissions@hcc.edu.
2. Complete the Holyoke Community College Early Admit application and mail it to: Holyoke Community College, Admissions Office, 303 Homestead Avenue, Holyoke, MA 01040.
3. Prospective students must have official high school/home school and college transcripts (if applicable) mailed to: Holyoke Community College, Admissions Office, 303 Homestead Avenue, Holyoke, MA 01040. All transcripts should be received in the Admissions Office with the Early Admit application.
4. For students intending to carry nine or more credits, documentation for the following immunizations is required by Massachusetts law: Three Hepatitis B, two measles, one mumps, one rubella, and a tetanus/diphtheria in the last ten years. Some programs may require immunizations for all students regardless of credit load.

Early Admit Acceptance

Applications will be reviewed on an individual basis. High school students who have a minimum of a cumulative 2.5 GPA (based on a 4.0 scale), meet the placement testing requirements, and are recommended by their high school guidance counselor will be considered for acceptance for full or part-time enrollment.

Early Admit Deadline

Applications are due no later than August 1st for fall and December 1st for spring enrollment. All applicants must submit an official high school transcript and both parent/guardian and guidance counselor approval prior to the application deadline. Placement testing is required for all HCC Early Admit applicants. Testing will take place at Holyoke Community College. Applicants must meet all prerequisite requirements for selected courses.

Home School Applicants

Home schooled students, without a high school diploma or G.E.D., are eligible to apply for admission to a degree or certificate program provided they have successfully completed an approved home schooling program in accordance with Massachusetts General Laws or the laws of their home state. Home school applicants shall submit a letter from the school superintendent (on official letterhead with the high school seal) indicating approved education plan and stating date of graduation and/or completion of high school or home school education. Applicants under the age of compulsory school attendance must see the Director of Admissions for additional information regarding the enrollment process and consideration factors relating to course and program participation.

Commonwealth Transfer Compact

The Commonwealth Transfer Compact applies to students who matriculated prior to fall 2009. To receive the benefits of the Commonwealth Transfer Compact, students are required to complete their associate degree by August 2013 and must matriculate at a Massachusetts state college or University of Massachusetts campus by fall 2014.

Joint Admission Program

The Joint Admissions Program applies to students who matriculated prior to fall 2009. To receive the benefits of the Joint Admissions Program, students are required to complete their associate degrees by August 2013 and must matriculate at a Massachusetts state college or University of Massachusetts campus by fall 2014.

Selected Private School Joint Admissions

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

Under these programs students are conditionally accepted into these schools provided they have earned an associate degree or accumulated 60 credit hours at Holyoke Community College with a minimum cumulative grade point average (American International College 2.0 GPA, Western New England College 2.3 GPA, Elms College 2.5 GPA, Springfield College 2.5 GPA, and Bay Path College 2.0 GPA). Each school has established merit-based financial aid packaging based upon the student cumulative grade point average. For further information, please contact the Transfer Counselor (Frost 221) at (413)552-2498.

Tuition Advantage Program

The Tuition Advantage Program applies to students who matriculated prior to fall 2009 and who are participating in the Joint Admissions Program. To receive the benefits of the Tuition Advantage Program, students are required to complete their associate degrees by August 2013 and must matriculate at a Massachusetts state college or University of Massachusetts campus by fall 2014.

MCAS (Massachusetts Comprehensive Assessment System)

For those applicants attending Massachusetts's public high schools (Class of 2003 and beyond), final acceptance to HCC is contingent upon fulfillment of MCAS graduation requirements. Those earning a Certificate of Attainment or Certificate of Achievement (indicating non-fulfillment of MCAS) will be required to pass the Ability to Benefit exam prior to acceptance. Please contact the Office of Admissions and Transfer Affairs for more information at (413) 552-2321.

RESIDENCY STATUS

Residency status is a determining factor in calculating tuition and educational service fees. However, Residency status is not a determining factor in calculating tuition and fees for credit courses held in the evening, weekends, or online. Charges for these classes are consistent with in-state residency statutes. See page 13 for specific information pertaining to Tuition, Fees, etc. The Board of Higher Education for Massachusetts Colleges has established the following residency classifications:

In-State Status

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

New England Regional Student Program Status (NERSP)

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

Out-of-State Status

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

International Students

If you are not a U.S. citizen or permanent resident, you are required to complete an International Student Admission Application, submit statements of financial support, and transcripts of secondary education and college, if applicable, officially translated in English. Transcripts must be evaluated by an outside credential-evaluating agency. A Test of English as a Foreign Language (TOEFL) score of 550 is required for admission to all programs, unless supplemented by an English as a Second Language program. International Student Application deadlines are November 1st for Spring semester and May 1st for Fall semester. International student tuition is billed at the non-resident rate.

Change in Residency Status to Massachusetts Status

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

(CORI) Criminal Offender Record Information /

(SORI) Sex Offender Registry Information

Prior to being placed or accepted into certain programs in which clinical, field, or other practical experience working with vulnerable populations is a required part of the program, including, but not limited to, Deaf Studies, Nursing, Radiologic Technology, Education, or Medical Assistant, students will be subject to a CORI and SORI check. The results of this report may or may not disqualify a student from entering a program. Specific details and a complete copy of the College policy can be found in the current edition of the Student Handbook.

Students Who Wish to Reapply for Admission

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.

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 Office of Admissions and Transfer Affairs notifies students of the dates and locations of placement tests after they are admitted to the College. No credit toward graduation is awarded for developmental courses.

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

Physics Placement

All engineering students and others who will be taking PHS 111 must take PHS 101–General Physics, or the Physics Placement Test before registering for Physics 111. This test should be taken prior to a student's first semester. Arrangements may be made to take the Physics Placement Test by contacting the Assessment Center Office at (413) 552-2055, Frost 271, or Student Services Office at (413) 552-2390, Frost 224.

Advanced Placement Exams/Credit by Examination

National Examinations

HCC grants credit for sufficient scores on certain Advance Placement, College-Level Examination program (CLEP). An official score report must be sent directly from the testing agency to HCC's Welcome Center. The Student Records Office can provide more information on minimum score requirements and credit awards at registrar@hcc.edu.

Student Right-to-Know Policy

The federal government mandates that all institutions participating in Title IV or HEA programs disclose to current and prospective students graduation and transfer-out rates of first-time, full-time, degree/certificate seeking (FTFTDS) students. In compliance with these mandates, HCC followed 1,343 first-time, full-time students who enrolled in one of HCC's degree or certificate programs in Fall 2007. As of Fall 2010, 21% of these students had graduated; 19% transferred to another institution prior to graduating from HCC; and 16% are still enrolled at HCC. In sum, 56% of the first-time, full-time degree/certificate seeking college students entering HCC in Fall 2007 have, as of Fall 2010, graduated or continued their studies at HCC or at another public or private university in the United States. Rates are based on status at 150% "time-to-credential" (i.e. 1.5 years for certificates and 3 years for degrees).

Corporate College Program

Through this membership program, private and public organizations of any size can become members for a small annual fee.

- **Small single-site organizations (200 or fewer employees): \$40 annual program fee.**
- **Large single-site Organizations (over 200 employees) and multi-site organizations (e.g. banks, retail grocery, insurance companies, larger health organizations): \$200 annual program fee.**
- **Association membership: \$500 annual program fee.**

Membership benefits include a \$10 per credit discount on HCC credit courses and up to a 10% discount on many non-credit, workforce development offerings and contract training. Employers may receive a free brochure detailing all Corporate College Program benefits by calling (413) 552-2122 or emailing CBPD@hcc.edu.

Expenses

The estimated annual cost of attendance at Holyoke Community College is \$5,548.00 for a full-time Massachusetts resident carrying 12 semester hours per term. Included in this estimate are tuition, health insurance, fees, books, and supplies. Transportation and personal expenses, such as meals in the College's cafeteria, will vary for each student. Also, students intending to enroll in specialized areas of study such as music, hospitality management, and health or child-related studies will incur additional expenses for applied music lessons, uniforms, special supplies, and health/physical examinations.

Tuition (\$288 per semester - 12 credits)	\$576.00
Student Service Fee (\$15 per semester)	\$30.00
Transportation Fee (\$20 per semester)	\$40.00
Technology Fee (\$55 per semester)	\$110.00
Health Insurance (Annual)	\$866.00
Educational Services Fee (\$1,356 per semester)	\$2,712.00
Books and Supplies (Annual)	\$1,200.00
MassPIRG (\$7 per semester - optional)	\$14.00
ESTIMATED ANNUAL COST	\$5,548.00

Tuition, Fees and Charges***Application Fee (non-refundable)**

Massachusetts Resident	No Charge
Out-of-state Resident	No Charge

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

Health Insurance (per year) \$866.00

Educational Services Fee (\$1,356 per semester) \$113.00 per credit

Distance Learning Fee(\$10 per semester) (Fully on-line courses only)

CEM Fee (Course, Equipment & Materials) Designated courses Only. See course registration information.

Music Fee

for 50-minute private lessons	\$600.00
for ½-hour private lessons	\$350.00

Transportation Fee (per semester) \$20.00

Transcript Fee per Copy \$5.00

Student I.D. Card Replacement Fee \$7.00

Bus Pass Replacement Fee \$7.00

NSF Check Fee \$20.00

MassPIRG Fee (per semester, optional) \$7.00

Late Registration Fee No Charge

Late Payment Fee \$20.00

*All tuition, fees, and expenses are subject to state and legislative action; that and other circumstances may require adjustments in the tuition and fees stated in this catalog. Registering students should be aware that fiscal challenges facing the College for the 2011-2012 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 Fees* Refunds

(see registration booklet for summer refund schedule)

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

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

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 Fee, 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 fees waiver for credit bearing classes. Students are responsible to pay for all additional course fees (i.e. music lessons, nursing fees, etc.). The Veteran Services Coordinator in the Welcome Center, (Frost 221, (413) 552-2265) can provide further information.

Veterans

Eligible veterans, reservists, disabled veterans, and dependents of deceased veterans may qualify for monthly educational benefit payments from the Veterans Administration. Certain eligible veterans residing in Massachusetts are also entitled to a tuition waiver for Day Division or Continuing Education classes. Students with tuition waivers are responsible for all fees other than tuition. The Veteran Services Coordinator in the Welcome Center (Frost 221, (413) 552-2265) can provide further 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. Students must reapply for this aid each academic year. State-funded programs require the student (and parent) to have been Massachusetts residents for at least one year before the start of the school year. All awards are subject to the availability of funds and changes in federal, state, and college regulations, policies and procedures.

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

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 on the Web** (www.fafsa.gov). Applicants are welcome to use the self-service computers in the lobby of HCC's Financial Aid Office (Frost Building, Room 201) to submit the form.

In order to meet both the HCC and the State MASSGrant deadlines, 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, he/she must submit other supporting documents, such as Federal Verification Worksheets and tax returns, directly to the HCC Financial Aid Office. To receive the best possible aid award, these additional documents should be submitted by June 30.

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

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

*Not all certificate programs are eligible financial aid programs.

Additional information is available from the Financial Aid Office, Frost 201.

Award Packaging Policies

Holyoke Community College uses a form of "equity packaging" to award financial aid funds. Students currently receive "grant aid" totaling \$6,400 less the dollar amount of their expected family contributions (EFCs). The EFC is determined according to a federal formula based on the FAFSA application data and is reported to the family via the resulting "Student Aid Report." Thus, a fully eligible full-time student with an EFC = \$0 would be awarded the following grants:

\$5550	Federal Pell Grant
\$200	Federal Supplemental Educational Opportunity Grant
\$432	Financial Aid Tuition Waiver
\$218	Mass Furcolo Access Grant

To receive the amounts described above students would need to apply on time and also be eligible for both federal and state financial aid.

Three-quarter-time and half-time students would be 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 would also be proportional to enrollment status.

Since these grants exceed the costs of tuition, fees and books, the excess is available to help with out-of-pocket expenses such as room and board, lunches, transportation, and daycare.

If a student does not qualify for enough grant aid to cover direct costs, educational loans are offered to cover the shortfall. We generally try to award subsidized and/or unsubsidized Federal Direct Stafford Loans in the amount each applicant needs to cover the typical balance of tuition, fees, books and supplies not covered by grant aid. Students who need to borrow additional loan funds for other educational costs (transportation, living expenses, daycare, etc.) are asked to complete a Loan Request form in the Financial Aid Office.

To discourage excessive debt, however, the college has adopted a default management program. This may involve some type of loan counseling for applicants requesting an excessive amount of loans for living expenses. To limit or avoid reliance on loans, students are also urged to seek private scholarships, trim unnecessary expenses from their budgets, and consider limited part-time work, any available payment plans, or delayed or reduced enrollment.

All Federal Direct Stafford Loan applicants must complete a full financial aid application file. In addition, 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 they understand their obligations.

FEDERAL WORK-STUDY (FWS) is awarded to high-need students who meet the HCC priority deadline and indicate an interest in jobs on their FAFSA.

The following awarding policies are also followed:

1. Federal SEOG's are normally restricted to students with EFC = \$0.
2. Less-than-half-time students are normally restricted to Federal Pell Grants.
3. College-based grants based on need are not reduced for private scholarships unless required by regulations.
4. Aid for students with bachelor degrees (or higher) is restricted to loans and work-study.
5. Students simultaneously enrolled in high school and HCC are not eligible for any financial aid.
6. Students cannot receive financial aid for audited courses or courses the student never attended.

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

Book Vouchers

Students who have anticipated financial aid that exceeds their tuition and fee charges are automatically issued a financial aid book voucher for the HCC bookstore. Approximately 3 weeks before the start of a semester, a student's eligibility for the book voucher is calculated based on the student's billed charges minus pending financial aid. Once calculated, it is posted to the student's account and electronically forwarded to the bookstore. The amount of the book voucher can be viewed on the student's record on the HCC on-line services ("MY HCC"). To use the voucher, the student goes directly to the bookstore with his/her class schedule and student ID. Books can be purchased with the voucher 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.

Satisfactory Academic Progress

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

Qualitative Standard

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

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

Quantitative Standard

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

Incremental Progress

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

Maximum Time Frame

Students must be able to complete their program of study within 150% of the number of semester hours required at HCC to complete their degree or certificate. Also, financial aid can only pay up to 30 credits of remedial coursework.

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

Students who believe that extraordinary circumstances prevented them from attaining satisfactory academic progress may submit a written 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 make satisfactory academic progress 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 satisfactory academic progress is available in the Financial Aid Office, Frost 201.

Aid Disbursement 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 (usually the first 4 or 5 days of a term).

The first aid disbursement for a term is normally scheduled 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 receive a check within fourteen days of 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.

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

Federal regulations require schools to use the date the student begins the withdrawal process as the "date of withdrawal." Holyoke Community College defines the date the student begins the withdrawal process as the date the student obtains withdrawal forms 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. Contact the Financial Aid Office for more information.

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.

More financial aid information can be found on the college's website www.hcc.edu.

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.hccscholarship.org. The college also awards a limited number of Talent Grants without requiring an application.

Grants

Federal Pell Grants range up to \$5,550 a year for full-time, \$4,163 for three-quarter time, \$2,775 for half-time, and \$1,388 for less than half-time enrollment. All first-time recipients since 2008-09 are limited to 18 full-time semesters of pell grant awards. *Undergrads only*. Funding: U.S. Govt.

MassGrant awards at Massachusetts community colleges range up to \$800 per year depending on the need. *Full-time undergraduate students only*. Funding: State of Mass.

Federal Supplemental Educational Opportunity Grants normally do not exceed \$200 at HCC. Preference to Pell-eligible students with zero EFC. *Undergrads only*. Funding: U.S. Govt.

HCC Financial Aid Tuition Waivers reduce tuition charges and can range up to the full amount of in-state tuition. *Undergrads only*. Funding: State of Mass.

Mass Furcolo Access Grant awards cannot exceed tuition and fees. *Undergrads only*. Funding: State of Mass.

Part-time student grant award offers range from \$200 to \$450. Limited to eligible students enrolling for 6 to 11 semester hours per term. *Undergrads only*. Funding: State of Mass.

Institutional Grants are normally limited to direct educational costs. *Undergrads only*. Funding: HCC.

HCC educational access grants generally range from \$150 to \$300 in 2009-10. *Undergrads only*. Funding: HCC.

Loans

Federal Direct Stafford Loans are a low interest educational loan of up to \$5,500 per year (no more than \$3,500 can be subsidized) for freshman 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) if subsidized, interest is not charged and the repayment period does not begin until six months after the borrower ceases to be at least a half-time student. All subsidized stafford loans first disbursed on or after July 1, 2010 have a fixed interest rate of 4.5%. If unsubsidized, interest accrues from the time the loan is disbursed until it is paid-in-full, even though the repayment does not begin until six months after the borrower ceases at least half-time enrollment. All unsubsidized stafford loans first disbursed on or after July 1, 2006 have a fixed interest rate of 6.8%.
Funding: U.S. Govt.

Federal Direct Plus Loans for parents of dependent students. Interest is charged from the date of the first disbursement. All direct plus loans distributed on or after July 1, 2006 have a fixed interest rate of 7.9%. 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. Hourly rates range from \$8.00 to \$9.15. Payroll is every two weeks. Funding: US Govt. and HCC.

For more detailed information regarding federal and state student aid programs the student should check the following web sites:

U. S. Department of Education (www.studentaid.ed.gov)
Massachusetts Office of Student Financial Assistance (www.osfa.mass.edu)

SPECIAL PROGRAMS AND SERVICES

ABE Transition to College and Careers Program and Bridge to ABE TCC

The ABE Transition to College and Careers Program (ABE TCC) and Bridge to ABE TCC help students prepare for college once they have completed their GED (at any time) or have a high school diploma from at least four years ago. Applicants must be at least 18 years-old (there is no maximum age) and planning to enter college in pursuit of a certificate or degree after the program. We offer a supportive learning community environment and classroom instruction. The instructor will focus on math, algebra, reading, writing and development of critical thinking skills, computer skills *in a college context* and study strategies. We offer extensive hours of mentoring/tutoring in addition to in-class instruction. Our mentors are program graduates as well as volunteers from local colleges and agencies. Mentors serve one-on-one as assistants in the classroom as well as being available outside of class hours.

The day program is based at HCC and the class is given on campus. The evening Bridge to ABE TCC and ABE Transition to College and Careers classes are held at the Picknelly Adult & Family Education Center (PAFEC) in downtown Holyoke. These free (non-credit) programs are offered spring, summer and fall semesters. The program offers intensive support, counseling in English and Spanish, and transition services to eligible students enrolled in Adult Basic Education programs (advanced ESOL and GED) in Hampden and Hampshire counties as well as to other college-bound individuals. Career counseling is an integral part of the ABE TCC program, with a speaker series featuring guest professionals, faculty from different departments and career development workshops and field trips. Staff assists participants with admissions, financial aid, and connecting students to college resources and services.

For more information about these classes, or if you are interested in becoming a mentor, please contact Elia Dreyfuss, ABE Transition to College & Careers Program coordinator at (413) 552-2852 or edreyfuss@hcc.edu.

Cooperative Education

Cooperative Education provides students with the opportunity to apply the knowledge and skills learned in the classroom through real work experiences (paid or unpaid) while becoming familiar with the conditions and demands of employment in their chosen career fields for academic credit. Co-op partners with local employers and community agencies in every industry, while being a valuable resource for workforce development. See page 234 for additional information.

English as a Second Language (ESL)

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

ESL Academic Courses

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

Assistance Available

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

For More Information

To learn more about the ESL Support Program stop by the office in the DON 203, or call (413) 552-2553 or (413) 552-2234 or email gmontero@hcc.edu.

Inglés Como Segundo Idioma

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

Asistencia disponible en:

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

Cursos Académicos de ESL

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

Para Mayor Información:

Para saber más sobre el Programa de Apoyo de Inglés como Segundo Idioma visite nuestra oficina en el edificio Donahue 203, o llame al (413) 552-2553 ó (413) 552-2234 or email gmontero@hcc.edu.

ESL Support Program - Английский как второй язык

Эта программа поддержки студентов, для которых английский язык не является родным языком. Им предлагаются курсы английского языка (ESL) и другие услуги, помогающие успешно учиться в колледже. Курсы ESL готовят студентов к дальнейшей учебе и получению Сертификата (Professional Certificate) или Диплома (Associate Degree).

Услуги программы ESL

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

Академические курсы ESL

Студенты могут заработать до 15 кредитов, которые засчитываются при продолжении учебы для получения диплома. Программа ESL предлагает пять уровней изучения английского языка в следующих разделах: чтение и письмо, разговорная речь и восприятие на слух, произношение, а также три уровня грамматики. Студенты получают знания, необходимые для продолжения образования. Начиная с четвертого уровня ESL, студенты могут одновременно брать курсы по выбранной ими специальности. Вы можете получить дополнительную информацию о программе ESL в здании Donahue, офис 203, или позвонив по телефонам (413) 552-2553 и (413) 552-2234, и email obashmakova@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 offers Basic Literacy, Pre-GED Preparation, GED Preparation and "Fast Track" Math. The Center offers a GED Practice Test, which is available for qualified students. 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.

Ludlow Area Adult Learning Center

The Ludlow Area Adult Learning Center is a community-based ABE program that offers English for speakers of other languages. Classes are held 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 center is located at 54 Winsor Street, 2nd floor in Ludlow. For more information, contact the program coordinator at (413) 583-0320. All services are free.

Multicultural Academic Services

Multicultural Academic Services (MAS) is a transitional support program for English as a Second Language, Avanza2College and international students. MAS advisors assess individual student needs, identify academic and career goals, and engage each student in the strategies and resources that engender success in the college environment. MAS promotes academic and campus participation through peer mentoring, workshops, student conferences, and one-on-one sessions. Students challenged by issues of language, cultural identity, and isolation learn the tools that inspire self-authorship, self-advocacy, and leadership, within the broader context of community. For more information about MAS, please call Myriam Quinones at 552-2539 or email mquinones@hcc.edu.

New Directions

New Directions is a college success program for women students age 24 or older, young mothers of any age, and female veterans. Comprehensive services include admission counseling, information about financial aid, academic advising, workshops and career and transfer guidance. Transfer assistance includes information about programs for non-traditional students at Mount Holyoke College, Smith College, and UMass. For more information about New Directions, please call 552-2346 or email dlevenson@hcc.edu.

Office for Students with Disabilities and Deaf Students

The Office for Students with Disabilities provides assistance to students with documented disabilities through assessment of individual academic needs and implementation of accommodations for both classroom and campus access. Students are encouraged to contact the office immediately following their acceptance to the college to obtain timely services and arrange for equipment. Typical accommodations available to students include: academic and advocacy counseling, arrangement of alternative testing services, and supplemental note takers, ASL interpreters and oral transliterators and introduction to the HCC assistive technology center. These individualized services are developed in conjunction with faculty and community support services as well as HCC campus services. Additional support services such as electronic/alternative texts, tutorial assistance, and transfer counseling may be arranged through other campus or community service providers. For information about services, contact the office at 552-2417, Donahue 139.

Pathways Program

This special program is devoted to helping promising students succeed at HCC and prepare for transfer to selective liberal arts institutions such as like Mount Holyoke, Smith, Hampshire, and Amherst colleges. It provides academic support services such as academic advising, assistance with the FAFSA and scholarship processes, assistance with the transfer process, mentoring, the Math Transition seminar, and Learning Community courses. For more information call (413) 552- 2857.

Senior Waiver

Adults 60 years and older have the opportunity to take credit classes at HCC on a space-available basis through its Senior (tuition and fee) waiver. Eligible adults may register only during the two weeks before the start of classes and must pay a non-refundable educational service fee of \$50 per semester. Those electing to use the waiver must enroll through the Advising Center in FR 271. For more information on the Senior Waiver policy, please call (413) 552-2054.

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 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. Applications are available in Donahue 240. For more information, please contact the STRIVE administrative secretary at (413) 552-2505.

Student Activities

The Student Activities Office helps build community and foster college involvement through social and educational programming and leadership development. Opportunities for involvement include the Student Senate, the student member of the Board of Trustees, and over 25 active clubs and organizations (see the Student Handbook for a complete list). Students, faculty and staff participate in a wide variety of programs (multi-cultural events, music, dance, speakers, campus celebrations) during the weekly Wednesday Activity Period. Anyone wishing to participate in Student Activities is encouraged to call (413) 552-2418 for more information.

Transition Programs

Bridge to Business

Bridge to Business is a collaborative project between Holyoke Community College and the Isenberg School of Management at the University of Massachusetts at Amherst. The program is devoted to helping Latino, African American, Native-American and Asian-American students earn a bachelor's degree from UMass. The program provides counseling and academic support services, such as individual tutoring and guidance from teaching assistants, as well as a weekly Bridge to Business seminar, and participation in events hosted by the Isenberg School of Management. For additional information, contact the Welcome Center at (413) 552-2850, or email admissions@hcc.edu.

College Enrichment Opportunity (CEO)

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

School-to-Career Transition

School-to-Career Transition (STC) provides an opportunity for a seamless path of work and learning beginning in high school and continuing through community college, with students entering the job market upon graduation or continuing on to a four-year college or university. Students choose a major in high school, complete a work experience in grades 11 and 12, and continue with a major-related work experience through the Cooperative Education Program while at HCC. Two components related to School-to-Career transition are Career Vocational Technical Education (CVTE) Linkages (formerly Tech Prep see page 18), and Cooperative Education (see page 15).

Transition to College

The Transition to College (TtC) program provides tuition-free summer courses for HCC students who need to complete developmental English and math before they can register for college-level fall semester courses. The intensive summer courses are linked with SSN 100 courses and are enhanced with support services that include supplemental instruction, academic and ESL tutors, computer labs, guest speakers, and workshops in study skills and career development. The TtC program is part of the First Year Experience initiative at HCC. For further information call (413) 552-2311.

Secondary/Post-Secondary CVTE Linkages (formerly Tech Prep)

Secondary/Post-Secondary CVTE Linkages is a federally funded program under the Carl V. Perkins legislation. It begins in high school, parallels the college course of study, and continues at a post-secondary institution. It leads to an associate degree, certificate, apprenticeship, or further post-secondary study in a specific career pathway.

HCC Administrators and CVTE Linkages is part of the Hampden-Hampshire Consortium along with Springfield Technical Community College and a number of area high schools. The Consortium is part of a statewide network of consortia composed of secondary schools and post-secondary institutions. Collaboratively, member institutions develop and implement a contextual curriculum that integrates academic and contextual learning along with articulated academic and career pathways from secondary to post-secondary education.

HCC has Articulation Agreements with approximately twenty area secondary schools in many program areas. Their purpose is to build upon students' past learning experiences, eliminate unnecessary duplication of course work, establish a clear and continuous education path, and facilitate progress at HCC. College credits are awarded to students within carefully defined guidelines for specific competencies in course work done in high school. Students should consult their high-school counselors, or the Secondary/Post-Secondary CVTE Linkages Office in the Cooperative Education and Career Services Department to determine whether they meet the requirements necessary to be awarded credit.

All juniors who are in Career Vocational Technical Education Perkins-Approved Programs in high school are automatically considered to be in CVTE Linkages. If they are unsure whether they were in an approved CVTE program, students should contact their high school guidance office or call the Hampden Hampshire CVTE Linkages Consortium Office at (413)552-2387.

Upward Bound Program

The Upward Bound Program at Holyoke Community College is a federally sponsored program serving 75 high school students from the Holyoke and Chicopee communities in Western Massachusetts. The program has a pre-college preparatory focus with an emphasis on developing the skills and motivation necessary both to gain admittance to and successfully complete a postsecondary educational program (after high school). For further information, call (413) 552-2157.

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

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

If You're Interested In...

Arts & Humanities

CMTA Integrated Studies
 Communication
 Creative Writing
 Deaf Studies
 Electronic Media
 Graphics
 Music
 Photography
 Theater
 Visual Arts

Academic Affairs

Applied Technology Option (Degree)
 General Integrated Studies Option (Degree)
 Liberals Arts (Degree)
 University Without Walls Option

Business & Science & Technology & Engineering & Mathematics

Accounting
 Administrative Professional Studies
 Banking
 Business Administration
 Chemistry
 Computer Info Security & Assurance Management
 Computer Info Security & Assurance Technical Specialist
 Computer Networking
 Culinary Arts
 Engineering
 Engineering Science Option
 Entrepreneurship
 Foodservice Management
 Hospitality Management
 Hospitality Transfer
 Human Resource Management

Business & Science & Technology & Engineering & Mathematics (Continued)

p. 24 International Business
 p. 25 Management Info Systems
 p. 27 Marketing Management General Transfer
 p. 28 Marketing Management Retail Management Career Option
 p. 30 Mathematics
 p. 33 Mathematics Mass Transfer Option
 p. 34 Microcomputer User Support
 p. 37 Paralegal Transfer
 p. 38 Physics
 p. 39 Professional Customer Service
 Programming
 Retail Management
 p. 20 Sports Administration
 p. 21 Webmaster
 p. 22
 p. 23 **Health & Natural Sciences**
 Biology
 Biotechnology
 p. 41 Coaching
 p. 42 Environmental Science Field Tech
 p. 44 Environmental Science Transfer
 p. 45 Firefighter Trainer
 p. 48 Foundations of Health
 p. 50 Group Exercise
 p. 51 Health Fitness Management
 p. 52 Health, Fitness and Nutrition
 p. 53 Health Fitness Specialist
 p. 54 Medical Assisting
 p. 56 Medical Coding
 p. 58 Natural Resources Studies Transfer Option
 p. 60 Nursing
 p. 61 Nutrition
 p. 63 Personal Trainer/Fitness Counselor
 p. 64 Practical Nursing

Health & Natural Sciences (Continued)

p. 66 Pre-Chiropractic
 p. 67 Pre-Food Science
 p. 68 Pre-Forestry
 p. 69 Pre-Medical/Dental
 p. 70 Pre-Veterinary & Animal Science Option
 p. 71 Radiology Technology
 p. 72 Solar Energy
 p. 73 Strength and Condition Specialist
 p. 74 Sustainability Studies
 p. 75 Veterinary Technician Option
 p. 76 Wind Energy
 p. 77
 p. 78 **Social Sciences**
 p. 79 Addiction Studies
 American Studies
 Criminal Justice
 p. 81 Day Care Administration
 p. 83 Developmental Disabilities Direct Support
 p. 84 Early Childhood
 p. 85 Early Childhood Transfer Option
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APPLIED TECHNOLOGY OPTION – C002

A.S. in Liberal Studies

Contact: Idelia Smith, 413-552-2770, ismith@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			23-24		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099 4 class hours	3		
Language and Literature II	ENG 102	ENG 101	3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Social Sciences (B)			3		
Social Sciences (B)			3		
Mathematics (D)			3-4		
PROGRAM REQUIREMENTS			36-48		
30 credits selected in consultation with advisor. Up to 30 credits of HCC approved technical \ training from another institution					
			3-4		
			3-4		
			3-4		
			3-4		
			3-4		
			3-4		
			3-4		
			3-4		
			3-4		
			3-4		
			3-4		
			3-4		
			3-4		
			3-4		
Total Credits			60-66		

PROGRAM OVERVIEW

For students who wish to apply technological work experience in place of course work, and to design a course of study that will complement that experience and lead to a degree. Up to 30 credits may be granted for valid college approved technical training and, based on a challenge examination, a CLEP examination.

NOTES:

Depending on the course selection 80% of this program can be completed online. Go to <http://webtide.hccd.org> 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	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			23-24		
Language and Literature I			3		
Language and Literature II			3		
Social Sciences (B)			3		
Social Sciences (B)			3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Mathematics Elective (D)			3-4		
PROGRAM REQUIREMENTS (Selected and agreed by contract)			36-37		
TOTAL CREDITS			60		

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

1 At least 30 credits must be earned at HCC after the date of the contract.

2 No more than 30 credits may be transferred into the contracted program.

3 HCC General Requirements must be completed.

NOTES:
 Depending on the course selection 80% of this program can be completed online. Go to <http://webtide.hccd.org> for further information.

LIBERAL ARTS AND SCIENCE OPTION – H010

A.A. in Arts and Science

Contact: Idelia Smith, 413-552-2228, ismith@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			35-36		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Social Science (B)			3		
Social Science (B)			3		
Social Science (B)			3		
Humanities (C)			3		
Humanities (C)			3		
Humanities (C)			3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Mathematics (D)			3-4		
PROGRAM REQUIREMENTS			21		
			3		
			3		
			3		
			3		
			3		
			3		
			3		
GENERAL ELECTIVES			6		
Any course listed in the catalog is acceptable.* (Sufficient to complete 60 credit graduation requirement)					
			3		
			3		
Total Credits			60-61		

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

NOTES:

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

Arts and Science Electives refer to page 149.

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. Go to <http://webtide.hccdl.org> for further information.

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	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			39		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Social Sciences (B) ¹			3		
Social Sciences (B) ¹			3		
Social Sciences (B) ¹			3		
Art/Music Elective			3		
History Elective			3		
Literature Elective			3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Topics in Mathematics	MTH 155		3		
Computer Concepts with Applications	CSI 111	Eligibility for ENG 101	4		
PROGRAM REQUIREMENTS (Select two from the following)			6		
Advanced Academic Writing	ENG 218	ENG 102	3		
Public Speaking	COM 150		3		
PROGRAM ELECTIVES			6		
Cultural Anthropology or World Politics	ANT 101 POL 125		3		
Cultural Diversity or History Elective or Literature Elective	ANT 114 HIS XXX EDU XXX		3		
GENERAL ELECTIVES			13		
			3-4		
			3-4		
			3-4		
			3-4		
Total Credits			64		

PROGRAM OVERVIEW
Includes the Mass Transfer Block aligned with the University Without Walls program at UMass.

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 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. Go to <http://webtide.hccdl.org> for further information.

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

A.A in Arts and Science

Contact: Patricia Sandoval, 413-552-2486, psandoval@hcc.edu

www.hcc-cmta.org

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			<u>35-36</u>		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Social Science Elective (B)			3		
Social Science Elective (B)			3		
Social Science Elective (B)			3		
Public Speaking (C)	COM 150		3		
Humanities Elective (C)			3		
Humanities Elective (C)			3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Mathematics (D)			3-4		
PROGRAM REQUIREMENTS <i>(Select from courses with COM or EMS or THE)</i>			<u>21</u>		
			3		
			3		
			3		
			3		
			3		
			3		
			3		
GENERAL ELECTIVES			<u>4</u>		
			1-4		
			1-4		
Total Credits			<u>60-61</u>		

PROGRAM OVERVIEW
The CMTA Integrated Studies Option is designed to allow students to create their own program of study integrating different areas within Communication, Media, Theater Arts, and other fields. With the help of a departmental advisor, students select courses that will provide the best foundation for transferring to a four-year institution, or for entering the job market. Students interested in this Option must meet with a member of the Communication, Media, and Theater Arts Department to design their course of study.

NOTES:

- 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 <http://webtide.hccdl.org> for further information.

For more information about the CMTA Intergrated Studies Option see www.hcc-cmta.org

COMMUNICATION – H012

A.A in Arts and Science

Contact: Patricia Sandoval, 413-552-2486, psandoval@hcc.edu

www.hcc-cmta.org

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			<u>35-36</u>		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	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 (D)			4		
Laboratory Science (D)			4		
Mathematics (D)			3-4		
PROGRAM REQUIREMENTS			<u>9</u>		
Public Speaking	COM 150		3		
Mass Media	COM 114		3		
Intro to Communication	COM 121		3		
PROGRAM ELECTIVES <i>(Select 4 courses from the list below. At least 2 courses must have a COM designation)</i>			<u>12</u>		
Professional Speaking	COM 107	COM 150	3		
Media Literacy or Fundamentals	COM 108 EMS 110		3		
Journalism or Intro to Electronic Media	COM 113 EMS 111	Eligibility for ENG 101	3		
Journalism II	COM 116	COM 113	3		
Intro to Radio Broadcasting	COM 122		3		
Radio Production	COM 123		3		
Practicum in Communication	COM 141		3		
Group Dynamics	COM 212	PSY 110	3		
History & Criticism of Film	EMS 218	ENG 102	3		
Great Film Directors	EMS 225	ENG 101	3		
Fundamentals of Acting	THE 110		3		
Voice & Diction	THE 218		3		
Continue next page					

PROGRAM OVERVIEW
The Communication Option provides a foundation understanding of communication in society and in our everyday lives. The Program is suited for students who wish to pursue careers in the field of broadcasting, journalism, advertising, public relations, business and politics. Goals of the program are both skills-based and analytical: to foster effective communication in diverse social situations and to develop an understanding of media institutions, media history and the effects of media on society and individuals. The program prepares students for transfer to a four-year school.

COMMUNICATION – H012 (Continued)

A.A in Arts and Science

Contact: Patricia Sandoval, 413-552-2486, psandoval@hcc.edu

www.hcc-cmta.org

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL REQUIREMENTS <i>(Sufficient to complete 60 credits)</i>			<u>1-4</u>		
			1-4		
Total Credits			<u>60-61</u>		

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.

Depending on the course selection 50% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

CREATIVE WRITING OPTION – H015

A.A. in Arts and Science

Contact: Dave Champoux, 413-552-2364, dchampoux@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			35-36		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Social Science (B)			3		
Social Science (B)			3		
Social Science (B)			3		
Creative Writing (C)	ENG 217	ENG 102	3		
Creative Writing for the Theater (C)	ENG/THE 227	ENG 102	3		
Creative Non-Fiction (C) (Fall)	ENG 231	ENG 102	3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Math (D)			3-4		
PROGRAM REQUIREMENTS			9		
Humanities Elective ¹			3		
Humanities Elective ¹			3		
Humanities Elective ¹			3		
SUGGESTED ELECTIVES ² (Sufficient to complete 60 credit graduation requirement)			18		
			3		
			3		
			3		
			3		
			3		
			3		
Total Credits			62 -63		

PROGRAM OVERVIEW
HCC's Creative Writing Option is one of only a few of its kind in the country for students pursuing an Associates Degree. It's a solid academic program that allows students to explore a personal interest, while at the same time follow the guidelines of a typical Associates of Arts degree, including the Commonwealth Transfer Compact and MassTransfer general education transfer block . 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.

NOTES:

¹ Suggested Humanities are 200 -level English Literature courses, Topics in Creative Writing, the Screenwriting Seminar, or a Theater or Communications course. You could use these electives to give your Creative Writing work a theme: for example, if you are interested in writing historical fiction, you might take some History classes. You have the flexibility to explore beyond your Creative Writing interests as well.

² You may choose any Arts and Science 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.

Depending on the course selection, 80% of this program can be completed online. Go to <http://webtide.hccd.org> for further information.

DEAF STUDIES CERTIFICATE – H081

Contact: Claire Sanders, 413-650-5368, csanders@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM REQUIREMENTS			24		
American Sign Language III	ASL 201	C or better in ASL102 or appropriate score on ASL Competency Exam	3		
American Sign Language IV	ASL 202	C or better in ASL201 or appropriate score on ASL Competency Exam	3		
Introduction to Deaf Studies	DFS 101		3		
Deaf Culture	DFS 104	ENG 101	3		
Deaf History	DFS 106	ENG 101	3		
Pre-Practicum in Deaf Studies	DFS 204	ENG 101 and DFS 101	3		
Deaf Literature	DFS 205	ENG 102 and ASL 201	3		
Practicum in Deaf Studies	DFS 213	DFS 204 (Pre-Practicum In Deaf Studies), ASL 201 and permission from the Deaf Studies coordinator	3		
Total Credits			<u>24</u>		

PROGRAM OVERVIEW

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

DEAF STUDIES OPTION – H080

A.S.in Arts and Science

Contact: Claire Sanders, 413-650-5368, csanders@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			26-27		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Psychology	PSY 110	Eligibility for ENG 101	3		
Introduction to Sociology	SOC 110	Eligibility for ENG 101	3		
Social Science (B)			3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Math Elective (D)			3-4		
PROGRAM REQUIREMENTS			30		
American Sign Language I	ASL 101		3		
American Sign Language II	ASL 102	C or better in ASL101 or appropriate score on ASL Competency Exam	3		
American Sign Language III	ASL 201	C or better in ASL102 or appropriate score on ASL Competency Exam	3		
American Sign Language IV	ASL 202	C or better in ASL201 or appropriate score on ASL Competency Exam	3		
Introduction to Deaf Studies	DFS 101		3		
Deaf Culture	DFS 104	ENG 101	3		
Deaf History	DFS 106	ENG 101	3		
Pre-Practicum in Deaf Studies	DFS 204	ENG 101 and DFS 101	3		
Deaf Literature	DFS 205	ENG 102 and ASL 201	3		
Practicum in Deaf Studies	DFS 213	DFS 204 (Pre-Practicum In Deaf Studies), ASL 201 and permission from the Deaf Studies coordinator	3		
PROGRAM ELECTIVES (Select One from the following)			3		
Cultural Anthropology	ANT 101		3		
Introduction to Language and Linguistics	DFS/ENG/ANT 103	ENG 101	3		
Civil Liberties & Civil Rights	POL 140		3		
Social Psychology	PSY 210 SOC 210	PSY 110 or SOC 110	3		
Human Development	PSY 216	PSY 110	3		
Educational Psychology	PSY 220	PSY 110	3		
Social Problems	SOC 214	SOC 110	3		
Conflict Resolution and Mediation	SSN 120		3		
GENERAL ELECTIVES (Sufficient to complete 60 credit graduation requirement)			0-1		
General Elective					
Total Credits			60		

PROGRAM OVERVIEW

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

ELECTRONIC MEDIA CERTIFICATE – H036

Contact: Justin West, 413-552-2525, jwest@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM REQUIREMENTS			<u>25</u>		
Fundamentals of Video	EMS 110	Access to video camera	3		
Introduction to Visual Media	EMS 105		3		
Introduction to Electronic Media	EMS 111		3		
Basic Design I or Basic Still Photography or Introduction to Designing for the Web	ART 123 ART 140 EMS 266	35mm SLR camera required ART 259 or EMS 111 or EMS 118	3		
Public Speaking or Introduction to Communication	COM 150 COM 121		3		
Topics in Electronic Media or any other 3-credit Electronic Media course	EMS 112 EMS xxx		3		
Electronic Media Seminar	EMS 201	EMS 101, 111, or 112	3		
Electronic Media Portfolio	EMS 204	EMS 201 and at least 21 credits of Electronic Media courses that may be taken concurrently	4		
Total Credits			<u>25</u>		

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

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 or EMS 266

*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	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			35-36		
Language & Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language & Literature II	ENG 102	ENG 101	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 (D)			4		
Laboratory Science (D)			4		
Mathematics (D)			3-4		
PROGRAM REQUIREMENTS			25		
Fundamentals of Video	EMS 110	Access to video camera	3		
Introduction to Visual Media	EMS 105		3		
Introduction to Electronic Media	EMS 111		3		
Basic Design I or Basic Still Photography or Introduction to Designing for the Web (Spring)	ART 123 ART 140 EMS 266	35mm SLR camera required ART 259 or EMS 111 or EMS 118	3		
Public Speaking or Introduction to Communication	COM 150 COM 121		3		
Topics in Electronic Media or any other 3-credit Electronic Media course	EMS 112 EMS xxx		3		
Electronic Media Seminar	EMS 201	EMS 101, 111, or 112	3		
Electronic Media Portfolio	EMS 204	EMS 201 and at least 21 credits of Electronic Media courses that may be taken concurrently	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.

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

*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, ART 140, COM 121, COM 150, EMS 105, EMS 110, EMS 111 or EMS 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 <http://webtide.hccd.org> for further information.

GRAPHIC DESIGN CERTIFICATE – H034

Contact: Beverly Wodicka, 413-552-2572, bwodicka@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	Co-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS ¹				21		
Basic Design I	ART 123			3		
Commercial Art and Design I	ART 256	ART 121 or ART 123	ART 121 or ART 123	3		
Commercial Art and Design II	ART 257	ART 256		3		
Graphic Design Production ²	ART 258	ART 256, ART 259	ART 259	3		
Computers for Graphic Designers I	ART 259	ART 256		3		
Computers for Graphic Designers II	ART 260	ART 259	ART 259	3		
Computers for Graphic Designers III	ART 265	ART 259	ART 259	3		
Total Credits				21		

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

NOTES:

¹ These electives are not required, but are highly recommended:

- HUM 280 Cooperative Education I
- ART 266 Introduction to Designing for the Web

GRAPHICS OPTION – H042

A.S. in Visual Art

Contact: Beverly Wodicka, 413-552-2572, bwodicka@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	Co-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS				26-27		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099		3		
Language and Literature II	ENG 102	ENG 101		3		
Social Sciences (B)				3		
Social Sciences (B)				3		
Social Sciences (B)				3		
Laboratory Science (D)				4		
Laboratory Science (D)				4		
Math Elective (D)				3-4		
OPTION REQUIREMENTS				18		
Basic Drawing	ART 121			3		
Basic Design I	ART 123			3		
Basic Design II	ART 124	ART 123		3		
Introduction to Art History I	ART 131	ENG 101	ENG 101	3		
Introduction to Art History II	ART 132	ENG 101	ENG 101	3		
Commercial Art and Design I	ART 256	ART 121 or ART 123	ART 121 or ART 123	3		
<i>Plus 12 credits from the following</i>				12		
Commercial Art and Design II	ART 257	ART 256		3		
Graphic Design Production ¹	ART 258	ART 256, ART 259	ART 259	3		
Computers for Graphics I	ART 259	ART 256		3		
Computers for Graphics II	ART 260	ART 259		3		
Computers for Graphics III	ART 265	ART 259		3		
SUGGESTED ELECTIVES				6		
Humanities Elective				3		
Visual Communication Elective ²				3		
				3		
Total Credits				62-63		

PROGRAM OVERVIEW

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

NOTES:

¹ Student enrolling in ART 258 are advised to enroll in ART 259 as a Pre or Co-Requisites

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

MUSIC PERFORMANCE CERTIFICATE – H027

Contact: Dr. Elissa Brill Pashkin, 413-552-2291, ebrill@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	Co-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM REQUIREMENTS				18		
Music Theory 1 (Fall)	MUS 105	MUS 100 with a grade of “B” or better or permission of instructor		3		
Music Theory 2 (Spring)	MUS 107	MUS 105		3		
Aural Skills 1	MUS 131		MUS 105	1		
Aural Skills 2	MUS 132	MUS 131	MUS 107	1		
Class Piano 1 (Fall)	MUS 135			1		
Class Piano 2 (Spring)	MUS 136	MUS 135		1		
Applied Music for Majors 1	MUS 171	Audition		2		
Applied Music for Majors 2	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 1 or 2 courses from the following)</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	2		
Woodwind Instrumental Methods	MUS 116		MUS 100	2		
String Instrumental Methods	MUS 117		MUS 100	2		
Brass Instrumental Methods	MUS 118		MUS 100	2		
Percussion Instrumental Methods	MUS 125		MUS 100	2		
Topics in Music	MUS 150	Eligibility for ENG 101		3		
Jazz Improvisation 1 (Fall)	MUS 151	Music 100 with a grade of B or better or permission of the instructor		2		
Jazz Improvisation 2 (Spring)	MUS 152	MUS 151		2		
Introduction to Music Technology	MUS 180			3		
Advanced Topics in Music	MUS 250	MUS 107, Eligibility for ENG 101		3		
Music Literature 1 (Fall)	MUS 259	ENG 102, Co-requisite: MUS 208 or permission of instructor		3		
Music Literature 2 (Spring)	MUS 260	MUS 259		3		
Total Credits				21-22		

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

National Association of Schools of Music
11250 Roger Bacon Drive,
Suite 21
Reston, Virginia 20190
(703) 437-0700

NOTES:

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

MUSIC PROGRAM – H025

A.A. in Music

Contact: Dr. Elissa Brill Pashkin, 413-552-2291, ebrill@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	Co-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS				26-27		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099		3		
Language and Literature II	ENG 102	ENG 101		3		
Social Science (B)				3		
Social Science (B)				3		
Social Science (B)				3		
Laboratory Science (D)				4		
Laboratory Science (D)				4		
Math (D)				3-4		
PROGRAM REQUIREMENTS				38		
Music Theory 1 (Fall)	MUS 105	MUS 100 with a grade of "B" or better or permission of instructor		3		
Music Theory 2 (Spring)	MUS 107	MUS 105		3		
Music Theory 3 (Fall)	MUS 208	MUS 107		3		
Music Theory 4 (Spring)	MUS 209	MUS 208		3		
Aural Skills 1 (Fall)	MUS 131		MUS 105	1		
Aural Skills 2 (Spring)	MUS 132	MUS 131	MUS 107	1		
Aural Skills 3 (Fall)	MUS 233	MUS 132	MUS 208	1		
Aural Skills 4 (Spring)	MUS 234	MUS 233	MUS 209	1		
Class Piano 1 (Fall)	MUS 135			1		
Class Piano 2 (Spring)	MUS 136	MUS 135		1		
Class Piano 3 (Fall)	MUS 237	MUS 136		1		
Class Piano 4 (Spring)	MUS 238	MUS 237		1		
Music Literature 1 (Fall)	MUS 259	ENG 102	MUS 208 or permission of instructor	3		
Music Literature 2 (Spring)	MUS 260	MUS 259		3		
Applied Music for Majors 1	MUS 171	Audition		2		
Applied Music for Majors 2	MUS 172	MUS 171		2		
Applied Music for Majors 3	MUS 273	MUS 172		2		
Applied Music for Majors 4	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		
Continued next page						

PROGRAM OVERVIEW

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

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

National Association of
Schools of Music
11250 Roger Bacon Drive,
Suite 21
Reston, Virginia 20190
(703) 437-0700

MUSIC PROGRAM – H025 (Continued)

A.A. in Music

Contact: Dr. Elissa Brill Pashkin, 413-552-2291, ebrill@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL ELECTIVES			4		
			1-3		
			1-3		
			1-3		
Total Credits			68-69		

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.

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

PHOTOGRAPHY OPTION – H041

A.S. in Visual Art

Contact: Robert Aller, 413-552-2490, raller@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			26-27		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Social Sciences (B)			3		
Social Sciences (B)			3		
Social Sciences (B)			3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Math (D)			3-4		
PROGRAM REQUIREMENTS			21		
Basic Drawing	ART 121		3		
Basic Design I	ART 123		3		
Basic Design II	ART 124	ART 123	3		
Introduction to Art History	ART 131	ENG 101, previously or concurrently	3		
Introduction to Art History	ART 132	ENG 101, previously or concurrently	3		
Basic Still Photography	ART 140	35mm SLR camera required	3		
Advanced Photography	ART 141	ART 140; 35 mm SLR camera is required	3		
PROGRAM ELECTIVES			13-15		
Humanities Elective			3		
Visual Communication Elective ¹			3		
General Elective			1-3		
Color Photography	ART 142	ART 141; 35mm SLR camera	3		
Photojournalism	ART 143	ART 140; 35mm SLR camera	3		
A Critical Survey of Photography	ART 145		3		
Introduction to Digital Fine Art Photography	ART 148	ART 140	3		
Alternative Photographic Processes	ART 149	ART 140 and ART 141	3		
Women In Photography	ART 156		3		
Total Credits			60-63		

PROGRAM OVERVIEW
 Successful completion of the photography option will result in the creation of a portfolio. The portfolio is required for transfer to upper level studies leading to a B.A. or B.F.A. This will include a minimum of twenty works completed in our studio sections. Works will feature the student's ability to compose in 2D, with special emphasis placed on at least one of the suggested photography areas of study. Skillful use of the camera, competency in darkroom practices, and constructive development of creative visual concepts will be exhibited. An understanding of basic concepts and terminology as stated in the department assessment entry/exit survey is expected.

NOTES:
¹ Select from the following electives: ART 148, ART 149, EMS 105, EMS 110, EMS 111, EMS 112
 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 <http://webtide.hccdl.org> for further information.

THEATER ARTS - H011
A.A in Arts and Science

Contact: Patricia Sandoval, 413-552-2486, psandoval@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			<u>35-36</u>		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Social Science Elective (B)			3		
Social Science Elective (B)			3		
Social Science Elective (B)			3		
Public Speaking	COM 150		3		
Introduction To Theater	THE 219		3		
Humanities Elective (C)			3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Mathematics (D)			3-4		
PROGRAM REQUIREMENTS			<u>20</u>		
Fundamentals of Acting	THE 110		3		
Stagecraft	THE 124		4		
Play Production	THE 125		4		
Theater History: Classical Theater	THE 212		3		
Voice and Diction	THE 218		3		
Playscript Analysis	THE 240	ENG 101	3		
PROGRAM ELECTIVES <i>(Select 2 from the following courses)</i>			<u>6</u>		
Movement for Actors	THE 120		3		
Acting II	THE 210	THE 110	3		
Theater History: Modern Drama	THE 213		3		
Creative Writing for the Theater	THE/ENG 227	ENG 102	3		
Topics in Theater	THE/ENG 235	ENG 102, previously or concurrently	3		
Shakespeare	THE 237	ENG 102	3		
Total Credits			<u>61-62</u>		

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 are committed to providing students with a practical application of study by collaborating in the production of various theater performances on campus. The curriculum at HCC will prepare students for transfer or help them to pursue a career in the theater arts.

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.

VISUAL ART PROGRAM – H031
A.S in Visual Art

Contact: Frank Cressotti, 413-552-2489, fcressotti@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			23-26		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Social Sciences (B)			3		
Social Sciences (B)			3		
Social Science (B)			3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Math (D)			3-4		
PROGRAM REQUIREMENTS			21		
Basic Drawing	ART 121		3		
Drawing Composition	ART 122	ART 121	3		
Basic Design I	ART 123		3		
Basic Design II	ART 124	ART 123	3		
Introduction to Art History I	ART 131	ENG 101, previously or concurrently	3		
Introduction to Art History II	ART 132	ENG 101, previously or concurrently	3		
Any History or Art History ¹			3		
PROGRAM ELECTIVES			13		
ART Elective			3		
ART Elective			3		
ART Elective			3		
ART Elective			3		
General elective sufficient to complete 60 credits			1		
Total Credits			60		

PROGRAM OVERVIEW
 In Studio Foundations, students will acquire an understanding of visual concepts and terminology, skill in basic techniques, and experience with a range of practices and materials. In Art History classes, students will look intensely at works of art, and consider their cultural and social significance. Successful completion of the Visual Art program will result in the creation of a portfolio. The portfolio is required for transfer to upper-level studies leading to a BA or BFA degree. This will include a minimum of twenty works completed in advanced studio sections. Works will feature the student's ability to compose in 2D using both wet and dry standard drawing mediums, focusing on effective use of gray scale, figure/ground relationship, dynamics of foreground, middle distance, and deep space, and the expression of volumetric structure. 3D and color concerns, inventive use of various materials, and the constructive development of creative concepts will also be exhibited.

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 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 <http://webtide.hccdl.org> for further information.

ACCOUNTING – B016

A.S. in Accounting

Contact: Leah A.Russell, 413-552-2312, lrussell@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Macroeconomics (B)	ECN 101	ECN 100 with a grade of C- or better or eligible for MTH 095	3		
Introduction to Microeconomics (B)	ECN 102	ECN 100 with a grade of C- or eligible for MTH 095	3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
PROGRAM REQUIREMENTS			42		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
Principles of Accounting II	ACC 112	ACC 111	4		
Computer Assisted Accounting	ACC 115	ACC 111 Pre or co-requisite: BUS 215	3		
Intermediate Accounting	ACC 201	ACC 112	3		
Managerial Accounting	ACC 205	ACC 112	3		
Federal Income Taxation (Fall)	ACC 212	ACC 112	3		
Certified Bookkeeper Preparation (Spring)	ACC 215	ACC 201	3		
Professional Etiquette	BUS 112		1		
Mathematics for Business Decision Making	BUS 170	Eligibility for MTH 095 and one of the following: CSI 111 or BUS 115 or BUS 215	3		
Spreadsheets	BUS 215		3		
Business Communications	BUS 220	ENG 101	3		
Internship in Business or Cooperative Education in Business I	BUS 278 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 3		
Business Law	LAW 211		3		
Principles of Management	MGT 230		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. Students who plan on transferring to the University of Massachusetts Amherst as well as the other Massachusetts State colleges and universities must enroll in the Business Administration MassTransfer Option. 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 and evaluate accounting data.

Not for students who want to transfer to UMass Amherst or any other State school

NOTES:

Depending on the course selection 50% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

ACCOUNTING SYSTEMS CERTIFICATE – B017

Contact: Leah A.Russell, 413 - 553-2312, lrussell@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			3		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
PROGRAM REQUIREMENTS			23		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
Computer Assisted Accounting	ACC 115	ACC 111 Pre or co-requisite: BUS 215	3		
Principles of Accounting II	ACC 112	ACC 111	4		
Business Mathematics	BUS 170	Eligibility for MTH 095 and one of the following: CSI 111 or BUS 115 or BUS 215	3		
Spreadsheets	BUS 215		3		
Business Communications	BUS 220	ENG 101	3		
Accounting Systems Elective ¹			3		
TOTAL CREDITS			26		

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 on-line. 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.

NOTES:

¹Select from: BUS 101, BUS 115, CSI 111, LAW 211, MGT 230, MGT 231, MGT 235

Depending on the course selection 80% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

ADMINISTRATIVE PROFESSIONAL STUDIES – B041

A.S. Administrative Professional Studies

Contact: Sharon Biskup, 413-552-2345, sbiskup@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099 4 class hours	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Microeconomics (B)	ECN 102	ECN 100 with a grade of C- or eligible for MTH 095	3		
Social Science Elective (B)			3		
Laboratory Science			4		
Laboratory Science			4		
PROGRAM REQUIREMENTS			34-35		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
Introduction to Business	BUS 101		3		
Professional Etiquette	BUS 112		1		
Money Management	BUS 114	Eligibility for MTH 085	1		
Computer Applications or Computer Concepts and Applications	BUS 115 CSI 111	Eligibility for ENG 101	3-4		
Advanced Computer Applications	BUS 216	BUS 115 or CSI 111	3		
Math for Business Decision Making	BUS 170	Eligibility for MTH 095 and one of the following: CSI 111 or BUS 115 or BUS 215	3		
Business Communications	BUS 220	ENG 101	3		
Cooperative Education	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		
Public Speaking	COM 150		3		
Job Search Strategies	GSY 111		1		
Business Law	LAW 211		3		
Principles of Management	MGT 230		3		
PROGRAM ELECTIVES			6		
Business Electives ¹			3		
Business Electives ¹			3		
Total Credits			60-61		

PROGRAM OVERVIEW
 The Administration Professional Studies program combines strong technical and computer skills and an emphasis on effective writing and communication. The degree will prepare the student for a wide variety of office and administrative positions. Students may use their Business Electives to expand their knowledge in the area of business in which they wish to apply their skills.

NOTES:

¹ Select from: ACC, BUS, CSI, HCA, LAW, MGT, MKT, SEC, SPO.

Depending on the course selection 80% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

ADMINISTRATIVE PROFESSIONAL STUDIES CERTIFICATE – B042

Contact: Sharon Biskup, 413-552-2345, sbiskup@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			3		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099 4 class hours	3		
PROGRAM REQUIREMENTS			17-18		
Professional Etiquette	BUS 112		1		
Business Math	BUS 170	Eligibility for MTH 095 and one of the following: CSI 111 or BUS 115 or BUS 215	3		
Advanced Computer Applications	BUS 216	BUS 115 or CSI 111	3		
Business Communications	BUS 220	ENG 101	3		
Cooperative Education	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		
Computer Applications <u>or</u> Computer Concepts and Applications	BUS 115/ CSI 111	Eligibility for ENG 101	3-4		
PROGRAM ELECTIVES			6		
Business Electives ¹			3		
Business Electives ¹			3		
Total Credits			26-27		

PROGRAM OVERVIEW

The Administrative Professional Certificate combines strong technical and computer skills and an emphasis on effective writing and communication. The certificate will be especially useful to students with prior office experience who wish to update their skills. This certificate is directly transferable into the Administrative Professional Studies Option to the A.S. in Business Administration. Students may use their Business Electives to expand their knowledge in the area of business in which they wish to apply their skills.

NOTES:

A keyboarding speed of 35 wpm is required to graduate.

¹ Choose two courses from the following: BUS, MKT, MGT, ACC, HCA, LAW, SPO, CSI

Depending on the course selection 50% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

BANKING OPTION – B029
A.S. in Business Administration

Contact: Sharon Biskup, 413-552-2345, sbiskup@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			23		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099 4 class hours	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Macroeconomics (B)	ECN 101	ECN 100 with a grade of C- or better or eligible for MTH 095	3		
Introduction to Microeconomics (B)	ECN 102	ECN 100 with a grade of C- or eligible for MTH 095	3		
Social Science Elective (B)			3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Statistics (D) or Math for Business Decision Making	MTH 142 BUS 170	MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination Eligibility for MTH 095 and one of the following: CSI 111 or BUS 115 or BUS 215	3		
PROGRAM REQUIREMENTS			37-38		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
Principles of Accounting II	ACC 112	ACC 111	4		
Professional Etiquette	BUS 112		1		
Money Management	BUS 114	Eligibility for MTH 085	1		
Principles of Banking ¹	BUS 239		3		
Introduction to International Business	BUS 245		3		
Cooperative Education in Business 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		
Computer Applications or Computer Concepts w/Applications	BUS 115 CSI 111	Eligibility for ENG 101	3-4		
Business Law	LAW 211		3		
Principles of Management	MGT 230		3		
Customer Service and Sales	MKT 227		3		
Principles of Marketing	MKT 240		3		
Total Credits			60-61		

PROGRAM OVERVIEW
Banking is a degree option that prepares students for entry-level careers in banking and 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 These courses are offered only through the Center for Financial Training 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.

Depending on the course selection 80% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

BUSINESS ADMINISTRATION-CAREER OPTION – B026

A.S. in Business Administration

Contact: Ellen Majka, 413-552-2351, emajka@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			23		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099 4 class hours	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Macroeconomics (B)	ECN 101	ECN 100 with a grade of C- or better or Eligibility for MTH 095	3		
Introduction to Microeconomics (B)	ECN 102	ECN 100 with a grade of C- or Eligibility for MTH 095	3		
Social Science Elective (B)			3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Statistics <u>or</u> Math for Business Decision Making	MTH 142 BUS 170	MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination Eligibility for MTH 095 and one of the following: CSI 111 or BUS 115 or BUS 215	3		
PROGRAM REQUIREMENTS			28-29		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
Principles of Accounting II	ACC 112	ACC 111	4		
Professional Etiquette	BUS 112		1		
Money Management	BUS 114	Eligibility for MTH 085	1		
Computer Applications <u>or</u> Computer Concepts with Applications	BUS 115 CSI 111	Eligibility for ENG 101	3-4		
Introduction to International Business	BUS 245		3		
Business Law	LAW 211		3		
Principles of Management	MGT 230		3		
Principles of Marketing	MKT 240		3		
PROGRAM ELECTIVES			9		
Business Electives ¹			3		
Business Electives ¹			3		
Business Electives ¹			3		
Total Credits			60		

PROGRAM OVERVIEW

The Business Administration career option focuses on general business and prepares students for entry-level managerial positions within various types of organizations. 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 their contribution to strategic planning.

NOTES:

¹ Select from: ACC, BUS, CSI, HCA, LAW, MGT, MKT, SEC or SPO.

Depending on the course selection 80% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

BUSINESS ADMINISTRATION-GENERAL TRANSFER OPTION – B034

A.S. in Business Administration

Contact: Sharon Biskup, 413-552-2345, sbiskup@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			29-31		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099 4 class hours	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Macroeconomics (B)	ECN 101	ECN 100 with a grade of C- or better or eligible for MTH 095	3		
Introduction to Microeconomics (B)	ECN 102	ECN 100 with a grade of C- or eligible for MTH 095	3		
Social Science Elective (B)			3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Math Electives (D) ¹			3-4		
Math Electives (D) ¹			3-4		
PROGRAM REQUIREMENTS			25-26		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
Principles of Accounting II	ACC 112	ACC 111	4		
Managerial Accounting ²	ACC 205	ACC 112	3		
Professional Etiquette	BUS 112		1		
Money Management	BUS 114	Eligibility for MTH 085	1		
Computer Applications or Computer Concepts w/Applications	BUS 115 CSI 111	Eligibility for ENG 101	3-4		
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			63-66		

PROGRAM OVERVIEW
If students are planning to transfer to the University of Massachusetts Amherst, or one of the Massachusetts State Colleges or Universities, they must enroll in the Business Administration MassTransfer Option.

The Business Administration transfer NON-COMPACT TRANSFER OPTION focuses on general business and prepares students for transfer to four-year institutions **outside** of the Massachusetts system of public higher education. 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 and calculate and quantify data to make business decisions.

Not for students who want to transfer to UMass Amherst or any other State school.

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.

American International College: MTH 142 and MTH 160 **Bay Path College:** MTH 142 and MTH 160 **Elms College:** MTH 142 and student's choice of MTH 160, 162, 113, or 114

Western New England College: MTH 142, MTH 160, MTH 162.

² Students transferring to Bay Path College should take BUS 245 instead of ACC 205.

³ Select from: ACC, BUS, CSI, HCA, LAW, MGT, MKT, SEC, 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 math requirements.

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

Depending on the course selection 80% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

BUSINESS ADMINISTRATION MASS TRANSFER OPTION – B023

A.S. in Business Administration

Contact: Sharon Biskup, 413-552-2345, sbiskup@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			29		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099 4 class hours	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Macroeconomics (B)	ECN 101	ECN 100 with a grade of C- or better or eligible for MTH 095	3		
Introduction to Microeconomics (B)	ECN 102	ECN 100 with a grade of C- or eligible for MTH 095	3		
Social Science Elective (B) ¹			3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Statistics (D)	MTH 142	MTH 097, MTH 082 or MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination	3		
Intro to Calculus (D)	MTH 162		3		
PROGRAM REQUIREMENTS			23-24		
Principles of Accounting I	ACC 111	Students must be eligible for MTH 085	4		
Principles of Accounting II	ACC 112	ACC 111	4		
Managerial Accounting	ACC 205	ACC 112	3		
Computer Applications or Computer Concepts w/Applications	BUS 115 CSI 111	Eligibility for ENG 101	3-4		
Business Law	LAW 211		3		
Principles of Management	MGT 230		3		
Principles of Marketing	MKT 240		3		
PROGRAM ELECTIVES			9		
Humanities Electives (C)			3		
Humanities Electives (C)			3		
Humanities Electives (C)			3		
GENERAL ELECTIVES (Any course listed in the catalog)			3		
General Elective			3		
Total Credits			64-65		

PROGRAM OVERVIEW
The Business Administration Mass Transfer 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:

¹ Students planning to transfer to UMass Amherst should select Soc 110 to complete the universities requirements.

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. Go to <http://webtide.hccd.org> for further information.

CHEMISTRY OPTION – N012
A.A. in Arts and Science

Contact: Robert Greeney, 413-552-2368, rgreeney@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			36		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099 4 class hours	3		
Language and Literature II	ENG 102	ENG 101	3		
Inorganic Chemistry I (Fall)	CHM 121	High School Algebra I or equivalent. High School Chemistry recommended.	4		
Inorganic Chemistry II (Spring)	CHM 124	CHM 113 or CHM 121	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	MTH 113	MTH 108 or adequate score on the Mathematics Placement Exam	4		
PROGRAM REQUIREMENTS (Sufficient to complete 60 credit graduation requirement)			8		
Organic Chemistry I (Fall)	CHM 221	CHM 102, 114, or 124 with permission of instructor	4		
Organic Chemistry II	CHM 222	CHM 221 or one previous semester of organic chemistry	4		
SUGGESTED ELECTIVES ¹			15		
Advanced Academic Writing	ENG 218	ENG 102	3		
Elementary French or Elementary German	FRH 101 GER 101		3		
Elementary French or Elementary German	FRH 102 GER 102	French 101 or 2 years of High School French GER 101	3		
Intermediate French or Intermediate German	FRH 201 GER 201	FRH 102 or minimum level of achievement on Placement test GER 102 or minimum level of achievement on Placement tests	3		
Intermediate French or Intermediate German	FRH 202 GER 202	FRH 102 or minimum level of achievement on Placement test GER 102 or minimum level of achievement on Placement tests	3		
Calculus II	MTH 114	MTH 113	4		
Calculus III (Fall)	MTH 213	MTH 114	4		
General Physics I (Fall) ²	PHS 101	MTH 104 or adequate score on the Mathematics Placement Examination	4		
General Physics II (Spring) ²	PHS 102	PHS 101	4		
Total Credits			60		

NOTES:
Only 6 credits or two non-arts and science courses may be taken as general electives
¹ PHS 111-112 (required by some schools) can be substituted for PHS 101-102.

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.

PROGRAM OVERVIEW

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

COMPUTER INFORMATION SECURITY AND ASSURANCE MANAGEMENT CERTIFICATE – N064

Contact: Contact: Casey Storozuk, 413-552-2429, cstorozuk@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM REQUIREMENTS			21-22		
Computer Concepts <u>or</u> Computer Concepts with Applications	CSI 101 CSI 111	Eligibility for ENG 101	3-4		
Systems Analysis and Design	CSI 214	12 CSI credits	3		
Principles of Management	MGT 230		3		
Principles of Information Security and Assurance	SEC 105	CSI 101 or CSI 111 and eligibility for ENG 101	3		
Information Security Assurance and Administration	SEC 261	CRJ 105 or SEC 105	3		
Network Security and Assurance	SEC 267	SEC 105	3		
Management of Network Defense and Countermeasures	SEC 268	SEC 267	3		
PROGRAM ELECTIVES (Select Two from the following)			6-7		
Introduction to Criminal Justice	CRJ 100		3		
Criminal Evidence	CRJ 102	CRJ 100 and CRJ 112	3		
Criminal Law and Procedure	CRJ 112	CRJ 100	3		
Programming Fundamentals I	CSI 106	Eligibility for ENG 101 and MTH 095; CSI 111 previously or concurrently	4		
Business Data Communications	CSI 120	CSI 101 or CSI 111	3		
Special Topics in Information Systems	CSI 150	Basic familiarity with the operation of a PC and associated software. Additional prerequisites dependent upon topic.	3		
Systems Support I—Hardware	CSI 211	CSI 101 or CSI 111	3		
Systems Analysis & Design	CSI 214	12 CSI credits	3		
System Support II—Software	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 in Information Systems	CSI 250	12 CSI credits	3		
Network Development	CSI 251	CSI 101 or CSI 111	3		
Introduction to Website Development	CSI 252	CSI 111, eligibility for MTH 095 or the equivalent of college-level algebra	3		
Introduction to eCommerce	CSI 253		3		
Computer Information Systems Internship	CSI 278	Sophomore status, at least four previous CIS courses and consent of a faculty supervisor from the CIS Department.	3		
Computer Information Systems Coop Education I	CSI 280	Two (2) CSI courses and sophomore status	3		
Computer Information Systems Coop Education II	CSI 281	CSI 280: Two (2) CSI courses and sophomore status	3		
Introduction to Firewalls	SEC 262		3		
Operating System Security and Assurance	SEC 263		3		
Disaster Recovery	SEC 264	SEC 105 or CRJ 105	3		
Web Security and Assurance Management	SEC 266	SEC 105 or CRJ 105	3		
Total Credits			27-29		

PROGRAM OVERVIEW
Computer Information Security is a fast-growing field; currently there are too few professionals to fill the positions available. Graduates with associate degrees can be hired as entry-level Internet, security, network systems or support administrators or specialists and will be prepared to integrate new security skills into their responsibilities and serve on corporate security teams. Upon completion of this certificate, the student will be able to write and administer security policies and procedures, create and establish a disaster recovery plan, direct personnel to secure data during an incident response, lead countermeasures for data intrusion and manage security.

NOTES:

Depending on the course selection 50% of this program can be completed online. Go to <http://webtide.hccd.org> for further information.

COMPUTER INFORMATION SECURITY AND ASSURANCE OPTION – N063

A.S. in Computer Information Systems

Contact: Casey Storozuk, 413-552-2429, cstorozuk@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Sociology (B)	SOC 110	Eligibility for ENG 101	3		
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3		
Robotics: Exploration in Construction & Design	SEM 110		4		
Laboratory Science (D)			4		
PROGRAM REQUIREMENTS			40-42		
Professional Etiquette	BUS 112		1		
Introduction to Criminal Justice	CRJ 100		3		
Computer Concepts or Computer Concepts with Applications	CSI 101 CSI 111	Eligibility for ENG 101. Students may not receive credit for both CSI 101 and CSI 111	3-4		
Business Data Communications	CSI 120	CSI 101 or CSI 111	3		
Systems Support I—Hardware	CSI 211	CSI 101 or CSI 111	3		
System Support II—Software	CSI 216	CSI 101 or CSI 111	3		
Network Development	CSI 251	CSI 101 or CSI 111	3		
Introduction to Security or Principles of Information Security and Assurance	CRJ 105 SEC 105	Eligibility for ENG 101 CSI 101 or CSI 111 and Eligibility for ENG 101	3		
Information Security Assurance and Administration ²	SEC 261	CRJ 105 or SEC 105	3		
Operating System Security and Assurance ²	SEC 263		3		
Network Security and Assurance	SEC 267	SEC 105	3		
Management of Network Defense and Countermeasures	SEC 268	SEC 267	3		
Principles of Management	MGT 230		3		
Math Elective (D) ¹			3		
PROGRAM ELECTIVES (Select one from the following)			3-4		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	3-4		
Criminal Evidence	CRJ 102	CRJ 100 and CRJ 112	4		
Criminal Law and Procedure	CRJ 205	CRJ 100 and CRJ 112	3		
CSI Program Elective ²			3-4		
Writing in the Professions	ENG 223	ENG 102	3		
Introduction to Firewalls	SEC 262		3		
Disaster Recovery	SEC 264	SEC 105 or CRJ 105	3		
Web Security and Assurance Management	SEC 266	SEC 105 or CRJ 105	3		
Total Credits			63-65		

NOTES:
¹ Select from MTH 104, MTH 107, MTH 108, MTH 112, MTH 113, MTH 114, MTH 125, MTH 135, MTH 142, MTH 150, MTH 155, MTH 162, MTH 205, MTH 211, MTH 212, MTH 213, MTH 214, MTH 230 ² Select from: CSI 106, 218, 242, 252, 253, 254, 256, 278, 280.

² Prerequisite SEC 105 or CRJ 105.
 Depending on the course selection 50% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

PROGRAM OVERVIEW

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

COMPUTER INFORMATION SECURITY AND ASSURANCE MANAGEMENT OPTION TECHNICAL SPECIALIST CERTIFICATE – N065

Contact: Casey Storozuk, 413-552-2429, cstorozuk@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM REQUIREMENTS			21-22		
Computer Concepts or Computer Concepts with Applications	CSI 101 CSI 111	Eligibility for ENG 101	3-4		
Business Data Communications	CSI 120	CSI 101 or CSI 111	3		
Network Development	CSI 251	CSI 101 or CSI 111	3		
Principles of Information Security and Assurance	SEC 105	CSI 101 or CSI 111 and Eligibility for ENG 101	3		
Operating System Security	SEC 263		3		
Network Security and Assurance	SEC 267	SEC 105	3		
Management of Network Defense and Countermeasures	SEC 268	SEC 267	3		
PROGRAM ELECTIVES (Select two from the following)			6-7		
Introduction to Criminal Justice	CRJ 100		3		
Criminal Evidence	CRJ 102	CRJ 100 and CRJ 112	3		
Criminal Law and Procedure	CRJ 112	CRJ 100	3		
Programming Fundamentals I	CSI 106	Eligibility for ENG 101 and MTH 095; CSI 111 previously or concurrently	4		
Special Topics in Information Systems	CSI 150	Basic familiarity with the operation of a PC and associated software. Additional prerequisites dependent upon topic.	3		
Systems Support I—Hardware	CSI 211	CSI 101 or CSI 111	3		
System Support II—Software	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 in Information Systems	CSI 250	12 CSI credits	3		
Introduction to Website Development	CSI 252	CSI 111, eligibility for MTH 095	3		
Introduction to eCommerce	CSI 253		3		
Computer Information Systems Internship	CSI 278	Sophomore status, at least four previous CIS courses and consent of a faculty supervisor from the CIS Department.	3		
Computer Information Systems Coop Education I	CSI 280	Two (2) CSI courses and sophomore status	3		
Computer Information Systems Coop Education II	CSI 281	CSI 280: Two (2) CSI courses and sophomore status	3		
Introduction to Firewalls	SEC 262		3		
Operating System Security and Assurance	SEC 263		3		
Disaster Recovery	SEC 264	SEC 105 or CRJ 105	3		
Web Security and Assurance Management	SEC 266	SEC 105 or CRJ 105	3		
Total Credits			27-29		

PROGRAM OVERVIEW
Computer Information Security is a fast-growing field; currently there are too few professionals to fill the positions available. Graduates with associate degrees can be hired as entry-level Internet, security, network systems or support administrators or specialists and will be prepared to integrate new security skills into their responsibilities and serve on corporate security teams. Upon completion of this certificate, the student will be able to implement network and physical security, install and maintain firewalls, execute the disaster recovery plans, establish operating system security and user accounts, develop network domains and groups.

NOTES:

Depending on the course selection 50% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

COMPUTER NETWORKING CERTIFICATE – N062

Contact: Casey Storozuk, 413-552-2429, cstorozuk@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM REQUIREMENTS			27-28		
Computer Concepts <u>or</u> Computer Concepts with Applications	CSI 101 CSI 111	Eligibility for ENG 101	3-4		
Business Data Communications	CSI 120	CSI 101 or CSI 111	3		
Systems Support I—Hardware	CSI 211	CSI 101 or CSI 111	3		
Systems Analysis & Design	CSI 214	12 CSI credits	3		
Legal and Ethical Issues in Information Systems	CSI 215	6 CSI credits	3		
System Support II—Software	CSI 216	CSI 101 or CSI 111	3		
Current Topics in Information Systems	CSI 250	12 CSI credits	3		
Network Development	CSI 251	CSI 101 or CSI 111	3		
Principles of Information Security and Assurance	SEC 105	CSI 101 or CSI 111 and Eligibility for ENG 101	3		
Total Credits			27-28		

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 follow a number of career paths in all segments of business and industry. Students with a Certificate in Computer Networking are widely sought after to fill positions as help desk technicians, network administrators, information technology specialists, PC analysts or systems analysts. The students will also be able to transfer all course work into the Microcomputer User Support Degree.

CULINARY ARTS CERTIFICATE – B111

A. S. in Hospitality Management

Contact: Kristine Ricker Choleva, 413-552-2565, kcholeva@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	Co-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM REQUIREMENTS				30		
Culinary Foundations I	CUL 100	Elibility for MTH 085; ENG 097 with a grade of C- or better or adequate score on the reading comprehension portion of the placement examination. CUL 115	CUL 115	3		
Culinary Foundations II	CUL 101	A grade of C- or better in CUL 100		3		
Nutrition for Foodservice Professionals (Spring)	CUL 103			3		
Professional Standards for the Foodservice Industry	CUL 104			1		
Special Events Skills (Fall)	CUL 105			2		
Baking Theory and Practice	CUL 110	Elibility for MTH 085; ENG 097 with a grade of C- or better or adequate score on the reading comprehension portion of the placement examination.		3		
Sanitation and Safety	CUL 111			2		
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 (Spring)	CUL 230	Grade of C- or better in CUL 101 and passing score on NRA ServSafe Certification Exam		6		
Banquet Cooking and Service (Spring)	CUL 250	Grade of C- or better in CUL 101 or HCA 130 and a passing score on the NRA ServSafe Certification Exam		3		
Food and Beverage Operations	HCA 232	HCA 130 or a grade of C- or better in both CUL 101 and CUL 115		3		
Total Credits				30		

NOTES:

Students must pass the NRAEF ServSafe exam in order to complete the requirements for attaining the certificate.

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. Students in the Culinary Certificate Program are required to fulfill 225 clock-hours of work in a foodservice establishment as part of the requirements for attaining the Certificate. The Certificate serves as the first year to HCC's A.S. in Foodservice Management, as well as preparing students to go on to culinary degree-granting institutions such as Johnson & Wales University, the Culinary Institute of America, and New England Culinary Institute.

Upon graduating from this Program, students will be able to use a hands-on approach to identify, define and appropriately handle a variety of food products 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 involved in the safe-handling and service of food and 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.

ENGINEERING OPTION - N079

A.S. in Engineering Studies

Contact: Ileana Vasu, 413-552-2438; ivasu@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Social Science Elective (B) ³			3		
Social Science Elective (B)			3		
Physics for Engineers and Science Majors I (D)	PHS 111	MTH 113 previously or concurrently	4		
Physics for Engineers and Science Majors II (D)	PHS 112	MTH 114 previously or concurrently, and PHS 111	4		
PROGRAM REQUIREMENTS			30-31		
Principles of Chemistry I or Inorganic Chemistry I	CHM 113 CHM 121	High School Algebra I or equivalent. High School Chemistry recommended.	4		
Principles of Chemistry II ¹ or Inorganic Chemistry II ¹ or Any 4-credit BIO course	CHM 114 CHM 124	CHM 113 or equivalent. High School Algebra I or equivalent recommended. CHM 113 or CHM 121	4		
Intro to Digital Electronic Circuits w/Verilog (Fall) ² or Intro to Engineering with Computer Applications(Fall) ²	EGR 109 EGR 117	MTH 104 or adequate score on MPE MTH 104 or adequate score on the Mathematics Placement Examination	4-3		
Mechanics (Statics)	EGR 221	MTH 114 previously or concurrently, and PHS 111	3		
System Analysis (Circuit Analysis I)	EGR 223	MTH 114 previously or concurrently, and PHS 111	4		
Calculus I	MTH 113	MTH 108 or adequate score on the Mathematics Placement Exam	4		
Calculus II	MTH 114	MTH 113	4		
Calculus III	MTH 213	MTH 114	4		
AND all of the courses in any one of the following three groups:					
<u>Mechanical, Civil or Industrial Engineering Requirements</u>					
Differential Equations(Spring)	MTH 214	MTH 212 or MTH 213 previously or concurrently	3		
Mechanics II (Strength of Materials) (Spring)	EGR 222	EGR 221	3		
Thermodynamics (Fall)	EGR 250	MTH 114 previously or concurrently, and PHS 111	3		
<u>Electrical Engngs Requirements</u>					
Linear Algebra (Fall)	MTH 205	MTH 112 or MTH 114, previously or concurrently	3		
Differential Equations (Electrical) (Spring)	MTH 214	MTH 212 or MTH 213 previously or concurrently	3		
Discrete Mathematical Structures (Spring)	MTH 230	MTH 113	3		
Introduction to Engineering with JAVA (Spring)	EGR 118	MTH 104 or adequate score on the Mathematics Placement Examination	4		
System Analysis (Circuit Analysis I)	EGR 223	MTH 114 previously or concurrently, and PHS 111	4		
System Analysis (Circuit Analysis II) (Spring)	EGR 224	EGR 223	4		
Continue next page					

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.

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

The majority of our students transfer to UMass or WNEC. For students transferring to UMass Amherst the minimum GPA is 2.7.

ENGINEERING OPTION – N079 (Continued)

A.S. in Engineering Studies

Contact: Ileana Vasu, 413-552-2438; ivasu@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
Computer Systems Engineering Requirements					
Linear Algebra (Fall)	MTH 205	MTH 112 or MTH 114, previously or concurrently	3		
Discrete Mathematical Structures (Spring)	MTH 230	MTH 113	3		
Introduction to Engineering with JAVA (Spring)	EGR 118	MTH 104 or adequate score on the Mathematics Placement Examination	4		
System Analysis (Circuit Analysis I)	EGR 223	MTH 114 previously or concurrently, and PHS 111	4		
System Analysis (Circuit Analysis II) (Spring)	EGR 224	EGR 223	4		
GENERAL ELECTIVE (Sufficient to complete 60 credit graduation requirement)			0-1		
Total Credits			<u>60-65</u>		

NOTES:

¹ 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 in Civil Engineering and wanting to transfer to UMass should take 2 semesters of Chemistry and one of Biology.

² Students intending to transfer to UMASS, Amherst should take EGR 109.

³ Students strongly suggested to select 1 course that meets diversity requirements at transfer institution.

ENGINEERING SCIENCE OPTION -N082

A.S. in Engineering Studies

Contact: Ileana Vasu, 413-552-2438; ivasu@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Social Science Elective (B)			3		
Social Science Elective (B)			3		
Physics for Engineers and Science Majors I (D) (Fall)	PHS 111	MTH 113, previously or concurrently	4		
Physics for Engineers and Science Majors II (D) (Spring)	PHS 112	MTH 114 previously or concurrently, and PHS 111	4		
PROGRAM REQUIREMENTS			19		
Intro to Engineering with JAVA (Spring)	EGR 118	MTH 104 or adequate score on the Mathematics Placement Examination	4		
Intro to Engineering with Computer Applications (Fall)	EGR 117	MTH 104 or adequate score on the Mathematics Placement Examination	3		
Calculus I	MTH 113	MTH 108 or adequate score on the Mathematics Placement Exam	4		
Calculus II	MTH 114	MTH 113	4		
Calculus III	MTH 213	MTH 114	4		
PROGRAM ELECTIVES			23		
<i>Select 6 from the following courses. Sufficient to complete 60 credit graduation requirement</i>					
Linear Algebra (Fall)	MTH 205	MTH 112 or MTH 114, previously or concurrently	3		
Differential Equations (Spring)	MTH 214	MTH 212 or MTH 213 previously or concurrently	3		
Discrete Mathematical Structures (Spring)	MTH 230	MTH 111 or MTH 113	3		
Physics for Engineering and Science Majors III (Spring)	PHS 201	PHS 112 Co-requisite: MTH 213 previously or concurrently	4		
Principles of Chemistry I	CHM 113		4		
Principles of Chemistry II	CHM 114	CHM 113 or equivalent. High School Algebra I or equivalent recommended.	4		
Inorganic Chemistry I	CHM 121	High School Algebra I or equivalent. High School Chemistry recommended.	4		
Inorganic Chemistry II	CHM 124	CHM 113 or CHM 121	4		
Organic Chemistry I	CHM 221	CHM 124, 114, or 102 with permission of instructor	4		
Organic Chemistry II	CHM 222	CHM 221 or one previous semester of organic chemistry	4		
Organic Chemistry IIA	CHM 224	CHM 221(D) or equivalent	4		
Any EGR Course			3-4		
Introduction to Cell Functions	BIO 100	Note: Credit cannot be received for more than one of these - Bio 100, Bio 103	4		
Biology Today I	BIO 103	Note: Credit cannot be received for more than one of these - BIO 100, 103	4		
Introduction to Biotechnology	BIO 106	BIO 100 or BIO 103 or BIO 110 or BIO 120 and MTH 095 eligible.	4		
Human Biology	BIO 111		4		
Microbiology	BIO 229	A grade of C or better in BIO 100 or 103, or a grade of C- or better in VET 133	4		
Human Anatomy and Physiology I	BIO 217	A "C" grade or better in BIO 100 (including lab) or BIO 103 or a passing grade on the challenge exam.	4		
Continue next page					

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.

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

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

Students interested in transferring to UMass / WNEC are suggested to enroll in Engineering Option N079

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

ENGINEERING SCIENCE OPTION -N082 (Continued)

A.S. in Engineering Studies

Contact: Ileana Vasu, 413-552-2438; ivasu@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM ELECTIVES (Continued)					
Human Anatomy and Physiology II	BIO 218	BIO 217	4		
Genetics	BIO 243	A grade of C or better in one of the following: BIO 100, 103, 110, 112, 120 or 225	4		
Principles of Environmental Science	ENV 120		4		
Principles of Environmental Science	ENV 140		4		
Principles of Environmental Site Assessment	ENV 230	ENV 120, ENV 140, ENV 137 concurrently	3		
Aquatic Ecology and Pollution	ENV 253	One semester of environmental science or biology	4		
Robotics: Explorations in Construction and Design	EGR 110 / SEM 110		4		
Total Credits			62		

ENTREPRENEURSHIP CERTIFICATE – B094

Contact: Ellen Majka, 413-552-2350, emajka@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM REQUIREMENTS			23		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
Introduction to Business	BUS 101		3		
Professional Etiquette	BUS 112		1		
Computer Applications	BUS 115		3		
Principles of Marketing	MKT 240		3		
Human Resource Management	MGT 231		3		
Entrepreneurship I	MGT 235		3		
Entrepreneurship II	MGT 236	MGT 235 and MKT 240 or permission of instructor	3		
PROGRAM ELECTIVES			3		
Business Elective ¹			3		
Total Credits			26		

PROGRAM OVERVIEW

This certificate is designed to provide students with an understanding of what is required to start their own business, and help business owners better manage their existing business. Upon graduating from this certificate program, students will be able to identify entrepreneurship opportunities, generate ideas, and research the market.

NOTES:

¹ Select from: BUS 280, EMS 111, EMS/ART 266, CSI 120, CSI 254, MGT 235, MKT 110, MKT 226, MKT 227, SEC.
Depending on the course selection 80% of this program can be completed online. Go to <http://webtide.hccdl.org> 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	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			23		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Macroeconomics (B)	ECN 101	ECN 100 with a grade of C- or better or eligible for MTH 095	3		
Introduction to Microeconomics (B)	ECN 102	ECN 100 with a grade of C- or eligible for MTH 095	3		
Statistics or Math for Business Decision Making	MTH 142 BUS 170	MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination Eligibility for MTH 095 and one of the following: CSI 111 or BUS 115 or BUS 215	3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Social Science Elective (B)			3		
PROGRAM REQUIREMENTS			40		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
Principles of Accounting II	ACC 112	ACC 111	4		
Computer Assisted Accounting	ACC 115	ACC 111 Pre or co-requisite: BUS 215	3		
Business Law	LAW 211		3		
Professional Etiquette	BUS 112		1		
Money Management	BUS 114	Eligibility for MTH 085	1		
Spreadsheets	BUS 215		3		
Introduction to International Business or Principles of Advertising	BUS 245 MKT 226		3		
Customer Service and Sales	MKT 227		3		
Principles of Management	MGT 230		3		
Entrepreneurship I	MGT 235		3		
Entrepreneurship II	MGT 236	MGT 235 and MKT 240 or permission of instructor	3		
Principles of Marketing	MKT 240		3		
Total Credits			63		

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. Upon graduating from this program, students will be able to interpret accounting data and analyze financial statements, apply the marketing concept, define traditional functions of management and their contribution to strategic planning, and define and execute the principles of retailing, advertising and customer service/sales.

NOTES:

Depending on the course selection 50% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

FOODSERVICE MANAGEMENT OPTION – B052

A. S. in Hospitality Management

Contact: Kristine Ricker Choleva, 413-552-2565, kcholeva@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Psychology or Introduction to Sociology	PSY 110 SOC 110	Eligibility for ENG 101	3		
Social Science Elective (B)			3		
Lab Science (D)			4		
Lab Science (D)			4		
PROGRAM REQUIREMENTS			47		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
Computer Applications	BUS 115		3		
Culinary Foundations I	CUL 100	Eligibility for MTH 085; ENG 097 with a grade of C- or better or adequate score on the reading comprehension portion of the placement examination. Co-requisite: CUL 115	3		
Culinary Foundations II	CUL 101	A grade of C- or better in CUL 100	3		
Nutrition for Foodservice Professionals (Spring) or Introduction to Nutrition	CUL 103 NTR 101	Eligibility for ENG 101	3		
Professional Standards for the Foodservice Industry	CUL 104		1		
Special Events Skills (Fall)	CUL 105	CUL 100	2		
Baking Theory and Practice (Fall)	CUL 110	ENG 097 with a grade of C- or better, or adequate score on the reading comprehension	3		
Safety and Sanitation	CUL 111		2		
Culinary Math	CUL 115	MTH 075 or adequate score on mathematics placement examination	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 (Spring)	CUL 230	Grade of C- or better in CUL 101 and passing score on NRA ServSafe Certification Exam	6		
Banquet Cooking and Service (Spring)	CUL 250	Grade of C- or better in HCA 130 and a passing score on the NRA ServSafe Certification Exam	3		
Introduction to Hospitality Industry	HCA 101		3		
Food and Beverage Operations	HCA 232	HCA 130 or a grade of C- or better in both CUL 101 and CUL 115	3		
Cooperative Education in Hospitality Management I	HCA 280	27 credits, and HFM 101	3		
Principles of Management	MGT 230		3		
Total Credits			67		

NOTES:

Students must pass the NRAEF ServSafe exam in order to complete the requirements for attaining the certificate.

Depending on the course selection 50% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

PROGRAM OVERVIEW

The Foodservice Management Program prepares 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 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 food-service industry situations, as well as to further an understanding 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.

HOSPITALITY MANAGEMENT-CERTIFICATE – B053**A. S. in Hospitality Management**

Contact: Kristine Ricker Choleva, 413-552-2565, kcholeva@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM REQUIREMENTS			25		
Principles of Accounting	ACC 111	Eligibility for MTH 085	4		
Introduction to the Hospitality Industry	HCA 101		3		
Lodging Operations	HCA 102		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		
Customer Service and Sales	MKT 227		3		
Principles of Marketing	MKT 240		3		
Total Credits			25		

NOTES:

¹ Prerequisite of HCA 130 waived for certificate students.Depending on the course selection 100% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.**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.

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.

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	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Macroeconomics (B)	ECN 101	ECN 100 with a grade of C- or better or eligible for MTH 095	3		
Social Science Elective (B)			3		
Lab Science (D)			4		
Lab Science (D)			4		
PROGRAM REQUIREMENTS			43		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
Computer Applications	BUS 115		3		
Business Communications	BUS 220	ENG 101	3		
Safety and Sanitation	CUL 111		2		
Banquet Cooking and Service	CUL 250	Grade of C- or better in HCA 130 and a passing score on the NRA ServSafe Certification Exam	3		
Introduction to the Hospitality Industry	HCA 101		3		
Lodging Operations	HCA 102		3		
Principles of Food Production (Spring)	HCA 130	ENG 097 or satisfactory score on reading comprehension placement exam	4		
Food and Beverage Operations	HCA 232	CUL 101 or HCA 130	3		
Cooperative Education in Hospitality Management I	HCA 280	HCA 101 and HCA 102 or HCA 130, 24 credits in A.S. programs or 12 credits in certificate programs	3		
Principles of Management	MGT 230		3		
Human Resource Management (Spring)	MGT 231		3		
Customer Service and Sales	MKT 227		3		
Introduction to Nutrition or Nutrition for Foodservice	NTR 101 CUL 103	Eligibility for ENG 101	3		
Total Credits			63		

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 mathematics 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 <http://webtide.hccd.org> for further information.

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	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			32		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Macroeconomics (B)	ECN 101	ECN 100 with a grade of C- or better or eligible for MTH 095	3		
Introduction to Microeconomics (B)	ECN 102	ECN 100 with a grade of C- or eligible for MTH 095	3		
Social Science Elective (B)			3		
Lab Science (D)			4		
Lab Science (D)			4		
Humanities Electives (C) ¹			3		
Humanities Electives (C) ¹			3		
Humanities Electives (C) ¹			3		
PROGRAM REQUIREMENTS			33		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
Principles of Accounting II	ACC 112	ACC 111	4		
Introduction to the Hospitality Industry	HCA 101		3		
Lodging Operations	HCA 102		3		
Principles of Food Production (Spring)	HCA 130	ENG 097 or satisfactory score on reading comprehension placement exam	4		
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		
Statistics	MTH 142	MTH 097, MTH 082 or MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination	3		
Introductions to Matrices & Linear Programming	MTH 160	MTH 097, MTH 082 or MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination	3		
Introduction to Nutrition	NTR 101	Eligibility for ENG 101	3		
PROGRAM ELECTIVES			3		
Hospitality Management Elective ²			3		
Total Credits			68		

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 FRH 206 or SPA 210 are recommended as one HUM elective.

² Select from: CSI 111, CUL 250, HCA 250, MGT 231. Students planning to attend UMass are urged to elect MGT 231.

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 <http://webtide.hccdl.org> for further information.

HUMAN RESOURCE MANAGEMENT CERTIFICATE – B010

A.S. in Business Administration

Contact: Sharon Biskup, 413-552-2345, sbiskup@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM REQUIREMENTS			15		
Employment Law	LAW 218		3		
Principles of Management	MGT 230		3		
Human Resource Management	MGT 231		3		
Social Psychology	PSY 210 / SOC 210	PSY 110 or SOC 110	3		
Introduction to Sociology or Introduction to Psychology	SOC 110 PSY 110	Eligibility for ENG 101	3		
PROGRAM ELECTIVES			9		
Human Resource Management Electives ¹					
Human Resource Management Electives ¹					
Human Resource Management Electives ¹					
Total Credits			24		

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.

NOTES:

¹ Select from BUS 115, BUS 280, ANT 114, CSI 111, PHI 103, PSY 110, HSV 113, PSY 260, SOC 214, SOC 220, SSN 120.

Depending on the course selection 80% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

HUMAN RESOURCE MANAGEMENT OPTION – B011
A.S. in Business Administration

Contact: Sharon Biskup, 413-552-2345, sbiskup@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			29		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Macroeconomics (B)	ECN 101	ECN 100 with a grade of C- or better or eligible for MTH 095	3		
Introduction to Microeconomics (B)	ECN 102	ECN 100 with a grade of C- or eligible for MTH 095	3		
Introduction to Psychology or Introduction to Sociology	PSY 110 SOC 110	Eligibility for ENG 101	3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Math Elective (D) ¹			3-4		
Math Elective (D) ¹			3-4		
PROGRAM REQUIREMENTS			28-29		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
Principles of Accounting II	ACC 112	ACC 111	4		
Professional Etiquette	BUS 112		1		
Money Management	BUS 114	Eligibility for MTH 085	1		
Computer Applications or Computer Concepts w/ Applications	BUS 115 CSI 111	Eligibility for ENG 101	3-4		
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		
PROGRAM ELECTIVES			9		
Humanities Elective (C) ¹ or Business Elective ²			3		
Humanities Elective (C) ¹ or Business Elective ²			3		
Humanities Elective (C) ¹ or Business Elective ²			3		
Total Credits			66-67		

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.

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, CSI, HCA, LAW, MGT, MKT, SEC, SPO.

Depending on the course selection 80% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

INTERNATIONAL BUSINESS OPTION - B095

A.S. in Business Administration

Contact: Sharon Biskup, 413-552-2345, sbiskup@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			29-31		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Macroeconomics (B)	ECN 101	ECN 100 with a grade of C- or better or eligible for MTH 095	3		
Introduction to Microeconomics (B)	ECN 102	ECN 100 with a grade of C- or eligible for MTH 095	3		
Social Science Elective (B)			3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Math Electives ¹			3-4		
Math Electives ¹			3-4		
PROGRAM REQUIREMENTS			28-29		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
Principles of Accounting II	ACC 112	ACC 111	4		
Managerial Accounting	ACC 205	ACC 112	3		
Professional Etiquette	BUS 112		1		
Money Management	BUS 114	Eligibility for MTH 085	1		
Computer Applications or Computer Concepts with Applications	BUS 115 CSI 111	Eligibility for ENG 101	3-4		
Introduction to International Business	BUS 245		3		
Business Law	LAW 211		3		
Principles of Management	MGT 230		3		
Principles of Marketing	MKT 240		3		
PROGRAM ELECTIVES			6		
Humanities or Business Electives ²			3		
Humanities or Business Electives ²			3		
Total Credits			63-66		

PROGRAM OVERVIEW

This option will prepare students to understand the variables that impact businesses in an international arena, and demonstrate an appreciation of what is required of a business to complete and survive in the global marketplace. The option prepares students to transfer to four-year baccalaureate business programs with an international concentration. Upon graduating from the program, students will appreciate the significance of a global marketplace impacted by diverse cultural, political and legal environments. Students also 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:

¹Select from MTH 160 (D), MTH 162 (D), MTH 113 (D), MTH 114 (D), or MTH 142 (D). Students will not receive credit for MTH 162 and MTH 113. Many transfer institutions prefer MTH 142, MTH 162 combination. However, students should check with their academic advisor to be sure that their choices will transfer to their selected institutions.

²Select from: ACC, BUS, CSI, HCA, LAW, MGT, MKT, SPO, or Humanities (C).

Not for students interested in transferring to the University of Massachusetts, Amherst.

Depending on the course selection 80% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

MANAGEMENT INFORMATION SYSTEMS OPTION – N053

A.S. in Computer Information Systems

Contact: Jon Ventulett, 413-552-2276, jventulett@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			<u>26-27</u>		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Macroeconomics	ECN 101	ECN 100 with a grade of C- or better or eligible for MTH 095	3		
Introduction to Microeconomics	ECN 102	ECN 100 with a grade of C- or eligible for MTH 095	3		
Social Science Elective (B)			3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Math Elective (D) ¹			3-4		
PROGRAM REQUIREMENTS			<u>41</u>		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
Principles of Accounting II	ACC 112	ACC 111	4		
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		
Business Data Communications	CSI 120	CSI 101 or CSI 111	3		
Programming Fundamentals II or Java Programming I	CSI 218 CSI 254	CSI 106, 115, or permission of instructor; and CSI 111, and MTH 095 or Mathematics Placement Exam. CSI 106 and CSI 111	4		
Systems Analysis & Design	CSI 214	12 CSI credits	3		
Applied Database Management	CSI 242	Introductory Computer Course (CSI 111, BUS 115, BUS 215, or equivalent)	3		
Principles of Management	MGT 230		3		
Humanities Elective			3		
Humanities Elective			3		
Humanities Elective			3		
Total Credits			67-68		

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

NOTES:

¹ Choose from MTH 104, MTH 107, MTH 108, MTH 112, MTH 113, MTH 114, MTH 125, MTH 135, MTH 142, MTH 150, MTH 155, MTH 162, MTH 205, MTH 211, MTH 212, MTH 213, MTH 214, MTH 230 .

Depending on the course selection 50% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

MARKETING MANAGEMENT- GENERAL TRANSFER OPTION – B037

A.S. in Marketing Management

Contact: Ellen Majka, 413-552-2350, emajka@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			29-31		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Macroeconomics	ECN 101	ECN 100 with a grade of C- or better or eligible for MTH 095	3		
Microeconomics	ECN 102	ECN 100 with a grade of C- or eligible for MTH 095	3		
Social Science Elective (B)			3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
MTH Elective (D)			3-4		
MTH Elective (D)			3-4		
PROGRAM REQUIREMENTS			31-32		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
Principles of Accounting II	ACC 112	ACC 111	4		
Professional Etiquette	BUS 112		1		
Money Management	BUS 114	Eligibility for MTH 085	1		
Computer Applications or Computer Concepts w/Applications	BUS 115 CSI 111	Eligibility for ENG 101	3-4		
Introduction to Electronic Media (C)	COM 111		3		
Business Law	LAW 211		3		
Principles of Management	MGT 230		3		
Principles of Retailing	MKT 110		3		
Principles of Advertising	MKT 226		3		
Principles of Marketing	MKT 240		3		
PROGRAM ELECTIVES			6		
Humanities Electives (C) or Business Electives ¹			3		
Humanities Electives (C) or Business Electives ¹			3		
Total Credits			66-69		

PROGRAM OVERVIEW

Upon graduation, students will be able to interpret accounting data and analyze financial statements, apply the marketing concept, define traditional functions of management and their contribution to strategic planning, and define and execute the principles of retailing, advertising, and customer service/sales.

NOTES:

¹ Business Electives should begin with the following prefix: ACC, BUS, CSI, HCA, LAW, MGT, MKT, SEC, SPO.

Students transferring to the Isenberg School of Management at the University of Massachusetts Amherst, or to a business program at Westfield State University should choose Business Administration MASS Transfer as their major.

Depending on the course selection 80% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

MARKETING MANAGEMENT- RETAIL MANAGEMENT CAREER OPTION – B081

A.S. Marketing Management

Contact: Ellen Majka, 413-552-2350, emajka@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			23		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Microeconomics	ECN 102	ECN 100 with a grade of C- or eligible for MTH 095	3		
Social Science Elective (B)			3		
Statistics <u>or</u> Math for Business Decision Making	MTH 142 BUS 170	MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination Eligibility for MTH 095 and one of the following: CSI 111 or BUS 115 or BUS 215	3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
PROGRAM REQUIREMENTS			40-41		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
Principles of Accounting II	ACC 112	ACC 111	4		
Professional Etiquette	BUS 112		1		
Money Management	BUS 114	Eligibility for MTH 085	1		
Computer Applications <u>or</u> Computer Concepts w/Applications	BUS 115 CSI 111	Eligibility for ENG 101	3-4		
Business Law	LAW 211		3		
Principles of Management	MGT 230		3		
Principles of Retailing	MKT 110		3		
Field Experience	MKT 211		6		
Principles of Advertising	MKT 226		3		
Customer Service & Sales	MKT 227		3		
Principles of Marketing	MKT 240		3		
Business Elective ¹			3		
Total Credits			63-64		

PROGRAM OVERVIEW

The Retail Management Career Option provides a foundation for careers in retail-store management. The program includes a six-credit field experience that often becomes the basis for full-time employment after graduation. Upon graduating from this program, students will be able to draw upon an actual retail experience, apply the marketing concept, define traditional functions of management and their contribution to strategic planning, calculate business statistical data and quantify a variety of other business data, discern informative and persuasive speaking and define and execute the principles of retailing, advertising and customer service/sales.

NOTES:

¹ Select from: ACC, BUS, CSI, HCA, LAW, MGT, MKT, SEC, SPO

Depending on the course selection 80% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

MATHEMATICS OPTION – N013

A.S. in Arts and Science

Contact: John Sullivan, 413-552-2436, jsullivan@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Social Sciences (B)			3		
Social Sciences (B)			3		
Laboratory Science (D) ¹			4		
Laboratory Science (D) ¹			4		
PROGRAM REQUIREMENTS			12		
Calculus I	MTH 113	MTH 108 or adequate score on the Mathematics Placement Exam	4		
Calculus II	MTH 114	MTH 113	4		
Calculus III	MTH 213	MTH 114	4		
SUGGESTED ELECTIVES (Sufficient to complete 60 credit graduation requirement)			28		
Linear Algebra (Fall)	MTH 205	MTH 112 or MTH 114, previously or concurrently	3		
Differential Equations (Spring)	MTH 214	MTH 212 or MTH 213 previously or concurrently	3		
Discrete Mathematical Structures (Spring)	MTH 230	MTH 111 or MTH 113	3		
Social Science Elective			3		
Humanities Electives			3		
Humanities Electives			3		
Humanities Electives			3		
			1-4		
			1-4		
			1-4		
Total Credits			60		

PROGRAM OVERVIEW

This option prepares students to transfer to mathematics programs at four-year colleges and universities. With a bachelor's or graduate degree in mathematics, one can qualify for a broad range of careers in industry, business, government, and teaching.

NOTES:

¹ PHS 111-112 recommended.

Depending on the course selection 50% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

MATHEMATICS MASS TRANSFER OPTION – N015
A.S. in Arts and Science

Contact: John Sullivan, 413-552-2436, jsullivan@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Social Sciences (B)			3		
Social Sciences (B)			3		
Laboratory Science (D) ¹			4		
Laboratory Science (D) ¹			4		
PROGRAM REQUIREMENTS			24		
Calculus I	MTH 113	MTH 108 or adequate score on the Mathematics Placement Exam	4		
Calculus II	MTH 114	MTH 111 or MTH 113	4		
Calculus III	MTH 213	MTH 114	4		
Social Science Elective			3		
Humanities Electives			3		
Humanities Electives			3		
Humanities Electives			3		
SUGGESTED ELECTIVES (Sufficient to complete 60 credit graduation requirement)			16		
Linear Algebra (Fall)	MTH 205	MTH 112 or MTH 114, previously or concurrently	3		
Differential Equations (Spring)	MTH 214	MTH 212 or MTH 213, previously or concurrently	3		
Discrete Mathematical Structures (Spring)	MTH 230	MTH 111 or MTH 113	3		
			1-4		
			1-4		
			1-4		
Total Credits			60		

PROGRAM OVERVIEW
This option prepares students to transfer to mathematics programs at four-year colleges and universities. With a bachelor's or graduate degree in mathematics, one can qualify for a broad range of careers in industry, business, government, and teaching.

NOTES:

¹ PHS 111-112 recommended.

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 <http://webtide.hccdl.org> for further information.

MICROCOMPUTER USER SUPPORT OPTION – N057
A.S. in Computer Information Systems

Contact: Casey Storozuk, 413-552-2429, cstorozuk@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Social Science Elective (B)			3		
Social Science Elective (B)			3		
Robotics Exploration in Construction and Design (D)	SEM 110		4		
Laboratory Science (D)			4		
PROGRAM REQUIREMENTS			34-36		
Professional Etiquette	BUS 112		1		
Computer Concepts or Computer Concepts with Applications	CSI 101 CSI 111	Eligibility for ENG 101	3-4		
Business Data Communications	CSI 120	CSI 101 or CSI 111	3		
Systems Support I—Hardware	CSI 211	CSI 101 or CSI 111	3		
Systems Analysis & Design	CSI 214	12 CSI credits	3		
System Support II—Software	CSI 216	CSI 101 or CSI 111	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	SEC 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		
Principles of Management		MGT 230	3		
Math Elective (D) ¹			3-4		
PROGRAM ELECTIVES <i>(Select two from the following)</i>			6-7		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
CSI Program Electives ²			1-4		
Total Credits			60-63		

PROGRAM OVERVIEW
This program is designed to provide students with a hands-on working knowledge of how businesses store, maintain and share vast amounts of information in the global economy, adapting to the ever changing world of technology. The program focuses upon the technical aspects of maintaining, troubleshooting and repairing computer and network systems, including analyzing and finding solutions to problems. The Microcomputer Support Option prepares students for a number of careers, such as systems analyst, network manager, “help desk” technician, microcomputer technician and information systems support personnel. This degree prepares students for certification exams such as the A+ certification exam.

NOTES:

¹ Select from: MTH 104, MTH 107, MTH 108, MTH 112, MTH 113, MTH 114, MTH 125, MTH 135, MTH 142, MTH 150, MTH 155, MTH 162, MTH 205, MTH 211 MTH 212 MTH 213, MTH 214, MTH 230.

² Select from: CSI 106, CSI 150, CSI 242, CSI 252, CSI 253, CSI 278, CSI 280, CSI 281, SEC 262, SEC 263, SEC 264, SEC 266, SEC 267, SEC 268, ACC 111.

Depending on the course selection 50% of this program can be completed online. Go to <http://webtide.hccdl.org> 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	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
History of the United States I	HIS 111		3		
History of the United States II	HIS 112		3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
PROGRAM REQUIREMENTS			36-37		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
Principles of Accounting II	ACC 112	ACC 111	4		
Computer Applications or Computer Concepts w/Applications	BUS 115 CSI 111	Eligibility for ENG 101	3-4		
Business Law	LAW 211		3		
Business Communications	BUS 220	ENG 101	3		
U.S. National Government or State and Local Government	POL 110 POL 120		3		
Introduction to Legal Studies (Fall)	LAW 210		3		
Principles of Litigation (Spring)	LAW 214		3		
Human Resource Management or Employment Law	MGT 231 LAW 218		3		
Introduction to Psychology	PSY 110	Eligibility for ENG 101	3		
Introduction to Public Speaking	COM 120		3		
PROGRAM ELECTIVES			9-10		
Paralegal Electives ¹			3		
Paralegal Electives ¹			3		
Math Elective (D) ²			3-4		
Total Credits			65-67		

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 and define basic areas of substantive law such as contract and torts.

NOTES:

¹ Select from: ACC 205, CRJ 112, CRJ 100, LAW 215, LAW 218, MGT 230, SPO 211, WST 215.

² Select from MTH 160 (D), MTH 162(D), MTH 113(D), or MTH 142(D).

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

Depending on the course selection 80% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

PHYSICS OPTION – N014

A.S. in Arts and Science

Contact: Dr. Robert Greeney, 413-552-2368, rgreeney@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Social Sciences (B)			3		
Social Sciences (B)			3		
Physics for Engineering and Science Majors I (Fall)	PHS 111	MTH 113	4		
Physics for Engineering and Science Majors II (Spring)	PHS 112	PHS 111 and MTH 114	4		
PROGRAM REQUIREMENTS			42		
Calculus I	MTH 113	MTH 108 or adequate score on the Mathematics Placement Exam	4		
Calculus II	MTH 114	MTH 113	4		
Calculus III	MTH 213	MTH 114	4		
Principles of Chemistry I <u>or</u> Inorganic Chemistry I	CHM 113 CHM 121	High School Algebra I or equivalent. High School Chemistry recommended.	4		
Principles of Chemistry II <u>or</u> Inorganic Chemistry II	CHM 114 CHM 124	CHM 113 or equivalent. High School Algebra I or equivalent recommended. CHM 113 or CHM 121	4		
Humanities Elective (C)			3		
Humanities Elective (C)			3		
Humanities Elective (C)			3		
Physics for Engineers and Science Majors III (Spring)	PHS 201	PHS 112 Co-requisite: MTH 213 previously or concurrently	4		
Social Science Elective (B)			3		
Differential Equations	MTH 214	MTH 212 or MTH 213 previously or concurrently	3		
Linear Algebra	MTH 205	MTH 112 or MTH 114, previously or concurrently	3		
Total Credits			62		

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.

PROFESSIONAL CUSTOMER SERVICE CERTIFICATE – B085

Contact: Ellen Majka, 413-552-2350, emajka@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM REQUIREMENTS			24-25		
Introduction to Business	BUS 101		3		
Computer Applications or Computer Concepts with Applications	BUS 115 CSI 111	Eligibility for ENG 101	3-4		
Mathematics for Business Decision Making	BUS 170	Eligibility for MTH 095 and one of the following: CSI 111 or BUS 115 or BUS 215	3		
Customer Service and Sales	MKT 227		3		
Principles of Marketing	MKT 240		3		
Administrative Support Services (Fall)	OTC 245		3		
Public Speaking	COM 150		3		
Business Elective ¹			3		
Total Credits			24-25		

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

NOTES:

¹ Select from courses with the following prefixes: ACC, BUS, CSI, HCA, LAW, MGT, MKT, SEC, SPO.

Depending on the course selection 80% of this program can be completed online. Go to <http://webtide.hccd.org> for further information.

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

Contact: Jon Ventulett, 413-552-2276, jventulett@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Social Science Elective (B) ¹			3		
Social Science Elective (B) ¹			3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
PROGRAM REQUIREMENTS			48-49		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
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, 115, or permission of instructor; and CSI 111, and MTH 095 or Mathematics Placement Exam.	4		
Applied Database Management	CSI 242	Introductory Computer Course (CSI 111, BUS 115, BUS 215, or equivalent)	3		
Current Topics in Microcomputing	CSI 250	12 CSI credits	3		
Introduction to Website Development	CSI 252	CSI 111, eligibility for MTH 095	3		
Java Programming I	CSI 254	CSI 106 and CSI 111	4		
Java Programming II	CSI 256		4		
Math Elective ²			3-4		
Humanities Elective			3		
Humanities Elective			3		
Humanities Elective			3		
Social Science Elective			3		
Total Credits			68-69		

PROGRAM OVERVIEW
 Computer programming has developed in recent years to span the global explosion in the technology field. Programmers now work in a diverse world of opportunities including business system development, game and web programming. This option exposes the student to all these fields. Critical thinking and theory are the focus of much of the program, rather than a specific technology, to allow students to adapt to a variety of tools in the ever-changing world of technology. Career opportunities include system analysis, database management and programming. Students in this option generally transfer to a baccalaureate degree program.

NOTES:

¹ Recommend ECN 101 and 102.

² Select from MTH 104, MTH 107, MTH 108, MTH 111, MTH 113, MTH 125, MTH 142, MTH 150, MTH 155, MTH 160, MTH 162, MTH 172.

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 <http://webtide.hccdl.org> for further information.

RETAIL MANAGEMENT CERTIFICATE – B084

Contact: Ellen Majka, 413-552-2350, emajka@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			24		
Computer Applications	BUS 115		3		
Principles of Management	MGT 230		3		
Human Resource Management	MGT 231		3		
Principles of Retailing	MKT 110		3		
Principles of Advertising	MKT 226		3		
Customer Service and Sales	MKT 227		3		
Principles of Marketing	MKT 240		3		
Business Elective ¹			3		
Total Credits			24		

PROGRAM OVERVIEW
 The Retail Management Certificate prepares students for careers in retail sales, customer service, and entry-level management positions within retail stores. The certificate credits are fully transferable to all of the options within the Marketing Management major. All of the courses within the Retail Management Certificate are available online

NOTES:

¹ Select from: ACC, BUS, CSI, HCA, LAW, MGT, MKT, SEC, SPO.

Depending on the course selection 100% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

SPORT ADMINISTRATION – B090

A.S. in Sport Management

Contact: John Donnellan, 413-552-2146, jdonnellan@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			29		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Macroeconomics (B)	ECN 101	ECN 100 with a grade of C- or better or eligible for MTH 095	3		
Introduction to Microeconomics (B)	ECN 102	ECN 100 with a grade of C- or eligible for MTH 095	3		
Introduction to Sociology (B)	SOC 110	Eligibility for ENG 101	3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Statistics (D)	MTH 142	MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination	3		
Applied Calculus (D)	MTH 162		3		
PROGRAM REQUIREMENTS			32-33		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
Principles of Accounting II	ACC 112	ACC 111	4		
Computer Applications <u>or</u> Computer Concepts with Applications	BUS 115 CSI 111	Eligibility for ENG 101	3-4		
Principles of Management	MGT 230		3		
Principles of Marketing	MKT 240		3		
Introduction to Sport Management	SPO 110		3		
Sport Law (Spring)	SPO 211		3		
Humanities Electives			3		
Humanities Electives			3		
Humanities Electives			3		
Total Credits			61-62		

PROGRAM OVERVIEW
 This degree prepares students to transfer to 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 and calculate and quantify data to make business decisions.

NOTES:

Students planning to transfer to other four-year institutions should check with either their academic advisor or the Coordinator of Transfer Affairs Coordinator in selecting their courses.

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.

Minimum 3.0 GPA needed for UMass, Amherst.

Depending on the course selection 80% of this program can be completed online. Go to <http://webtide.hccd.org> for further information.

WEBMASTER CERTIFICATE – N055

Contact: Jon Ventulett, 413-552-2276, jventulett@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM REQUIREMENTS ¹			<u>26-28</u>		
Media for the Web (Fall)	COM 118		3		
Introduction to Designing for the Web	COM 266/		3		
	ART 266				
Business Data Communications	CSI 120	CSI 101 or CSI 111	3		
Current Topics in Information Systems	CSI 250	12 CSI credits	3		
Network Development	CSI 251	CSI 101 or CSI 111	3		
Introduction to Website Development	CSI 252	CSI 111, eligibility for MTH 095	3		
Introduction to e-Commerce	CSI 253		3		
Scripting for the Web	CSI 255		4		
CSI Internship ² or Computer Information Systems Cooperative Education I ³	CSI 276/ 277/278 CSI 280	Two (2) CSI courses and sophomore status	1-3		
Total Credits			<u>26-28</u>		

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

NOTES:

¹ CSI 111 (Computer Concepts and Applications) or its equivalent is a prerequisite to some courses in this program and should be taken prior to starting the program. Requires ENG 101 eligibility.

² Prerequisites: Sophomore status, at least four previous CSI courses, and consent of a faculty supervisor from the CSI Department.

³ Prerequisites: 2 CSI courses, sophomore status.

Depending on the course selection 50% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

WEBMASTER OPTION – N054
A.S. in Computer Information Systems

Contact: Jon Ventulett, 413-552-2276, jventulett@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			23-24		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Social Science Electives (B)			3		
Social Science Electives (B)			3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Math (D) ¹			3-4		
PROGRAM REQUIREMENTS			35-36		
Professional Etiquette	BUS 112		1		
Media for the Web	COM 118		3		
Intro to Designing for the Web	COM 266/		3		
	ART 266				
Computer Concepts with Applications	CSI 111	Eligibility for ENG 101	4		
Business Data Communications	CSI 120	CSI 101 or CSI 111	3		
Current Topics in Information Systems	CSI 250	12 CSI credits	3		
Network Development	CSI 251	CSI 101 or CSI 111	3		
Introduction to Website Development	CSI 252	CSI 111, eligibility for MTH 095	3		
Introduction to e-Commerce	CSI 253		3		
Scripting for the Web	CSI 255		4		
Principles of Marketing	MKT 240		3		
PROGRAM ELECTIVES <i>(Select two from the following)</i>			6-8		
Webmaster Electives ²			3		
Webmaster Electives ²			3		
Total Credits			62-65		

PROGRAM OVERVIEW
 Web sites are important communication and marketing vehicles for all types of organizations -- both locally and worldwide. This option prepares students with the skills necessary to develop and manage websites in a diverse range of companies, both large and small. Because of the global qualities of the web, students are taught to consider and understand diverse perspectives. The program emphasizes the latest technologies available and uses many tools to allow students to develop their critical thinking and communication skills. Students who have already fulfilled the requirements in the Webmaster Certificate Program may apply those credits to this option.

NOTES:

¹ Select from MTH 142 or 150 preferred, or select from MTH 104, MTH 107, MTH 108, MTH 111, MTH 113, MTH 125, MTH 142, MTH 150, MTH 155, MTH 160, MTH 162, MTH 172.

² Select from Art 123 or 124, CSI 106, CSI 218, CSI 242, CSI 254, CSI 256, CSI 278, CSI 280, GIS 230, SEC 105, SEC 261, SEC 262, SEC 263, SEC 264, SEC 266, SEC 267, SEC 268, ENG 223, MKT 240.

Depending on the course selection 50% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

BIOLOGY OPTION – X060

A.S. in Arts & Science

Contact: Erica Bergquist, 413-552-2461, ebergquist@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			32		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	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		
Introduction to Cell functions or Biology Today I' and Biology Today II' or General Botany' and General Zoology'	BIO 100 or 103 BIO 104 BIO 110 BIO 120	Credit cannot be received for more than one of these - BIO 100, 103	8		
PROGRAM REQUIREMENTS (Select 8 credits from the following)			8		
Introduction to Biotechnology (Fall)	BIO 106	BIO 103 or BIO 110 or BIO 120 and MTH 095 eligible.	4		
Microbiology	BIO 229	A grade of C or better in BIO 100 or 103, or a grade of C- or better in VET 133	4		
Plants of New England (Fall)	BIO 215	A semester course in college biology or environmental science	4		
Vertebrate Field Biology (Spring)	BIO 222	BIO 104 or BIO 120 or BIO 230	4		
Animal Behavior (Fall)	BIO 223	BIO 120 or BIO 104 or VET 133	4		
Ecology (Spring)	BIO 230	A semester course in college biology or environmental science	4		
Genetics (Spring)	BIO 243	A grade of C or better in one of the following: BIO 100, 103, 110, 112 or 120	4		
Independent Study	BIO 295		4		
Principles of Chemistry I or Inorganic Chemistry I	CHM 113 CHM 121	High School Algebra I or equivalent. High School Chemistry recommended.	4		
Principles of Chemistry II or Inorganic Chemistry II	CHM 114 CHM 124	CHM 113 or equivalent. High School Algebra I or equivalent recommended. CHM 113 or CHM 121	4		
Continue next page					

PROGRAM OVERVIEW
 Designed to satisfy freshman – sophomore curriculum for students intending to continue in the life sciences beyond the associate degree. Possible areas of concentration at the four-year college include: genetics, botany, zoology, microbiology, bio-chemistry, 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.

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

Contact: Erica Bergquist, 413-552-2461, ebergquist@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
Statistics	MTH 142	MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination	3		
College Algebra or Pre-Calculus or Analytic Geometry and Calculus I	MTH 104 MTH 108 MTH 113	MTH 097 with a grade of C- or better 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		
SUGGESTED ELECTIVES ^{2,3} (Sufficient to complete 60 credit graduation requirement)			5-8		
Total Credits			60-63		

NOTES:

¹ Check with transfer institution / counselor for specific requirements.

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

² BIO 111 Human Biology; BIO 217 Human Anatomy and Physiology I; Biology 218 Human Anatomy and Physiology II are recommended or students interested in human biology and health careers.³ Suggested course prefixes: AST; BIO; CHM; EGR; ESC; ENV; MTH; PHS; SEM. Any Liberal Arts elective is allowed.Depending on the course selection 50% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

BIOTECHNOLOGY OPTION – X012
A.A. in Arts and Science

Contact: James Knapp, 413-552-2398, jknapp@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			35		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099 4 class hours	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Macroeconomics (B)	ECN 101	ECN 100 with a grade of C- or better or eligible for MTH 095	3		
Social Science Electives (B)			3		
Social Science Electives (B)			3		
Ethics	PHI 120		3		
Introduction to Electronic Media (C)	COM 111		3		
Humanities Elective (C)			3		
Biology Today I or Introduction to Cell Functions	BIO 103 BIO 100	Note: Credit cannot be received for more than one of these - BIO 100, 103	4		
Biology Today II	BIO 104	BIO 100 or 103	4		
Statistics	MTH 142	MTH 097, MTH 082 or MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination	3		
PROGRAM ELECTIVES (Select 7 from the following)			25		
Introduction to Biotechnology	BIO 106	BIO 100 or BIO 103 or BIO 110 or BIO 120 and MTH 095 eligible.	4		
Microbiology	BIO 229	A grade of C or better in BIO 100 or 103 or 107, or a grade of C- or better in VET 133	4		
Directed Literature Study in Biology	BIO 207		1		
Principles of Chemistry I or Inorganic Chemistry I	CHM 113 CHM 121	In order to obtain graduation credit for this course, the student must successfully complete CHM 102 or CHM 114 or CHM 124 High School Algebra I or equivalent. High School Chemistry recommended. Note: In order to obtain graduation credit for this course, the student must successfully complete CHM 102 or CHM 114 or CHM 124	4		
Principles of Chemistry II or Inorganic Chemistry II	CHM 114 CHM 124	CHM 113 or equivalent. High School Algebra I or equivalent recommended CHM 113 or CHM 121	4		
Organic Chemistry I (Fall)	CHM 221	CHM 124, 114, or 102 with permission of instructor	4		
Organic Chemistry II (Spring)	CHM 222	CHM 221 or one previous semester of organic chemistry	4		
College Algebra	MTH 104	MTH 082 or MTH 095 or MTH 097 with a grade of C- or better or adequate score on the Mathematics Placement Examination	4		
Topics in Science	SEM 130		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 other state or private colleges. Career and research opportunities include, but are not limited to, animal sciences, agrigenetics, immunogenetics, pharmaceuticals, biomedical technologies, forensics and environmental sciences.

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.

COACHING CERTIFICATE – M105

Contact: Dr. Patti Mantia, 413-552-2449, pmantia@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			<u>10</u>		
Standard First Aid and Personal Safety/CPR or Sports First Aid	HFN 103 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>			<u>6</u>		
Sociology of Sport	SOC 240		3		
Psychology of Sport	PSY 250		3		
Sport Law (Spring)	SPO 211		3		
Topics in Sports	HFN 111		3		
Total Credits			<u>16</u>		

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

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	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
General Chemistry I or Principles of Chemistry I or Inorganic Chemistry I (Fall)	CHM 101 CHM 113 CHM 121		4		
General Chemistry II or Principles of Chemistry II or Inorganic Chemistry II (Spring)	CHM 102 CHM 114 CHM 124	CHM 101, CHM 113, or CHM 121 CHM 113 or equivalent. High School Algebra I or equivalent recommended. CHM 113 or CHM 121	4		
Social Science Elective (B)			3		
State and Local Government (B)	POL 120		3		
PROGRAM REQUIREMENTS ¹			41-42		
Environmental Seminar I (Spring)	ENV 115		1		
Principles of Environmental Science I(Fall)	ENV 120		4		
The Natural History of New England	ENV 124		4		
Mapping with Geographic Information Systems	ENV 125		3		
Environmental Geology	ENV 137		4		
Soil and the Environment	ENV 138		4		
Principles of Environmental Science II (Spring)	ENV 140		4		
Environmental Seminar II (Spring)	ENV 202	ENV 115	1		
Principles of Environmental Site Assessment (Spring)	ENV 230	ENV 120, ENV 140, ENV 137 concurrently	3		
Aquatic Ecology and Pollution (Fall)	ENV 253	One semester of environmental science or biology	4		
Environmental Internship I (Spring) ²	ENV 270	CHM 102, CHM 114, or CHM 124 previously or concurrently; ENV 140; and permission of program coordinator.	3		
American Environmental History (C) (Spring)	HIS 225		3		
Math Elective ³			3-4		
Total Credits			61-62		

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.

NOTES:

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

² An integral part of this program is an internship/cooperative education field experience with an area industry, governmental agency, or environmental consulting firm. These positions, many of which are paid, allow students the opportunity to put theory into practice and to gain the knowledge and experience necessary to make informed career decisions, to set career goals, and to plan further educational experiences.

³ Students should choose one of the following courses with the advice and consent of an Environmental Science advisor based on results of the Mathematics Placement Examination and individual career goals: MTH 108 or MTH 142.

ENVIRONMENTAL SCIENCE FIELD TRANSFER OPTION – M031
A.S. in Environmental Science

Contact: Jamie Laurin, 413-552-2523, jlaurin@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
General Chemistry I or Principles of Chemistry I or Inorganic Chemistry I (Fall)	CHM 101 CHM 113 CHM 121		4		
General Chemistry II or Principles of Chemistry II or Inorganic Chemistry II (Spring)	CHM 102 CHM 114 CHM 124	CHM 101, CHM 113, or CHM 121 CHM 113 or equivalent. High School Algebra I or equivalent recommended. CHM 113 or CHM 121	4		
Social Science Elective (B)			3		
State and Local Government (B)	POL 120		3		
PROGRAM REQUIREMENTS ¹			46-48		
Principles of Environmental Science I(Fall)	ENV 120		4		
Environmental Geology	ENV 137		4		
Soil and the Environment	ENV 138		4		
Principles of Environmental Science II (Spring)	ENV 140		4		
Environmental Seminar I (Spring)	ENV 115		1		
Environmental Seminar II (Spring)	ENV 202	ENV 115	1		
Principles of Environmental Site Assessment (Spring)	ENV 230	ENV 120, ENV 140, ENV 137 concurrently	3		
Aquatic Ecology and Pollution (Fall)	ENV 253	One semester of environmental science or biology	4		
Mapping with Geographic Information Systems	ENV 125		3		
American Environmental History (C) (Spring)	HIS 225		3		
Humanities Electives (C) ²			3		
Humanities Electives (C) ²			3		
Math Electives ³			3-4		
Math Electives ³			3-4		
Social Science Elective (B)			3		
Total Credits			66-68		

PROGRAM OVERVIEW

The Environmental Science and Technology Transfer Option (MO31) 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 the field. They are exposed to a broad knowledge base in air quality, surface water and groundwater 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 an essential element in the assessment and protection of the environment.

NOTES:

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

² Students planning to transfer to four year institutions should contact the Transfer Counselor.

³ Students should choose one of the following course sequences with the advice and consent of an Environmental Science advisor based on results of the Mathematics Placement Examination and individual career goals: MTH 104 and 108; MTH 108 and 142; MTH 113 and MTH 114.

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.

FIREFIGHTER FITNESS TRAINER CERTIFICATE – M106

Contact: Dr. Patti Mantia, 413-552-2449, pmantia@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			11		
Firefighter Fitness Trainer	HFN 184		3		
Tools for Resistance Training	HFN 129		1		
Fitness Professional Seminar/Internship 1	HFN 190	PER 134, PER 172, or PER 183	3		
Standard First Aid and Personal Safety/CPR or Sports First Aid	HFN 103 HFN 104		1		
Introduction to Nutrition	NTR 101	Eligibility for ENG 101	3		
PROGRAM ELECTIVES			2		
Physical Conditioning I	HFN 180		1		
Physical Conditioning II	HFN 181		1		
Physical Conditioning III	HFN 182		1		
Nutrition Throughout the Lifecycle	NTR 201	NTR 101	3		
Total Credits			13		

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

NOTES:

¹ HFN 190 strongly suggested taken after HFN 184.

FOUNDATIONS OF HEALTH – M068

A.S. in Arts and Science

Contact: Rebecca Osborn 413-552-2426, rosborn@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			27-28		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Cell Functions or Biology Today I	BIO 100 BIO 103	None -Note: Credit cannot be received for more than one of these - Bio 100, Bio 103	4		
Human Anatomy and Physiology I	BIO 217	A “C” grade or better in BIO 100 (including lab) or BIO 103 or a passing grade on the challenge exam.	4		
Human Anatomy and Physiology II	BIO 218	BIO 217	4		
Statistics or College Algebra	MTH 142 MTH 104	MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination	3-4		
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3		
Introduction to Sociology (B)	SOC 110	Eligibility for ENG 101	3		
PROGRAM REQUIREMENTS			35		
Computer Applications	BUS 115	BIO 110 or BIO 100 or BIO 103 or BIO 120	3		
Introduction to the Study of Aging	GRT 110		3		
Introduction to Health Careers	HTH 101		3		
Medical Terminology	HTH 114		3		
Introduction to Drug Therapy for Health Majors	HTH 130		2		
Field Experience	HTH 210	GRT 110	6		
Introduction to Nutrition	NTR 101	Eligibility for ENG 101	3		
Human Development	PSY 216	PSY 110	3		
Race and Ethnicity or Social Problems	SOC 220 SOC 214	SOC 110	3		
Spanish for Health Related Careers I	SPA 111	One year of high school Spanish or one semester of college Spanish	3		
Spanish for Health Related Careers II	SPA 112	SPA 111	3		
PROGRAM ELECTIVES			3		
Business Elective 1			3		
Total Credits			65-66		

PROGRAM OVERVIEW
The Foundations of Health degree is designed for students interested in a health-related career. Students begin by taking Introduction to Health Careers (HTH 101), along with General Education requirements. Students will work closely with their advisor to place into appropriate courses, guided by their strengths and personal goals. The courses will be used as a springboard into a variety of health careers. These include immediate certifications as a Nursing Assistant (HTH 210); certificate programs such as Medical Assistant; and degree programs such as Nutrition (A.S.) or Human Services (A.S.).

The co-requisites for Selective Programs in health are embedded in this major. Selective Programs include Associates Degree in Nursing, Certificate in Practical Nursing, and Radiologic Technology (A.S.). Each of these programs requires a separate application process along with attendance at the appropriate information session. See the website for more details.

Students who provide service and/or support to any state facility working with vulnerable populations (including students in Selective programs and HTH 210) will be required to complete a CORI/SORI background check.

NOTES:

¹ Select from prefixes MGT, MKT, BUS, or ACC.

*Students contemplating transfer to American International College’s Bachelors of Nursing (BSN) should take a Chemistry course.

Depending on the course selection 50% of this program can be completed online. Go to <http://webtide.hccd.org> for further information.

GROUP EXERCISE LEADER CERTIFICATE – M102

Contact: Dr. Patti Mantia, 413-552-2449, pmantia@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			7		
Standard First Aid and Personal Safety/CPR or Sports First Aid	HFN 103 HFN 104		1		
Learning to be a Group Exercise Leader	HFN 134		3		
Fitness Professional Seminar/Internship	HFN 190	HFN 134 PER 134, PER 172, or PER 183	3		
PROGRAM ELECTIVES (Select two from the following courses)			2-4		
PACE (People with Arthritis Can Exercise)	HFN 108	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	1		
Yoga Instructor	HFN 109		3		
Tools for Resistance Training	HFN 129		1		
Beginning Yoga	HFN 145		1		
Physical Conditioning I	HFN 180		1		
Physical Conditioning II	HFN 181		1		
Physical Conditioning III	HFN 182		1		
Total Credits			9-11		

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

HEALTH AND FITNESS MANAGEMENT CERTIFICATE – M101

Contact: Dr. Patti Mantia, 413-552-2449, pmantia@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			27		
Principles of Accounting I	ACC 111	Students must be eligible for MTH 085	4		
Anatomy & Physiology I	BIO 217	A "C" grade or better in BIO 100 (including lab) or BIO 103 or a passing grade on the challenge exam.	4		
Anatomy & Physiology II	BIO 218	BIO 217	4		
Standard First Aid and Personal Safety/CPR or Sports First Aid	HFN 103 HFN 104		1		
Introduction to Health & Fitness	HFN 172		2		
Fitness Seminar/Internship 1	HFN 190	PER 134, PER 172, or PER 183	3		
Principles of Management	MGT 230		3		
Principles of Advertising	MKT 226		3		
Introduction to Nutrition	NTR 101	Eligibility for ENG 101	3		
PROGRAM ELECTIVES (Select two from the following courses)			6		
Current Issues In Sport and Fitness	HFN 179		3		
Human Resource Management	MGT 231		3		
Customer Service and Sales	MKT 227		3		
Total Credits			33		

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/fitness and management classes in this option.

NOTES:

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 <http://webtide.hccdl.org> for further information.

HEALTH, FITNESS and NUTRITION – M115

A.S. in Health and Fitness

Contact: Dr. Patti Mantia, 413-552-2449, pmantia@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			35-36		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Anatomy and Physiology I (D)	BIO 217	A “C” grade or better in BIO 100 (including lab) or BIO 103 or a passing grade on the challenge exam.	4		
Anatomy and Physiology II (D)	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) or Ethics (C)	PHI 103 PHI 120		3		
Humanities Elective (C)			3		
Math Elective (D)			3-4		
PROGRAM REQUIREMENTS			19		
Introduction to Health and Fitness (Fall)	HFN 172		2		
Biomechanics of Human Movement (Fall)	HFN 177	BIO 100 or BIO 103 or BIO 111 or BIO 217	3		
Introduction to Nutrition	NTR 101	Eligibility for ENG 101	3		
Motor Learning Principles and Practices (Fall)	HFN 120		3		
Physiology of Exercise (Spring)	HFN 176	BIO 217	4		
First Aid and CPR or Sports First Aid	HFN 103 HFN 104	Students can not receive credit for both HFN 104 and HFN 103	1		
Fitness Professional Seminar Field Experience (Spring)	HFN 190	PER 134, PER 172, or PER 183	3		
PROGRAM ELECTIVES ¹ (Students must take three 3-credit courses and three 1-credit courses from HFN with a designation)			12		
HFN Elective			3		
HFN Elective			3		
HFN Elective			3		
HFN Elective			1		
HFN Elective			1		
HFN Elective			1		
Total Credits			67		

PROGRAM OVERVIEW

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

NOTES:

¹ Students wishing to select non-HFN elective options should seek approval from the department Chair.

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

HEALTH AND FITNESS SPECIALIST CERTIFICATE – M100

Contact: Dr. Patti Mantia, 413-552-2449, pmantia@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			25		
Anatomy & Physiology I	BIO 217	A "C" grade or better in BIO 100 (including lab) or BIO 103 or a passing grade on the challenge exam.	4		
Anatomy & Physiology II	BIO 218	BIO 217	4		
Standard First Aid and Personal Safety/CPR <u>or</u> Sports First Aid	HFN 103 HFN 104		1		
Leadership in Recreation, Fitness and Sport	HFN 171		3		
Physiology of Exercise (Spring)	HFN 176	BIO 217	4		
Biomechanics of Human Movement (Fall)	HFN 177	BIO 100 or BIO 103 or BIO 111 or BIO 217	3		
Fitness Professional Seminar/Internship ¹ (Spring)	HFN 190	PER 134, PER 172, or PER 183	3		
Introduction to Nutrition	NTR 101	Eligibility for ENG 101	3		
PROGRAM ELECTIVES (Select two from the following courses)			6		
Exercise in Health & Disease	HFN 170		3		
Prevention, Assessment and Care of Sport/Fitness Injuries	HFN 178		3		
Current Issues in Fitness	HFN 179		3		
Select two from the following courses:			2-6		
Sports Supplementation	HFN 106		1		
PACE (People With Arthritis Can Exercise)	HFN 108	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	1		
Yoga Fitness Leader	HFN 109		3		
Introduction to Wellness/Fitness	HFN 131		1		
Group Exercise: Aerobics, Steps and More	HFN 133		1		
Beginning Yoga	HFN 145		1		
Managing Stress	HFN 150		1		
Martial Arts	HFN 160		1		
Physical Conditioning I	HFN 180		1		
Physical Conditioning II	HFN 181		1		
Physical Conditioning III	HFN 182		1		
Principles and Practices of Strength Training	HFN 185	HFN 183 or HFN 134 or BIO 217	3		
Exercise in Health and Disease	HFN 170		3		
Current Issues in Sports and Fitness	HFN 179		3		
Nutrition Throughout the Lifecycle	NTR 201	NTR 101	3		
Total Credits			33-37		

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

NOTES:

¹ HFN190 should be taken as one of the final classes in this program.

MEDICAL ASSISTANT CERTIFICATE – M010

Contact: Gail Mignogna, 413-552-2087, gmignogna@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM REQUIREMENTS			28		
Medical Terminology	HTH 114		3		
Medical Manager	MEA 104		2		
Insurance, Coding, Billing & Collections	MEA 106		2		
Health Office Practices & Procedures	MEA 107		2		
Phlebotomy & Intravenous Techniques*	MEA 108		2		
A&P for Medical Assistants	MEA 109		2		
Introduction to Medical Assisting	MEA 110		2		
Electrocardiogram for Medical Assistants*	MEA 125		2		
Introduction to Drug Therapy	MEA 150		2		
Clinical Medical Assisting Techniques*	MEA 210		3		
Medical Assistant Externship* (last course to be taken)	MEA 220		3		
Introduction to Psychology	PSY 110	Eligibility for ENG 101	3		
Total Credits			28		

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

NOTES:

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

- 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.

Application for Fall 2011 deadline is July 26, 2011.

Application for Spring 2012 deadline is December 22, 2011.

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

All MEA courses are offered in the evening only.

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

Students are required to have updated immunizations.

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

Clinical Externships are approximately 25 hours per week for a total of (160 total) in facilities with primarily daytime hours.

*Uniforms will be required for the following courses, MEA 108, MEA 125, MEA 210.

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.

MEDICAL CODING CERTIFICATE PROGRAM – M049

Contact: Gail Mignogna, 413-552-2087, gmignogna@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM REQUIREMENTS			28		
Introduction to Health Information Management	HIM 103		2		
Health Insurance Reimbursement and Computerized Billing	HIM 104		4		
A&P for Medical Coding	HIM 105		2		
Electronic Records	HIM 106		2		
Introduction to the Study of Disease	HIM 204		3		
Coding Procedures	HIM 223		3		
Coding Principles and Applications	HIM 224		4		
Advanced Coding	HIM 225		3		
Medical Coding Cooperative Education ¹	HIM 283		2		
Medical Terminology	HTH 114		3		
Total Credits			28		

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

NOTES:

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

- Students must be eligible for ENG 101.
- Successful completion of HTH 114 Medical Terminology with a C or better.
- Prospective students must file an application with the Admissions office by July 26, 2011 for Fall 2011 and July 26, 2012 for fall 2012.

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

The Program begins every fall and is offered only in the evenings.

¹ HIM 283 in facilities with primarily daytime hours. An insurance liability fee may be charged.

Student Schedule:

- Fall: HIM 103, HIM 104, HIM 105
- Spring: BIO 204, HIM 224, HIM 106
- Fall: HIM 223, HIM 225
- Spring and Summer: HIM 283

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 HIM 105.

NATURAL RESOURCES STUDIES TRANSFER OPTION – X021

(University of Massachusetts)

A.A. in Arts and Science

Contact: Erica Bergquist, 413-552-2461, ebergquist@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			35-36		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
General Botany	BIO 110		4		
General Zoology	BIO 120		4		
Cultural Anthropology	ANT 101		3		
American National Government	POL 110		3		
Introduction to Macroeconomics (B)	ECN 101	ECN 100 with a grade of C- or better or eligible for MTH 095	3		
History Elective (C)			3		
Humanities (C)			3		
Humanities (C)			3		
MTH Elective (D) ¹			3-4		
SUGGESTED ELECTIVES ² (Sufficient to complete 60 credit graduation requirement)			25		
Ecology	BIO 230	A semester course in college biology or environmental science	4		
Introduction to Geology and Oceanography	ESC 110		4		
Principles of Chemistry I or Inorganic Chemistry I	CHM 113 CHM 121	High School Algebra I or equivalent. High School Chemistry recommended.	4		
Computer Applications	BUS 115		3		
Statistics	MTH 142	MTH 097, MTH 082 or MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination	3		
General Physics I (Fall)	PHS 101	MTH 104 or adequate score on the Mathematics Placement Examination	4		
Introduction to Microeconomics	ECN 102	ECN 100 with a grade of C- or eligible for MTH 095	3		
Total Credits			60-61		

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.

NOTES:

¹ Do not select MTH 155 OR MTH 150.

² 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.

Depending on the course selection, 80% of this program can be completed online. Go to <http://webtide.hccd.org> for further information.

NURSING – M066

A.S. In Nursing

Contact: Admissions, 413-552-2321

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 A.S. Nursing Program is approved by the Massachusetts Board of Registration in Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC).

*NLNAC
3343 Peachtree Road NE
Suite 500
Atlanta, GA 30326
Telephone: 404-975-5000
Fax: 404-975-5020
www.nlnac.org

*** CRIMINAL OFFENSE RECORD INFORMATION ACT (CORI) AND SEX OFFENDER REGISTRY INFORMATION (SORI) STATES 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/](http://www.state.ma.us/boards/rn/) for further information.

The **A.S. Nursing Program Application Packet** 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>. New students in the nursing major begin the first nursing course in September of each year. Students must achieve a minimum grade of C- in all nursing, math (pre-requisite) and science courses to remain in and graduate from this program.

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 a Technical Standard 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 to each course. 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. Appointments will be scheduled by the nursing department.

The **A.S. Nursing Program Application Packet** 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>. New students in the nursing major begin the first nursing course in September of each year. Students must achieve a minimum grade of C+ in all nursing, math (pre-requisite) and science courses to remain in and graduate from this program.

All applicants must meet the following requirements at the time of their application:

- The **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) with a C- or better from an accredited college or university.
- **English Proficiency/Placement:** ≥ 70 in Reading or ≥ 80 in the Writing 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). **Please see the information packet for further details if English is not your first language or if you did not attend K through 12 in the U.S.**
- **Science Proficiency:** the HCC Biology Department requires the successful completion (C+ or better) of BIO 100, or 103 prior to taking Anatomy and Physiology. This pre-requisite may be waived by passing the Biology challenge exam.

Completion of Anatomy and Physiology I and Anatomy and Physiology II prior to the application deadline is strongly encouraged. Applicants currently working in a healthcare field can petition to lengthen the time that their laboratory science coursework is transferable to 14 years by completing the **Laboratory Science Petition Form** in the **A.S. Nursing Program Application Packet**. This packet can be found either on-line at the HCC website under "Admissions" or at the Admissions office on campus.

Please see the **A.S. Nursing Program Application Packet** for other important information concerning required documentation and requirements for admission. Applicants in the Nursing Program are reminded that transportation is the responsibility of the student. Since clinical experiences are scheduled at various times, students must plan for and meet the irregular time requirements that result and plan for their own transportation.

Program Outcomes

1. 90% of the students graduating from the Nursing Education Program will pass the NCLEX-RN exam on their first attempt.
2. The graduates will rank in the 80th percentile or better in the NCLEX-RN State and National standing.
3. 90% of graduates of the Nursing Education Program will be employed in nursing within one year of graduation.
4. 85% of the graduate surveys returned will indicate that the Nursing Education Program was satisfactory in preparation for the entry into nursing practice in a variety of health care settings.
5. 85% of employer surveys returned will indicate satisfaction with graduate performance in the workplace.

NURSING – M066 (Continued)

A.S. in Nursing

Contact: Admissions, 413-552-2321 or admissions@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	Co-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS				30		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099.		3	3rd	
Language and Literature II	ENG 102	ENG 101		3	4th	
Human Anatomy and Physiology I	BIO 217	A “C+” grade or better in BIO 100 (including lab) or BIO 103 or a passing grade on the challenge exam.		4	1st	
Human Anatomy and Physiology II	BIO 218	BIO 217		4	2nd	
Microbiology	BIO 229	A grade of C or better in BIO 100 or 103 or 107, or a grade of C- or better in VET 133.		4	3rd	
Introduction to Psychology	PSY 110			3	1st	
Introduction to Sociology	SOC 110			3	1st	
Nutrition	NTR 101			3	Intersession	
Human Development Psychology	PSY 216			3	2nd	
PROGRAM REQUIREMENTS¹				42		
Fundamentals of Nursing (Fall)	PNR/NUR 170			9	1st	
Health Promotion & Maintenance Across the Lifespan (Spring)	PNR/NUR 180			9	2nd	
Acute Care Across the Lifespan (Fall)	NUR 270			8	3rd	
Complex Care Across the Lifespan (Spring)	NUR 280			8	4th	
Pharmacology I	PHM 171			1	1st	
Pharmacology 2	PHM 181			1	2nd	
Pharmacology 3	PHM 271			1	3rd	
Pharmacology 4	PHM 281			1	4th	
Role Development 1 (Fall)	PNR/NUR 172			2	1st	
Role Development 2 (Spring)	NUR 282			2	4th	
Total Credits				<u>72</u>		

NOTES:

¹All candidates must achieve a C+ or better in all NURSING and laboratory science courses to remain in the program.

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	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Cultural Anthropology (B)	ANT 101		3		
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3		
Introduction to Cell Function (D)	BIO 100		4		
Human Biology (D)	BIO 111		4		
PROGRAM REQUIREMENTS			47		
Principles of Chemistry I	CHM 113		4		
Principles of Chemistry II	CHM 114	CHM 113 or equivalent. High School Algebra I or equivalent recommended	4		
Organic Chemistry I (Fall only)	CHM 221	CHM 124, 114, or 102 with permission of instructor	4		
Organic Chemistry II (Spring only)	CHM 222	CHM 221 or one previous semester of organic chemistry	4		
Food Production Management (Spring only)	HCA 130	ENG 097 or satisfactory score on reading comprehension placement exam	4		
Food and Beverage Operations (Spring only)	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		
Statistics	MTH 142	MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination	3		
Nutrition Science for Nutrition Majors (Spring)	NTR 230	BIO 100, BIO 111, CHM 113 and CHM 114 Prerequisite or Co-requisite: CHM 221.	3		
Introduction to Sociology	SOC 110	Eligibility for ENG 101	3		
Humanities Electives			3		
Humanities Electives			3		
Humanities Electives			3		
Total Credits			67		

PROGRAM OVERVIEW

The Nutrition Program at HCC is a transfer program for articulation with the University of Massachusetts Amherst. Upon completion of your Bachelor's of Science in Nutrition at UMass, you may become a Massachusetts State Licensed Dietitian/Nutritionist (LDN) as well as be American Dietetic Association (ADA) Internship eligible. Upon completion of a one-year ADA internship, you may become a Registered Dietitian (RD). RD's are licensed to work in all fields of Nutrition and in any U.S. state.

NOTES:

Students interested in transferring should consider, BIO 229(D) Microbiology (4 Credits), NTR 101 Intro to Nutrition.

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 <http://webtide.hccdl.org> for further information.

PERSONAL TRAINER/FITNESS COUNSELOR CERTIFICATE – M103

Contact: Dr. Patti Mantia, 413-552-2449, pmantia@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			10		
Standard First Aid and Personal Safety/CPR <u>or</u> Sports First Aid	HFN 103 HFN 104		1		
Personal Training and Fitness Counseling	HFN 183		3		
Fitness Professional Seminar/Internship ¹	HFN 190	PER 134, PER 172, or PER 183	3		
Introduction to Nutrition	NRT 101	Eligibility for ENG 101	3		
Select two of the following courses:			2		
PACE (People with Arthritis Can Exercise)	HFN 108	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	1		
Physical Conditioning I	HFN 180		1		
Physical Conditioning II	HFN 181		1		
Physical Conditioning III	HFN 182		1		
Total Credits			12		

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

NOTES:

¹ HFN 190 strongly suggested to be taken after HFN 183.

PRACTICAL NURSING CERTIFICATE – M064
Contact: Admissions, 413-552-2321 or admissions@hcc.edu

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 and is accredited by the National League for Nursing Accrediting Commission (NLNAC).

*NLNAC
3343 Peachtree Road NE
Suite 500
Atlanta, GA 30326
Telephone: 404-975-5000
Fax: 404-975-5020
www.nlnac.org

***** CRIMINAL OFFENSE RECORD INFORMATION ACT (CORI) AND SEX OFFENDER REGISTRY INFORMATION (SORI)
STATE STATUTES THAT REGULATE LICENSURE AS A PRACTICAL 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/](http://www.state.ma.us/boards/rn/) for further information.

The **Practical Nursing Certificate Program Application Packet** for the PN Program can be found either by contacting the Admissions office (413-552- 2321) or by going to the HCC website: <http://www.hcc.edu>. Students must achieve a minimum grade of C- in all nursing, math (pre-requisite) and science courses to remain in and graduate from this program.

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.

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 a Technical Standard 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 to each course. 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. Appointments will be scheduled by the nursing department.

All applicants must meet the following requirements at the time of their application:

- The **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) with a C- or better from an accredited college or university.
- **English Proficiency/Placement:** ≥ 70 in Reading or ≥ 80 in Writing 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). *Please see the information packet for further details if English is not your first language or if you did not attend K through 12 in the U.S.*
- **Science Proficiency:** Completion of BIO 111 Human Biology, or completion of Anatomy and Physiology I and Anatomy and Physiology II. Please note that the HCC Biology department requires the successful completion (C+ or better) of BIO 100, or 103 prior to taking Anatomy and Physiology. The pre-requisite may be waived by passing the Biology Challenge exam. Completion of Anatomy and Physiology I and Anatomy and Physiology II prior to the application deadline is strongly encouraged.

Applicants to the Practical Nursing Program are reminded that transportation is the responsibility of the student. Since clinical experiences are scheduled at various times, students must plan for and meet the irregular time requirements as well as for their own transportation. 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. Applicants currently working in a healthcare field can petition to lengthen the time that their laboratory science coursework is transferable to 14 years by completing the **Laboratory Science Petition Form** in the **Practical Nursing Certificate Program Application Packet**. This packet can be found either on-line at the HCC website under "Admissions" or at the Welcome Center on campus.

Please see the **Practical Nursing Certificate Program Application Packet** for other important information concerning required documentation and requirements for admission.

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

Program Outcomes

1. 90% of the students graduating from the PN program will pass the NCLEX-PN on the first attempt.
2. The graduates will rank in the 80th percentile or better in the NCLEX-PN State and National Standing.
3. 90% of the graduates of the nursing education program will be employed in nursing within one year of graduation.
4. 85% of the graduate surveys returned will indicate that the nursing education program was satisfactory in preparation for the entry into nursing practice in a variety of health care settings.
5. 85% of employer surveys returned will indicate satisfaction with graduate performance in the workplace.

PRACTICAL NURSING CERTIFICATE – M064 (Continued)

Contact: Admissions, 413-552-2321 or admissions@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM REQUIREMENTS¹			44		
Human Anatomy and Physiology I	BIO 217	A “C+” grade or better in BIO 100 (including lab) or BIO 103 or a passing grade on the challenge exam	4		
Human Anatomy and Physiology II	BIO 218	BIO 217	4		
Nutrition	NTR 101	Eligibility for ENG 101	3		
Pharmacology I	PHM 171		1		
Pharmacology II	PHM 181		1		
Growth and Development	PHY 216		3		
Fundamentals of Nursing	PNR 170	Acceptance in the PN program	9		
Role Development 1	PNR 172		2		
Health Promotion and Maintenance Across the Life Span	PNR 180	PNR 182	9		
Practical Nurse Role Development 2	PNR 182	PNR 170	2		
Practical Nursing Acute & Complex Care	PNR 190		<u>3</u>		
Introduction to Psychology	PSY 110	Eligibility for ENG 101	3		
Total Credits			44		

NOTES:

¹ All candidates must achieve a C+ or better in all NURSING and laboratory science courses to remain in the Program.

For additional information go to www.hcc.edu

PRE-CHIROPRACTIC OPTION – X051

A.S. in Arts and Science

Contact: Dr. Stephanie Easler, 413-552-2861, seasler@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Human Anatomy and Physiology I	BIO 217	A "C" grade or better in BIO 100 (including lab) or BIO 103 or a passing grade on the challenge exam.	4		
Human Anatomy and Physiology II	BIO 218	BIO 217	4		
Introduction to Psychology	PSY 110	Eligibility for ENG 101	3		
Child Psychology <u>or</u> Abnormal Psychology	PSY 215 PSY 217	PSY 110	3		
SUGGESTED ELECTIVES			40-44		
Chiropractic Principles and Practice (Spring)	CHI 108		3		
Inorganic Chemistry I	CHM 121	High School Algebra I or equivalent. High School Chemistry recommended.	4		
Inorganic Chemistry II (Spring)	CHM 124	CHM 113 or CHM 121	4		
Organic Chemistry I	CHM 221	CHM 124, 114, or 102 with permission of instructor	4		
Organic Chemistry II	CHM 222	CHM 221 or one previous semester of organic chemistry	4		
History Elective			3		
Humanities Elective			3		
Humanities Elective			3		
Math Electives ¹			3-4		
Math Electives ¹			3-4		
General Physics I	PHS 101	MTH 104 or adequate score on the Mathematics Placement Examination	4		
General Physics II	PHS 102	PHS 101	4		
Total Credits			60-64		

PROGRAM OVERVIEW

Begins the preparation for becoming a doctor of chiropractic. Effective Fall 2001, the Council on Chiropractic Education (CCE) increased the credit minimum to 90 credits for admission to all CCE accredited chiropractic colleges.

NOTES:

¹ Students are strongly suggested to take a 3-4 math course.

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

* Select from MTH 160 (D), MTH 162 (D), MTH 113 (D), or MTH 142 (D). Students will not receive credit for MTH 162 and MTH 113. Many transfer institutions prefer MTH 160/MTH 162 combination. However, students should check with their academic advisor to be sure that their choices will transfer to their selected institutions.

PRE-FOOD SCIENCE TECHNOLOGY OPTION – X015

A.A. in Arts and Science

Contact: Dr. Stephanie Easler, 413-552-2861, seasler@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			36		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
General Zoology	BIO 120		4		
Microbiology	BIO 229	A grade of C or better in BIO 100 or 103 or 107, or a grade of C- or better in VET 133	4		
Calculus I	MTH 113	MTH 108 or adequate score on the Mathematics Placement Exam	4		
Social Science (B)			3		
Social Science (B)			3		
Social Science (B)			3		
Humanities Elective (C)			3		
Humanities Elective (C)			3		
Humanities Elective (C)			3		
PROGRAM ELECTIVES (Select 6 from the following)			24		
Inorganic Chemistry I	CHM 121	High School Algebra I or equivalent. High School Chemistry recommended.	4		
Inorganic Chemistry II	CHM 124	CHM 113 or CHM 121	4		
Organic Chemistry I	CHM 221	CHM 124, 114, or 102 with permission of instructor	4		
Organic Chemistry II	CHM 222	CHM 221 or one previous semester of organic chemistry	4		
Calculus II	MTH 114	MTH 113	4		
General Physics I	PHS 101	MTH 104 or adequate score on the Mathematics Placement Examination	4		
General Physics II	PHS 102	PHS 101	4		
Total Credits			60		

PROGRAM OVERVIEW
 Food scientists work on the scientific and technological aspects of processing food and related products. They determine how safe and nutritious our food will be, and how long and well it will keep. They also explore and analyze the many questions that have to be asked before a new product can go on the market.

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.

PRE-FORESTRY AND ENVIRONMENTAL SCIENCE (SUNY) OPTION – X040

A.S. in Arts and Science

Contact: Jamie Laurin, 413-552-2523, jlaurin@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
General Botany	BIO 110		4		
General Zoology	BIO 120		4		
Social Sciences (B)			3		
Social Sciences (B)			3		
PROGRAM REQUIREMENTS			36		
Inorganic Chemistry I	CHM 121	High School Algebra I or equivalent. High School Chemistry recommended.	4		
Inorganic Chemistry II	CHM 124	CHM 113 or CHM 121	4		
Organic Chemistry I	CHM 221	CHM 124, 114, or 102 with permission of instructor	4		
Introduction to Macroeconomics (B)	ECN 101	ECN 100 with a grade of C- or better or eligible for MTH 095	3		
Introduction to Microeconomics (B)	ECN 102	ECN 100 with a grade of C- or eligible for MTH 095	3		
Calculus I	MTH 113	MTH 108 or adequate score on the Mathematics Placement Exam	4		
Calculus II	MTH 114	MTH 113	4		
General Physics I	PHS 101	MTH 104 or adequate score on the Mathematics Placement Examination	4		
U.S. American National Government	POL 110		3		
SUGGESTED ELECTIVES <i>(Sufficient to complete 60 credit graduation requirement)</i>			4		
Microbiology	BIO 229	A grade of C or better in BIO 100 or 103 or a grade of C- or better in VET 133	4		
Ecology	BIO 230	A semester course in college biology or environmental science	4		
Genetics	BIO 243	A grade of C or better in one of the following: BIO 100, 103, 110, 229, or 120	4		
Organic Chemistry II	CHM 222	CHM 221 or one previous semester of organic chemistry	4		
Public Speech	COM 150		3		
The Natural History of New England	ENV 124		4		
Soil and the Environment	ENV 138		4		
Calculus III	MTH 211	MTH 112	4		
General Physics II	PHS 102	PHS 101	4		
State and Local Government	POL 120		3		
Total Credits			60		

PROGRAM OVERVIEW

For students who plan to transfer to the State University of New York College of Environmental Science and Forestry. An agreement covers majors in environmental biology and forestry with concentrations in such areas as botany, entomology, fish and wildlife biology, forest pathology, plant physiology and zoology, environmental chemistry, and forest engineering. Students planning to transfer should follow the program requirements after consultation with Pre-Forestry and Environmental Science campus coordinator.

PRE-MEDICAL TECHNOLOGY OPTION – X081
A.S. in Arts and Science

Contact: Dr. Stephanie Easler, 413-552-2861, seasler@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Inorganic Chemistry I (Fall)	CHM 121	High School Algebra I or equivalent. High School Chemistry recommended.	4		
Inorganic Chemistry II (Spring)	CHM 124	CHM 113 or CHM 121	4		
Social Sciences (B)			3		
Social Sciences (B)			3		
PROGRAM REQUIREMENTS			49-52		
Microbiology	BIO 229	A grade of C or better in BIO 100 or 103 or a grade of C- or better in VET 133	4		
General Zoology	BIO 120		4		
Genetics (Spring)	BIO 243	A grade of C or better in one of the following: BIO 100, 103, 110, 229 or 120	4		
Organic Chemistry I (Fall)	CHM 221	CHM 124, 114, or 102 with permission of instructor	4		
Organic Chemistry II (Spring)	CHM 222	CHM 221 or one previous semester of organic chemistry	4		
General Physics I (Fall)	PHS 101	MTH 104 or adequate score on the Mathematics Placement Examination	4		
General Physics II (Spring)	PHS 102	PHS 101	4		
Humanities Elective			3		
Literature Elective ¹			3		
Literature Elective ¹			3		
MTH Elective ²			3-4		
MTH Elective ²			3-4		
Social Science Elective			3		
Fundamentals of Speech	COM 150		3		
Total Credits			69-71		

PROGRAM OVERVIEW

Designed for transfer into a baccalaureate program for medical technologists, after which a national examination may be taken for certification.

NOTES:

¹ The following are recommended: ENG 201, ENG 202, ENG 211, ENG 212.

² Math Placement Exam required. Choose elective with advice of advisor, MTH 142 (Statistics) is strongly recommended.

PRE-MEDICAL/PRE-DENTAL OPTION – X052

A.A. in Arts and Science

Contact: Dr. Stephanie Easler, 413-552-2861, seasler@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			35-36		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Inorganic Chemistry I (Fall) or Principles of Chemistry I (Spring)	CHM 121 CHM 113	High School Algebra I or equivalent. High School Chemistry recommended.	4		
Inorganic Chemistry II (Spring) or Principles of Chemistry II (Fall)	CHM 124 CHM 114	CHM 113 or CHM 121 CHM 113 or equivalent. High School Algebra I or equivalent recommended	4		
Social Science Electives (B)			3		
Social Science Electives (B)			3		
Social Science Electives (B)			3		
Humanities Electives (C)			3		
Humanities Electives (C)			3		
Humanities Electives (C)			3		
Calculus I or Applied Calculus	MTH 113 MTH 162	MTH 108 or adequate score on the Mathematics Placement Exam MTH 104 with a grade of C- or better or adequate score on the Mathematics Placement Examination	3-4		
SUGGESTED ELECTIVES (Sufficient to complete 60 credit graduation requirement)			24-25		
Organic Chemistry I ¹ (Fall)	CHM 221	CHM 124, 114, or 102 with permission of instructor	4		
Organic Chemistry II ¹ (Spring)	CHM 222	CHM 221 or one previous semester of organic chemistry	4		
Introduction to Cell Functions or Biology Today I and Biology Today II ¹ or General Botany and General Zoology	BIO 100, BIO 103 BIO 104 BIO 110 BIO 120	Note: Credit cannot be received for more than one of these - BIO 100, 103 BIO 100 or 103	4		
Genetics	BIO 243		4		
Statistics	MTH 142	MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination	3		
Computer Concepts and Applications	CSI 111	Eligibility for ENG 101	4		
Physics for Engineering and Science Majors I (Spring) and Physics for Engineering and Science Majors II (Fall) ² or General Physics I (Fall) and General Physics II (Spring) ²	PHS 111 PHS 112 PHS 101 PHS 102	MTH 113 PHS 111 Co-requisite: MTH 114 MTH 104 or adequate score on the Mathematics Placement Examination PHS 101	4		
Total Credits			60		

PROGRAM OVERVIEW
Includes courses commonly taken in the first two years of a pre-medical or pre-dental curriculum. Students should also be aware that medical schools look for community service in the form of volunteer work at health care facilities. Consider including this along with formal coursework while attending HCC.

NOTES:

¹ Two years of college chemistry (including a year of organic chemistry and a year of college biology are required by all medical schools.

² A year of college physics is also required by all medical schools. Students may elect to complete this requirement while at HCC.

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.

PRE-VETERINARY AND ANIMAL SCIENCE OPTION – X031
A.S. in Veterinary & Animal Science

Contact: Dr. Walter Jaworski, 413-552-2459, wjaworski@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Cell Functions or Biology Today I	BIO 100 BIO 103	Credit cannot be received for more than one of these - BIO 100, 103	4		
Biology Today II	BIO 104	BIO 100 or 103	4		
Social Sciences (B)			3		
Social Sciences (B)			3		
PROGRAM REQUIREMENTS			40		
Inorganic Chemistry I (Fall)	CHM 121	High School Algebra I or equivalent. High School Chemistry recommended.	4		
Inorganic Chemistry II (Spring)	CHM 124	CHM 113 or CHM 121	4		
Organic Chemistry I (Fall)	CHM 221	CHM 124, 114, or 102 with permission of instructor	4		
Organic Chemistry II (Spring)	CHM 222	CHM 221 or one previous semester of organic chemistry	4		
Microbiology	BIO 229	A grade of C or better in BIO 100 or 103, or a grade of C- or better in VET 133	4		
Genetics	BIO 243	A grade of C or better in one of the following: BIO 100, 103, 110, 229 or 120	4		
College Algebra or Precalculus or Calculus I	MTH 104 MTH 108 MTH 113	MTH 097 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		
Humanities Electives (C)			3		
Humanities Electives (C)			3		
Humanities Electives (C)			3		
Social Science Elective (B)			3		
Total Credits			60		

PROGRAM OVERVIEW
Satisfies the first two years of the animal science or pre-veterinary curriculum of a four-year institution. This Option is for students planning to become Doctors of Veterinary Medicine or working toward a degree in Animal Science. Effective in the Fall 2008 semester, all students must achieve a minimum grade of "C" in all VET and BIO prefix courses in order to remain in and graduate from this curriculum. Students are advised to check the requirements of the veterinary college(s) they are considering as requirements vary and can change

NOTE:

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.

RADIOLOGIC TECHNOLOGY – M096
A.S. in Radiologic Technology
Contact: Holly Martin-Peele, 413-552-2460, hmartin@hcc.edu.

The Radiologic Technology program is fully accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive., Suite 2850, Chicago, IL 60606-2901, (312) 704-5300.

Education in Radiologic Technology
20 North Wacker Drive.
Suite 2850
Chicago, IL 60606-2901
Telephone: 312 704-5300

*****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 a Technical Standard 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 to each course. 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.

Upon successful completion of this program, graduates are eligible to take the National Registry Examination in Radiography administered by the American Registry of Radiologic Technologists. Our students have an outstanding pass rate on this national exam.

Definitions from: the Summary Report for Radiologic Technologists (www.online.onecenter.org/link/summary/29-2034.01) produced by the United States Department of Labor in their Dictionary of Occupational Titles (www.oalj.dol.gov/libdot.htm) If you wish to discuss reasonable accommodation, please contact the program director.

Requirements to Apply

1. 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.
2. 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 or ≥ 80 in Writing 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:** 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 Radiography program. In some cases, assessment and developmental courses may help students meet these standards. These functional abilities 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:

1. 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.
- 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.

2. 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 setting
- 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.

3. 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

4. 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.

PROGRAM OUTCOMES

- Students will demonstrate clinical competence.
- Students will demonstrate effective communication skills.
- Students will demonstrate critical thinking and problem solving skills.
- Students will demonstrate a desire for professional growth and development.
- The program will graduate competent Radiologic Technologists.

RADIOLOGIC TECHNOLOGY – M096

A.S. in Radiologic Technology

Contact: Holly Martin-Peele, 413-552-2460, hmartin@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	Co-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS				27		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099		3		
Language and Literature II	ENG 102	ENG 101		3		
Introduction to Sociology	SOC 110	Eligibility for ENG 101		3		
Social Problems or Sociology of Race and Ethnicity	SOC 214 SOC 220	SOC 110		3		
Human Anatomy and Physiology I ¹	BIO 217	A “C” grade or better in BIO 100 (including lab) or BIO 103 or a passing grade on the challenge exam.		4		
Human Anatomy and Physiology II ¹	BIO 218	BIO 217		4		
College Algebra	MTH 104	MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination		4		
Medical Terminology	HTH 114			3		
PROGRAM REQUIREMENTS ¹				43		
Patient Care (Fall)	RDL 115	Acceptance into program	RDL 132 and RDL 122	3		
Radiographic Technique and Control I (Fall)	RDL 122	MTH 095 with a C- or better or equivalent placement		3		
Radiographic Technique and Control II (Spring)	RDL 123	RDL 122. Co-requisite: RDL 142		3		
Radiographic Positioning and Related Anatomy I (Fall)	RDL 132	Acceptance into the program.		3		
Radiographic Positioning and Related Anatomy II (Spring)	RDL 133	RDL 132 and BIO 217. Co-requisites: RDL 142 and BIO 218		3		
Clinical Education and Lab Experience I (Fall)	RDL 141	Acceptance into program. Co-requisites: RDL 115 and 132		2		
Clinical Education and Lab Experience II (Spring)	RDL 142	RDL 141. Co-requisites: RDL 123 and 133		3		
Clinical Internship I (Winter Intersession)	RDL 158	RDL 141. Co-requisites: RDL 123 and 133		1		
Radiologic Instrumentation (Spring)	RDL 190	RDL 123. Co-requisite: RDL 242		3		
Advanced Procedures and Techniques I (Fall)	RDL 221	RDL 123. Co-requisite: RDL 241		3		
Special Radiographic Studies and Contrast Media (Fall)	RDL 233	RDL 133 and BIO 218. Co-requisite: RDL 241		3		
Advanced Imaging and Radiobiology (Spring)	RDL 234	RDL 221. Co-requisite: RDL 242		3		
Clinical Education and Lab Experience III (Fall)	RDL 241	RDL 251, and BIO 218. Co-requisites: RDL 221, 142 and 233		3		
Clinical Education and Lab Experience IV (Spring)	RDL 242	RDL 241 and 158. Co-requisites: RDL 190 and 234		3		
Clinical Internship II (Summer)	RDL 251	RDL 142		4		
Total Credits				70		

PROGRAM OVERVIEW
The Associate of Science Degree in Radiologic Technology prepares students for work in hospital radiology departments, medical clinics, and industry. The hospital affiliated program allows students to become eligible for registration as a Radiologic technologist once they successfully complete the program (M096) and pass the certifying examination. Transfer is also possible.

SOLAR ENERGY CERTIFICATE PROGRAM - H088

Contact: Kate Maiolatesi, 413-552-2462, kmaiolatesi@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM REQUIREMENTS			<u>14-17</u>		
Introduction to Sustainable Energy Resources	SUS 102		4		
Energy Efficiency and Conservation Methods	SUS 103	SUS 102	4		
Introduction to Solar Energy	SUS 104	SUS 103	4		
Renewable Energy Technology Internship	SUS 109	SUS 104 or SUS 105	3		
PROGRAM ELECTIVES			<u>3</u>		
ESL for Renewable Energy Technology (if needed)	ESL 153	ESL 141 or ESL Placement Test	<u>3</u>		
Total Credits			<u>15-18</u>		

PROGRAM OVERVIEW
 To prepare for employment in the clean energy sector, students will learn about all types of sustainable energy sources, including solar, wind, biomass, and geothermal. They will also examine solar energy in depth and learn how to use specialized equipment to monitor energy useage. Hands-on experience will be provided in the internship as well as the labs to acquaint the student with the necessary equipment and techniques.

STRENGTH AND CONDITIONING SPECIALIST CERTIFICATE – M107

Contact: Dr. Patti Mantia, 413-552-2449, pmantia@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			12		
Standard First Aid and Personal Safety/CPR <u>or</u> Sports First Aid	HFN 103 HFN 104		1		
Sports Supplementation	HFN 106		1		
Tools for Resistance Training	HFN 131		1		
Principles and Practices of Strength Training	HFN 185	HFN 183 or HFN 134 or BIO 217	3		
Fitness Professional Seminar/Internship 1	HFN 190	PER 134, PER 172, or PER 183	3		
Introduction to Nutrition	NTR 101	Eligibility for ENG 101	3		
PROGRAM ELECTIVES (Select one of the following courses)			1-3		
PACE (People with Arthritis Can Exercise)	HFN 108	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	1		
Fundamentals of Coaching	HFN 110		3		
Leading Group Exercise (Spring)	HFN 134		3		
Exercise in Health and Disease	HFN 170		3		
Prevention, Assessment and Care of Sports Injuries	HFN 178		3		
Current Issues in Sports and Fitness	HFN 179		3		
Personal Trainer/Fitness Counselor	HFN 183		3		
Nutrition Throughout the Lifecycle	NTR 201	NTR 101	3		
Select two of the following courses:			2		
Physical Conditioning I	HFN 180		1		
Physical Conditioning II	HFN 181		1		
Physical Conditioning III	HFN 182		1		
Total Credits			15-17		

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.

NOTES:

¹ HFN 190 strongly suggested to be taken after HFN 110 or 134 or 183.

SUSTAINABILITY STUDIES COMMUNICATION OPTION – H084

AA. in Arts and Sciences

Contact: Kate Maiolatesi, 413-552-2462, kmaiolatesi@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			35-36		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Intro to Psychology (B)	PSY 110	Eligibility for ENG 101	3		
Ecopsychology (B)	PSY 202	PSY 110 and SEM 112	3		
Environmental Economics (B)	ECN 120	Completion of any ECN course with a passing grade of C- or eligible for MTH 095	3		
American Environmental History (C)	HIS 225	HIS 224	3		
Environmental Ethics (C)	PHI 140	SEM 112	3		
Environmental Literature (C)	ENG 203	ENG 102	3		
College Algebra (D) ¹ or Statistics or Statistics for Psychology and the Social sciences	MTH 104 MTH 142 PSY 142	MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement PSY 110, and MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination.	3-4		
Introduction to Sustainability Studies (D)	SEM 112		4		
Laboratory Science Elective (D)			4		
PROGRAM ELECTIVES <i>(Select 6-8 from listing below; Sufficient to complete 60 credit graduation requirement)</i>			23-24		
Introduction to Art	ART 110		3		
Conservation Biology	BIO 130		3		
Ecology	BIO 230	A semester course in college biology or environmental science	3		
Climate Change	BIO/ENV 214	One semester of any laboratory science	3		
Fundamentals of Video	COM 101		3		
Professional Speaking	COM 107	COM 150	3		
Introduction to Electronic Media	COM 111		3		
Introduction to Communication	COM 121		3		
Public Speaking	COM 150		3		
Contemporary Economic Issues	ECN 100		3		
Advanced Academic Writing	ENG 218	ENG 102	3		
Principles of Environmental Science I	ENV 120		3		
Natural History of New England	ENV 124		3		
Environmental Geology	ENV 137		3		
Soil and the Environment	ENV 138		3		
Principles of Environmental Science II	ENV 140		4		
Principles of Environ. Site Assessment	ENV 230	ENV 120, ENV 140, ENV 137 concurrently	3		
(Continued next page)					

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.

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

SUSTAINABILITY STUDIES COMMUNICATION OPTION – H084 (Continued)

AA. in Arts and Sciences

Contact: Kate Maiolatesi, 413-552-2462, kmaiolatesi@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM ELECTIVES (Continued)					
Aquatic Ecology and Pollution	ENV 253	One semester of environmental science or biology	4		
Intro to Geology – Earth Processes	ESC 120		4		
Introduction to Oceanography	ESC 130		3		
Sustainable Agriculture I	HRT 112	SEM 112 or ENV 120	3		
Sustainable Agriculture II	HRT 214		3		
Introduction to World Music	MUS 106		3		
Ethics	PHI 120		4		
Introduction to Political Science	POL 101	Eligibility for ENG 101	4		
U. S. National Government	POL 110		4		
State and Local Government	POL 120		4		
Educational Psychology	PSY 220	PSY 110	4		
Social Psychology	PSY/SOC 210	Eligibility for ENG 101	4		
Introduction to Sociology	SOC 110	Eligibility for ENG 101	4		
Sociology of Race and Ethnicity	SOC 220	SOC 110	4		
Soul of a Citizen: Topics in Community Services Learning	SSN 104	Eligibility for ENG 101	4		
Conflict Resolution and Mediation	SSN 120		6		
Intro to Sustainable Energy Resource	SUS 102		4		
Energy Efficiency & Conservation Methods	SUS 103	SUS 102	4		
Intro to Solar Energy	SUS 104	SUS 103	4		
Intro to Wind Energy	SUS 105	SUS 103	3		
Renewable Energy Technology Internship	SUS 109	SUS 104 or SUS 105	3		
World Food	SUS 114		3		
Fundamentals of Acting	THE 110		3		
Total Credits			60-61		

NOTES:

* 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

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 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 <http://webtide.hccdl.org> for further information.

VETERINARY TECHNICIAN OPTION – X036

A.S. in Veterinary & Animal Science

Contact: Dr. Walter Jaworski, 413-552-2459, wjaworski@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Anatomy and Physiology of Domestic Animals I (Fall)	VET 133	A grade of C or better in BIO 100 or a passing grade on the challenge exam	4		
Anatomy and Physiology of Domestic Animals II (Spring)	VET 134	VET 133	4		
Social Sciences (B)			3		
Social Sciences (B)			3		
PROGRAM REQUIREMENTS			49		
Math That Matters: Drugs and Dosages	MTH 130		3		
Principles of Animal Health Care (Fall)	VET 140		1		
Veterinary Medical Terminology (Fall)	VET 145		1		
Veterinary Practice Management (Spring)	VET 147	VET 282	3		
Animal Diseases (Spring)	VET 153	A grade of C or better in VET 133 and VET 134; or BIO 103 or BIO 100 and BIO 229	4		
Veterinary Laboratory Procedures I (Spring)	VET 160	C or better in VET 133, VET 140, VET 145	4		
Veterinary Laboratory Procedures II (Fall)	VET 165	C or better in VET 133, VET 134, VET 140 and VET 145	4		
Veterinary Seminar (Spring)	VET 202	VET 165 and 247	1		
Animal Nursing I (Fall)	VET 247	Restricted to Veterinary Technician students. C or better in VET 133, VET 134, VET 140, VET 145 And VET 160 Pre/Co-requisite: VET 165	4		
Animal Nursing II (Spring)	VET 248	C or better in VET 247 and VET 264	4		
Clinical Competency for Veterinary Technician (Spring)	VET 258	VET 133, VET 134, VET 165, VET 247, and VET 261	2		
Animal Facility Management (Fall)	VET 261	VET 134, VET 160	1		
Exotic Pets (Fall)	VET 263	VET 134	2		
Veterinary Pharmacology (Fall)	VET 264	MTH 130 and a grade of C or better in VET 133 and VET 134	4		
Veterinary Radiography (Spring)	VET 265	C or better in VET 133, VET 140 and VET 145	2		
Reproduction in Domestic Animals (Fall)	VET 268	VET 134	2		
Clinical Rotation for Veterinary Technician (Spring)	VET 270	C or better in VET 160, VET 165, VET 247, and VET 265	2		
Cooperative Education for Veterinay Technicians I (Summer)	VET 282	VET 134 and VET 160 and documentation of health insurance, and current rabies and tetanus vaccinations	2		
Cooperative Education for Veterinay Technicians II (Summer)	VET 283	VET 153 and 248 and documentation of health insurance and current rabies and tetanus vaccinations	3		
Total Credits			69		

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. Effective in the fall 2011 a “C” or better in Biology 100 or passing a biology challenge exam will be a prerequisite for VET 133. Current rabies and tetanus vaccinations are required for all students in this curriculum. The Veterinary Technician Program has a rolling admission process until courses are filled. A ten (10) hour observation in a veterinary facility is required before the start of classes in the fall. One class is admitted per year beginning in the fall.

Admissions requirements are changing, students interested in this program should contact the Admissions Department, 552-2321, for details.

WIND ENERGY CERTIFICATE PROGRAM - H089

Contact: Kate Maiolatesi, 413-552-2462, kmaiolatesi@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			14-17		
Introduction to Sustainable Energy Resources	SUS 102		4		
Energy Efficiency and Conservation Methods	SUS 103	SUS 102	4		
Introduction to Wind Energy	SUS 105	SUS 103	4		
Renewable Energy Technology Internship	SUS 109	SUS 104 or SUS 105	3		
PROGRAM ELECTIVES			<u>3</u>		
ESL for Renewable Energy Technology (if needed)	ESL 153	ESL 141 or ESL Placement Test	<u>3</u>		
Total Credits			15-18		

PROGRAM OVERVIEW

To prepare for employment in the clean energy sector, students will learn about all types of sustainable energy sources, including solar, wind, biomass, and geothermal. They will also examine wind energy in depth and learn how to use specialized equipment to monitor energy useage. Hands-on experience will be provided in the internship as well as the labs to acquaint the student with the necessary equipment and techniques.

ADDICTION STUDIES CERTIFICATE - H024

Contact: Dr. Jackie Griswold, 413-552-2333, jgriswold@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM REQUIREMENTS			26		
Introduction to Human Services	HSV 113	Eligibility for ENG 101	3		
Introduction to Addiction Studies	HSV 120	Eligibility for ENG 101	3		
Substance Abuse	HSV 208 / SOC 208	PSY 110 or SOC 110	3		
The Helping Relationship: Delivering Human Services	HSV 124	HSV 113 and PSY 110	3		
Professional and Ethical Standards in the Helping Professions	HSV 213	HSV 113 and HSV 124	3		
Treatment Modalities in Chemical Dependence	HSV 214	HSV 120 and HSV 124	3		
Practicum I in Human Services	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		
Practicum II in Human Services	HSV 289	HSV 288 with a grade of C or better and permission of department chair	4		
PROGRAM ELECTIVES (Select one from the following)			3		
Domestic Violence	HSV 205	Eligibility for ENG 101	3		
Special Topics in Human Services	HSV 250	HSV 113, ENG 101, and others appropriate to the topic, which will be announced each semester.	3		
Understanding Diversity and Valuing Similarities	ANT 114		3		
Group Dynamics	HSV 212	PSY 110	3		
Human Development	PSY 216	PSY 110	3		
Abnormal Psychology	PSY 217	PSY 110	3		
TOTAL CREDITS			<u>29</u>		

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

AMERICAN STUDIES OPTION - H017

A.A. in Arts and Science

Contact: Dr. Tracy Ross, (413) 552-2280, tross@hcc.edu.

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			35 -36		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Social Science (B)			3		
Social Science (B)			3		
Social Science (B)			3		
Humanities (C)			3		
Humanities (C)			3		
Humanities (C)			3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Mathematics (D)			3-4		
SUGGESTED ELECTIVES			25		
Understanding Diversity and Valuing Similarities	ANT 114		3		
Survey of North American Indians	ANT 120		3		
Natural History of New England	BIO 238		3		
Introduction to Macroeconomics	ECN 101	ECN 100 with a grade of C- or better or eligible for MTH 095	4		
Major American Writers	ENG 211	ENG 102	3		
Major American Writers	ENG 212	ENG 102	3		
Current Themes in Literature (when appropriate)	ENG 230	ENG 102, previously or concurrently	3		
History of the United States I	HIS 111		3		
Honors Colloquium	HON 203	a 3.5 GPA after 30 hours of study and/or permission of the instructor(s). No student will be enrolled without permission. English 102 is preferred. All eligible students are invited, by mail, to apply before pre-registration. Instructions for application are included with the invitation.	3		
History of Jazz	MUS 140		3		
Introduction to Philosophy	PHI 101		3		
U.S. National Government	POL 110		3		
World Politics	POL 125		3		
Introduction to Psychology	PSY 110	Eligibility for ENG 101	3		
Introduction to Sociology	SOC 110	Eligibility for ENG 101	3		
Foreign Language			3		
TOTAL CREDITS			60-61		

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

NOTES:

*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.

Depending on the course selection, 80% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

CRIMINAL JUSTICE – S080

A.S. in Criminal Justice

Contact: Mónica H. Pérez, (413)-552-2413, mperez@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			26 - 27		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Laboratory Science (D) Excluding CHM 119, BIO 126 & 212			4		
Laboratory Science (D) Excluding CHM 119, BIO 126 & 212			4		
MTH (D)			3 - 4		
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		
PROGRAM REQUIREMENTS			24-25		
Introduction to Criminal Justice	CRJ 100		3		
Introduction to Corrections	CRJ 103		3		
Introduction to Security	CRJ 105		3		
Criminology (B)	CRJ 117	SOC 110 or PSY 110	3		
Criminal Law and Procedure	CRJ 112	CRJ 100	3		
Police Operations	CRJ 207	CRJ 100	3		
Human Relations: Diversity and Ethical Issues (B)	CRJ 210	SOC 110 or PSY 110	3		
Computer Concepts with Applications or Computer Applications	CSI 111 BUS 115	Eligibility for ENG 101	4 - 3		
PROGRAM ELECTIVES (Select four) Three Humanities(C) Required for Transfer Compact Requirements or MassTransfer Block			12		
Criminal Evidence	CRJ 102	CRJ 100 and CRJ 112	3		
Child Abuse and Neglect	CRJ 110	SOC 110 or PSY 110	3		
Contemporary Issues in Criminal Justice	CRJ 200	CRJ 100, CRJ 103, and CRJ 105	3		
Criminal Investigation and Crime Analysis	CRJ 205	CRJ 100 and CRJ 112	3		
Juvenile Delinquency	CRJ 208	CRJ 100, CRJ 103, and CRJ 105	3		
Probation and Parole	CRJ 211	CRJ 100 and SOC 110 or PSY 110	3		
Women, Crime and Justice	CRJ 217 / WST 217	SOC 110 or PSY 110	3		
Information Security Administration	CSI 261	CRJ 105	3		
Substance Abuse	HSV 208 / SOC 208	PSY 110 or SOC 110	3		
(Continue next page)					

PROGRAM OVERVIEW

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

CRIMINAL JUSTICE – S080 (Continued)

A.S. in Criminal Justice

Contact: Mónica H. Pérez, 413-552- 2413, mperez@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM ELECTIVES (Continued) Three Humanities(C) Required for Transfer Compact Requirements or MassTransfer			12		
Ethics	PHI 120		3		
Forensic Psychology	PSY 240	PSY 110	3		
Urban Sociology	SOC 213	SOC 110	3		
Social Problems	SOC 214	SOC 110	3		
Sociology of Race and Ethnicity	SOC 220	SOC 110	3		
Soul of a Citizen: Topics in Community Service Learning	SSN 104	Eligibility for ENG 101	3		
Cooperative Education	SSN 280-281	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	3		
Humanities Elective			3		
Humanities Elective			3		
Humanities Elective			3		
TOTAL CREDITS			62-64		

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

NOTES:

1. 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
- Tech-Prep credit.

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

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

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

Depending on course selection 80% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

DAY CARE ADMINISTRATION CERTIFICATE – M025

Contact: Tricia Kiefer. 413-552-2450, tkiefer@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM REQUIREMENTS			24		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Education in America	EDU 100		3		
Child Development and Behavior	EDU 104	Eligibility for ENG 101	3		
Child Health Care	EDU 203	EDU 104	3		
Children with Disabilities in the Educational Setting	EDU 208	EDU 104	3		
Inclusionary Practices in Early Education	EDU 209	EDU 101, EDU 104, EDU 208, EDU 210, and ENG 102	3		
Day Care Policy and Staff Development	EDU 220	O.C.C.S. Lead Teacher Certified. Co-requisite: Employment in a Licensed Day Care facility (working directly with preschool-aged children for a minimum of 12 hours per week)	3		
Day Care Administration	EDU 230	O.C.C.S. Lead Teacher Certified. Co-requisite: Employment in a Licensed Day Care facility (working directly with preschool-aged children for a minimum of 12 hours per week)	3		
TOTAL CREDITS			24		

PROGRAM OVERVIEW
 This program is designed for child care professionals who are Lead Teacher certified by the MA Department of Early Education and Care (DEEC) or hold a degree in Early Childhood Education. This program provides the educational component for Director-II eligibility in group child care settings licensed by the MA Department of Early Education and Care (DEEC). Additional requirements may need to be completed in order to apply for Director-II certification. Participants must be employed in a licensed child care setting and work directly with children for a minimum of 12 hours per week while enrolled in the program.

NOTES:

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

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

Students enrolled in EDU 101, EDU 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 Early Childhood Program. The College policy can be found in the Student Handbook.

DEVELOPMENTAL DISABILITIES DIRECT SUPPORT CERTIFICATE – S013

Contact: Dr. Jackie Griswold, 413-552-2333, jgriswold@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			6		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Introduction to Psychology	PSY 110	Eligibility for ENG 101	3		
PROGRAM REQUIREMENTS			16		
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	HSV 124	HSV 113 and PSY 110	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		
TOTAL CREDITS			22		

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

NOTES:
 50% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

EARLY CHILDHOOD CAREER OPTION – M026
A.S. in Early Childhood Education

Contact: Tricia Kiefer, 413-552-2450, tkiefer@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			24-25		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3		
Social Science (B)			3		
Math (D)			3-4		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
PROGRAM REQUIREMENTS			37		
Education in America	EDU 100		3		
Early Childhood Programs	EDU 101	Eligibility for ENG 101	3		
Child Behavior and Development	EDU 104	Eligibility for ENG 101	3		
Infant and Toddler Development and Program Planning	EDU 117	EDU 104	3		
Guiding Children's Behavior	EDU 120	EDU 104	3		
Child Health Care	EDU 203	EDU 104	3		
Children with Disabilities in the Educational Setting	EDU 208	EDU 104	3		
Inclusionary Practices in Early Education	EDU 209	EDU 101, EDU 104, EDU 208, EDU 210, and ENG 102	3		
Curriculum in Early Childhood Education	EDU 210	EDU 104 and ENG 101	4		
Computer Technology in Education	EDU 268	EDU 104 (sophomore status recommended)	3		
Practicum or Co-Op and EDU Elective	EDU 213* HTH 280* EDU xxx	Satisfactory completion of 30 credits of work (sophomore standing) that includes EDU 101, 104, 208, 210, and ENG 102	6		
TOTAL CREDITS			61-62		

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).

NOTES:

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

*Permission of Practicum Supervisor required

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

Students enrolled in EDU 101, 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.

EARLY CHILDHOOD TRANSFER OPTION – M027

A.S. in Early Childhood Education

Contact: Tricia Kiefer, 413-552-2450, tkiefer@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			26		
Language and Literature I2	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II 2	ENG 102	ENG 101	3		
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3		
World Regional Geography (B)	GEO 110		3		
Social Science (B)			3		
Number Systems	MTH 125	MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination	3		
Biology Today I (D)	BIO 103		4		
Laboratory Science (D)			4		
PROGRAM REQUIREMENTS			31		
Education in America	EDU 100		3		
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	3		
Children with Disabilities in the Educational Setting	EDU 208	EDU 104	3		
Inclusionary Practices in Early Education	EDU 209	EDU 101, EDU 104, EDU 208, EDU 210, and ENG 102	3		
Curriculum in Early Childhood Education	EDU 210	EDU 104 and ENG 101	4		
Practicum	EDU 213	Satisfactory completion of 30 credits of work (sophomore standing) that includes EDU 101, 104, 208, 210, and ENG 102	6		
Computer Technology in Education (PreK-6)	EDU 268	EDU 104 (sophomore status recommended)	3		
PROGRAM ELECTIVES			9		
(Select one from the following)			3		
History of World Civilization I	HIS 103				
Children's Literature	ENG 224	ENG 102			
(Select one from the following)			3		
Basic Design	ART 123				
Intro to Art History	ART 131	ENG 101			
Intro to Art History II	ART 132	ENG 101			
Intro to Theater	THE 219				
(Continue next page)					

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).

EARLY CHILDHOOD TRANSFER OPTION – M027 (Continued)

A.S. in Early Childhood Education

Contact: Tricia Kiefer, 413-552-2450, tkiefer@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM ELECTIVES (Continued)					
(Select one from the following)			3		
Music Fundamentals	MUS 100	MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination			
Intro to Classical Music	MUS 110				
Intro to World Music	MUS 106				
Intro to Jazz	MUS 140				
Intro to Theater	THE 219				
Total Credits			66		

NOTES:

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

- 1 Select one Laboratory Science from the following: AST 110, BIO 104, BIO 110, BIO 120, BIO 230, ESC 110, ESC 120, ENV 120.
- 2 Overall minimum GPA 2.7 for both ENG course requirements at WSC.

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

Students enrolled in EDU 101, 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.

ELEMENTARY EDUCATION OPTION – M029

A.A. in Arts and Sciences

Contact: April Graziano, 413-552-2016, agraziano@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			35-36		
Language and Literature I ¹	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II ¹	ENG 102	ENG 101	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 (B)			3		
Humanities (C)			3		
Humanities (C)			3		
Humanities (C)			3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
Math (D)			3-4		
PROGRAM ELECTIVES <i>(Only 6 credits or two non-Arts & Science courses may be taken as general electives in this program)</i>			26		
Cultural Anthropology	ANT 101		3		
Introduction to General Anthropology	ANT 110		3		
Survey of North American Indians	ANT 120		3		
Religion, Ritual and Myth	ANT 202		3		
ART Elective (110, 123, or 131)			3		
Education in America	EDU 100		3		
Child Development and Behavior I	EDU 104	Eligibility for ENG 101	3		
Children with Disabilities in the Educational Setting	EDU 208	EDU 104	3		
Computer Technology in Education (PreK-6)	EDU 268	EDU 104 (sophomore status recommended)	3		
English Elective (200 Level)			3		
Introduction to Geography	GEO 110		3		
American National Government	POL 110		3		
State and Local Government	POL 120		3		
History of Western Civilization I	HIS 101		3		
History of Western Civilization II	HIS 102		3		
History of the United States I	HIS 111		3		
History of the United States II	HIS 112		3		
(Continue next page)					

PROGRAM OVERVIEW

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

ELEMENTARY EDUCATION TRANSFER OPTION – M029 (Continued)

A.A. in Arts and Sciences

Contact: April Graziano, 413-552-2016, agraziano@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM ELECTIVES (Continued) <i>(Only 6 credits or two non-Arts & Science courses may be taken as general electives in this program)</i>					
Public Speaking	COM 150		3		
<i>Students are advised to take two semesters of the language chosen.</i>					
Language Elective (200 Level)			3		
Language Elective (200 Level)			3		
MTH Elective (D)			3-4		
MUS Elective (100 or 110)			3		
Total Credits			60-62		

NOTES:

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

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

¹ Overall minimum GPA 2.7 for both ENG courses is a minimum requirement for transfer to Westfield State University.

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

Students enrolled in EDU 101, EDU 108, 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 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.

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.

FORENSIC SCIENCE CERTIFICATE – X073

Contact: Dr. Tracy Ross, (413) 552-2280, tross@hcc.edu.

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			15		
Language and Literature	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Introduction to Cell Functions or Biology Today 1	BIO 100 BIO 103	Note: Credit cannot be received for more than one of these - BIO 100, 103	4		
General Chemistry or Principles of Chemistry or Inorganic Chemistry ¹	CHM 101 CHM 113 CHM 121	Note: In order to obtain graduation credit for this course, the student must successfully complete CHM 102 or CHM 114 or CHM 124. High School Algebra I or equivalent. High School Chemistry recommended.	4		
Introduction to Forensic Science	FRS 101	BIO 100 or 103 or one semester of college chemistry	4		
PROGRAM REQUIREMENTS (Select 3 from the following)			9-10		
Computer Applications or Computer Concepts	BUS 115 CSI 101	Eligibility for ENG 101	3		
Introduction to Criminal Justice	CRJ 100		3		
Criminal Law and Procedure	CRJ 112	CRJ 100	3		
Criminal Investigation and Crime Analysis	CRJ 205	CRJ 100 and CRJ 112	3		
Forensic DNA Analysis	FRS 201	FRS 101 or BIO 243 and CHM 101 or 113 or 121	4		
TOTAL CREDITS			24		

PROGRAM OVERVIEW

The Forensic Science Certificate is designed for those already in law enforcement interested in learning new technology and skills for incoming students who are not ready to enter a degree program. The Forensic Science Certificate will be an in-house certificate that is specialized and not intended for transfer. Students selecting this major should be advised that employers in Forensic Science related occupational fields conducts 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 TECHNICIAN OPTION – X072
A.S. in Arts and Science

Contact: Dr. Tracy Ross, (413) 552-2280, tross@hcc.edu.

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Cell Functions or Biology Today I	BIO 100 BIO 103	Note: Credit cannot be received for more than one of these - BIO 100, 103	4		
General Chemistry I or Principles of Chemistry I or Inorganic Chemistry	CHM 101 CHM 113 CHM 121		4		
Introduction to Psychology	PSY 110	Eligibility for ENG 101	3		
Social Science Electives (B)			3		
PROGRAM REQUIREMENTS			21-22		
General Chemistry II or Principles of Chemistry II or Inorganic Chemistry I	CHM 102 CHM 114 CHM 124	CHM 101, CHM 113, or CHM 121 CHM 113 or equivalent. High School Algebra I or equivalent recommended CHM 113 or CHM 121	4		
Introduction to Criminal Justice	CRJ 100		3		
Criminal Law and Procedure	CRJ 112	CRJ 100	3		
Criminal Investigation and Crime Analysis	CRJ 205	CRJ 100 and CRJ 112	3		
Introduction to Forensic Science ²	FRS 101	BIO 100 or 103 or one semester of college chemistry	4		
Math Elective (D) ¹			3-4		
PROGRAM ELECTIVES (Select from the following, sufficient to complete 60 credits)			19		
Cultural Anthropology	ANT 101		3		
Basic Still Photography	ART 140	35mm SLR camera required	3		
Advanced Photography	ART 141	ART 140; 35 mm SLR camera is required	3		
Color Photography	ART 142	ART 141; 35mm SLR camera	3		
Introduction to Biotechnology	BIO 106	BIO 100 or BIO 103 or BIO 110 or BIO 120 and MTH 095 eligible	4		
Human Biology	BIO 111		4		
Genetics	BIO 243	A grade of C or better in one of the following: BIO 100, 103, 110, 219 or 120	4		
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PROGRAM OVERVIEW
The Forensic Science Technician Option is for those who are interested in forensic science, and plan to either find employment as a technician in the field or transfer to a 4-year school. 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 TECHNICIAN OPTION – X072 (Continued)

A.S. in Arts and Science

Contact: Dr. Tracy Ross, (413) 552-2280, tross@hcc.edu.

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM ELECTIVES (Continued) (Select from the following)					
Computer Applications <u>or</u> Computer Concepts with Applications	BUS 115 CSI 111	Eligibility for ENG 101	3-4		
Forensic DNA Analysis	FRS 201	FRS 101 or BIO 243 and CHM 101 or 113 or 121	4		
Statistics	MTH 142	MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination	3		
Humanities Elective (C) ²			3		
Social Science Elective (B) ²			3		
TOTAL CREDITS			60		

NOTES:

¹ Students should choose one of the following courses with the advice and consent of a Forensic Science advisor based on results of the Mathematics Placement Examination and individual career goals: MTH 104, MTH 107, MTH 108, MTH 113, or MTH 114.

² Students transferring under the Commonwealth Transfer Compact or the MassTransfer general education transfer block to any Massachusetts state college or university **MUST** take (9) credits of Humanities (C) courses and (9) credits of Social Sciences (B) courses. Students planning to transfer to other four-year institutions should check with either their academic advisor or the Coordinator of Transfer Affairs Coordinator in selecting their courses.

Depending on the course selection 50% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

FORENSIC SCIENCE TRANSFER OPTION – X071

A.S. in Arts and Science

Contact: Dr. Tracy Ross, (413) 552-2280, tross@hcc.edu.

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3		
Social Science Electives (B)			3		
Introduction to Cell Functions <u>or</u> Biology Today 1	BIO 100 BIO 103	Note: Credit cannot be received for more than one of these - BIO 100, 103	4		
Principles of Chemistry I <u>or</u> Inorganic Chemistry 1	CHM 113 CHM 121		4		
PROGRAM REQUIREMENTS			29		
Principles of Chemistry II <u>or</u> Inorganic Chemistry II	CHM 114 CHM 124	CHM 113 or equivalent. High School Algebra I or equivalent recommended.	4		
Calculus I	MTH 113	MTH 108 or adequate score on the Mathematics Placement Exam	4		
Calculus II	MTH 114	MTH 113	4		
Introduction to Criminal Justice	CRJ 100		3		
Criminal Law and Procedure	CRJ 112	CRJ 100	3		
Criminal Investigation and Crime Analysis <u>or</u> Evidence	CRJ 205 CRJ 102	CRJ 100 and CRJ 112	3		
Introduction to Forensic Science	FRS 101	BIO 100 or 103 or one semester of college chemistry	4		
Forensic DNA Analysis	FRS 201	FRS 101 or BIO 243 and CHM 101 or 113 or 121	4		
PROGRAM ELECTIVES (Sufficient to complete 60 credit graduation requirement)			11		
Biology Today	BIO 104	BIO 100 or 103	4		
Organic Chemistry I	CHM 221	CHM 124, 114, or 102 with permission of instructor	4		
Organic Chemistry II	CHM 222	CHM 221 or one previous semester of organic chemistry	4		
College Algebra	MTH 104	MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination	4		
Precalculus	MTH 108	MTH 104 with a grade of C- or better, or adequate score on the Mathematics Placement	4		
Statistics	MTH 142	MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination	3		
Social Science Elective			3		
Humanities Electives			3		
Humanities Electives			3		
Humanities Electives			3		
TOTAL CREDITS			60		

PROGRAM OVERVIEW

The Forensic Science Transfer Option is for those who are interested in forensic science, and plan to either find employment as a technician in the field or transfer to a 4-year school. Students selecting this major should be advised that employers in Forensic Science related occupational fields conducts 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:

Depending of the course selection 50% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

GENERAL INTEGRATED STUDIES ELEMENTARY EDUCATION OPTION – C004

Westfield State University

A.S. in Liberal Studies

Contact: April Graziano, 413-552-2016, agraziano@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			23		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3		
Introduction to Macroeconomics (B)	ECN 101	ECN 100 with a grade of C- or better or eligible for MTH 095	3		
Biology Today I (D)	BIO 103		4		
Laboratory Science (D) ²			4		
Number Systems	MTH 125	MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination	3		
¹ Overall minimum GPA 2.7 for both ENG course requirements for WSC					
PROGRAM REQUIREMENTS			25		
Education in America	EDU 100		3		
Child Development and Behavior	EDU 104	English 101 eligible	3		
Children with Disabilities in the Educational Setting	EDU 208	EDU 104	3		
Curriculum in Early Education	EDU 210	EDU 104 and ENG 101	4		
Computer Technology in Education (PreK-6)	EDU 268	EDU 104 (sophomore status recommended)	3		
World Regional Geography (B)	GEO 110		3		
History of World Civilization I (C)	HIS 103		3		
History of the United States I (C)	HIS 111		3		
HUMANITIES ELECTIVES			6		
<i>(Select one from the following)</i>			3		
Basic Design	ART 123				
Intro to Art History	ART 131	ENG 101, previously or concurrently			
Intro to Theater	THE 219				
(Continued next page)					

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 after receiving their Associate's Degree.

GENERAL INTEGRATED STUDIES ELEMENTARY EDUCATION OPTION – C004 (Continued)

Westfield State University

A.S. in Liberal Studies

Contact: Tricia Kiefer, 413-552-2450, tkiefer@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
HUMANITIES ELECTIVES (Continued)					
<i>(Select one from the following)</i>			3		
Music Fundamentals	MUS 100				
Intro to Classical Music	MUS 110				
Intro to World Music Music	MUS 106				
Intro to Jazz	MUS 140				
Intro to Theater	THE 219				
PROGRAM ELECTIVES (Select 9 credits from ONE AREA listed below)			<u>9</u>		
			3-4		
			3-4		
			3-4		
Art, 231, 232, 241, 242, 261, 262 Biology, 100, 103, 104, 110, 113, 120, 229, 230, 243 Chemistry, all except CHM 111 & 119 Earth Science, all courses English, 211, 212, 221, 224 Environmental Science & Technology, 120, 137, 140, 253, 290 French, all 200-level courses, plus 102 History, All 200 level courses		Math, 108, 113, 114, 142, 205, 213, 214, 230 Music, all 200-level courses, except 231 and 232 Philosophy, all courses except 103 and 230 Physics, all PHS courses except 201 Psychology, 205, 210, 217, 218, 220, 222, 224, 260 Spanish, all 200-level courses, plus 102 Theater, 110, 124, 125, 219			
TOTAL CREDITS			63		

NOTES:

¹ Students must achieve a minimum grade of “C” in all EDU prefix courses in order to graduate from these options. Students receiving less than a “C” grade in these courses are placed on probation until they retake the courses for a grade of “C” or better.

² Select one laboratory Science from the following: AST 110, CHM 101, CHM 113, CHM 121, ESC 110, ESC 120, ENV 120, ENV137, PSC 140, PHS 101.

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 <http://webtide.hccdl.org> for further information.

HUMAN SERVICES CERTIFICATE – H019

Contact: Dr. Jackie Griswold, 413-552-2333, jgriswold@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			9		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Introduction to Psychology	PSY 110	Eligibility for ENG 101	3		
Introduction to Human Services	HSV 113	Eligibility for ENG 101	3		
PROGRAM ELECTIVES (Select five from the following courses)			15		
Introduction to the Study of Aging	GRT 110		3		
Domestic Violence	HSV 205	Eligibility for ENG 101	3		
Substance Abuse	HSV 208/ SOC 208	PSY 110 or SOC 110	3		
The Helping Relationship: Delivering Human Services	HSV 124	HSV 113 and PSY 110	3		
Human Service Administration	HSV 225	HSV 113 or permission of instructor	3		
Group Dynamics	HSV 212	PSY 110	3		
Professional and Ethical Standards in the Helping Professions	HSV 213	HSV 113 and HSV 124	3		
Human Sexuality	PSY 203	PSY 110	3		
Child Psychology	PSY 215	PSY 110	3		
Human Development	PSY 216	PSY 110	3		
Abnormal Psychology	PSY 217	PSY 110	3		
Adolescent Psychology	PSY 218	PSY 110	3		
Introduction to Sociology	SOC 110	Eligibility for ENG 101	3		
Social Psychology	PSY 210/ SOC 210	PSY 110 or SOC 110	3		
Social Problems	SOC 214	SOC 110	3		
Sociology of Race and Ethnicity	SOC 220	SOC 110	3		
TOTAL CREDITS			24		

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

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

NOTES:
 50% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

HUMAN SERVICES PROGRAM - H049
A.S. in Human Services

Contact: Dr. Jackie Griswold, 413-552-2333, jgriswold@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			35-36		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	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 (D)	BIO 111		4		
Lab Science (D)			4		
Humanities Electives (C)			3		
Humanities Electives (C)			3		
Humanities Electives (C)			3		
Math Electives (D)			3-4		
PROGRAM REQUIREMENTS			20		
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 and HSV 124	3		
Practicum I in Human Services	HSV 288	HSV 113, HSV 125, and PSY 110 with a grade of C or better, HSV 124 perviously or concurrently, with a grade of C or better, PSY 216	4		
Practicum II in Human Services	HSV 289	HSV 288 with a grade of C or better and permission of department chair	4		
PROGRAM ELECTIVES (Select 3 from the following courses)			9		
Cultural Anthropology	ANT 101		3		
Understanding Diversity and Valuing Similiarities	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	GRT 110		3		
Introduction to Addiction Studies	HSV 120	Eligibility for ENG 101	3		
Topics in Human Services	HSV 150	This will be announced each semester based on the topic chosen	3		
Treatment Methodologies in Addiction	HSV 214	HSV 113, HSV 120, and HSV 124	3		
(Continued next page)					

PROGRAM OVERVIEW

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

HUMAN SERVICES PROGRAM - H049 (Continued)**A.S. in Human Services**

Contact: Dr. Jackie Griswold, 413-552-2333, jgriswold@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM ELECTIVES (Continued)					
Conflict Resolution and Mediation	SSN 120		3		
Topics in Spanish for the Workplace	SPA 106	One semester of college level Spanish or one year of high school Spanish	3		
Topics in Human Services	HSV 250	HSV 113, ENG 101, and others appropriate to the topic, which will be announced each semester.	3		
Child Psychology	PSY 215	PSY 110	3		
Abnormal Psychology	PSY 217	PSY 110	3		
Adolescent Psychology	PSY 218	PSY 110	3		
Psychology of Men	PSY 225	PSY 110	3		
Topics in Sociology	SOC 150		3		
Sociology of Death and Dying	SOC 204	SOC 110	3		
Sociology of Sex and Gender	SOC 215	SOC 110	3		
Topics in Sociology	SOC 250	SOC 110 and others appropriate to the topic when the course is announced	3		
TOTAL CREDITS			64-65		

NOTES:

* Select from MTH 160 (D), MTH 162 (D), MTH 113 (D), or MTH 142 (D). Students will not receive credit for MTH 162 and MTH 113. Many transfer institutions prefer MTH 160/MTH 162 combination. However, students should check with their academic advisor to be sure that their choices will transfer to their selected institutions.

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

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 <http://webtide.hccdl.org> for further information.

LAW ENFORCEMENT CERTIFICATE – S082

Contact: Mónica H. Pérez, 413-552-2413, mperez@hcc.edu

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			9		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Introduction to Sociology	SOC 110	Eligibility for ENG 101	3		
Introduction to Psychology	PSY 110	Eligibility for ENG 101	3		
PROGRAM REQUIREMENTS			18		
Introduction to Criminal Justice	CRJ 100		3		
Criminal Evidence	CRJ 102	CRJ 100 and CRJ 112	3		
Criminal Law and Procedure	CRJ 112	CRJ 100	3		
Criminology	CRJ 117	SOC 110 or PSY 110	3		
Police Operations	CRJ 207	CRJ 100	3		
Human Relations: Diversity and Ethical Issues	CRJ 210	SOC 110 or PSY 110	3		
TOTAL CREDITS			27		

PROGRAM OVERVIEW
 Developed in cooperation with the Massachusetts Chiefs of Police Association, the Law Enforcement Certificate Program prepares students for a career in law enforcement. The certificate combines specialized criminal justice and general education coursework to provide students with the knowledge and skills they need to compete for entry into the Massachusetts law enforcement field. All of the credits earned in the certificate program can be applied to a Quinn Bill eligible associate in science degree in criminal justice. Certificate students are required to meet HCC admissions standards and any prerequisites for these courses.

NOTES:

1. 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
- Tech-Prep credit.

2. Students being re-admitted into the certificate program will enroll in the current program of study.

3. Fifty (50) percent of the credits required for the certificate must be earned at Holyoke Community College. Any transfer credit must be earned at a PCIP-approved and BHE accredited program.

4. Students selecting this certificate 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.

Depending on the course selection, 80% of this program can be completed online. Go to <http://webtide.hccd.org> for further information.

PSYCHOLOGY OPTION – H060

A.A. in Arts and Science

Contact: Dr. Rodney Dube, 413-552-2334, rdube@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			35		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	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 <u>or</u> Human Anatomy & Physiology I	BIO 111 BIO 217	A "C" grade or better in BIO 100 (including lab) or BIO 103 or a passing grade on the challenge exam.	4		
Laboratory Science (D)			4		
Statistics for Psychology and the Social Sciences (D)	PSY 142	PSY 110, and MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination	3		
PROGRAM ELECTIVES (Select at least 4 from the following courses)			12		
Ecopsychology	PSY 202	PSY 110 and SEM 112	3		
Human Sexuality	PSY 203	PSY 110	3		
Social Psychology	PSY 210/ SOC 210	PSY 110 or SOC 110	3		
Child Psychology	PSY 215	PSY 110	3		
Human Development	PSY 216	PSY 110	3		
Abnormal Psychology	PSY 217	PSY 110	3		
Adolescent Psychology	PSY 218	PSY 110	3		
Educational Psychology	PSY 220	PSY 110	3		
Psychology of Men	PSY 225	PSY 110	3		
Psychology of Women	PSY 224	PSY 110	3		
Topics in Psychology	PSY 230	PSY 110, ENG 101 and others appropriate to the topic as announced	3		
Psychology of Aging	PSY 233	PSY 110	3		
Forensic Psychology	PSY 240	PSY 110	3		
(Continued next page)					

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 graduation competencies. Competencies currently required for graduation include:

- 1) Effective Communication
- 2) Critical Thinking
- 3) Diversity
- 4) Informational Literacy
- 5) Quantitative Reasoning.

Psychology courses are a source of information about areas within the discipline of psychology. Key terms and words, theories of human behavior, and different strategies and coping mechanisms are presented and explained. Students are taught to engage in critical thinking relative to research and human behavior. The influence on institutions, environment, biology, and people is discussed and analyzed.

PSYCHOLOGY OPTION – H060 (Continued)
A.A. in Arts and Science

Contact: Dr. Rodney Dube, 413-552-2334, rdube@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM ELECTIVES (Continued)					
Introduction to Interviewing Theory and Practice in Counseling	PSY 242	PSY 110	3		
Psychology of Sport	PSY 250	PSY 110	3		
Personality	PSY 260	PSY 110	3		
Cognitive Psychology	PSY 265	PSY 110	3		
Mind, Brain and Behavior	PSY 270	PSY 110. An introductory biology course is also recommended	3		
Internship in Psychology	PSY 278	2 PSY courses and permission of instructor	1-3		
Practicum in Psychology I	PSY 288		1		
Practicum in Psychology II	PSY 289		1		
Cooperative Education in the Social Sciences I	SSN 280	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, CIT 112, SOC 110, and PSY 110	3		
Cooperative Education in the Social Sciences II	SSN 281	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, CIT 112, SOC 110, and PSY 110	3		
GENERAL ELECTIVES ¹ (Sufficient to complete 60 credit graduation requirement)			13		
			3		
			3		
			3		
			3		
			3		
Total Credits			60		

NOTES:

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.

¹ 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. Go to <http://webtide.hccd.org> for further information.

SOCIOLOGY OPTION – H070

A.A. in Arts and Science

Contact: Dr. Raymond O'Connor, 413 552-2340, roconnor@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			35		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
Introduction to Psychology (B)	PSY 110	Eligibility for ENG 101	3		
Introduction to Sociology	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 (D)			4		
Laboratory Science (D)			4		
Statistics for Psychology and the Social Sciences (D)	PSY 142	PSY 110, and MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination	3		
PROGRAM ELECTIVES (Select 5 from the following courses)			15		
Intimate Relationships, Marriage and Family	SOC 130		3		
Sociology of Death and Dying	SOC 204	SOC 110	3		
Substance Abuse	SOC/HSV 208	PSY 110 or SOC 110	3		
Social Psychology	SOC/PSY 210	PSY 110 or SOC 110	3		
Urban Sociology	SOC 213	SOC 110	3		
Social Problems	SOC 214	SOC 110	3		
Sociology of Race and Ethnicity	SOC 220	SOC 110	3		
Sociology of Aging	SOC 233	SOC 110	3		
Sociology of Sport	SOC 240	SOC 110	3		
Topics in Sociology	SOC 250	SOC 110 and others appropriate to the topic when the course is announced	3		
Internship in Sociology	SOC 276	2 SOC courses and permission of instructor.	1		
Internship in Sociology	SOC 277	2 SOC courses and permission of instructor.	2		
Internship in Sociology	SOC 278	2 SOC courses and permission of instructor.	3		
(Continued next page)					

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.

SOCIOLOGY OPTION – H070 (Continued)

A.A. in Arts and Science

Contact: Dr. Raymond O'Connor, 413 552-2340, roconnor@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL ELECTIVES ¹ (Sufficient to complete 60 credit graduation requirement)			10		
			3		
			3		
			3		
Total Credits			60		

NOTES:

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.

¹ 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. Go to <http://webtide.hccd.org> for further information.

SUPERVISION AND LEADERSHIP IN THE HELPING PROFESSIONS – H020

Contact: Dr. Jackie Griswold, 413-552-2333, jgriswold@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM REQUIREMENTS			18		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	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	HSV 124	HSV 113 and PSY 110	3		
Human Service 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			6		
Understanding Diversity and Valuing Similarities	ANT 114		3		
Conflict Resolution and Mediation	SSN 120		3		
Group Dynamics	HSV 212	PSY 110	3		
Any course with an HSV, DVD, or GRT designation			3		
Total Credits			24		

NOTES:

Depending on the course selection 50% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.

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.

WOMEN'S STUDIES OPTION – H071

A.A. in Arts and Science

Contact: Dr. Tracy Ross, (413) 552-2280, tross@hcc.edu.

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS - Credits Needed			32-33		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	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		3		
Humanities (C)			3		
User's Guide to the Human Body (D) or Human Biology (D)	BIO 109 BIO 111		4		
Laboratory Science (D)			4		
Mathematics (D)			3-4		
PROGRAM REQUIREMENTS			6		
Introduction to Women's Studies	WST 100	ENG 101	3		
Sociology of Sex and Gender	SOC 215	SOC 110	3		
PROGRAM ELECTIVES (Select 5 of the following courses)			15		
Women of Art	ART 147	Eligibility for ENG 101	3		
Women in Photography	ART 156		3		
Women, Crime and Justice	CRJ 217/ WST 217	SOC 110 or PSY 110	3		
Current Themes in Literature (when appropriate)	ENG 230	ENG 102, previously or concurrently	3		
Domestic Violence	HSV 205	Eligibility for ENG 101	3		
HIV/AIDS in Today's Society	HSV 220	PSY 110, SOC 110 or HSV 113	3		
Women and the Law	LAW 215/ WST 215		3		
Human Sexuality	PSY 203	PSY 110	3		
Psychology of Women	PSY 224	PSY 110	3		
Psychology of Men	PSY 225	PSY 110	3		
Intimate Relationships, Marriage, and Family	SOC 130		3		
(Continued Next Page)					

PROGRAM OVERVIEW
The Women's Studies Option will provide students of any gender the opportunity to think critically about gender as both a construct (how ideals and stereotypes are created, represented, circulated, and changes) as well as a lived reality (experienced and shaped by individuals, groups, and societies alongside categories of class, race, ethnicity, sexual orientation, among others) through an interdisciplinary approach and in social, historical, and cultural contexts.

WOMEN'S STUDIES OPTION – H071 (Continued)

A.A. in Arts and Science

Contact: Dr. Tracy Ross, (413) 552-2280, tross@hcc.edu.

COURSE TITLE	COURSE NUMBER	PRE-REQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM ELECTIVES (Sufficient to complete 60 credit graduation requirement)			3-6		
Building Self-Esteem for Women	HFN 164		1		
Women's Self-Defense	HFN 165		1		
Self Defense	HFN 166		1		
			1-3		
TOTAL CREDITS			62-63		

NOTES:

* 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 <http://webtide.hccdl.org> for further information.

COMMONWEALTH TRANSFER COMPACT GENERAL EDUCATION REQUIREMENTS

Before Fall 2009, MassTransfer block Fall 2009 or later.

Students interested in fulfilling the Commonwealth Transfer Compact must complete the following requirements, and the Associate Degree, in order to receive Compact Status. Additional information is available in this catalog under "Degree and Degree Requirements," in the Glossary. Students may also refer to the current Schedule Book or see the Transfer Counselor.

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

A	English Composition																
	ENG 101	ENG 102	ENG 104														
B	Social Sciences																
	ANT 101	ANT 103	ANT 110	ANT 114	ANT 120	ANT 130	ANT 150	ANT 250	CRJ 110	CRJ 117	CRJ 208	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															
C	Humanities/Fine and Performing Arts																
	ART 101	ART 110	ART 121	ART 122	ART 123	ART 124	ART 131	ART 132	ART 140	ART 141	ART 142	ART 145	ART 147	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	ASL 201	ASL 202	ASL 291	ASL 292	EMS 105	EMS 110	EMS 111
	EMS 112	EMS 115	EMS 118	EMS 121	EMS 124	EMS 150	EMS 201	EMS 202	EMS 204	EMS 215	EMS 218	EMS 220	EMS 225	EMS 235	EMS 266	DFS 101	DFS 103
	DFS 104	DFS 106	DFS 205	ENG 103	ENG 201	ENG 202	ENG 203	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 245	ENG 250	FRH 201	FRH 202	FRH 205	FRH 206	FRH 207	GER 205	HIS 101	HIS 102	HIS 103
	HIS 104	HIS 105	HIS 107	HIS 109	HIS 111	HIS 112	HIS 130	HIS 150	HIS 220	HIS 250	HIS 260	HON 206	HUM 206	MUS 100	MUS 105	MUS 106	MUS 107
	MUS 110	MUS 140	MUS 150	MUS 250	MUS 259	MUS 260	PHI 100	PHI 101	PHI 103	PHI 110	PHI 120	PHI 130	PHI 140	PHI 230	SPA 201	SPA 202	SPA 203
	SPA 204	SPA 205	SPA 206	SPA 210	SPA 211	SPA 212	SPA 214	THE 110	THE 124	THE 125	THE 212	THE 213	THE 219	THE 227	THE 235	THE 237	
D	Mathematics, Natural/Physical Sciences																
	AST 110	AST 116	AST 140	BIO 100	BIO 103	BIO 104	BIO 106	BIO 109	BIO 110	BIO 111	BIO 112	BIO 115	BIO 116	BIO 117	BIO 118	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 111	ESC 120	ESC 111	ESC 120	ESC 130	ENV 120	ENV 124	ENV 137	ENV 138	ENV 140	ENV 230	ENV 253	FRS 101	FRS 201	HRT 212
	MTH 104	MTH 107	MTH 108	MTH 111	MTH 112	MTH 113	MTH 114	MTH 125	MTH 135	MTH 142	MTH 150	MTH 155	MTH 162	MTH 205	MTH 211	MTH 212	MTH 213
	MTH 214	MTH 230	PHS 101	PHS 102	PHS 111	PHS 112	PHS 201	PSC 140	PSY 142	SEM 110	SEM 111	SEM 112	SEM 116	SEM 130	SUS 103	SUS 104	SUS 105

COURSE DESIGNATIONS					
ACC	Accounting	ESL	English as a Second Language	OPA	Ophthalmic Assisting
ANT	Anthropology	FNS	Funeral Service	PHI	Philosophy
ART	Art	FRH	French	PHM	Pharmacy Science and Technology
ASL	American Sign Language	FRS	Forensic Science	PHS	Physics
AST	Astronomy	GEO	Geography	PNR	Practical Nursing (LPN)
BIO	Biology	GER	German	POL	Political Science
BUS	Business	GIS	Geographic Information Systems	PSC	Physical Science
CAD	Computer-Aided Drafting	GRT	Gerontology	PSY	Psychology
CHI	Chiropractic	GSY	General Studies	RDL	Radiologic Technology
CHM	Chemistry	HCA	Hospitality Management	SEC	Security
EMS	Communication	HFN	Health, Fitness, & Nutrition	SEM	Science and Technology
CRJ	Criminal Justice	HIM	Health Information Management	SOC	Sociology
CSD	Contemporary Studies	HIS	History	SPA	Spanish
CSI	Computer Information Systems	HON	Honors	SPO	Sport Administration
CUL	Culinary Arts	HSV	Human Services	SSN	Social Science
DFS	Deaf Studies	HTH	Health	SUS	Sustainability
DVD	Developmental Disabilities	HUM	Humanities	TCH	Technology
ECN	Economics	LAW	Legal Studies	THE	Theater
EDU	Education	MEA	Medical Assistant	TIP	Training of Interpreters
EGR	Engineering	MGT	Management	TRF	Transportation and Traffic Management
ELC	Electricity	MKT	Marketing	VET	Veterinary Technology
ELR	Electronics	MTH	Mathematics	WST	Women Studies
ENG	English	MUS	Music		
ENV	Environmental Science and Technology	NTR	Nutrition		
ESC	Earth Science	NUR	Nursing (ADN)		

ARTS AND SCIENCE ELECTIVES								
<i>Students choose an elective from the areas of Social Science, Math/Science, and/or Humanities. The following qualify as Arts and Science Electives</i>								
SOCIAL SCIENCES			HUMANITIES		LAB SCIENCES		MISCELLANEOUS	
ANT	Anthropology		ART	Art	AST	Astronomy	ENV	Environmental Science
DVD	Developmental Disabilities		ASL	American Sign Language	BIO	Biology	IDP	Interdisciplinary
ECN	Economics		COM	Communications	CHM	Chemistry	HRT	Horticulture
GEO	Geography		DFS	Deaf Studies	FRS	Forensic Science	MTH	Mathematics
GRT	Gerontology		ESL	English as a Second Language	PHS	Physics		
HSV	Human Services		ENG	English	PSC	Physical Science		
HIS	History (HCC only – counted as Humanities for Transfer Compact)		FRH	French	EGR	Engineering		
POL	Political Science		GER	German	ENV	Environmental Science		
PSY	Psychology		HIS	History (for Transfer Compact only)	ESC	Earth Science		
SOC	Sociology		HON	Honors	SEM	Science and Technology		
SSN	Social Sciences		HUM	Humanities	SUS	Sustainability		
WST	Women Studies		MUS	Music				
			PHI	Philosophy				
			SPA	Spanish				
			THE	Theater				

ONLINE ACCOUNTS

The Information Technology Division of Holyoke Community College is pleased to announce that all students registered for credit classes at the College are provided a personal, online portal account called “MyHCC.”

The HCC portal contains student email (Cougar Den) and Online Services (self-service) accounts. The College will use this 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” located on the portal logon page.**

New portal and email accounts may take up to 24 hours after registration to be created. The MyHCC icon on the HCC Homepage (<http://www.hcc.edu>) and on the E-Institute website (<http://webtide.hccd.org>) will bring you to the Multiple Service log in page, http://myportal.hcc.mass.edu/site/index_page.html.

*It is extremely important that students log into this system, as it is an important communication tool between 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 (ENS) – <http://www.hcc.edu/ENS>.***

The HCC Online Services area (tab) of the portal contains personal academic information and access to the following:

- View and Print
 - Mid-term and final grades
 - Class schedule
 - Unofficial transcripts (course history)
- Check course availability
- Review your financial aid information
- Check account balances/pay online
- and more

Directions (manuals), including information on IDs and passwords for these services, can be found on the HCC Portal login page: <https://myportal.hcc.mass.edu>.

For help signing on to MyHCC, stop by the Welcome Center, Frost 221, phone (413) 552-2000 or for online help, email dlhelp@hcc.edu, phone (413) 552-2124.

ONLINE COURSES – E-Institute - <http://webtide.hccd.org>

With many students having busy home and work schedules, online courses provide an additional option for pursuing a college education. However, you must be self-motivated, enjoy learning independently, and possess basic computer skills (emailing, attaching files, word processing, etc).

Online courses are not self-paced and do have time oriented assignments. Online learning means that the student and the instructor do not have to be at the same place at the same time in order for teaching and learning to occur. Through HCC’s online learning platform, WebCT, your classroom is a web site that can be accessed from anywhere in the world, and the lectures are read instead of sitting and listening to instructor. Your discussions with your instructor and classmates are typed instead of spoken, and you will need to log onto the class several times a week to see if there is anything new that pertains to your studies. 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 approximately 70+ courses online and 10+ brick and click courses. For a complete listing of all online degree and certificate programs that are 50%, 80% or 100% on-line, please go to our E-institute home page and click on “Browse the list of degrees and certificates.”

Brick and Click is the name commonly used at HCC to describe courses that combine face-to-face classroom instruction with computer-based learning. The goal of Brick and Click courses is to join the best features of in-class teaching with the best features of online. Brick and Click courses reduce the amount of time the student spends in the classroom, because portions of the course requirements are completed online.

On-site companion courses are traditional onsite lecture courses with some web components. Students may be required to access class notes, assignments, quizzes, etc. via the internet and WebCT. Instructions will be given in class.

Helpful instructions:

- Contact dladvising@hcc.edu regarding academic advising for online learning courses
- View
- Preview a Course at E-Institute
- View “Online Course Information” link on HCC’s E-Institute to see course specific information
- View “General Information” link
- View “Enrollment Information”
- Review the “Semester Calendar and Instructions”
- Review “Preview a Course”
- If you encounter any problems, please call or email dlhelp@hcc.edu. Self-help files can be found on the main web page under “Common Problems.”

IS DISTANCE LEARNING FOR ME?

1. Do you have good independent skills?
2. Can you write clearly and articulate what you want to say in writing?
3. Do you prefer to hear direct lectures/class discussions to understand course materials and learn?
4. Do you procrastinate and finish coursework at the last minute?
5. Do you have good basic computer skills?
 - a. Do you own a computer? Windows 2000 or XP or VISTA are preferable
 - b. Do you have Internet access? Dial up; DSL; Broadband; other (dial up can be problematic)
 - c. Can you type?
 - d. Can you send an email?
 - e. Can you send an attachment to an email?
6. Can you definitely schedule 9 to 12 hours a week for online coursework and discipline yourself to stick to this schedule?
7. Are you willing to deal with technical problems and willing to try to solve them by yourself or with assistance over phone or by email?
8. Do you need to take the course in an online, distance-learning format?

Requirements for Registering for Online Courses:

Students must have access to a computer (minimum system requirements listed below) with an Internet connection and e-mail account to participate in online courses.

PC	MAC
Pentium III or greater	Power Mac or iMac
Windows 2000/ME/XP/VISTA	OS 10.x or higher
512 MB RAM minimum	512 MB RAM minimum
CD ROM Drive	CD ROM Drive
Sound Card	Sound Card
6.0 or higher browser (Preferably IE)	6.0 or higher browser (Preferably IE)
DSL or Broadband connection with e-mail address	DSL or Broadband connection with e-mail address

Please note: MAC's are not supported by the DL helpdesk. The above requirements are MINIMUM. It is recommended that you have the latest technology in order to get the most out of your online experience.

Additional information can be found at:

http://www.webct.com/exchange/viewpage?name=exchange_browser_tuneup#preparing.

ACC	111	Principles of Accounting I Introduces financial accounting with emphasis on the collection, classification, summarization, and reporting of financial information about a specific business. The use of journals, ledgers, working papers, and financial statements is illustrated. Prerequisite: Eligibility for MTH 085. Students not eligible for MTH 085 must take MTH 075 as a prerequisite to ACC 111.	4 credits
ACC	115	Accounting Information Systems Designed to give students with an accounting background a familiarity with accounting information systems and business spreadsheet applications. System design theory and accounting theory will be integrated to convert a manual accounting system to a computerized system using a general ledger software package. Prerequisite: ACC 111 Pre/Corequisite: BUS 215	3 credits
ACC	112	Principles of Accounting II The development of accounting principles with application to partnerships, corporations, and manufacturing businesses. The use of accounting as a basis for managerial decisions is emphasized. Prerequisite: ACC 111	4 credits
ACC	201	Intermediate Accounting Develop 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 of issues related to cash, receivables, revenue recognition, inventory, fixed assets, and intangibles. The use of present value techniques in the determination of accounting valuations is also covered. Prerequisite: ACC 112	3 credits
ACC	205	Managerial Accounting An introduction to the preparation and use of financial information for internal management purposes. Major emphasis will be on the collection and interpretation of accounting data for planning and control purposes. Prerequisite: ACC 112	3 credits
ACC	207	Cost Accounting (Spring) Covers the fundamentals of manufacturing records as they relate to the needs of management in planning, controlling, and decision-making. Topics covered include: job order, process, and standard cost systems; cost behavior; cost-volume-profit relationships; budgets; and relevant costs for decision making. Prerequisite: ACC 205	3 credits
ACC	212	Federal Income Taxation Introduces the fundamental concepts of Federal Income Tax Law with an emphasis on individuals. Topics include gross income, deduction, losses, tax credits, basis for considerations, capital gains and the preparation of federal income tax forms.	3 credits
ACC	215	Certified Bookkeeper Preparation 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.	3 credits

ANTHROPOLOGY

ANT	101(B)	Cultural Anthropology 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.	3 credits
ANT	103(B)	Introduction to Language and Linguistics What is language? What is an accent? How do children learn language? These are some of the questions explored in this introductory course about language structure. This course investigates the nature of sounds, words, sentences, meanings, and conversations. The course applies learned concepts to other areas of language study: language acquisition, dialect variation, sign language, and language change. Emphasis is placed on collection and analysis of everyday language examples. (same as ENG 103(C) and DFS 103) Prerequisite: ENG 101	3 credits

ANT	110(B)	Introduction to General Anthropology 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.	3 credits
ANT	114(B)	Understanding Diversity and Valuing Similarities 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 differences 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.	3 credits
ANT	120(B)	Survey of North American Indians 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.	3 credits
ANT	130(B)	Archaeology and Prehistory 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.	3 credits
ANT	150(B)	Topics in Anthropology 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.	3 credits
ANT	250(B)	Topics in Anthropology In this course, students will study a particular sub-field within anthropology. The specific topic to be studied may change each time the course is offered. Students will be expected to complete a research project. Prerequisite: One previous ANT course and ENG 101 (additional prerequisites or a specific ANT course or permission of the instructor may be specified, depending upon the topic to be studied).	3 credits
ART			
ART	101(C)	Careers in Visual Art Explores potential careers for students in visual art, such as architecture, landscape, fashion, costume, furniture, industrial, interior, graphic, and textile design; illustration; gallery and museum work; photography; teaching; historic restoration; and fine art painting and sculpture. Includes field trips to work-sites, tours, interviews, and discussions with professionals, and may include library research.	1 credit
ART	110(C)	Visual Fundamentals 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 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).	3 credits
ART	121(C)	Basic Drawing Introduction to primary drawing techniques, both black and white and color, using a variety of media (pencil, crayon, charcoal, wash, ink). Emphasis is on sound observation, skillful employment of materials, increased exposure to the fine art of drawing, and effective presentation of completed work. Two, 2½ hour studios per week.	3 credits
ART	122(C)	Drawing Composition Concentrates on the methods of attaining a unified pictorial composition using the basic elements of drawing and design. Prerequisite: ART 121 Two, 2½ hour studios per week	3 credits
ART	123(C)	Basic Design I Introduction to basic design concepts such as representation, composition, and unity, and the characteristics of various media, both two- and three-dimensional. Two, 2½ hour studios per week	3 credits

ART	124(C)	Basic Design II Continuation of Basic Design I. Specific problems in two and three dimensions emphasizing repetition, color, structure, function, and related concepts. Prerequisite: ART 123 Two, 2½ hour studios per week	3 credits
ART	131(C)	Introduction to Art History 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	3 credits
ART	132(C)	Continuation of ART 131(C) Introduction to Art History See description above	3 credits
ART	140(C)	Basic Still Photography Introduces the technical and aesthetic craft for making a photograph through outdoor-indoor practices and hand processing and printing methods that lead to professional quality work. Two, 2½ hour studios per week; 35mm SLR film camera required	3 credits
ART	141(C)	Advanced Photography Refines basic technical skills; discusses the aesthetics of photographic subject content and context, composition, use of symbolism and metaphor, etc.; the image in narrative sequencing; reviews the work of contemporary photographers. Prerequisite: ART 140 Two, 2½ hour studios per week; 35 mm SLR film camera is required	3 credits
ART	142(C)	Color Photography This class introduces students to the materials, techniques and aesthetics of making color photographs. Color prints will be made from color negatives using the Colenta Processor. Aesthetics of color photography will be examined through group critiques and discussions of work by contemporary color photographers. Prerequisite: ART 141 Two, 2 1/2 hour studios per week; 35mm SLR film camera required	3 credits
ART	143	Photojournalism Explores the connection between ideas and technique; and process and content in the photo-essay. Students are encouraged to develop their own voice and study theory and criticism with related assignments to create a portfolio of photojournalistic/documentary work. Prerequisite: ART 140 Two, 2½ hour studios per week; 35mm SLR film camera required	3 credits
ART	145(C)	A Critical Survey of Photography A survey of the history and aesthetic concerns of photography. Presents a way of looking at photographs and of interpreting and recognizing certain historical and stylistic elements in portrait photography, photojournalism, advertising, documentary photography, and the family snapshot. Emphasis is on the content and context of the works examined. No experience in photography is necessary, but experience is helpful. Two, 1¼ hours per week	3 credits
ART	147(C)	Women and Art 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: ENG 101	3 credits
ART	148	Introduction to Digital Fine Art Photography This course is an introduction to necessary imaging software and production procedures used in the creation of the fine art digital photograph. Students learn the basic concepts and tools of Adobe Photoshop necessary to enhance images and as a tool of manipulation, emphasizing color and tonal correction, as well as solving visual problems that could be more difficult to solve in the wet darkroom. The class will discuss using color management to ensure predictable and consistent results. A variety of printers, archival inks and media will be compared while students work first-hand in the digital darkroom. The course is designed to meet the needs of photographers who want to use the computer to do everything they have previously done in the traditional darkroom. Prerequisite: ART 140	3 credits
ART	149	Alternative Photographic Processes This course involves continuing the technical control and organization of visual elements to create an interesting and alternative and artistic photograph using various photographic processes other than traditional methods. Class participation is given major emphasis to provide artistic stimulation and encouragement, as the student becomes more adept at analyzing their own photographs. A brief photographic history of alternative images is included. Prerequisite: ART 141 or by permission of the instructor	3 credits

ART	150(C)	Topics in World Art 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	3 credits
ART	151(C)	Topics in American Art 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	3 credits
ART	156	Women in Photography Even before 1839 women have been working as image makers. Women in Photography surveys the historic and contemporary artistic contributions of women in the medium of photography. This is a critical exploration into the work of many important female photographers. Crossing cultural boundaries and demographics, we will examine women photographers from around the globe. Students in this course will analyze and discuss photographic images relating to topics covered in class.	3 credits
ART	220	Introduction to Illustration 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 mediums, and practical business skills in order to enter the illustration field. Two, 2½ hour studios per week	3 credits
ART	222(C)	Figure I 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	3 credits
ART	231(C)	Painting I Introduction of painting techniques in acrylic polymer and related water-based media as they extend the concepts and practices of drawing and design programs. Emphasis placed upon the understanding of contemporary and traditional concepts in painting and the development of a personal aesthetic based on practical studio experience. Two, 2½ hour studios per week	3 credits
ART	232(C)	Painting II See description above (ART 231 should be elected first)	3 credits
ART	235(C)	History of Modern Art 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	3 credits
ART	241(C)	Sculpture I Introduction to three-dimensional composition; personal expression; and the wide range of materials, methods, and equipment employed in sculpture and allied fields. Two, 2½ hour studios per week	3 credits
ART	242(C)	Sculpture II See description above (ART 241 should be elected first)	3 credits
ART	250(C)	Topics in Studio Art A series of courses dedicated to developing a deeper understanding of specific studio issues previously introduced in foundation courses. Topics may include process and installation art, the figure in 3D, alternative processes, color studies, studio and the community, etc. Prerequisite: ART 121 or ART 123 or permission of instructor Two, 2 ½ hour studios per week	3 credits
ART	253(C)	Printmaking (Relief) A complete studio introduction to the working methods of the traditional woodcut, ultimately leading to various contemporary mixed media in relief. Emphasis will be on acquiring sufficient technical proficiency in these reproduction methods to realize the artist's aesthetic demands. Co-requisite: ART 121 or ART 123 Two, 2½ hour studios per week	3 credits

ART	254(C)	Printmaking (Intaglio) A studio introduction to the principal intaglio methods on metal: i.e., engraving, drypoint, and etching; the latter subdivided into line, aquatint, softground, stipple, and mixed-media--leading to contemporary experimental techniques. Prerequisite: ART 121 or ART 123 Two, 2½ hour studios per week	3 credits
ART	255(C)	Printmaking (Lithography) A studio introduction to the basic methods of the planographic printing process on stone. Prerequisite: ART 121 or ART 123 Two, 2½ hour studios per week	3 credits
ART	256	Commercial Art and Design I Introduction to the basic concepts and methods used in producing visual advertising. Covers both practical and creative aspects in the fields of graphics, typography, and layout with emphasis on the production of a portfolio of work. Co-requisite: ART 121 or ART 123 Two, 2½ hour studios per week	3 credits
ART	257	Commercial Art and Design II Continuation of Commercial Art and Design I with additional focus on marketable graphic-design skills applicable to the field of printing and advertising. Emphasis will be on the aesthetics of design, technical proficiency in the production of camera-ready art, and understanding of the current and future methods in print production. Prerequisite: ART 256 Two, 2½ hour studios per week	3 credits
ART	258	Graphic Design Production Practical skills in the use of modern design-production equipment. Topics include type specification, printing processes, use of paper, color separation, use of screens, computer pre-press, and other methods used in print production. There will be use of a stat camera, drawing boards and computers. There are several field trips during class time Prerequisites: ART 256 Two, 2½ hour studios per week	3 credits
ART	259	Computers for Graphic Designers I Develops a familiarity with the computer and the basics of desktop publishing working at a Macintosh terminal. Covers basic computer terminology, and page layout with Adobe InDesign. The basics of illustration software will also be introduced. Prerequisite: ART 256 One 3-hour and one 2-hour studio per week	3 credits
ART	260	Computers for Graphic Designers II An introduction to more advanced software and terminology for layout and illustration. Adobe Illustrator will be taught. This course will build upon the technical foundation developed in ART 259 and ART 256. It is also a good adjunct to ART 220 (Introduction to Illustration). Prerequisite: ART 259 Two, 2½ hour studios per week	3 credits
ART	261(C)/	Ceramics I	3 credits
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. (ART 261 should be elected first) Two, 2½ hour studios per week	
ART	265	Computers for Graphic Designers III: Digital Imaging An introduction to digital imaging software and hardware. This course will include scanning, capturing digital images and image manipulation with photographs. Photoshop will be taught. Prerequisite: ART 259 Two, 2½ hour studios per week	3 credits

ART 266 Introduction to Designing for the Web 3 credits
 Provides students with a solid understanding of the effective use of graphic design and communications theory in web design. Student will acquire skills in HTML and Web design software with an emphasis on visual design and communication principles. Builds upon the technical and creative foundations developed in ART 259 and ART 265 or COM 111. (same as COM 266)
 Prerequisite: ART 265 or COM 111 or permission of instructor
 Two, 2½ hour studios per week

AMERICAN SIGN LANGUAGE

See also DEAF STUDIES for related courses

Massachusetts Law Regarding American Sign Language In Schools

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

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

ASL 101 American Sign Language I 3 credits
 This course is an introduction to American Sign Language. Emphasis in this course is the development of receptive and expressive skills in ASL as well as the knowledge of the Deaf community. Awareness of basic cultural information for communication interaction is included. Basic conversational skills are emphasized.

ASL 102 American Sign Language II 3 credits
 This course is a continuation of ASL 101. It furthers the development of ASL receptive and expressive skills by introducing more complex lexical and grammatical structures, non-manual signals and advanced dialogues.
 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 3 credits
 Provides students who are working ASL/English interpreters with in-depth work and study of a particular area of American Sign Language (e.g. classifiers, non-manual markers/signals, use of space, idioms, ASL discourse). The specific topic to be studied may change each time the course is offered.
 Pre-requisite: Certification from the registry of interpreters for the deaf (RID), National Association of the Deaf (NAD) and/or Massachusetts State Screening Certification. (Additional prerequisites or a specific course or permission of the Deaf Studies Chair may be specified, depending upon the topic to be studied.)

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

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
A continuation of American Sign Language V, this course provides students with the opportunity to further increase their ASL competence and fluency, as well as using ASL in a variety of discourse and narrative settings. Skills to be refined include: non-manual behaviors, use of space, formal and informal register and use of classifiers.
Prerequisite: C or better in ASL 291 or appropriate score on ASL Competency Exam

ASTRONOMY

AST 110(D) Introduction to Astronomy 4 credits
A survey of the universe. The physical properties and motions of the earth, moon, sun, and other planets of the solar system are discussed in detail together with a qualitative description and historical development of the observations and physical theories upon which our understanding of the universe is based. Stellar structure and stellar evolution, galaxies, quasars, black holes, and the expanding universe are discussed in a general way, leading to a discussion of intergalactic travel and communication. The methods and tools of astronomical research are introduced. Experiments from the laboratory manual are conducted. During scheduled night observations, students will acquire experience with the college telescope and equipment. Some limited use of college academic computing facilities will be made.
3 class hours and 3 laboratory hours

AST 116(D) Astrobiology: Creation, Evolution, and Life 4 credits
Bring your willingness to ponder some big questions as we explore the rich and awe-inspiring story of the origin and evolution of energy, matter, and life as it is unfolding. What is the fascinating connection between life and the stars? Is there other life in the universe? How is the universe changing, and what will the fate of the earth be? This course looks at new findings about the 15 billion year history of the cosmos from the diverse perspectives of astronomy and biology in classroom and laboratory settings to answer these questions and more.
Prerequisite: None
3 class hours and 3 laboratory hours

AST 140(D) Modern Astronomy 4 credits
A more detailed treatment of topics in modern astronomy, including Stellar structure and evolution; special and general relativity; black holes; quasars and the quasar controversy; radio galaxies; the expansion of the universe; the Big Bang and alternate model cosmologies; the 3 degree Kelvin microwave background; open, closed, or static universe and the search for the missing mass; and observational attempts to establish the curvature of space. A laboratory is included to support the theory. Knowledge of high school algebra is required.
Prerequisite: AST 110 and MTH 097 or MTH 095
3 class hours and 3 laboratory hours

BIOLOGY

BIO 100(D) Introduction to Cell Functions 4 credits
This course provides an introduction to the living processes within cells by exploring the molecular basis of life. Emphasis is placed on the important types of biochemical reactions, which occur during growth, development, maintenance, and reproduction in human cells. Particular detail is given to the study of important biomolecules including water, carbohydrates, proteins, lipids and nucleic acids. Laboratory exercises supplement the lecture emphasizing the scientific method and inquiry based learning.
3 class hours and 3 laboratory hours
Note: credit cannot be received for more than one of these: BIO 100, BIO 103.

BIO 103(D) Biology Today I 4 credits
An introduction to the science of life, emphasizing unifying concepts. Topics include methods of biological experimentation, evolution, ecology, the chemistry of life, cell structure and function, cellular metabolism, and genetics. The course focuses on current issues such as biotechnology, genetic engineering, pollution, the loss of biodiversity, and human health concerns. Laboratories supplement lecture by allowing the students to explore the processes of science, emphasizing inquiry-based, student-implemented investigations. Familiarity with biological principles and their applications is intended to provide the students with knowledge critical to evaluation of the important scientific advances in today's world.
3 class hours and 3 laboratory hours
Note: credit cannot be received for more than one of these: BIO 100, BIO 103

BIO	104(D)	Biology Today II Applies the biological principles explored in BIO 103 to a survey of the viruses and the three domains of biological organisms. BIO 104 focuses on contemporary biological topics, environmental issues, scientific controversies and health concerns. Laboratories supplement lecture by allowing the students to explore the process of science, emphasizing enquiry based, student implemented investigations. Familiarity with biological principles and their application is intended to provide the students with knowledge necessary to critically evaluate important biological developments in today's world. 3 class hours and 3 lab hours. (Class and lab hours combined into two 2-1/2 hour meetings.) Prerequisite: BIO 100 or 103 or 107	4 credits
BIO	106	Introduction to Biotechnology An introduction to the different techniques used in biotechnology including recombinant DNA work, protein analysis and immunoassays. Lecture topics include the history of DNA research, the genetic material, the tools of genetic engineering, and the methods and applications of DNA technology. Laboratories emphasize the basic core technologies used to perform benchwork science in a biomedical research, industrial or educational setting. Prerequisite: BIO 100 or BIO 103 or BIO 110 or BIO 120. MTH 095 eligible. 3 class hours and 3 laboratory hours	4 credits
BIO	109(D)	User's Guide to the Human Body Everybody has one...learn how it works, and how to ask and answer questions you may have at the doctor's office, in the supermarket, or in any room in the house. Explore the human body and see how systems work together to maintain life and health. Investigation will begin with the chemistry of living things, and students will build an understanding of how the human body organizes those smallest particles into cells, tissues, organs, systems and people. Student concerns may guide the class to explore disease, ethics, politics, or biotech application of the basic human biology we learn. Case studies, problem scenarios, and other methods will help students discover and apply knowledge to current affairs, and to practice communication and critical thinking skills. Laboratory investigations will utilize inquiry-based, hands-on methods and student generated investigations to practice the scientific process. The lab may include dissection of preserved animal specimens. Students may not receive credit for both BIO 109 and BIO 111. <i>This course does not satisfy the requirement of Allied Health programs requiring BIO 111 or a full year of anatomy and physiology.</i>	4 credits
BIO	110(D)	General Botany Introductory plant biology. Lecture topics include the importance and necessity of plants to man; plant structure, diversity, ecology, propagation, and life cycles; and the historical development of species and communities. Laboratories are designed to augment lecture materials through a "hands on" approach to the study of plants; topics include the structure, physiology, and diversity of plants. Field trips may be added to introduce students to native plants and tropical exotic plants, and will require moderate walking over woodland terrain. 3 class hours and 3 laboratory hours	4 credits
BIO	111(D)	Human Biology A general introduction to the human body stressing health vs. disease. In addition to an overview of the structure and function of various cells, tissues, organs, and organ systems, many social and ethical issues will be addressed. Each organ system will be examined with an emphasis on the integration of all of the systems. Laboratory exercises supplement the lecture, offering a hands-on approach and some experimentation. The lab includes dissection of (or observation of) preserved animal specimens. This course does not satisfy the requirement of programs requiring a full year of anatomy and physiology. Prerequisite: None 3 class hours and 3 laboratory hours	4 credits

BIO	115(D)	Plant Genetics and Evolution	4 credits
Some 300,000 plant species have been identified on earth: understanding how this astounding diversity came to be is one of the great challenges of science today. In this course we examine the ways plant traits are passed from generation to generation and how this has allowed plant species to evolve in earth's constantly changing environment. Students will perform experiments in plant genetics and molecular biology and analyze fossil pollen collected in the field. Field trips will require moderate walking on varied terrain. Spring Semester			
Prerequisite: BIO 100 or BIO 103 or BIO 107 or BIO 110 or BIO 120			
BIO	116(D)	Astrobiology: Creation, Evolution, and Life	4 credits
Bring your willingness to ponder some big questions as we explore the rich and awe-inspiring story of the origin and evolution of energy, matter, and life as it is unfolding. What is the fascinating connection between life and the stars? Is there other life in the universe? How is the universe changing, and what will the fate of the earth be? This course looks at new findings about the 15 billion year history of the cosmos from the diverse perspectives of astronomy and biology in classroom and laboratory settings to answer these questions and more.			
Prerequisites: None			
3 class hours and 3 laboratory hours			
BIO	120(D)	General Zoology	4 credits
A basic science course that emphasizes the importance of animals and promotes their humane treatment. Covers the major animal groups, including ourselves, and provides an understanding of evolution, ecology, structures and functions of animals and humans.			
3 class hours and 3 laboratory hours			
BIO	130(D)	Conservation Biology (Fall Semester)	4 credits
An emphasis on the conservation of the world's different organisms and habitats. Students will become familiar with the issues and problems associated with protecting biodiversity. We will examine the science of conservation genetics, species diversity, community interactions, ecosystem and landscape ecology, and the global biosphere. Through case studies, we will explore the complex, interdisciplinary nature of conservation issues such as endangered species protection, habitat loss, land use management, ecological restoration, and sustainable development. In the laboratory, students will conduct field research, visit important local conservation areas, work with computer models, and become familiar with the tools scientists use to accomplish conservation objectives. Field labs require moderate walking over woodland terrain.			
Prerequisite: None			
3 class hours and 3 laboratory hours			
BIO	214	Climate Change	3 credits
An introduction to the science of climate change including the physical properties of the atmosphere, natural and anthropogenic factors that influence climate, and patterns of climate change past and present. Explores the expanding field of climate research from extracting CO ₂ trapped in polar ice to measuring tree rings to mapping shifting ranges of plant and animal populations. Each student will choose a research focus for the semester, explore the primary scientific literature for that topic, and make a presentation to the class in the latter part of the semester.			
Prerequisite: One semester of any laboratory science.			
3 class hours			
BIO	215(D)	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 trails.			
Prerequisite: A semester course in college biology or environmental science.			
3 class hours and 3 laboratory field hours			
BIO	217(D)	Human Anatomy and Physiology I	4 credits
A detailed study of the structure and function of the human body. Physical and chemical principles, as they apply to the comprehensive treatment of human physiology, form an integral part of the course. Content includes general introductory material, tissues, integumentary, skeletal, muscular and nervous systems and the special senses. Designed for nursing, pre-chiropractic, physical education, radiologic technology and other health-related majors. Some dissection of preserved animal specimen material is included.			
Prerequisite: A "C" grade or better in BIO 100 or BIO 103 or BIO 107 or a passing grade on the challenge exam.			
BIO	218(D)	Human Anatomy and Physiology II	4 credits
A continuation of Anatomy & Physiology I (BIO 117), concentrating on endocrine, circulatory, respiratory, digestive, urinary and reproductive systems, emphasis is placed on the correlation and integration of all the body systems. Some dissection of preserved animal specimen material is included.			
Prerequisite: BIO 117			
3 class hours and 3 laboratory hours			

BIO	222(D)	Vertebrate Field Biology	4 credits
		The evolution, physiology, ecology, behavior and identification of major vertebrate classes will be discussed. Required laboratory field trips will emphasize identification of local vertebrates through observational and quantitative sampling and collection techniques. Three one-hour lectures and one three-hour laboratory per week. NOTE: Field trips and laboratories will require moderate amounts of walking over varied terrain and may require early-morning meetings.	
		Prerequisite: BIO 104 or BIO 120 or BIO 230	
BIO	223(D)	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 120 or BIO 104 or VET 133	
BIO	229(D)	Microbiology	4 credits
		A study of microorganisms, including morphology, classification, genetics and biotechnology, virology, immunology, effects of microbial activities upon humans, animals, and the environment, and methods of control. Laboratory experience is provided in staining, pure culture techniques, identification techniques, and use of various isolation media, study of normal and pathogenic organisms, recombinant DNA techniques, and applied microbiology.	
		Prerequisites: a grade C or better in BIO 100 or BIO 103 or BIO 107, or a grade of C- or better in VET 133.	
		3 class hours and 3 laboratory hours	
BIO	230(D)	Ecology	4 credits
		A study of the interrelationships between plants and animals and the physical factors in their environment. Population, distribution, community structure, and ecosystems are analyzed by laboratory and field observations. Field trips require moderate walking.	
		Prerequisite: A semester course in college biology or environmental science	
		3 class hours and 3 laboratory/field hours	
BIO	243(D)	Genetics	4 credits
		An investigation into the nature of inheritance in plants, animals and microorganisms. This course covers the fundamentals of modern genetics including: the patterns of inheritance, molecular genetics, and population genetics. Current advances in topics such as DNA fingerprinting, the human genome project, and genetic engineering are also considered. Connections between genetics and evolution are woven into the course. Laboratories support the lecture topics and introduce students to modern techniques in biotechnology.	
		Prerequisite: A grade of C or better in one of the following: BIO 100, 103, 107, 110, 112 or 120, 3 class hours and 3 laboratory hours	
BIO	271/	Practicum in Biology	1-3 credits
BIO	272/273	Provides "hands-on" experience in the everyday staffing of a local museum, wildlife sanctuary, or nature center.	
		Prerequisites: Permission of Division Dean and one semester of biological science.	
		Hours by arrangement	
BUSINESS			
BUS	101	Introduction to Business	3 credits
		Surveys the wide and complex range of operations that constitute the contemporary United States business scene. The latest business theories as well as brief historical backgrounds complete this overview of the way today's business community provides goods and services within the legal, ethical, and economic framework of the United States.	
BUS	105	Keyboarding for Information Processing	1 credit
		Basic keyboarding skills for such fields as accounting, business, computer information systems, data entry, or any occupation in which a keyboard is used.	
BUS	109	Keyboard Speed building (Spring)	1 credit
		Provides the beginning-keyboarding student who has just learned the keyboard with the opportunity to refine those new skills by developing the speed and accuracy necessary to apply the new skill to practical applications.	
		Prerequisite: BUS 105 or OTC 111 or equivalent	
BUS	112	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	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 microcomputer hardware and software. The course will provide hands-on exposure to internet, e-mail, operating systems, word processing, spreadsheets, database, graphics applications and will explore the myriad of security issues facing today's computer users. Keyboarding skills preferred, but not required.	
BUS	135	Personal Finance	3 credits
		The focus of this course is to develop financially literate students who will be financially secure today and in the future. It will provide a practical introduction to personal finance and money management by focusing on realistic ways to effectively manage and protect personal assets, minimize taxes and provide for a secure retirement. Students will design a personal budget and learn to make appropriate decisions with regard to savings, investments, insurance, credit protection, and estate planning. Students evaluate the cost of borrowed money, real estate investments, effective use of credit, tax implications, and the effects the economy has on personal financial decisions. Prerequisite: Eligible for MTH 085	
BUS	170	Mathematics for Business Decision Making	3 credits
		A focus on organizing, interpreting, assessing and communicating mathematical data for quantitative decision-making in the business environment. The problem solving, reasoning, and communications requirements in this course will help students make better decisions associated with common business functions such as: payroll and taxes; accounting; banking; both electronic and store-front retailing; insurance and finance. The course will stress critical and logical thinking skills, number sense and estimation, evaluating and producing statistical information, basic financial decision making, some fundamentals of probability, and an overview of the important social implications underlying any numerical data. Prerequisite: Eligibility for MTH 095 and one of the following computer courses: CSI 111 or BUS 115 or BUS 215.	
BUS	171	Introduction to Using the Personal Computer	1 credit
		This course is designed for the beginning computer user and is a practical, step-by-step introduction to understanding personal computers, application software and operating systems using Microsoft Windows. This course is open to students of all levels of computer ability, and is recommended as a first course for students having no computer experience. Students learn how to converse with the personal computer using the mouse, keyboard, menus, toolbars, and dialog boxes; how to customize the operating system's interface; how to work with applications and documents, how to manage files and folders, how to use operating system accessories, how to access on-screen help, and an overview of troubleshooting operation systems. Alternative operating systems are also introduced. Keyboarding skills preferred, but not required.	
BUS	173	Word Processing I	1 credit
		This course provides basic training in typical word processing software such as Microsoft Word. Students will learn the essentials of the application environment (including menus, toolbars and special features), document creation, modification, printing and saving, document formatting (margins etc.), text and paragraph formatting, inserting and formatting graphics, charts and tables, spell and grammar checking, using templates, adding headers and footers, features relating to creating a research paper, and special features. Keyboarding skills preferred, but not required.	
BUS	175	Spreadsheets I	1 credit
		This course provides basic training in spreadsheets using software such as Microsoft Excel. Students will learn the essentials of spreadsheet creation, including data entry and editing, formatting, moving and copying data, printing, saving, and retrieving worksheets. Other topics include writing formulas and using functions, and working with charts and graphics. Keyboarding skills preferred, but not required.	
BUS	176	Spreadsheets II	1 credit
		This course allows the student to expand upon the topics presented in Spreadsheets I. Topics covered include working with advanced formulas and functions, managing workbooks and preparing them for the web, automating worksheet tasks, using and analyzing lists, enhancing charts and worksheets, object linking and embedding, and using what-if analysis. Students will develop critical thinking and problem-solving skills as they use spreadsheets to solve various business problems. Prerequisites: CSI 175 (Spreadsheets I), or BUS 115	
BUS	178	Presentation Software	1 credit
		This course provides training in presentation graphics software such as Microsoft PowerPoint. Students will learn to plan, create, modify, and enhance presentations with multimedia to produce a professional presentation. Students will be required to present a team project to the class. Keyboarding skills preferred, but not required.	
BUS	181	Web Site Design for Everyone	1 credit
		This course will provide the knowledge necessary to create a basic web site. Most of the basic features of web pages will be addressed: design issues, text and graphics, tables, forms and frames, using HTML. Upon completion, students will be able to create their own basic web site.	

BUS	215	Spreadsheets	3 credits
		Covers all aspects of spreadsheets using an integrated software package that combines a large, advanced electronic worksheet with state-of-the-art graphics and database management capacity. Begins with building a basic worksheet and progresses through the major commands and advanced features of the software package. Keyboarding skills preferred, but not required.	
BUS	216	Advanced Computer Applications	3 credits
		This course will provide in-depth coverage of office productivity tools including word processing, spreadsheets, database, presentation software and the integration of the components--and the ability to apply the necessary software tools to solve common business problems. Security issues and solutions will be integrated into the course. Students will master advanced application skills which will provide valuable job skills. Upon successful completion of this course, the student will be eligible to take optional Microsoft Office Certified Application Specialist exams administered by the College for a fee. Prerequisite: BUS 115 or CSI 111	
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, 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	245	Introduction to International Business	3 credits
		An introduction to the international environment of business is provided with an emphasis on the challenges and opportunities that global economy offers all organizations – large or small, U.S. or foreign-owned companies, doing business in the United States or abroad. An emphasis on the international trade and finance, strategic planning, sociocultural issues, and political and legal forces.	
BUS	253	Introduction to e-Commerce	3 credits
		This course will address issues related to developing an internet strategy for existing or new dot-com organizations/companies. It will address the advantages and disadvantages of using electronic commerce, the technologies needed and the differences in the types of communications inherent in electronic commerce. Finally, it will help to identify methods for integrating a business with the Internet.	
BUS	276/ 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. The faculty sponsor determines in advance whether this work will be a 1, 2, or 3 credit internship. Prerequisites: Twenty-four credits, a 2.5 grade point average, the successful completion of four business courses with a grade C- or better in each, and the approval of a Business Division faculty sponsor.	
BUS 280/281		Cooperative Education in Business I, II	3 credits each
		Cooperative Education allows Accounting, Administrative Professional, and Business Administration students to work in degree-related supervised experiences (paid or unpaid) with local employers for a minimum of 150 hours and attend a weekly 50-minute seminar to develop technical and professional communication skills; gain an understanding of organizational structures, culture, and ethics; apply and reflect on the connections to academic theory and practice; strengthen critical thinking, research, and problem-solving skills; develop a greater awareness and appreciation of self, others and social responsibility in a work, career, and global context; and establish a network of professional contacts, mentors, and references. Prerequisites: BUS 280: 27 credits, ACC 112 (Accounting and Business Administration students only), and either the completion of, or current enrollment in, two other ACC, BUS or HCA courses, GPA 2.0 or higher. BUS 281: BUS 280	
CHEMISTRY			
CHM	101(D)	General Chemistry I	4 credits
		A study of the fundamental chemical laws and theories, including gaseous state, mole concept, stoichiometry, periodic law, and atomic and molecular structure. Descriptive materials supporting the discussion are from the field of inorganic chemistry. In order to obtain graduation credit for this course, the student must successfully complete CHM 102 or CHM 114 or CHM 124. 3 class hours and 3 laboratory hours	
CHM	102(D)	General Chemistry II	4 credits
		An introduction to solutions, ionization, kinetics, energy, equilibria, acid-base theories, oxidation-reduction, and organic chemistry. Descriptive material supporting the discussion is from the fields of inorganic chemistry and organic chemistry. Prerequisite: CHM 101, CHM 113, or CHM 121. 3 class hours and 3 laboratory hours	

CHM	113(D)	Principles of Chemistry I A study of the fundamental chemical laws and theories, including stoichiometry, the gaseous and liquid states, periodic law, atomic and molecular structures, and energy. Descriptive material supporting the discussion is from the field of inorganic and organic chemistry. Qualitative and quantitative laboratory work supports the lecture discussion. High School Algebra I or equivalent recommended. In order to obtain graduation credit for this course, the student must successfully complete CHM 102 or CHM 114 or CHM 124. 3 class hours and 3 laboratory hours	4 credits
CHM	114(D)	Principles of Chemistry II A study of solutions, ionization, acid-base theories, equilibria, oxidation-reduction, electrochemistry, and nuclear chemistry, and an introduction to organic chemistry. Descriptive material supporting the discussion is from the field of inorganic and organic chemistry. Qualitative and quantitative laboratory work supports the lecture discussion. Prerequisite: CHM 113 or equivalent. High School Algebra I or equivalent recommended. 3 class hours and 3 laboratory hours.	4 credits
CHM	121(D)	Inorganic Chemistry I This course is recommended as a preparation for future chemistry courses. A study of scientific method; chemical laws and theories; electronic, atomic, and molecular structure and their underlying experimental basis; chemical bonding; periodic table relationships; quantitative and stoichiometric relationships; thermochemistry; gas laws; liquid state; and solutions. Qualitative and quantitative laboratory work supports lecture discussion. In order to obtain graduation credit for this course, the student must successfully complete CHM 102 or CHM 114 or CHM 124. Prerequisite: High School Algebra I or equivalent. High School Chemistry recommended. 3 class hours and 3 laboratory hours.	4 credits
CHM	124(D)	Inorganic Chemistry II A study of properties of solutions, electrolytes, ionization, oxidation-reduction, electro-chemistry, kinetics, energy, thermodynamics, principles of chemical equilibria including ionic equilibria and solubility product, hydrolysis, acid-base theories, nuclear chemistry, and descriptive chemistry. Qualitative and quantitative laboratory work supports lecture discussion. Prerequisite: CHM 113 or CHM 121. 3 class hours and 3 laboratory hours	4 credits
CHM	221(D)	Organic Chemistry I A study of the chemistry of carbon compounds. Lectures cover the chemistry of the principal classes of the aliphatic hydrocarbons including nomenclature, molecular structure, stereochemistry, and reactivity. Stress is placed on the relationship among molecular structure, stereochemistry, and chemical reactions of these compounds. Laboratory includes classical techniques of separation and identification of organic compounds as well as modern techniques of instrumentation. Prerequisite: CHM 124, 114, or 102 with permission of instructor 3 class hours and 3 laboratory hours	4 credits
CHM	222(D)	Organic Chemistry II Continuation of Chemistry 221. Lectures cover the chemistry of the aromatic compounds, alcohols, ethers, organometallic compounds, aldehydes, ketones, and organic acids and amines. Stress is placed on the nomenclature, syntheses, molecular structure, stereochemistry, and principal chemical reactions of these compounds. Laboratory includes the characterization and synthesis of the above compounds using classical methods and modern instrumentation. Prerequisite: CHM 221 or one previous semester of Organic Chemistry 3 class hours and 3 laboratory hours	4 credits
CHM	224(D)	Organic Chemistry IIA Same lecture material as CHM 222 except for the addition of three laboratory hours. Laboratory includes the synthesis of compounds found in chemical literature. Modern instrumentation is used extensively to characterize and purify these compounds. Prerequisite: CHM 221(D) or equivalent 3 class hours and 6 laboratory hours	5 credits

CHIROPRACTIC

CHI	108	Chiropractic Principles and Practice (Spring) Introduction to Chiropractic Science. Focus is the restoration and preservation of muscular-skeletal health and coordination of nervous system structures. Designed for students planning to become doctors of chiropractic. Basic and clinical sciences as well as related health subjects are covered.	3 credits
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COMMUNICATION

COM	107	Professional Speaking	3 credits	Be on the cutting edge with this opportunity to develop communication skills in various professional scenarios. Employers expect their employees to perform speeches of various complexity and format. It is important for professionals to have dynamic communication skills in diverse practical scenarios. In this course students will have a variety of opportunities to gain confidence and skills with interviewing, persuasion, presentation technology, presentation development, problem solving, creativity, leadership and speaking dynamism. This class is suited to students who wish to increase their communication skills in professional fields such as marketing, education, law, politics, management, public relations or health professions (among others). Prerequisite: COM 150
COM	113	Journalism I	3 credits	Theory and practice of journalism fundamentals for print and broadcast media. Brief history of media development and present trends. Basic news writing for newspapers, radio, and television. Techniques of editing. Criticism and analysis of college and area media. Prerequisite: Eligibility for ENG 101
COM	114	Mass Media	3 credits	A study of newspapers, magazines, radio, and television from the consumer's viewpoint. Covers techniques for influencing public opinion through propaganda and censorship, communication theories, film as a molder of values, evaluation of media accuracy, semantics and the media.
COM	116(C)	Journalism II	3 credits	Concentrates on the advanced skills necessary for journalists to produce their own publications. Emphasis will be on specialized reporting skills for niche publications; the editing of material for libel and allocated space; the design of pages with art and photographs or advertisements; and the production skills necessary to create and produce a newsletter, community newspaper, or specialized magazine. Students will learn typography and the editing skills for points of entry to printed pages, basic survival skills in graphic design, and demographic marketing and distribution techniques via print and the internet. Prerequisite: COM 113

COM	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	123	Radio Production	3 credits
		An introduction to the fundamentals of radio production. Course covers various recording media, playback devices, microphones, and editing. The goal is for students to obtain basic production skills as well as an understanding of how to operate radio broadcasting equipment. Prerequisite: None	
COM	141	Practicum in Communication, Media, or Theater Arts	1, 2, or 3 credits
		This course is designed to provide students with opportunities for the enhancement of their course work in communication, media or theater arts. Through experience gaining practical skills, students will work directly with an instructor on the design, implementation, and practical aspects of a project. Prerequisite: None	
COM	150(C)	Public Speaking	3 credits
		Introduces students to the necessary elements of informative and persuasive public speaking. The course includes performance analysis of speakers and major historical speeches. Course skills learned are useful in all forms of oral presentation in professional and academic settings. Students are required to attend one outside speaking performance, to deliver several speeches in class, and to participate in group discussion. Please note that this course replaces SPE 120 Fundamentals of Speech. Students will not receive credit for both SPE 120 and COM 150. Prerequisite: none	
COM212/(B) HSV212		Group Dynamics	3 credits
		This course emphasizes an experiential approach that gives students the opportunity to develop Group Membership skills necessary for professional practice. Through group exercises students experience the group concepts being studied and are given the opportunity to develop basic skills in observing and understanding human behavior, including their own, in a group context. Basic concepts in group dynamics such as cohesion, interactional patterns, roles and responsibilities within a group, norms, status, group culture, and content vs. process will be discussed. In addition, the various stages of group development and the tasks involved in each will be introduced. An understanding of the leader's role in creating a facilitating environment during the different stages of group development will also be developed. Prerequisite: PSY 110	
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 values. Performance and techniques are also emphasized. 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 the professional career opportunities in it.	
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 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.	3 credits
CRJ	105	Introduction to Security 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.	3 credits
CRJ	110(B)	Child Abuse and Neglect Provides an understanding of child abuse and neglect as it involves the criminal justice system and public welfare. Develops skills needed for intervention and follow-up of complaints and in collaborating with other human service systems charged with the responsibility for dealing with child abuse and neglect cases. Prerequisites: SOC 110 or PSY 110	3 credits
CRJ	112	Criminal Law and Procedure This course studies the history and development of criminal law as a form of social control, the evolution of criminal law from civil law, and the relationship between common and statutory criminal law. The criminal process from investigation through indictment, arrest, arraignment, trial, and sentencing will be reviewed. Through analytic case studies, emphasis will be given to substantive aspects of criminal law and current constitutional restraints established by the united states supreme court on law enforcement procedures occurring during arrests, searches and seizures, interrogations, electronic surveillances and other investigative practices. Prerequisites: CRJ 100	3 credits
CRJ	117(B)	Criminology Origin and development of crime, the relationship between law and crime, theories of social and psychological factors in criminal and delinquent behavior, current programs for treatment and prevention. Prerequisites: SOC 110 or PSY 110	3 credits
CRJ	205	Criminal Investigation and Crime Analysis This course provides students with an overview of the fundamentals of criminal investigation, including theories of investigation, proper conduct at crime scenes, collection and preservation of evidence, the use of informants, surveillance techniques, interviews, and interrogations. Emphasis will be given to proper police methods appropriate to specific types of crimes. Examination of the rules of evidence; courtroom procedure, testimony and demeanor. Includes mock crime scene investigations, hands-on evidence collection and analysis. Prerequisites: CRJ 100 and CRJ 112	3 credits
CRJ	207	Police Operations The study of line operations in law enforcement agencies with emphasis on patrol, traffic, investigation, juvenile, vice, and crime prevention, including reports, communications, and operational field procedures such as tactical units, techniques for handling civil disturbances and demonstrations, labor relations, community relations, and surveillance. The interrelationship of these operations and their role in carrying out the overall functions and responsibilities of law enforcement are emphasized. Prerequisite: CRJ 100	3 credits
CRJ	208(B)	Juvenile Delinquency Theories, causation, and prevention programs. Rehabilitative theories and treatment programs of public institutions and private agencies are examined through case studies. Prerequisites: SOC 110 or PSY 110	3 credits
CRJ	210(B)	Human Relations: Diversity and Ethical Issues An examination of human relations issues including individual, group, and race and ethnic relations in the united states, especially as they affect the work of criminal justice practitioners. The resolution of individual and group conflict in various settings is emphasized. Prerequisites: SOC 110 or PSY 110	3 credits
CRJ	211	Probation and Parole Practices Covers the roles of probation and parole officers, including pre-sentence investigation; condition of probation and parole; parole boards; the administrative relationship of probation to community and criminal justice system agencies; and effectiveness, supervision, rehabilitation, recidivism, and aftercare. Prerequisites: SOC 110 or PSY 110	3 credits

CRJ 217/ **Women, Crime and Justice** 3 credits
 WST 217 (B) 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

COMPUTER INFORMATION SECURITY

SEC 105 **Principles of Information Security and Assurance** 3 credits
 An introduction to the various technical and administrative aspects of Information Security and Assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and report features.
 Prerequisite: CSI 101 or CSI 111 or permission of instructor

SEC 106 **Personal Computer Security** 1 credit
 This course is to provide students with a comprehensive overview of computer and network security issues including the numerous types of attacks computers are vulnerable to, the types of attacker profiles, and the hardware and software defense solutions available. The concept "total security" will be a focus in this course. Students will learn to apply these concepts to each particular setting and know how and why they are adapted from one environment to another.

SEC 261 **Information Security & Assurance Administration** 3 credits
 This course will teach students how to secure any network, large or small. The student will learn the realities that network administrators actually face on the front lines, where they are constantly under attack, and don't always get the support they need from their organizations. The course will address many facets of network security, including defining security models, access control, Web/DNS (domain network service)/email security, remote access and VPNs (virtual private networks), wireless LAN/WAN (local area networks and wide area networks), security, day-to-day monitoring and logging, attack response, and more. The student will learn how to systematically identify today's most widespread security mistakes and vulnerabilities, offering realistic and up-to-date solutions. The student will then integrate these techniques in an end-to-end case study, showing how to redesign a secure enterprise network for maximum security, one step at a time.
 Prerequisite: CRJ 105 or SEC 105

SEC 262 **Introduction to Firewalls** 3 credits
 This course provides a comprehensive overview of building and maintaining firewalls in a business environment. It is designed for the student and network administrator who need to learn the basics of network firewall security. It covers basic installation techniques, discusses how to make an intelligent choice of firewall technology, and presents basic firewall troubleshooting. Specific topics covered include: planning/design, security, configuration, packet filtering, proxy servers, authentication, encryptions, and VPNs.
 Prerequisite: CRJ 105 or SEC 105

SEC 263 **Operating System Security and Assurance** 3 credits
 This course takes an in-depth look at operating system security concepts by examining the theoretical concepts that make the world of security unique. A practical hands-on approach will be used when examining operating system security techniques and strategies. The course will also explore the advances in security implementation and the strategies for solving problems that may be encountered in operating system security.
 Prerequisite: CRJ 105 or CSI 216

SEC 264 **Disaster Recovery** 3 credits
 This course presents methods to identify vulnerabilities and take appropriate countermeasures to prevent and mitigate information failure risks for an organization. This course provides the networking professional with a foundation in disaster recovery principles, including preparation of a disaster recovery plan, assessment of risks in the enterprise, development of policies and procedures, an understanding of the roles and relationships of various members of an organization, implementation of the plan, testing and rehearsal of the plan, and actually recovering from a disaster.
 Prerequisite: SEC 105 or CRJ 105

SEC 266 **Web Security and Assurance** 3 credits
 This course, useful for network and system administrators, will familiarize students with the technology, vocabulary, and processes related to internet security including general security, network security, operating system security, and methods for testing security. Both UNIX and Microsoft Windows operating systems are covered, providing a broad range of information essential for every Web professional. In this course, the student will see real-world situations that will illustrate security-related issues that security professionals experience in the workplace.
 Prerequisite: CRJ 105 or SEC 105

SEC 267 Network Security and Assurance 3 credits
This course will take an in-depth look at network security concepts and techniques and examine theoretical concepts that make the world of security unique using a practical, hands-on approach. In addition, this course will explore the advancements in network implementation as well as timeless problem solving strategies.
Pre- or Co requisite: SEC 105

SEC 268 Network Defense and Countermeasures 3 credits
The primary emphasis of this course is on intrusion detection. The emphasis is on essential practices such as developing a security policy and then implementing that policy by performing Network Address Translation, setting up packet filtering, and installing proxy servers, firewalls, and virtual private networks. The course will provide the student with a solid foundation in network security defense and assumes familiarity with the Internet and basic networking concepts.
Prerequisite: SEC 267

COMPUTER INFORMATION SYSTEMS

CSI 101 Computer Concepts 3 credits
Students will learn basic through advanced computer concepts with an emphasis on both the personal computer and enterprise computing. Topics include hardware, application and system software, the internet and World Wide Web, communications, e-commerce, societal issues, database management, systems analysis and design, programming, information systems, career opportunities, certifications in the computer field, and computer trends. Students may not receive credit for both CSI 101 and CSI 111.
Prerequisite: Eligibility for ENG 101

CSI 102 Upgrading and Maintaining Your PC 1 credit
This course is a comprehensive, non-technical guide to upgrading your computer and fixing common problems. It provides step-by-step instructions for specific types of upgrades, fast and easy ways to troubleshoot common computer problems, and how to restore your system to working order after a bad upgrade.

CSI 106 Programming Fundamentals I 4 credits
This course will introduce the student to program analysis and design using structured programming design concepts and techniques. Programming logic and concepts will be explored including algorithmic development, interface design, objects creation and use, data management, decision making, repetition and basic data structures using an object-oriented programming language. Students will not receive credit for both CSI 105 and CSI 106.
Prerequisite: Eligibility for ENG 101 and MTH 095 or MPE
Pre or Co requisite: CSI 111 or CSI 101

CSI 111 Computer Concepts with Applications 4 credits
Understand the fundamentals of computer nomenclature, particularly with respect to personal computer hardware and software and the World Wide Web; make use of the World Wide Web as a repository of the latest information and an integrated learning tool; develop an in-depth understanding of why computers are essential components in the business world and society in general; focus on the computer as a valuable productivity tool; recognize the personal computer's position as the backbone of the computer industry and emphasize its use as a stand-alone and networked device; present strategies for purchasing, installing, and maintaining a personal computer system; and, assist students in planning a career as a knowledge-worker in the information age. This course will enable students in any major to become computer literate. Students may not receive credit for both CSI 111 and BUS 115 or for both CSI 111 and CSI 101.
Prerequisite: Eligibility for ENG 101

CSI	120	Business Data Communications	3 credits
		Investigates managerial aspects of communications systems, focusing on the relationship of communications technologies to the whole organization. Sub-themes include the relationships of communications technology with information systems, the regulatory environment, and the effects of communications technologies on people.	
		Prerequisite: CSI 101 or CSI 111	
CSI	211	Systems Support I -- Hardware	3 credits
		The course will start to prepare students for credentialing such as A+ Certification. This course will teach students how to troubleshoot, install programs, use applications and Windows operating systems as well as develop skills in formal problem solving. The student will also gain the benefit of hardware knowledge such as CPUs, memory, storage media, modems, and peripherals. The students will gain hands-on experience in building, upgrading and repairing computers.	
		Prerequisite: CSI 101 or CSI 111	
CSI	214	System Analysis and Design	3 credits
		An introduction to the systems development life cycle, with emphasis on the analysis and design phases. Structured methodologies utilizing CASE tools, as well as prototyping techniques, are covered. A substantial analysis and design project will be required. This course will provide the student an opportunity to advance well beyond the fundamental computer knowledge developed in a beginning computer class and aid the student in future classes. Upon successful completion of this course, the student will have the ability to design complex computer systems.	
		Prerequisite: 12 CSI credits	
CSI	215	Ethical and Legal Aspects of Information Systems	3 credits
		The course will focus on the important role that information systems play in today's world. Professionalism, codes of ethics, and the legal issues surrounding copyrights and privacy will be explored. Theoretical analyses and case studies will be used as tools for getting students to think critically about the impact of information systems on society.	
		Prerequisite: 6 CIS credits	
CSI	216	System Support II--Software	3 credits
		A continuation of CSI 211 and will complete the process of preparing the students for credentialing such as A+ Certification Exam. This course will continue to teach the student how to install programs, network interface cards (nic), and hubs. Topics will include disk file systems such as FAT, FAT 32, HPFS and NTFS. Unix and Linux will be discussed along with MAC OS systems. Topics that will be covered will be CD-ROM, CDRW, and external secondary storage devices.	
		Prerequisite: CSI 101 or CSI 111	
CSI	218	Programming Fundamentals II	3 credits
		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 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.	
		Prerequisites: CSI 106, CSI 115 or permission of instructor and CSI 111, MTH 095 or Mathematics Placement Exam. 3 lab hours and 3 lecture hours	
CSI	242	Applied Database Management	3 credits
		Basic models and capabilities of standard database management systems for microcomputers will be emphasized. Focus is on use of a relational database management system to solve real-world problems. Also covers the theories of database selection, design, management, and security; application generators; and data distribution.	
		Prerequisite: Introductory Computer Course (CSI 111, BUS 115, BUS 215, or equivalent)	
CSI	250	Current Topics in Information Systems	3 credits
		A current topic is explored using information systems literature and resources. The focus of the course will change each semester. Student projects include current research, application details, formal presentations, and social implications.	
		Prerequisite: 12 CSI credits	

CSI	251	Network Development	3 credits
		Provides students with an opportunity to build upon the foundations learned in CSI 120, Business Data Communications. The student will develop the necessary skills to implement the basics of network building, work services, transmission media, and protocols. Through hands-on experience in setting up an actual computer network, the student will be able to demonstrate the how and why of networking technology, including the use of protocols.	
		Prerequisite: CSI 101 or CSI 111	
CSI	252	Introduction to Web Site Development	3 credits
		Provides the student with a conceptual methodology, beginning with the questions that should be asked before content is designed and implemented on the web and continuing through the stages of web site development from preparations and design implementation, maintenance, and continual improvement of the site. HTML will be utilized to learn the basics of web site development; in addition, current web page generators and animators for web page design will be employed. This course will examine a running case study that illustrates the types of decisions and issues a real company faces throughout the web site developmental process. Student may not receive credit for more than one of these courses: CSI 231, 260, and 252	
		Prerequisite: CSI 111, eligibility for MTH 095 or equivalent of college-level algebra	
CSI	253	Introduction to e-Commerce (Fall)	3 credits
		Addresses issues related to developing an internet strategy for existing or new dot-com organizations/companies. Also addressed are the advantages and disadvantages of using electronic commerce, the technologies needed and the differences in the types of communications inherent in electronic commerce. Finally, it will help to identify methods for integrating a business with the internet.	
CSI	254	Introduction to Java Programming I (Fall)	4 credits
		Provides the student with a working knowledge of Java programming. Topics include using objects, defining and designing classes, controlling and verifying object behavior, iteration, and recursion. Methods, event handling and windows manipulation will also be covered. The complete development cycle, from problem specification through final code will be emphasized.	
		Prerequisites: CSI 106, CSI 111, and eligibility for MTH 095 or equivalent of college-level algebra.	
		3 class hours and 3 laboratory hours	
CSI	255	Scripting for the Web	4 credits
		This course is designed to prepare the student for programming on the web utilizing the most widely used scripting languages. Fundamentals of logic will be addressed; development of algorithms and proper programming techniques will be covered. Security, browser specific code and interactivity will be addressed. Basic programming control and data structures will be taught. Server-side scripting will also be addressed.	
		Prerequisites: CSI 252	
CSI	256	Java Programming II (Spring)	4 credits
		Advances the student's knowledge of Java programming. Topics will include using graphics and user interfaces, handling exceptions, multithreading, client side Java, applets and service side and network programming; newer developments in the language will also be covered.	
		Prerequisite: CSI 254	
		3 class hours and 3 laboratory hours	
CSI	276/ CSI 277/	Computer Information Systems Internship I, II, III	1-3 credits
		Internships provide students with learning opportunities not available in the classroom, enabling CSI 278 them to earn credit for unpaid, supervised practical experience, applying principles learned in the classroom. On-campus internships are supervised by a faculty member of the CIS department; off-campus internships are supervised collaboratively by a faculty member of CIS and an on-site professional. Appropriate supporting assignments are determined by the supervisors and the student. The internship placement may be initiated by the student, the supervising faculty member or an on-site professional. The supervising faculty member determines in advance whether the work will be a 1-, 2-, or 3-credit internship.	
		Prerequisites: Sophomore status, at least four previous CSI courses, and consent of a faculty supervisor from the CIS department.	
CSI	280	Computer Information Systems Cooperative Education I	3 credits
		A cooperative field experience that enables students to apply classroom theory, expand their skills, and gain experience in an actual work setting. Students will work 15-20 hours weekly in a supervised position related to their major with an area business or industry. A required weekly 50-minute seminar includes discussion of topics related to success on the job and career exploration.	
		Prerequisites: Two (2) CSI courses and a minimum of 27 credits	
CSI	281	Computer Information Systems Cooperative Education II	3 credits
		An opportunity to develop in-depth knowledge and demonstrate increased levels of expertise in a supervised position. Approximately 15-20 hours per week of work plus a 50-minute weekly seminar. Seminar includes presentations and discussion of topics related to success on the job.	
		Prerequisite: CSI 280	

CULINARY ARTS

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 aesthetic experience.	
		Prerequisite: Eligibility for MTH 085 ENG 097 with a grade C- or better, or adequate score on the reading comprehension portion of the placement examination.	
		Co-requisite: CUL 115	
		1 class hour and 5 laboratory hours	
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 the various career opportunities that exist in the culinary arts.	
		Prerequisite: Grade of C- or better in CUL 100	
		1 class hour and 6 laboratory hours	
CUL	103	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 foodservice setting.	
CUL	104	Professional Standards for the Foodservice 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. Course content is linked to the Culinary Arts Certificate Program's student work-hours requirement.	
CUL	105	Special Events Skills (Fall)	2 credit
		An introduction to culinary and dining service skills as practiced in function settings. Students will participate in an ongoing series of special banquet and reception projects during which they will be coached through the food preparation and service required. 1 class hour per week and 35 clock hours in special events as assigned throughout the semester.	
		Pre/co-requisite: CUL 100	
		1.5 class hours and .5 laboratory hours	
CUL	110	Baking Theory and Practice (Fall)	3 credits
		The fundamental principles and procedures for preparing baked goods, pastries, and desserts. Proper mixing and baking techniques, weights and measures, recipe conversion, terminology, function of ingredients, and baking science. Preparation and analysis of cookies, cakes, butter creams, icings, quick breads, yeast breads, and pastries. Appropriate for in-service professionals as well as cooks and students who desire further training in baking techniques. Lecture, demonstration, and laboratory methods insure that a firm base in both theory and practice of the baking arts is acquired.	
		Prerequisites: ENG 097 with a grade of C- or better, or adequate score on the reading comprehension portion of the placement examination; eligibility for MTH 085 or adequate score on mathematics placement examination.	
		1.5 class hours and one, 4-laboratory hours	
CUL	111	Sanitation and Safety	2 credit
		A study of sanitation and safety problems encountered in the foodservice industry, with an emphasis on proper food handling techniques. A nationally recognized foodservice safety and sanitation exam ServSafe is taken as part of the course.	
CUL	115	Culinary Math (Fall)	1 credit
		The fundamental principles of arithmetic as applied in the foodservice industry. Topics include weight-to volume conversions, yield percentages, edible and as purchased food costs, portion costs, recipe size conversions, and kitchen ratios. Foodservice industry software will be used to demonstrate real-life applications.	
		Prerequisite: MTH 075 or adequate score on mathematics placement examination	
		1 class hour and 1 discussion hour.	
CUL	204	Professional Standards for the Foodservice Industry II	1 credit
		Focus is on the role of personal development and professional behavior in the foodservice industry. Techniques for managing job-related stresses and effective communication will be taught. Course will emphasize problem solving, critical thinking, and maintaining positive working relationships with co-workers and supervisors. Managerial issues such as leadership styles, conflict resolution and employee motivation will be explored. Content is linked to the Culinary Arts Certificate Program's student work-hours requirement.	
		Prerequisites: Passing grade of C- or better in CUL 104	

CUL 230 A la Carte Cooking and Service (Spring) 6 credits
 Builds on fundamental cooking and service techniques within a restaurant venue. Students are graded through planning, producing, and serving menu items in an a la carte setting. Emphasis 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/Passing score on NRA ServSafe Certification Exam
 2 class hours and 10 laboratory hours

CUL 250 Banquet Cooking and Service (Spring) 3 credits
 An intensive study of both the technical and management skills used in a quantity food production facility, with special emphasis on the sales and service of food events. Topics covered include styles of dining room service, tableside preparation, the service and hosting function, conference and banquet marketing, the marketing service, and control of wine and alcoholic beverages.
 Prerequisite: Grade of C- or better in CUL 101 AND CUL 105 OR HCA 130; passing score on NRA ServSafe Certification Exam.
 1 lecture hour per week and 70 clock hours in special events as assigned throughout the semester.

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, lecture, guest speakers, and class discussions, these topics and more will be discussed and myths will be dispelled.

DFS 103(C) Introduction to Language and Linguistics: How Language Works 3 credits
 What is language? What is an accent? How do children learn language? These are some of the questions explored in this introductory course about language structure. This course investigates the nature of sounds, words, sentences, meanings, and conversations. The course applies learned concepts to other areas of language study: language acquisition, dialect variation, sign language, and language change. Emphasis is placed on collection and analysis of everyday language examples. (same as ANT 103 (B) and ENG 103(C))
 Prerequisite: ENG 101

DFS 104(C) American Deaf Culture 3 credits
 This course provides an in-depth study of American Deaf culture and the American Deaf community from a multidisciplinary perspective. Language, values, traditions, social interactions, and diversity of membership are discussed through readings, guest speakers, lectures and class discussion.
 Prerequisite: ENG 101

DFS 106(C) Deaf History 3 credits
 This course presents the history of deaf people starting with the ancient world and progressing to present day America. Topics include the history of oppression and accomplishments of deaf people, various historical views of deaf people, the treatment of deaf people, the influence of European philosophy on the American Deaf community, the rise of schools for the deaf, and the modern Deaf empowerment movement.
 Prerequisite: ENG 101

DFS 204 Pre-Practicum in Deaf Studies 3 credits
 This course will prepare students for their practicum experience and help lay the foundation for future employment in the field. Through a combination of lecture, class discussion, guest speakers, and professional readings, students will become acquainted with various professions that work with the deaf/hard-of-hearing population. This will culminate with the students' final plan for their subsequent practicum.
 Pre-requisite: ENG 101, DFS 101

DFS 205(C) Deaf Literature 3 credits
 This course explores the rich literary works of deaf people and their experience. Various literary genres, such as novels, films, poetry and humor, are discussed and analyzed through readings, videotapes and lectures.
 Pre-requisite: ENG 102, ASL 201

DFS 213 Practicum in Deaf Studies 3 credits
 This course gives students the experience of working in the field with deaf/hard-of-hearing individuals in a supervised setting approved by the coordinator of Deaf Studies. Students will enhance their receptive and expressive skills in ASL as well as increase experience in and knowledge of Deaf culture. Students must complete 120 placement hours and attend a one-and-a-half-hour weekly seminar to discuss issues raised in the field. Placements include educational settings, independent living agencies and agencies that serve the deaf/hard-of-hearing population. CORI/SORI check may be required.
 Pre-requisite: DFS 204, ASL 201 and permission from the Deaf Studies Department Head

DEVELOPMENTAL DISABILITIES

DVD	110	Introduction to Developmental Disabilities	3 credits
		Introduction to developmental disabilities such as mental retardation, autism, syndromes (e.g., Down syndrome, Fetal Alcohol syndrome), neurological, sensory, physical and health impairments, learning disabilities, and emotional and behavioral disorders. Incorporates a socio-political perspective (laws, legislation, court cases, and attitudes on the treatment of people with developmental disabilities.) Effective teaching and intervention strategies will be explored. Special attention will be devoted to addressing barriers to integration and the impact on the individual and his/her family. Students will explore their own beliefs and biases regarding people with disabilities and their possible role as change agents in society.	
		Prerequisite: ENG 101 eligible	
DVD	210	Current Issues in Developmental Disabilities	3 credits
		This course will address issues specific to work with individuals with developmental disabilities and mental retardation. The overarching theme is finding balance between the individual's right to self-determination and the health and safety of the individuals being served. Students will gain a deeper understanding and appreciation of issues that may have been presented in previous human service classes. In addition, they will further develop their skills in working with people with developmental disabilities, as well as developing the skills needed to work with agencies, communities, and families. Topics covered in this class may include person centered thinking, teaching and learning, diversity, health and wellness, sexuality, human rights, grief and loss, and working with families.	
		Prerequisites: HSV 113, DVD 110, PSY 110	

ECONOMICS

ECN	100(B)	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 contemporary issues. This course also provides basic knowledge concerning the role, use and interpretation of graphs and equations within economics. Fundamental topics and questions in both microeconomics and macroeconomics are presented to provide a broad background for understanding economic issues.	
ECN	101(B)	Introduction to Macroeconomics	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 an understanding and analysis of current economic issues and policies.	
		Prerequisite: Completion of ECN 100 with a passing grade of C- or eligible for MTH 095	
ECN	102(B)	Introduction to Microeconomics	3 credits
		An introduction to basic principles, processes, and application 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: Completion of ECN 100 with a passing grade of C- or eligible for MTH 095	
ECN	120(B)	Environmental Economics	3 credits
		Problems of environmental quality, specifically the relationship between economic growth and environmental degradation (water, air, and solid waste pollution); depletion of resources, congestion, etc. Focus is on the contributions of economics to an understanding of the causes of environmental degradation and to the determination of alternative solutions to environmental problems in the United States.	
		Prerequisite: Completion of any ECN course with a passing grade of C- or eligible for MTH 095.	
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.	
		Prerequisite: 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	Education in America	3 credits
		An introduction to the field of education designed to stimulate intelligent, critical, and reflective analysis of the nature and value of teaching and learning. Historical, philosophical, social and political issues as well as current standards and trends in education are reviewed. National and global issues as they impact education will be explored. Emphasis is placed on the discovery of personal values, attitudes and attributes that contribute to the development of professional behavior and disposition. Teacher requirements as well as related career paths are explored. FS: 10-hour field study 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, Erikson, Vygotsky, Gardner, Developmentally Appropriate Practice, Inclusion, Center Based Child Care, Montessori, and Reggio Emilia. A 20-hour field study, in an inclusive setting for young children, will be required. Prerequisite: Eligible for ENG 101	
EDU	104	Child Development and Behavior	3 credits
		Provides an understanding of the characteristics and developmental stages of young children. Students will explore the physical, emotional, social, and intellectual growth of children from the prenatal state to eight years of age. Provides insight into the feelings and behavior of young children through observations and participation in group activities. Prerequisite: Eligible for ENG 101	
EDU	117	Infant and Toddler Development and Program Planning	3 credits
		A study of infant and toddler development related to the design and implementation of curricula. Examines developmentally appropriate settings for children from birth to age 3. Theories of infant and toddler development will be applied in program planning through written lesson plans, student-created materials, and direct observations. Prerequisite: EDU 104 with grade of C or better	
EDU	120	Guiding Children's Behavior	3 credits
		Designed to offer insights into the behavior of children and identify effective ways of encouraging positive behavior in the school and home setting. Prerequisite: EDU 104 with a grade C or better	
EDU	130	Young Children and Computers	1 credit
		Provides the knowledge and skills to create a healthy technological computer environment for 3- to 8-year olds. "Hands-on" experience evaluating developmentally appropriate software and multimedia. Provides insight into the cognitive and social benefits of integrating computer technology into early childhood programs.	
EDU	150	Topics in Education	3 credits
		A survey of current early childhood education literature and resource materials that explore topics in the field. The focus of the course may change each semester. Students will be expected to complete a research project.	
EDU	203	Child Health care	3 credits
		Provides an understanding of the maintenance of a safe and healthy environment for children in early education settings. Topics will include classroom and toy safety, sanitation practices and infectious disease control. Health and safety components from the Regulations of the Massachusetts Office of Child Care Services, as well as the Early Childhood Program standards and Preschool Learning Experiences from the Massachusetts Department of Education, will be incorporated into course content. Prerequisite: EDU 104 with a grade C or better	
EDU	208	Children with Disabilities in the Educational Setting	3 credits
		This course provides a survey of the unique needs of children with disabilities and "at-risk" students within the educational context. An emphasis will be placed on understanding the origin and characteristics of specific disabilities, and development of collaborative intervention strategies that meet the needs of all children. A 20-hour service learning unit in an inclusive educational setting is required. Prerequisite: EDU 104 with a grade C or better	
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, anti-bias 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 Prerequisite: EDU 101, EDU 104, EDU 208, EDU 210, EDU 213, ENG 102 All EDU courses with a grade of C or better	

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	Practicum (Student Teaching)	6 credits
		This is an internship in which students will experience team-teaching at an inclusive early childhood setting for children between the ages of 2.9 and 5.0 years. Students are required to develop an integrated curriculum that allows children to learn through play. Interns are involved with program planning, designing student-made materials, assessing children's development, and managing the whole group of children. Weekly seminars address the issues of self-evaluations, interpersonal relationships (between staff, children, families and communities), ethics, field trips, and classroom management strategies. Note: In order to do student teaching, students must be enrolled in either the M026, or M030 Early Childhood Program and must meet the general admission requirements of the College. In addition, applicants must meet admission requirements specified by the department. However, admission to the education program does not insure a practicum placement. Prior to obtaining a practicum assignment, records of students will be subject to review pursuant to the Criminal Record Information Act, Massachusetts General Laws, Chapter 6, Sections, 172-178, and Massachusetts General Laws, Chapter 28A, Section 1, et seq., and regulations promulgated pursuant to such statutes. Students should register for EDU 213 during the priority-registration period in order to insure that the criminal records check (CORI) is received by the field placement site prior to the first day of the semester. Students who register late and/or whose CORI paperwork is not received may not be able to student teach.	
		Prerequisite: Satisfactory completion of 30 credits of work (sophomore standing) that includes EDU 101, 104, 208, 210 All EDU courses with a grade of C or better and ENG 102.	
		1 lecture hour and 15 laboratory hours	
		Co-requisite: EDU 209	
EDU	220	Day Care Policy and Staff Development	3 credits
		An in-depth review of the current Standards of Licensure of Day Care in Massachusetts. Federal and state laws and policies regarding child care are studied. A variety of models of staff recruitment, development and staff supervision are presented, as well as effective methods in parent relationships and an understanding of parent's rights, developing crisis intervention strategies, making social services referrals, providing transportation, and reviewing state and federal health care policy and procedures.	
		Prerequisite: D.E.E.C. Lead Teacher Certified	
		Co-requisite: Employment in a Licensed Child Care facility (working directly with preschool-aged children for a minimum of 12 hours per week)	
EDU	230	Day Care Administration	3 credits
		A career course leading to MA Department of Early Education and Care (DEEC) certification as Director I. Includes different organizational structures, fiscal affairs, program management, development, evaluation procedures, and public relations. Covers how to provide nutritional programs and reviews state and federal health care policies and procedures.	
		Prerequisite: D.E.E.C. Lead Teacher Certified	
		Co-requisite: Employment in a licensed Child Care facility working directly with preschool-aged children for a minimum of twelve hours per week.	
EDU	268	Computer Technology in Education (Pre K-6)	3 credits
		Provides students with the knowledge and understanding of theoretical and practical issues of technology being applied by children, preschool through grade 6. Appropriate software will be examined, educational practices of the internet explored, and direct contact with existing educational programs will be experienced.	
		Prerequisites: EDU 104 (Sophomore status recommended)	
ENGINEERING			
EGR	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	
		3 class hours and 3 laboratory hours	
EGR	110(D)	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.	
		Prerequisite: None	
		3 class hours and 3 laboratory hours (Class and lab hours combined into two 2-1/2 hour meetings).	

EGR	111(D)	Introduction to Robotics II	4 credits
		As a continuation of EGR 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 110	
		3 Class hours and 3 laboratory hours (Class and lab hours combined into two 2-1/2 hour meetings).	
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	
		2 class hours and 3 laboratory hours	
EGR	117	Introduction to Engineering with Computer Applications	3 credits
		Approximately two-thirds of the course will be devoted to computer-aided drafting (CAD) using TurboCAD software, with the other one-third focused on spreadsheet processing. Emphasis will be on solving problems related to engineering, and students will be required to do their assignments using the College's microcomputer facilities.	
		Prerequisite: MTH 104 or adequate score on the Mathematics Placement Examination	
		2 class hours and 3 laboratory hours	
EGR	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. 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	
		3 class hours and 3 laboratory hours	
EGR	205	Engineering Drawing and CAD	3 credits
		Principles of engineering drawing including orthographic projection, conventions and design. Implementation of assigned problems will be by computer-aided drafting (CAD) and sketching.	
		Prerequisite: EGR 117	
		2 class hours and 3 laboratory hours	
EGR	221	Mechanics (Statics)	3 credits
		A vector treatment of the equilibrium of particles and rigid bodies. Topics to be included are vector algebra, forces, moments, couples, equations of equilibrium, free body diagrams, graphical techniques, constraints, structures and mechanisms, friction, centroids and moments of inertia, and method of virtual work.	
		Prerequisites: MTH 114 previously or concurrently, and PHS 111	
EGR	222	Mechanics II (Strength of Materials)	3 credits
		A study of the methods of determining stresses, strains, and deflections in engineering materials and structures that result from the application of physical loads.	
		Prerequisite: EGR 221	
EGR	223	Systems Analysis (Circuit Analysis I)	4 credits
		Covers time-domain analysis and techniques for writing and solving system dynamic equations with applications to electronics and other types of circuits. No prior knowledge of electricity or electronics is required.	
		Prerequisites: MTH 114 previously or concurrently, and PHS 111	
		3 class hours and 3 laboratory hours	
EGR	224	Systems Analysis (Circuit Analysis II)	4 credits
		A continuation of EGR 223 covering concepts relating to transfer functions, digital and Analog Solutions of System Equations, and Time and Frequency domain analysis techniques.	
		Prerequisite: EGR 223	
		3 class hours and 3 laboratory hours	
EGR	250	Thermodynamics	3 credits
		The classical thermodynamic principles and laws, including thermodynamic properties of substances, work, and heat; as well as the first and second laws of thermodynamics and their implications, including the concepts of entropy, reversible and irreversible processes, and cycles.	
		Prerequisites: MTH 114 previously or concurrently, and PHS 111	

ELECTRONIC MEDIA (FKA COM courses)

EMS	105	Introduction to Visual Media	3 credits
An introduction to how information and ideas are communicated visually. The course integrates the study of how images convey meaning with exposure to how different images are made. Focuses on combining theory with the practice of making and analyzing images from advertising, painting, photography, video, film, television, and electronic media. Provides a conceptual foundation for students studying communication, video, photography, art, graphics, marketing, theater, journalism, and other fields dealing with visual media.			
EMS	110	Fundamentals of Video	3 credits
Focuses on video as a means of visual communication. Through screening and discussion of video and film, as well as group and individual projects in shooting, composition, editing, and sound, the course will cover such topics as how images create meaning, designing and planning a production, alternative styles of camerawork, use of sound, and effective editing. Emphasis is placed on understanding how video can be used to convey meaning in such areas as narrative, video art, multimedia, and documentary. No prior video experience is necessary, however access to a video camera is required. Two, 2½ hour studios per week			
EMS	111(C)	Introduction to Electronic Media	3 credits
Introduces students in any area of study to the fundamentals of using electronic media to communicate information and ideas, and covers the use of the computer for multimedia presentation, digital image-manipulation, and digital sound. Specific skills covered are: writing to communicate, digitizing and editing sound, digital image manipulation, and interactive multimedia authoring. Through group and individual projects, students work with a specific area of interest to see how information changes as it passes through different media. A final project allows each student to apply course skills to the creation of an interactive multimedia CD-ROM. No prior computer experience is necessary. Two, 2 ½ hour studios per week			
EMS	112(C)	Topics in Electronic Media	3 credits
Explores in depth a single topic in electronic media. Students work either together or independently in the research, design, and production of a relevant major media project within the class or in conjunction with another course. Please see the course booklet or the instructor for details on the current topic. May be taken more than once. Two, 2 ½ hour studios per week			
EMS	115	Introduction to Animation	3 credits
Using a variety of traditional and computer animation techniques, students will explore the basics of two-dimensional animation: the relationship of sound and image, storyboarding, line and cell animation. We will study examples of animation from early-animated film to state-of-the-art 3-D computer animation. Projects will include flipbooks, short animation studies, and a final individual animation. No drawing or computer experience is necessary. Two, 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 the tools 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
This course is designed to introduce students to the richness of digital technology in image-making. Basic visual concepts will be covered (composition, color, meaning of visual images, formal elements of design, etc.) as well as how to employ the technology in visual expression. The basic concept behind the course is similar to that of, say, print making, namely to introduce students to a specific technology for image-making. In addition, a variety of output formats will be explored. The basic format of the class will be presentation, lecture, and group and individual problem-based projects. Five hour studios per week.			
EMS	201(C)	Electronic Media Seminar I	3 credits
This course provides students with an opportunity to pursue an area of electronic media beyond the introductory level. Over the semester, students will work independently on a major media project of their choice, meeting regularly with the instructor, and occasionally as a group to discuss topics of common interest. Prerequisite: COM 101, 111, or 112			
EMS 202 (C)/	203 (C)	Electronic Media Seminar II	3 credits
A continuation of COM 201, providing additional opportunity to work independently on major media projects supervised by the instructor and supported by weekly meetings with a seminar group and individual meetings with the instructor. Prerequisite: COM 101, COM 111 or COM 112 Two, 2½ hour studios per week			
EMS	204(C)	Electronic Media Portfolio	1-4 credits
This course provides students with an opportunity to create a major media project that integrates various aspects of electronic media and that demonstrates the student's ability to work competently in the area. The creation of a portfolio of work accomplished while in the program is an integral part of the course as well as an oral defense before a portfolio committee. Prerequisites: COM 201 and at least 21 credits of Electronic Media courses that may be taken concurrently.			

EMS	215	<p>3-D Computer Animation</p> <p>This course provides an introduction to the concepts of three-dimensional computer animation. Topics covered include: relationship of 2-D to 3-D animation, working in a three-dimensional environment, surfaces, lighting, and camera placement and animation output. Both professional and student 3-D animation will be screened and discussed. Projects will include short animation studies, and a final individual animation.</p> <p>Two, 2½ hour studios per week</p>	<p>3 credits</p>
EMS	218(C)	<p>History and Criticism of Film</p> <p>A basic introduction to film studies. Covers film structure, both material and aesthetic, as well as the historical development of the film. Includes an overview of critical schools of thought in film theory and criticism.</p> <p>Prerequisite: ENG 102</p> <p>4 class hours</p>	<p>3 credits</p>
EMS	225 (C)	<p>Great Film Directors</p> <p>This course is designed to introduce students to the basics of film study through the close examination of the work of specific directors (usually including one female director and one foreign-language director). The concept of the course is to examine at least three works by each director in order to develop an awareness of each director's thematic and filmic concerns as well as differences between directors. In addition, students will be exposed to genres and directing styles with which they are not familiar. Through weekly response papers, and at least two research papers, students will develop an ability to conduct research and to write critically about film. In addition, basic film theory, semiotic, and technical concepts in film study and film production will be covered and applied to the films screened. Weekly response papers as well as two research papers are assigned to help students to think critically about film and to present their ideas cogently in writing. The better able students are to express themselves in writing the better they will be able to express their ideas about film to the instructor. In many cases, students who are shy about discussion will use written expression to their advantage.</p> <p>Five hours studios per week</p>	<p>3 credits</p>
EMS	266	<p>Introduction to Designing for the Web</p> <p>Provides students with a solid understanding of the effective use of graphic design and communication theory in web design. Students will acquire skills in coding and software with an emphasis on visual design and communication principles. Builds upon the technical and creative foundations developed in ART 259 or COM 111. (same as ART 266.)</p> <p>Prerequisite: ART 259 or COM 111</p> <p>Two, 2 ½ hours studios per week</p>	<p>3 credits</p>

ENGLISH

ENG	096	College Reading and Writing	6 credits
		Combines ENG 097 (Reading Efficiency) and ENG 098 (Fundamentals of Writing) and prepares students for college-level reading and writing by introducing them to strategies for reading a variety of college texts and having them write about themes and issues that emerge from the readings. Also suited for students for whom English is a second language, those who want to strengthen their reading and writing skills, and those interested in improving their general study skills. Credits earned in this course do not count toward the total credits required for graduation. Note: Student must pass ENG 097 and/or ENG 098 with a grade of C- or better, or ENG 096 or ENG 099 with a grade of C- or better, or earn appropriate scores on English Placement Tests to register for ENG 101.	
ENG	097	Reading Efficiency	3 credits
		Prepares students for college-level reading by introducing them to a variety of college texts and literary works and providing strategies for improving their comprehension through reading and writing activities. Also suited for students for whom English is a second language, those who consider themselves poor readers, and those interested in improving their general study skills. Credits earned in this course do not count toward the total credits required for graduation. Note: Student must pass ENG 097 and/or ENG 098 with a grade of C- or better, or ENG 096 or ENG 099 with a grade of C- or better, or earn appropriate scores on English Placement Tests to register for ENG 101.	
ENG	098	Fundamentals of Writing	3 credits
		Prepares students for the English requirement (ENG 101-102) by giving them the opportunity to develop college-level writing skills. Emphasis is on understanding the basic rules of grammar and the fundamentals of prose writing by responding to appropriate readings. Credits earned in this course do not count toward the total credits required for graduation. Note: Student must pass ENG 097 and/or 098 with a grade of C- or better, or ENG 096 or 099 with a grade of C- or better, or earn appropriate scores on English Placement Tests to register for ENG 101.	
ENG	099	College Reading and Writing	6 credits
		ENG 099 combines ENG 097 (Reading Efficiency) and ENG 098 (Fundamentals of Writing). The skills of reading comprehension and college writing will be developed through reading and writing about a particular topic from a discipline such as psychology, history, biology, and business. A specific topic could be immigration (history), marketing (business), civil rights (government), evolution (biology). Students will learn strategies for reading a variety of college texts and will write about themes and issues which emerge from the readings. Essentially, ENG 099 is a learning community team taught by one English instructor and one instructor from another discipline. Credits earned in this course do not count toward the total credits required for graduation. Prerequisite: Appropriate score on English Placement Tests	
ENG	101(A)	Language and Literature I	3 credits
		This course covers the ability to communicate with others, to think critically, and to comprehend reading assignments. Emphasis is on expository writing, the research process, and on acquiring word processing and other appropriate computer skills. Frequent short essays are assigned, amounting to a total of approximately three thousand words during the semester. Prerequisite: Appropriate score on English Placement Tests or completion of ENG 097 and/or ENG 098 with a grade of C- or better, or ENG 096 or ENG 099 with a grade of C- or better. 4 Contact hours	
ENG	102(A)	Introduction to Language and Literature II	3 credits
		Covers the ability to communicate with others, to think critically, and to comprehend literary works. The emphasis is on writing critically about fiction, poetry, and drama. Frequent short essays are assigned, amounting to a total of approximately three thousand words. Prerequisite: ENG 101	
ENG	103(C)	Introduction to Language and Linguistics: How Language Works	3 credits
		What is language? What is an accent? How do children learn language? These are some of the questions explored in this introductory course about language structure. This course investigates the nature of sounds, words, sentences, meanings, and conversations. The course applies learned concepts to other areas of language study: language acquisition, dialect variation, sign language, and language change. Emphasis is placed on collection and analysis of everyday language examples. (Same as ANT 103(B) and DFS 103(C). Prerequisite: ENG 101	

ENG 104(A)	Introduction to Language and Literature I and II	6 credits
	Covers the ability to communicate with others, to think critically, and to comprehend works of literature and non-fiction. Emphasis is on expository writing; writing critically about fiction, drama, and poetry; the research process; and on acquiring word processing and other appropriate computer skills. Frequent short essays are assigned, amounting to a total of approximately six thousand words during the semester.	
	Prerequisite: Appropriate score on English Placement Tests or completion of ENG 097 and/or ENG 098 with a grade of C- or better, or ENG 096 or ENG 099 with a grade of C- or better.	
	7 Contact hours	
ENG 201(C)	Major Writers of England and Ireland (I)	3 credits
	A study of major figures in English and Irish literature from their beginnings to the 18th century. Readings from the work of such writers as Chaucer, Marlowe, Spenser, Shakespeare, Donne, Milton, Dryden, Pope, and Fielding will be studied with a view toward understanding the human condition as well as aesthetic values.	
	Prerequisite: ENG 102	
ENG 202(C)	Major Writers of England and Ireland (II)	3 credits
	English and Irish literature from the 18th century to the present. The works of such poets as Wordsworth, Keats, Tennyson, Browning, and Yeats and such novelists as Jane Austen, Dickens, George Eliot, Conrad, and Lawrence will be read.	
	Prerequisite: ENG 102	
ENG 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 earth (to use an earthy 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 211(C)	Major American Writers (I)	3 credits
	This course may focus chronologically on such American writers as Poe, Hawthorne, Melville, Whitman, and Dickinson; or, it may be organized thematically on topics such as Puritan religious tradition (Bradford, Edwards, Hawthorne, Dickinson); attitudes toward the natural world (Cooper, Thoreau, Emerson); dissonant voices (Stowe, Thoreau, Twain, Whitman, Jacobs); or liberation and limitation (Jefferson, Douglas, Jacobs, Melville).	
	Prerequisite: ENG 102	
ENG 212(C)	Major American Writers (II)	3 credits
	This course may focus chronologically on such American writers as Eliot, Frost, Hemingway, Faulkner, and O'Neill; or, it may be organized thematically on topics such as the city in literature (Yeziarska, Wharton, Dreiser, Crane, James); pioneers and immigrants (Cather, Rolvaag, Curran, Mangione); small town (Anderson, Robinson, Lewis, Cheever, Carver); dissonant voices (Baldwin, Kerouac, Cummings, Miller, Eliot); or southern voices (Faulkner, Glasgow, O'Connor, Williams, Mason, Gaines).	
	Prerequisite: ENG 102	
ENG 214(C)	The Short Story	3 credits
	Provides a less-than-thorough but more-than-cursory introduction to short stories. A variety of short fiction from across the world will be read and discussed for their intrinsic meanings and artistic value. Analysis might focus on the literary components of a short story such as setting, character, point of view, and symbolism; or emphasis might be on a sense of place and culture, from Chekhov's Russia to Faulkner's American South, from Mishima's Japan to Garcia Marquez's Latin America, or from Gordimer's South Africa to Raymond Carver's contemporary North America. The course is intended to help students develop an appreciation of this unique literary form and the human need to share stories.	
	Prerequisite: ENG 102	
ENG 215(C)	Modern Poetry in English	3 credits
	Provides both an overview of the established "greats" (Yeats, Eliot, Frost, Stevens, Williams, and Lowell) and an exploration of the lesser-known poets of the early twentieth century (1918-1940). Emphasis is on the poem as an auditory as well as an intellectual experience. The course is also geared toward learning about the movements of the time while grounding our reading and interpretations in the historical context leading back to the poets' nineteenth century predecessors.	
	Prerequisite: ENG 102	
ENG 216(C)	The Contemporary Novel	3 credits
	A study of the modern novel and more recently published novels that cover themes relevant to contemporary issues, styles developed and refined in the 20th and 21st century, and writers admired throughout the world. Included are authors such as Joyce, Wolfe, Katka, Garcia Marquez, Mahfouz, O'Brien, Morrison, and Erdrich.	
	Prerequisite: ENG 102	

ENG	217(C)	Creative Writing	3 credits
		Centers on weekly student writing of poems, short stories, plays, or personal essays. Specific projects will be determined by individual and group interests. Group discussion of works-in-process will help the individual to achieve a significant creative writing project for the semester. Examples of creative excellence will be read and discussed, with some attention to critical and aesthetic theory.	
		Prerequisite: ENG 102	
ENG	218(C)	Advanced Academic Writing	3 credits
		Designed for transfer students planning to major in the liberal arts, as well as others interested in developing a clear, efficient prose style. This course will emphasize the techniques of academic research, including formulating research questions, using sources, constructing arguments, planning and drafting essays, and revising effectively. Course work will focus on student writing, but may include analysis of non-fiction prose chosen by the instructor.	
		Prerequisite: ENG 102	
ENG	223(C)	Writing in the Professions	3 credits
		Focuses on developing the specific, clear and lucid prose required in a professional writing environment. Students will attend to various types of writing that reflect the communication demanded of business, science, and other professional careers. Students will employ computer and multimedia technologies to prepare many of the assignments in the course. The semester will culminate in a major report that studies a particular problem that student groups or individuals have researched within their own disciplines.	
		Prerequisite: ENG 102	
ENG	224(C)	Children's Literature	3 credits
		Students will apply techniques of critical analysis to works written for young readers. Students interested in sharpening the analytic skills they have developed in English 102 will find a rich field of inquiry in literature written for children, while those with an interest in psychology will find that analysis of course texts can deepen their understanding of human development. Future teachers will have the chance to build up a repertoire of texts to share with their own pupils, and students who have young children in their lives will learn to look at books they share with children from a new perspective. No matter what their specific interests, all students will have the opportunity to reflect back upon their own childhood reading experience as they revisit texts which were meaningful to them once upon a time.	
		Prerequisite: ENG 102	
ENG	226(C)	Asian American Literature	3 credits
		Designed to explore cultural perspectives through Asian-American literature in the context of American experience, the course will sample well-known works of fiction, drama, or poetry by Asian Americans and encourage students to reflect on their own cultures and values through the unique perspectives of these writers. Representative works and writers may include Amy Tan, Chang-Rae Lee, Ha Jin, Lisa See, Gish Jen, Maxine H. Kingston, Shawn Wong, as well as David H. Hwang, Wakako 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 the Theater	3 credits
		Creative writing exercises and class activities will help students develop their own projects, such as writing short plays, screenplays, or monologues, or scripting and shooting a short movie. Students will learn about the elements of drama by analyzing the structure and dialogue of a few selected plays, and by actively exploring these ideas in their own writing. Student work will be considered for production. Same as THE 227	
		Prerequisite: ENG 102	
ENG	230(C)	Current Themes in Literature	3 credits
		The course develops a theme of current interest through a representative selection of literature. See the class description in the preregistration booklet or online for more specific information.	
		Prerequisite: ENG 102	
ENG	231(C)	Creative Nonfiction	3 credits
		Creative nonfiction relies on truth, on the facts of the world and/or the self as the writer finds – and transforms – them. It is much like fiction in its reliance on scene, dialogue, and storytelling. Yet it can take many forms, such as the personal essay, literary memoir, the travel essay, literary journalism, literary biography, etc. This course will investigate the basic principles of the form, concentrating on principles of literary journalism and the personal essay, and give students the opportunity to produce original works of creative nonfiction. The course may also deal with ethical and critical issues related to truth, perception, memory, and subjectivity.	
		Prerequisite: ENG 102	
ENG	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/topic 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: English 102 (must pass English 102 prior to enrolling in this course)	

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/THE 237(C)	Shakespeare	3 credits
		A careful reading and creative analysis of Shakespeare's plays with some consideration given to the plays' language, the historical time in which Shakespeare wrote, and the themes that continue to resonate today. A concern for the "man and his times" will supplement the analysis of his comedies, histories, and tragedies.	
		Prerequisite: ENG 102	
ENG 240		A Great Novel	1 credit
		Focuses upon one major novel only a long work which reveals an entire culture and explores a broad range of human potentialities. Classes meet one 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 credits
		A series of guest speakers from industry, government, consulting, and education share their perspectives on current environmental problems and solutions. In addition, speakers will present career alternatives in environmental science and provide a forum for discussion with seminar participants.	
		1.5 class hours	
ENV	120(D)	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.	
		3 class hours and 3 laboratory hours	
ENV	124(D)	The Natural History of New England	4 credits
		An Introduction in 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 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.	
		3 class hours and 3 laboratory hours	
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, and etc). Individuals from diverse disciplines are encouraged to enroll in this course which focuses on obtaining and creating digital data, performing elementary spatial analysis and producing graphical representations through the use of computer mapping software.	
		3 class hours	

ENV	137(D)	Environmental Geology	4 credits
		The exploration of environmental geology, and 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, geologic 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 simulation, and hands-on investigation. 3 class hours and 3 laboratory hours	
ENV	138(D)	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. 4 class hours and 4 semester hours	
ENV	140(D)	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. 3 class hours and 3 laboratory hours	
ENV	150	Current Topics in Environmental Studies	3 credits
		This course is designed to explore contemporary topics in environmental studies. Social, cultural and scientific issues as related to the environment will be examined. Example subject matter covered in the course may include the following: endangered species, biodiversity, environmental health, environmental law, forest and wild life and forest management, conservation biology, global environmental change, ecosystem restoration, renewable energy, and green business 3 class hours	
ENV	202	Environmental Seminar II	1 credit
		Students research and critically analyze selected case studies in environmental issues. Peer review and class discussion provides an opportunity for critical thinking and interpersonal communication. Prerequisite: ENV 115 2 class hours	
ENV	214	Climate Change	3 credits
		An introduction to the science of climate change including the physical properties of the atmosphere, natural and anthropogenic factors that influence climate, and patterns of climate change past and present. Explores the expanding field of climate research from extracting CO ₂ trapped in polar ice to measuring tree rings to mapping shifting ranges of plant and animal populations. Each student will choose a research focus for the semester, explore the primary scientific literature for that topic, and make a presentation to the class in the latter part of the semester. Prerequisite: One semester of any laboratory science. 3 class hours	
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 and field/laboratory exercises are designed to introduce the student to qualitative and quantitative methods of the site assessment process. A major component of this course is a groundwater simulation project which emphasizes the team approach to solving complex environmental problems. Prerequisite: ENV 120, ENV 140 Corequisite: ENV 137 (concurrently) 3 class hours and 3 laboratory hours	

ENV 253(D) **Aquatic Ecology and Pollution** **4 credits**
 A study of the aquatic environment as an ecosystem with emphasis on responses to pollution. The physical, chemical, and biological parameters of the aquatic ecosystem are systematically surveyed. Eutrophication as a natural process of succession in lentic systems is described and interrelationships within the lake are defined. Responses of lakes and streams to both natural enrichment and anthropogenic pollution are explored. In-lake restoration and watershed management are investigated as technologies to restore and prevent water quality degradation. Laboratory investigations and field studies stress collection, identification, classification, and analysis of biotic and abiotic ecosystem components as a means of assessing water quality and pollution effects. Students will design and conduct a small scale water quality sampling/analysis program.
 Prerequisite: 1 semester of environmental science or biology.
 3 class hours and 3 laboratory hours

ENV 270 **Environmental Internship** **3 credits**
 A supervised field training program with an environmental protection and control agency, environmental consulting company, environmental laboratory, environmental education center, or industry providing experience in the performance of tasks appropriate to the environmental technician.
 Prerequisites: CHM 102, CHM 114, or CHM 124 previously or concurrently; ENV 140; and permission of program coordinator.
 1 class hour and 15 field hours weekly

EARTH SCIENCE

ESC 111(D) **Introduction to Meteorology** **4 credits**
 Covers the composition and structure of the atmosphere, the flows of energy to, from, and through the atmosphere and the resulting motions produced from small to planetary scales. The physical principles of atmospheric phenomena are stressed in the understanding of weather's impact on humans, particularly with severe weather. Methods of analysis are developed through the study of current weather as meteorological data are delivered via the internet.
 Prerequisite: MTH 095 or adequate score on the Math Placement Exam

ESC 120(D) **Introduction to Geology: Earth Processes** **4 credits**
 An introduction to the scientific concepts that provide an explanation for the formation of mountains, continents, and oceans. Topics include plate tectonic theory, minerals and mineral formation, rock cycle, weathering and erosion, geologic time, historical geology, volcanoes and earthquakes, rivers and streams, glaciers, landscapes, and ocean basins.
 3 class hours and 3 laboratory hours

ESC 130(D) **Introduction to Oceanography** **4 credits**
 An introduction to the scientific concepts that provide an explanation to the formation of oceans and the nature of the global marine environment. Topics include seafloor dynamics and plate tectonic theory, the origin of oceans basins, the earth beneath the sea, marine sedimentation, properties of seawater, wind and ocean circulation El Nino weather patterns, waves and tides, beaches and coasts, coastal habitats, marine ecology and coral reefs.
 3 class hours and 3 laboratory hours

ENGLISH AS A SECOND LANGUAGE

ESL 100 **Basic English Skills for the Deaf** **6 credits**
 This course is designed to help make the transition from high school basic English reading and writing to preparatory ENG 097/098 courses offered at the College. The course is offered within the English as a Second Language Program but does not follow the tracking of other ESL classes. Students who would like to attempt to bypass ENG 097/098 to enter ENG 101 after completing this course would need to retake and successfully pass the Computerized Placement Test (CPT) in both reading and sentence skills. Students are introduced to a variety of reading materials and are provided opportunities for learning strategies for improving their reading comprehension. Students are also given opportunities to improve their writing skills through improved understanding of the basic rules of grammar and the fundamentals of good paragraph writing. This course is for students whose primary language is American Sign Language, and will be taught in ASL rather than spoken English.
 Prerequisites: Appropriate score on the English Placement Tests (less than 35 on the reading and less than 40 on the sentence skills of the CPT); fluency in American Sign Language.

ESL 107 **Speaking and Listening 1** **6 credits**
 An introductory course in speaking English and understanding spoken English. Course activities are designed to lead students from basic structures and expressions to conversation about personal information, daily activities, future plans, and past activities.
 Prerequisite: Literacy in native language and knowledge of Roman alphabet
 6 class hours

ESL 108 **Speaking and Listening 2** **6 credits**
 This course continues to develop the English language learner's abilities to initiate and participate in conversation about personal information, daily activities, and future plans. Students will learn to follow lengthy stretches of speech in basic English and will learn more high-frequency vocabulary.
 Prerequisite: C- or above in ESL 107 or Placement Test.
 6 class hours

ESL	109	Reading and Writing 1	6 credits
		An introductory course designed to help English learners gain basic reading and writing skills in English. Students will learn strategies for comprehension, vocabulary, and reading enjoyment. They will learn to use written English for everyday in an academic environment. They will learn basic descriptive writing in English.	
		Prerequisites: Literacy in native language and knowledge of the Roman alphabet.	
		6 class hours	
ESL	110	Reading and Writing 2	6 credits
		Students will continue to strengthen reading strategies for increasing comprehension, vocabulary, and reading enjoyment and will practice basic paragraph structure. Emphasis in reading is on understanding simple material with the aid of a bilingual dictionary and on recognizing the main idea of a paragraph. Students will select and report on supplemental reading. Emphasis in writing is on basic paragraph structure in descriptive and narrative writing.	
		Prerequisite: C- or above in ESL 109 or Placement Test	
		6 class hours	
ESL	130	Speaking and Listening 3	3 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	
		Prerequisite: C- or above in ESL 110 or Placement Test	
ESL	131	Reading and Writing 3	6 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.	
		Prerequisite: C- or above in ESL 110 or Placement Test	
		6 class hours	
ESL	140	Speaking and Listening 4	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.	
		Prerequisite: C- or above in ESL 130 or Placement Test	
ESL	141	Reading and Writing 4	6 credits
		Students will continue to develop strategies for increasing comprehension of academic reading material in English. Emphasis is on paraphrasing and summarizing written material, recognizing cohesive relationships (main idea, thesis, supporting details and new information), and writing controlled, focused essays using a variety of rhetorical modes and level 4 structures. Students will read and report on adapted and unadapted literature (short story or novel), newspaper and journal articles, textbook excerpts, and essays.	
		Prerequisite: C- or above in ESL 131 or Placement Test	
		6 class hours	
ESL	150	Speaking and Listening 5	3 credits
		This course aims to improve students' abilities to converse in English on selected topics of current interest. Students will participate in extended conversations and discussions, will organize and give oral presentations on a variety of topics, and will hear and outline academic lectures.	
		Prerequisite: C- or above in ESL 140 or Placement Test	
ESL	151	Reading and Writing 5	6 credits
		This course emphasizes the integration of reading and writing skills at the 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, newspapers and journal articles, short stories and short novels. Emphasis in writing is on essays of three to five pages using a variety of rhetorical modes and level 5 structures. Students will continue to develop their abilities to summarize, paraphrase, and synthesize course materials.	
		Prerequisite: C- or above in ESL 141 or Placement Test	
		6 class hours	
ESL	152	Themes in ESL	3 credits
		Emphasizes the integration of reading and communication skills at the advanced level through an in-depth examination of a theme. Develops critical reading and oral production/comprehensive skills in non-native English speaking students while enhancing students' understanding of the subject matter. Students will be immersed in the selected theme through discussion and oral presentations based on reading of textbooks, newspapers, fiction, and essays as well as oral interviews, film, and community events.	
		Prerequisite: C- or above in ESL 140 and ESL 141 or Placement Test.	

ESL	153	ESL for Renewable Energy Technology	3 credits
		This is a course that prepares English Language Learners to enter the renewable energy workforce. this course will emphasize the integration of reading and communication skills at the advanced level through in-depth examination of the topic. Students will be immersed in the topic of renewable energy resources through discussion and oral presentations based on the reading of textbooks, newspapers, and essays as well as interviews, films, and community events.	
		Prerequisite: ESL 141 or ESL Placement Test	
ESL	169	Basic Grammar	3 credits
		Provides intensive practice for English Language Learners who want to improve their knowledge of basic English grammar. Focuses on the structures that often prove troublesome for students. Also suitable for those students who want to review basic grammar structures.	
		Prerequisite: C- or above in ESL 110 or Placement Test	
ESL	170	Intermediate Grammar	3 credits
		This course is designed to provide intensive practice for English Learning Learners who want to improve their knowledge of intermediate level English grammar. This class will focus on structures that often prove troublesome for students. The class is also suitable for those students who want to review intermediate level structures.	
		Prerequisite: C- or above in ESL 131, ESL 169, or Placement Test	
ESL	171	Advanced Grammar	3 credits
		This course is designed to provide intensive practice for English Language Learners who want to improve their knowledge of advanced level English grammar. This class will focus on structures that often prove troublesome for students. The class is also suitable for those students who want to review advanced level English structures.	
		Prerequisites: C- or above in ESL 131, ESL 169, ESL 170 or Placement Test	
ESL	180	English Pronunciation	3 credits
		This course is designed to help English Language Learners improve their pronunciation of English. Emphasis is on the sounds, stress, rhythm and intonation of the language.	
		Prerequisites: C- or above in ESL 108 or Placement Test	
FINANCE			
FIN	222	Principles of Financial Management	3 credits
		Covers the financial management of the business firm; financial analysis, financial forecasting, financing instruments, the time value of money, valuation and rates of return, cost of capital, and capital budgeting decisions.	
		Prerequisite: ACC 111	
FRENCH			
FRH	101/	Elementary French	3 credits each
FRH	102	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 s all have successfully completed no more than two high school years of study in that language. This policy may be waived for students who took their high school language course three or more years before they sign up for FRH 101.	
		3 class hours each	
FRH	105	Intensive Elementary French	6 credits
		Covers the course content of FRH 101 and FRH 102 (Elementary French) in one semester.	
		6 class hours	
FRH	201(C)/	Intermediate French	3 credits each
FRH	202(C)	Strengthens vocabulary, idiomatic expression, and control of grammar. Selected readings and compositions supplement the formal study of the language. Conducted in French.	
		Prerequisite: FRH 102 or minimum level of achievement on Placement Test	
FRH	205(C)	Intensive Intermediate French	6 credits
		Covers the course content of FRH 201 and FRH 202 (Intermediate French) in one semester.	
		6 class hours	

FRH 206(C) Topics in French-Speaking Cultures 3 credits
 An examination in English and/or French, of French-speaking cultures that are of special interest to the Humanities or Hospitality and Tourism student. In different semesters, this course will focus on European or non-European (North American, Caribbean, South Pacific, African and Asian) Francophone cultures. Each semester, specific geographical areas will be explored to reveal the rich cultural diversity of the French-speaking world. Aspects to be studied include: history, symbols, human and natural resources, family and social structure, religion and philosophy, education, fine arts and cultural achievements, economics and industry, politics and government, science, 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

FRH 207(C) Advanced French Conversation 3 credits
 Develops speaking and listening skills in diverse social settings. This course teaches practical strategies for effective communication in French through the study of conversations by native French speakers. Emphasis is on the study and practice of idiomatic vocabulary for social interaction. Students are expected to use French exclusively and to apply grammar concepts learned in their previous study of the language. Suitable for students with intermediate knowledge of French grammar and vocabulary.
 Prerequisite: FRH 202 or FRH 205 (previously or concurrently with permission of the instructor)

FORENSIC SCIENCE

FRS 101(D) Introduction to Forensic Science 4 credits
 A course designed for students who are interested in exploring the field of forensic science. A study of fundamental forensic science techniques and procedures. Lecture topics include techniques used to evaluate types of physical, chemical and biological evidence, as well as the legal system and forensic science, crime scenes and various forensic specialties. Laboratories afford students the opportunity to identify, examine, and assess forensic evidence using modern chemical and biological techniques.
 Prerequisite: BIO 100 or 103 or 107; OR one semester of college chemistry

FRS 201(D) Forensic DNA Analysis 4 credits
 An introduction to biochemical and molecular techniques used in DNA typing and analysis with emphasis on forensic applications. Lecture topics include population genetics principles and statistic; biology of DNA; DNA genotyping; procedures for nuclear DNA, mitochondrial DNA and Y chromosome analysis; and quality control and regulations. Laboratories provide the opportunity to prepare human DNA for analysis using extraction, purification, and amplification techniques. Students will analyze prepared DNA using several methods, including the Avant gene sequencer.
 Prerequisite: FRS 101 or BIO 243 and CHM 101 or 113 or 121

GEOGRAPHY

GEO 110(B) World Regional Geography 3 credits
 Major geographic concepts and contemporary world regional geography. Examines the field of geography, basic globe and map concepts, the physical world (oceans and continents), and the political world (states and other political units). Includes an in-depth inspection of each of the world's developed and developing realms.

GEOLOGY - See Earth Science

GERMAN

GER 101/ 102 Elementary German 3 credits each
 An introduction to spoken and written German. Basic structure, pronunciation, vocabulary, and usage, with emphasis on communication and oral proficiency.
 3 class hours each

GER 105 Intensive Elementary German 6 credits
 Covers the course content of GER 101 and GER 102 (Elementary German) in one semester.
 6 class hours

GER 205(C) Intensive Intermediate German 6 credits
 Covers the course content of GER 201 and GER 202 (Intermediate German) in one semester.
 6 class hours

GERONTOLOGY

GRT	110(B)	Introduction to the Study of Aging (Spring) 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.	3 credits
GRT	120(B)	Financial Issues of Aging Examines financial issues older adults confront, such as work, retirement, financial planning, health care and custodial care. Addresses current social welfare policies which affect the older adult, the processes and procedures used to access programs including social security, medicare, tax benefits/penalties and others offered by our government and communities.	3 credits

GENERAL STUDIES

GSY	002	How to Study Effectively 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.	1 credit
GSY	110	Career Planning 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 aside goals, learn decision-making techniques, and develop a career action plan. Information about the college transfer process will be presented as well.	1 credit
GSY	111	Job Search Strategies 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.	1 credit

HOSPITALITY AND CULINARY ARTS

HCA	101	Introduction to Hospitality Industry An introduction to the operation of hotels, motels, restaurants, resorts, and tourism. Emphasis on the development of the industry, current trends, and management responsibilities.	3 credits
HCA	102	Lodging Operations Analysis and evaluation of hotel and motel systems and operations. Consideration of organizational structure, management responsibility, property management, and security systems.	3 credits
HCA	130	Principles of Food Production (Spring) An introductory course dealing with the management of food production in a food service setting. Topics include food preparation principles and techniques, equipment, safety, sanitation, nutrition and management. Principles and techniques are practiced through actual laboratory experiences. Pre/Co-requisite: ENG 097 or satisfactory score on Reading Comprehension Placement Exam. 1 ½ class hours and 4 laboratory hours	4 credits
HCA	232	Food and Beverage Operations 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 or CUL 101 AND CUL 115	3 credits
HCA	280	Cooperative Education in Hospitality Management I An opportunity to apply classroom theory in an actual work setting in a supervised position. Approximately 15-20 hours per week of work plus a 50-minute weekly seminar that includes discussion of topics related to success on the job as well as career exploration. Prerequisites: 24 credits, and completion of HCA 101 AND HCA 102.	3 credits
HCA	281	Cooperative Education in Hospitality Management II 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 presentations and discussion of topics related to success on the job. Prerequisites: HCA 280	3 credits

HEALTH, FITNESS & NUTRITION

HFN	103	Standard First Aid and Personal Safety Provides the knowledge and skills called for in most situations in which emergency care is required and medical assistance is not excessively delayed. CPR, AED (Automated External Defibrillator) and the Heimlich Maneuver are included. Students passing the National exams will receive a certificate in standard first aid and CPR. Students may not receive credit for HFN 104 (Sports First Aid) and HTH 106 (First Aid). 1 class hour	1 credit
HFN	104	Sports First Aid This is a first aid and CPR course geared toward the physical educator, coach, and/or fitness instructor. The course includes assessment and emergency care for sports related injuries, illness, spine and musculoskeletal injuries. CPR and the Heimlich Maneuver are included. This program is used for certification by American Sport Education Program. Students may not receive credit for HFN 104 (Sports First Aid) and HTH 106 (First Aid).	1 credit
HFN	105	Personal Nutrition Examines the fundamentals of nutrition and how it applies to personal health. Student will study the six major nutrients: carbohydrates, fats, proteins, vitamins, minerals, and water as well as explore weight control, fiber, food supplements, and nutrition fads. In order to promote lifelong nutrition fitness students will design a personalized meal plan, learn how to navigate the food stores, and learn eating-out strategies. A “thinking” vs. “taste-bud” philosophy will oversee the course! A dietary computer application is used throughout the semester to track personal dietary, energy and fitness data.	1 credit
HFN	106	Sports Supplements 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.	1 credit
HFN	108	PACE (People with Arthritis Can Exercise) This course is designed to prepare the exercise leader to work with people with arthritis. Developed in collaboration with the Arthritis Foundation, this course examines the common types, signs, symptoms and special considerations of arthritis/rheumatic diseases. Exercise programming and instruction for people with arthritis is discussed and practiced. Students will participate in six hours of fieldwork as part of this curriculum. Prerequisites: HFN 134 or HFN 183, or HFN 180 and HFN 181 or Industry Certification in Group Exercise or Personal Training or permission of the Instructor or Department Chair	1 credit
HFN	109	Yoga Fitness Instructor 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.	3 credits
HFN	110	Fundamentals of Coaching Covers the fundamental principles of coaching. Emphasis is on the development of a program, from organization through preparation for competition.	3 credits
HFN	111	Topics in Sports A survey course that covers a variety of sports and recreational activities. Emphasizes the methods of teaching sport-specific skills and organizing and running competitions. All facets of the sports will be examined including philosophy, rules/scoring, history, training, drills and strategies.	3 credits
HFN	112	Coaching Youth Sports 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. Prerequisites: HFN 110 or instructor permission	3 credits
HFN	114	Personal Fitness 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. Students are expected to dress for and participate in movement in every class.	1 credits
HFN	115	Healthy Living 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.	3 credits

HFN	120	Motor Learning Principles and Practices	3 credits
		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.	
HFN	129	Tools for Resistance Training	1 credit
		This course is designed to teach the student about the various tools that may be used to enhance resistance training. Students will learn how to use and practice techniques with elastic devices, hand weights, resistance balls, medicine balls and steps, body bars and other devices.	
HFN	130	Jogging and Running for Fitness	1 credit
		This course is designed to teach the student about jogging and running for pleasure and fitness. The focus of this course is on running/jogging technique, strengthening and stretching exercises, cardiovascular fitness programming and diet. Students are required to participate in this course and will jog and/or run in most, if not all, class meetings. Good running shoes are required.	
HFN	131	Introduction to Wellness/Fitness	1 credit
		Examines the importance of a wellness/fitness program to improve general well-being. Includes assessment of lifestyle and personal health.	
HFN	133	Group Exercise: Aerobics, Step Aerobics and More	1 credit
		An intermediate level course in aerobic exercise. Emphasis is on the conditioning of the cardiovascular system through a variety of group exercises packaged together to maintain interest and enjoyment while gaining all of the health benefits.	
HFN	134	Leading Group Exercise	3 credits
		A comprehensive course that is designed to prepare the fitness enthusiast for the position of aerobics/step aerobics instructor and for successful completion of an international certification exam. The course includes a combination of scientifically based theoretical information and practical experience as needed to lead others safely through group exercise. Topics include exercise science, components of fitness, injury prevention and leadership skills. Practical skills such as use of music, cueing, movement transitions, choreography development and mirror image teaching are practiced for traditional and step aerobics. Additional class formats such as kickboxing, mat training, yoga, slide training and others will be discussed. 2 lecture hours and 3 laboratory hours	
HFN	135	Topics in Dance	1 credit
		A beginning course in contemporary dance. Focus is on the technical knowledge and creative expression essential to participation in the latest dance steps.	
HFN	137	Aquatic Exercise Leader	3 credits
		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.	
HFN	140	Beginning Golf	1 credit
		An introduction to the fundamentals of golf, including the grip, stance, backswing, downswing, and finish. A brief history of the game, rules, equipment and course protocol will be covered also.	
HFN	145	Beginning Yoga	1 credit
		An introduction to the fundamentals of Hatha Yoga, the yoga of physical well-being. The class will include the practice of meditation, warm-ups, stretching exercises (Asanas), rhythmic breathing (Pranayama), and deep relaxation. A brief history and philosophy of the ancient practice of yoga also will be presented.	
HFN	148	Yoga II	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
		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	151	Beginning Tennis	1 credit
		An introduction to the fundamentals of tennis including strokes, serves, rules, strategy, and etiquette for both singles and doubles.	
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 auto-immune diseases will be discussed. Gender differences will be evaluated and exercise guidelines for youth, seniors and pregnant exercisers will be examined. Fitness assessments that are appropriate for various populations will be highlighted.	
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 Health and Fitness	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 implementation of curriculum, and evaluation of student outcomes. Students will examine Massachusetts State Teacher preparation and learning outcomes reporting procedures. Prerequisites: English 101 Eligible	
HFN	176	Physiology of Exercise	4 credits
		An introduction to the study of human physiology as it relates to acute and chronic exercise across the lifespan. In this course, the student will study the systemic aspects of nerve, musculoskeletal, circulatory, respiratory, and thermal and endocrine physiology, with an emphasis on practical application to exercise. Students will examine the effects of nutrition and supplementation on exercise performance. Prerequisites: BIO 117	
HFN	177	Biomechanics of Human Movement	3 credits
		An introduction to the structure and function of the body as related to human movement and physical activity. Course includes discussion of the anatomical considerations for movement, functional anatomy, and mechanics and laws of motion as related to the human body. Prerequisites: BIO 100 or BIO 103 or BIO 111	
HFN	178	Prevention, Assessment and Care of Sport/Fitness Injuries	3 credits
		An introduction to the study of injuries and treatment in sport and fitness programs. This course provides a review of functional anatomy as related to mechanisms of injury. Strategies for injury prevention in both sport and fitness environments will be discussed. Injury assessment techniques will provide the learner with a means to accurately recognize the nature and severity of an athletic injury and develop appropriate injury management strategies.	
HFN	179	Current Issues in Sport and Fitness	3 credits
		A survey course that examines current issues that influence the fields of sport and fitness. Topics include nutritional supplementation, training guidelines, industry standards and guidelines, certification requirements and other issues relevant to growth of the sport and fitness fields. Emphasis will be placed on scientific evaluation of topics discussed. Students may be asked to research a topic and present scientifically based findings to the class.	
HFN	180	Physical Conditioning I	1 credit
		An introductory course on the safe and effective resistance training and cardiovascular conditioning for fun, health, and self-improvement.	
HFN	181	Physical Conditioning II	1 credit
		An intermediate level course designed for students interested in resistance training and cardiovascular conditioning as a means of enhancing athletic performance. Focus is on sport-specific programs that establish a sound fitness base while maximizing athletic potential.	

HFN	182	Physical Conditioning III 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.	1 credit
HFN	183	Personal Training and Fitness Counseling 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.	3 credits
HFN	184	Firefighter Fitness Trainer This course is designed to prepare the student for the role of firefighter fitness trainer and for successful completion of a national certification examination. This survey course examines the roles and responsibilities of the fitness leader and is highly specific to the special needs and demands of firefighting. The course includes both theoretical information of, and practical application of knowledge and skills.	3 credits
HFN	185	Principles and Practice of Strength Training This course involves a detailed study of strength/endurance training principles and practices. Topics include anatomy and physiology, kinesiology, nutrition, biomechanics, and measurement of strength and endurance. Students will learn how to use the science of exercise in a practical format and design resistance training programs to meet health related and motor performance goals. Students will examine and practice training techniques used in recreational fitness and competitive lifting. Prerequisites: Students must have successfully completed at least one of the following courses before taking this course: HFN 183 Personal Trainer/Fitness Counselor HFN 134 Group Exercise Leader BIO 117 Anatomy and Physiology I	3 credits
HFN	189	Fitness Assessments This course is designed for exercise leaders, practitioners and teachers who are responsible for assessing the risk of exercise participation and development of exercise programs and for students who will pursue a career in exercise physiology or athletic training. Through study, practice and field observations, students will learn how to administer physical measurements of cardiovascular fitness, muscular strength and endurance, body composition, flexibility, postural deviations and biomechanical risks. Students will learn and practice development of exercise programs based on the assessment results. HFN 176 complements this course.	3 credits
HFN	190	Fitness Professional Seminar/Internship An experiential course that includes classroom discussion and internship opportunities to enhance the learning experiences of the fitness professional. This course is open to all students pursuing a certificate and/or degree in fitness/physical education, e.g., personal trainers, group exercise leaders, exercise specialists, and fitness managers. Prerequisite: Students must have successfully completed one of the following courses: HFN 134 Leading Group Exercise HFN 172 Introduction to Health and Fitness HFN 183 Personal Training and Fitness Counseling	3 credits

HEALTH INFORMATION MANAGEMENT

HIM	103	Introduction to Health Information Management An orientation course in record keeping theory and practice including material on the organization and functions of the medical record department and the duties and responsibilities of medical record personnel.	2 credits
HIM	104	Health Insurance Reimbursement and Computerized Billing An introduction course to the health insurance field and the influence of today's managed care environment. Requirements for Medicare, Medicaid and commercial insurance claims will be discussed. This course provides the opportunity to do medical billing and practice management, utilizing a software package. Includes the principles and application of Evaluation & Management (E&M) coding.	4 credits
HIM	105	A & P for Medical Assisting Presents an introduction to the human anatomy and physiology with 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.	2 credits
HIM	106	Electronic Health Record This course is an introduction to the electronic health record system for students in the Medical Coding Certificate. Throughout this course, students will gain an understanding of both the terminology of EHR systems and the practical use of such systems in a health care provider office setting.	2 credits

HIM	204	Introduction to the Study of Disease Presents the fundamentals of pathology, including mechanisms of the disease process, causes of disease, classification of diseases, pathology and the treatment of representative diseases, and survey of diseases by systems. Prerequisites: BIO 105 or BIO 117-118 and HTH 114	3 credits
HIM	223	Coding Procedures Provides an in-depth study of coding, classification and nomenclature systems. This course includes the application and evaluation of advanced coding principles and analysis of comprehensive case studies. Pre-requisite: HIM 114 Co-requisite: HIM 114 , HIM 224	3 credits
HIM	224	Coding Principles and Applications This course provides a summary of clinical coding and classification systems in order to assign appropriate diagnostic and/or procedure codes. Includes the principles and applications of codes. Case mix analysis, severity of illness systems and data quality are reviewed. Validation of coded data and reimbursement and payment systems are discussed. Prerequisite: HIM 105, HIM 103, HTH 114 Co-requisite: HIM 223	4 credits
HIM	225	Advanced Coding Provides an in-depth study of coding, classification and nomenclature systems. This course includes the application and evaluation of advanced coding principles, analysis of comprehensive case studies, the CPT coding classification system used in the outpatient setting and the HCPCS Level II and III (Health Care Financing Administrative Common Procedure Coding System) Prerequisite: HIM 224	3 credits
HIM	283	Medical Coding Cooperative Education A supervised learning experience in a medical office setting. Practical applications of coding including opportunities to code different types of cases, observing and handling medical office procedures and processes involving medical records and claims coding. Students must have had a CORI check prior to enrollment. Prerequisite: HIM 225	2 credits

HISTORY

HIS	101(C)	History of Western Civilization I 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.	3 credits
HIS	102(C)	History of Western Civilization II 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.	3 credits
HIS	103(C)	History of World Civilizations I 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.	3 credits
HIS	104(C)	History of World Civilizations II 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.	3 credits
HIS	105(C)	History of World War II World War II was a turning point in world history. In this course students will be examining the European phase of the war beginning with the politics and diplomacy that led to war, military combat both strategically and tactically, as well as looking at the human and material cost of war. Students will also discuss combat atrocities and the Holocaust ending with the defeat of the Axis powers and peace that followed.	3 credits

HIS	107(C)	History of Puerto Rico and the Caribbean	3 credits
		A survey of the social, cultural, economic and political developments of the Caribbean with specific emphasis on Puerto Rico and Cuba. The different peoples and societies of the pre-Columbian era, the colonial period and the modern era until the present will be examined. Particular attention will be given to the relationship between the United States and the peoples of the Caribbean in the 20th century.	
HIS	109(C)	African-American History	3 credits
		The course begins with an exploration of Ancient African Civilizations and their significance to African-American History. The course will then examine the slave trade, the plantation system, slave revolts and the abolitionists' movement, the Civil War and Reconstruction. Accommodation, confrontation, and nationalism will be studied through the human/civil rights movement. The richness of African culture and its contributions to American society will also be examined.	
HIS	111(C)	History of the United States I	3 credits
		A survey of the political, economic, social, and cultural developments of the United States from pre-Colonial times to the end of the Civil War, including early settlement, the Revolution, the implementation of the Constitution, the War of 1812, the Jacksonian era, and the causes and course of the Civil War.	
HIS	112(C)	History of the United States II	3 credits
		A survey of the political, economic, social, and cultural developments of the United States from the end of the Civil War until the present, including such topics as Reconstruction, industrialization, immigration, the Great Depression, the New Deal, the world wars, and the Cold War.	
HIS	130(C)	U.S. Women's History	3 credits
		This is a survey of United States Women's History that examines the unique political, social, economic, and cultural issues and experiences of women from the colonial period to the present. While tracing broader trends and themes, we will also consider the lives of specific individuals in order to shed greater light on the diversity of women's experiences. Throughout, we will explore the ways in which notions of gender differences have changed over time and how women both created and responded to shifting and contested cultural, political, and social roles. Some of the major themes may include the differences among women in class, race, ethnicity, and sexuality, the construction of gender, women's roles in family and community, various movements for women's rights, women and reform, and women in the work force. Prerequisite: ENG 101 eligibility	
HIS	150(C)	Topics in History	3 credits
		This course offers students an opportunity to use a combination of primary and secondary sources to study the history of a particular period, region, event, development, or idea. The specific topic may change each time the course is offered. Prerequisite: ENG 101 eligibility	
HIS	220(C)	History of the World Since 1900	3 credits
		This is a study of the major economic, political, social, religious, intellectual and artistic developments which have occurred throughout the world since the beginning of the twentieth century. This course addresses such issues as the World Wars, the Cold War, major revolutions and ideologies, colonialism and the struggle against it, industrialization and the growth of a world economy, modernism and the fundamentalist reaction against it, human population growth, and the ways in which the everyday lives of most people have been altered by instantaneous communication, literacy, rapid transportation, urbanization, mass production, advertising and computers.	
HIS	225(C)	American Environmental History (Spring)	3 credits
		Environmental history examines how humans and nature have interacted through time and with what results. The natural environment (water, land, climate, geological changes, disease, plant and animal ecology, etc.) and human factors (population, capitalism, technology, social relations, cultural attitudes, etc.) form an interrelated system. However, the environmental history of a period and place is a matter of interpretation, and this course actively explores the many facets of this new field of study. As an introduction to interpreting America's environmental past, students will explore such themes as Native American ecology, hunting, the impact of agriculture, mining, industrialization, as well as the emergence of ecology and the modern environmental movement. Prerequisite: Eligibility for ENG 101	
HIS	250(C)	Topics in History	3 credits
		Students use both primary and secondary sources to study the history of a particular period, region, movement or event. The specific topic to be studied may change each time the course is offered. Students will be expected to complete a research project. Prerequisite: One previous history course and ENG 101. Additional prerequisites or specific history course or permission of the instructor may be specified when the topic is announced.	
HIS	260(C)	Modern East Asian History	3 credits
		Examines the society, thought, institutions, and principal personalities of modern East Asia (19th and 20th centuries). Analyzes the transformation of Asian society from its traditional patterns to its role in the modern world. Major emphasis will be placed on China and Japan, but a treatment of Korea and Southeast Asia will also be included.	

HONORS

- HON 201 Honors Project 1 credit**
An Honors Project consists of independent work undertaken in addition to the regular requirement of a college course. Such work may consist of an extra paper, a paper of greater length or complexity, a research project, or creative work. Constructing an Honors Project involves submitting a proposal for the approval of the Honors Committee, working closely with a supervising faculty member, and preparing a brief reflective essay to accompany the completed project. Students will receive 1 credit when they complete all steps of the Project.
Prerequisites: GPA of 3.5 and/or permission of instructor; approval of Honors Committee
- HON 202 Honors Seminar 1 credit**
This one-credit, seven-week course focuses upon the conventions of efficient and ethical research, and upon effective means of research presentation, written and oral. Seminar students will read and discuss a single text, use research to deepen their understanding of the work and share their discoveries with the class. The class text will change each semester, and may be fiction, non-fiction, or memoir. Students who want to extend the careful reading and research writing begun in other HCC courses will find the Honors Seminar a useful place to hone their reading and writing skills. This course is offered in conjunction with UMass Amherst's Commonwealth Honors College (CHC), and transfers to UMass as "Honors 191D."
Prerequisite: Completion of ENG 101 with a grade of B or better, or permission of the instructor
- HON 206 Honors Colloquium 3 credits**
(B or C) The Honors Colloquium is designed to bring together students from many academic disciplines to confront a theme or issue of current concern from a variety of perspectives. Honors Colloquia are either 4-credit, 6-credit, or 7-credit, multidisciplinary courses (e.g. Infinity; Visions of Nature; Monsters, Mind, Reality; The Millennium) that are competitively enrolled and limited to fifteen students who are selected each semester by the Honors Committee and the Colloquium leader(s). Colloquia generally offer field trips and a series of expert guest speakers. The Honors Program provides Colloquium students with the course's required texts. Colloquium credits will be designated with a B or C transfer compact code, depending upon the student's work.
Prerequisites: A 3.5 GPA after 30 hours of study and/or permission of the instructor(s). No student will be enrolled without permission. ENG 102 is preferred. All eligible students are invited, by mail, to apply before priority-registration. Instructions for application are included with the invitation.

A Colloquium may be one of the following models (see the current Course Schedule booklet to learn which model will be offered in the next semester):
HON 204, 4 class hours (4 credits)
HON 206, 6 class hours, team taught (6 credits)
HON 207, 6 class hours plus a science-lab, team taught (7 credits)

HORTICULTURE

- HRT 112 Sustainable Agriculture I 4 credits**
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.
Prerequisites: SEM 112, Introduction to Sustainability Studies or ENV 120, Introduction to Environmental Science or a college level biology laboratory course
3 class hours and 3 lab hours
- HRT 212 (D) Sustainable Agriculture II 4 credits**
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 wil 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.
Prerequisites: SEM 112 or ENV 120
3 class hours and 3 lab hours

HUMAN SERVICES

HSV	103	Empowerment Skills for Family Workers I	3 credits
		This course provides direct support human services workers with the skills and competencies they need to facilitate family empowerment, and to help families attain a healthy self-reliance and interdependence with their community. This course is the first half of the required curriculum for students who want to qualify as candidates for the Massachusetts State Family Development Credential.	
HSV	104	Family Development Credential Practicum I	2 credits
		The practicum course requires the development and documentation of a professional portfolio and practice of the skills in the field for topics covered in HSV 103 Empowerment Skills for Family Workers I. This course is the first half of the required practicum in the curriculum for students who want to qualify as candidates for the Massachusetts State Family Developmental Credential. Prerequisites: HSV 103 (previously or concurrently)	
HSV	113	Introduction to Human Services	3 credits
		An orientation to human services. Particular emphasis on motivation for working in human services, personal attitudes and values, consumer empowerment, inclusion, and multicultural issues. Also includes a history of human services, an overview of American human services systems, and an introduction to local human service agencies. There is a required Community Service Learning component. Prerequisite: Eligibility for ENG 101	
HSV	120	Introduction to Addiction Studies	3 credits
		An introduction to support systems that assist people with recovery from substance abuse and dependence. Theories of addiction will be highlighted in reference to issues in treatment, relapse, and prevention. Emphasis will be placed on understanding modalities of treatment and care for diverse populations affected by substance abuse issues. Relevant state and federal legislation and the role of culture will also be discussed. Prerequisite: Eligibility for ENG 101	
HSV	124	The Helping Relationship: Delivering Human Services	3 credits
		This course helps the student develop the knowledge, skills, and personal characteristics that are critical for an effective helping relationship. Students will explore helper attitudes and values, increase awareness of themselves and others, and develop active listening, empowerment, case management, and crisis intervention skills. Course material is built upon research about human behavior, life stage theory, intervention strategies and strength-based principles. Prerequisite: HSV 113, PSY 110	
HSV	125	Introduction to the Practicum	3 credits
		This course prepares students for Human Service Practicum I/II. Students will identify the developmental stages in the practicum experience as they explore their own values, goals and expectations. Students will have the opportunity to observe a variety of service delivery systems through a combination of supervised field trips, informational interviews, and service learning. In addition the course will address the Community Support Skill Standards in more detail, and assist students in the development of their Human Service Portfolios. Learning objectives and specific activities will be individualized, based on the needs of the student. There is a REQUIRED 30 hour service learning component. Prerequisites: HSV 113; HSV 124 previously or concurrently; permission of the department chair	
HSV	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. Prerequisites: This will be announced each semester based on the topic chosen	
HSV	203	Empowerment Skills for Family Workers II	3 credits
		This course provides direct support human services workers with the skills and competencies they need to facilitate family empowerment, and to help families attain a healthy self-reliance and interdependence within their community. This course is the second half of the required curriculum for students who want to qualify as candidates for the Massachusetts State Family Development Credential. Prerequisites: HSV 103, HSV 104	
HSV	204	Family Development Credential Practicum II	2 credits
		The practicum course requires the development and documentation of a professional portfolio and practice of the skills in the field for topics covered in HSV 203 Empowerment Skills for Family Workers II. This course is the second half of the required practicum in the curriculum for students who want to qualify as candidates for the Massachusetts State Family Development Credential. Prerequisites: HSV 103, HSV 104, and HSV 203 (previously or concurrently)	
HSV	205	Domestic Violence	3 credits
		An examination of domestic violence from human service, historical, psychological, cross-cultural, legal, and sociological perspectives. The extent, types, and causes of domestic violence will be analyzed. Prevention and intervention strategies necessary to those working with women, men and children who have been affected by domestic violence will also be covered. Prerequisites: Eligibility for ENG 101	

HSV	208(B)	Substance Abuse	3 credits
		This course introduces concepts relevant to the diagnosis and treatment of substance abuse, including the disease concept; the effect of alcohol and other drugs on the body; medical complications; the effect of substance abuse problems on the family and others; and special issues related to populations such as adolescents, individuals at risk for suicide, women, the elderly, and individuals with a dual diagnosis. (same as SOC 208)	
		Prerequisites: PSY 110 or SOC 110	
HSV212/(B) COM212		Group Dynamics	3 credits
		This course emphasizes an experiential approach that gives students the opportunity to develop group Membership skills necessary for professional practice. Through group exercises students experience the group concepts being studied and are given the opportunity to develop basic skills in observing and understanding human behavior, including their own, in a group context. Basic concepts in group dynamics such as cohesion, interactional patterns, roles and responsibilities within a group, norms, status, group culture, and content vs. process will be discussed. In addition, the various stages of group development and the tasks involved in each will be introduced. An understanding of the leader's role in creating a facilitating environment during the different stages of group development will also be developed.	
		Prerequisite: PSY 110	
HSV	213	Professional and Ethical Standards in the Helping Professions	3 credits
		This course facilitates students' understanding of ethical dilemmas and problem-solving frameworks related to professional conduct in the helping professions. In addition to presenting the National Organization for Human Services (NOHS) Ethical Code of Conduct and Codes of Ethics from other professional organizations as a guide, students will apply professional standards in human services.	
		Prerequisite: HSV 113 and HSV 124	
HSV	214	Treatment Methodologies in Addiction	3 credits
		This course provides students with an opportunity to learn theoretical frameworks and techniques for assisting individuals with addiction issues. Students will gain an awareness of societal, social and intercultural contexts of the historical approaches to addiction counseling. Students will develop knowledge of the range and nature of treatment modalities currently used in substance abuse counseling. Through the use of role play, case studies and videos, students will develop a personal style of interaction to support individuals with addiction issues.	
		Prerequisite: HSV 120 and HSV 124	
HSV	220	HIV/AIDS in Today's Society	3 credits
		Perspectives of HIV/AIDS will examine the basic facts about HIV/AIDS and sensitize students to public health, social policy and Human Services delivery issues as they relate to HIV/AIDS. Students will analyze the special challenges faced by AIDS-affected individuals, families, caretakers, and service providers, while exploring the AIDS pandemic from a variety of perspectives including the medial, the moral, the legal, the ethical, the spiritual, the psychological, the social and the human services contexts. In addition, students will explore their own belief systems, values, reactions and coping strategies, relate to HIV/AIDS.	
		Prerequisites: PSY 110, SOC 110 or HSV 113	
HSV	225	Human Services Administration	3 credits
		Provides an understanding of the relationship between the behaviors of workers and their human service agencies, and how such agencies might function more efficiently. Particular attention is paid to hiring, training, supervision, work conditions, and productivity. In addition to group and managerial settings and roles, there is some focus on individual clerical responsibilities, proper documentation of services, and general communication skills.	
		Prerequisite: HSV 113	
HSV	226(B)	Supervisory Relationships in the Helping Professions	3 credits
		An introductory course for supervisors in the helping professions, designed to develop the knowledge, skills, and attitudes needed for individuals in supervisory roles. Common threads throughout the course include ethics, cultural competency, belief systems, developing relationships, supervisory or leadership style, developing and working with teams.	
		Prerequisite: HSV 113	
HSV	250	Topics in Human Services	3 credits
		Surveys an area or topic in the human services professional literature and uses primary source materials to explore current and/or historical topics in human services. The focus of the course will change each semester. Students will be expected to complete a research project.	
		Prerequisites: HSV 113, ENG 101, and others appropriate to the topic, which will be announced each semester.	
HSV	288/289	Practicum in Human Services, I, II	4 credits
		Students contract for a minimum of 125 hours in each of the practicum courses (total of 250 hours) at an internship placement and participate in a weekly seminar to discuss student's field work and experiences. The student does work that familiarizes him or her with concrete and practical examples of principles studied in class through readings or research. Student interns keep logs of their activities, meet regularly with their faculty sponsors, and write papers. Students continue the development of their human services portfolios during this course.	
		Prerequisites: HSV 288: HSV 113, HSV 125, and PSY 110, with a grade of C or better; HSV 124 with a grade of C or better; and PSY 216; permission of the department chair. HSV 289: HSV 288 with a grade of C or better; permission of the department chair	

HEALTH

HTH	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 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	106	See HFN 103	
HTH	114	Medical Terminology	3 credits
		An introduction to the terminology of medicine and health care, based on the study of medical word roots, prefixes, and suffixes. Terminology is presented according to physiologic systems. In addition to basic medical terminology, the course introduces medical abbreviations and some common pharmacological terms. 3 class hours	
HTH	130	Introduction to Drug Therapy – Health Careers	2 credits
		Introduces the major drug classes, their indications, mechanisms of action, and potential for 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. Prerequisites: 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	210	Field Experience	6 credits
		Full-time supervised cooperative work experiences in Health professions. Includes exposure and experiences in all phases of the patient care within a health licensed facility. Prerequisite: GRT 110 is equal to co-requisite taken as linked course.	
HTH	280/	Cooperative Education in the Health Sciences I & II	3 credits each
HTH	281	An elective cooperative education field experience in the health sciences that provides the student with an opportunity to apply classroom theory in an actual work setting in a supervised position. Includes a weekly, 50-minute seminar that includes discussion of topics related to success on the job and career exploration, and 15 to 20 hours per week of cooperative experience. Nursing students have a special schedule of seminars and work experience designed for the summer session. Prerequisites: HTH 280: 27 credits and Nursing: NUR 101 and permission of coordinator. Medical Transcription: HIM 103 and HTH 114 and permission of coordinator. Opticianry: OPH 101, OPH 102, OPH 111, OPH 112, OPH 121, OPH 122, OPH 150, and permission of coordinator. HTH 281: Pre-requisite HTH 280	

HUMANITIES

HUM	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	206(C)	See FRH 206, GER 206, and SPA 21	
HUM	276/	Arts and Humanities Internship	1-3 credits
HUM	277/278	Internships provide students with learning opportunities not available on campus, enabling them to earn credit for unpaid, supervised practical experience, applying principles learned in the classroom or observing a professional at work. On-campus internships are supervised by a faculty member; off-campus internships are supervised collaboratively by a faculty member and an on-site professional. Appropriate supporting assignments (e.g., reading, research, journal keeping) are determined by the supervisors and the student. The division internship committee and the supervisor determine in advance whether the work will be a 1-, 2-, or 3-credit internship.	
		Prerequisites: Sophomore status, at least two previous courses in the relevant discipline, and consent of the faculty supervisor and the Arts and Humanities Internship Committee.	
		HUM 276 1 credit	
		HUM 277 2 credits	
		HUM 278 3 credits	
HUM	280/	Humanities Cooperative Education I, II	3 credits each
HUM	281	An elective cooperative field experience that provides students with the opportunity to exercise and expand their understanding of the arts and humanities by working with area theaters, galleries, printing companies, television and radio stations, community centers, or cultural resource centers. This experience encompasses the administrative as well as the creative aspects of arts- and humanities-related organizations within the community. It also offers exposure to professionals and service-oriented cultural groups within the student's chosen discipline. Fifteen to twenty hours per week of cooperative work experience. Weekly 50-minute seminars that include discussion of topics related to success on the job and career exploration.	
		Prerequisites: HUM 280: 27 credits and ENG 102	
		HUM 281: HUM 280	
LAW			
LAW	210	Introduction to Legal Studies (Fall)	3 credits
		A study of the structure of the American legal system, as well as various substantive areas of the law, including torts, family law, contract law, real estate law, criminal law and criminal procedure. The processing of legal reasoning will be explored through analysis of cases, statutes and constitutional provisions. The roles and ethical obligations of legal professionals will also be discussed.	
LAW	211	Business Law	3 credits
		A study of the sources of law, the Massachusetts and Federal Court systems, steps in civil litigation, and the general principles of tort and contract law.	
LAW	214	Principles of Litigation (Spring)	3 credits
		A study of the principles and process of civil litigation through examination and analysis of the Rules of Civil Procedures and the Rules of Evidence. Students will gain insight into the litigation process by conducting mock interviews and investigations and through drafting pleadings, motions, and other litigation-related documents.	
LAW	215/	Women and the Law	3 credits
WST	215 (B)	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, 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 relationship between employers and employees.	
MEDICAL ASSISTING			
MEA	104	Medical Manager	2 credits
		This course is designed to teach data entry skills needed by clerical workers staffing a health care facility that maintains an electronic records management capability. Emphasis is placed on basic theory and data input into the Medical Manager software.	
		Prerequisite: Keyboarding skill required	
MEA	106	Insurance, Coding, Billing & Collections	2 credits
		Designed to provide students with an understanding of the health care reimbursement system as it relates to the financial management of a health care facility. It will provide both general and detailed information that will enable the student to better understand the third party reimbursement process, including claims submission and payment.	
MEA	107	Health Office Practice & Procedures	2 credits
		Designed to introduce students to practices and procedures common to the operation of a health care office. Topics include group dynamics, personal strategies for managing time and stress, and techniques of communication that enhance the relationship of the health office staff with clients.	

MEA	108	Phlebotomy and Intravenous Techniques This introductory course provides the student with the knowledge of basic phlebotomy skills.	2 credits
MEA	109	A & P for Medical Assisting Presents an introduction to the human anatomy and physiology with 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.	2 credits
MEA	110	Introduction to Medical Assisting This introductory course is designed to provide the student with an orientation into the field of Medical Assisting. The student will explore communication skills, stress reduction; ethical conduct, legal/ethical issues, and confidentiality/privacy within the health care field.	2 credits
MEA	125	Electrocardiogram for Medical Assistants This course will introduce the students to the basics of a Twelve-Lead Electrocardiogram. This course will cover the following topics: cardiology of the heart, details of the electrical activity of the heart, cardiac arrhythmias, treatment of cardiac arrhythmias based on the standards of the American Heart Association. All students will perform electrocardiography (12-lead EKG) on fellow students.	2 credits
MEA	150	Introduction to Drug Therapy 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 prescriptions 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.	2 credits
MEA	210	Clinical Medical Assisting Techniques This course teaches the student the basic components necessary to work in a clinical environment. Topics include obtaining patient history, vital signs, preparing the patient for examination, medical asepsis and sterilization procedures. The student will also become certified in basic first aid and CPR. Students must take this course the semester before taking MEA 220.	3 credits
MEA	220	Medical Assistant Externship 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.	3 credits

MANAGEMENT

MGT	230	Principles of Management 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.	3 credits
MGT	231	Human Resource Management Human resource management refers to the policies and procedures needed to carry out the people aspects of management. The course focuses on the process of hiring, developing, motivating, and evaluating employees to achieve organizational goals. This includes managing the following policies and practices: job analyses, labor needs, employee recruiting, selection, orientation and training; compensation benefits programs, performance appraisal processes, counseling and disciplining procedures. Human resource managers are also responsible for equal opportunity employment practices; affirmative action and employee health & safety programs; facilitating grievance procedures; and managing labor relations.	3 credits
MGT	235	Entrepreneurship I 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; legal forms of organization; funding sources; use of financial information for decision making; the management team; the concept of social entrepreneurship.	3 credits
MGT	236	Entrepreneurship II This course is designed to take students step-by-step through the preparation process to open and operate a small business. Upon completion of the course, each student will have prepared a business plan and will have the knowledge and expertise to assist them in developing adequate capitalization for his/her venture. This plan may be built on a student's individual business concept or on a business concept provided. Prerequisites: MGT 235 and MKT 240 or Permission of Instructor;	3 credits
MGT	240	Organizational Behavior This course provides a conceptual framework for understanding organizational functions and the dynamics of individual and group behavior within organizational settings. Organizational theory and structure are studied within the context of the course, as well as the complexities of decision-making, communications, interpersonal interaction, and conflict within organizational settings. Prerequisite: MGT 230	3 credits

MARKETING MANAGEMENT

MKT	110	Principles of Retailing (Fall) Introduces the basic concepts and methods of retail store management and merchandising. Topics include the various types of retail operations, store facilities management, retail location, logistics systems, retail control systems, customer communications, legal and ethical; aspects of retailing, and human resource management in a retail environment.	3 credits
MKT	226	Principles of Advertising A study of basic advertising principles for the promotion of consumer and industrial products to the appropriate market segments. Includes a study of advertising media, including newspapers, magazines, radio, television, out-of-home, sales promotion, and direct mail. Also reviews the legal and societal aspects of advertising.	3 credits
MKT	227	Customer Service and Sales Demonstrates the strong link between quality service and profitable sales as a means to increase market share. Emphasis is on developing effective sales techniques, communication skills, product knowledge, and consumer behavior.	3 credits
MKT	240	Principles of Marketing An introduction to marketing and its role in the success of organizations and today's economy – both U.S. and global. Focus will be on building a sound understanding of the role of the consumer in developing marketing strategies, including the design of the marketing mix – product, price, distribution and promotion. The relationship of marketing to the behavioral sciences will all be emphasized along with the influence of information technologies and e-commerce.	3 credits

MATHEMATICS

Placement in Mathematics

The Mathematics Placement Examination (MPE) helps determine that students are properly prepared for mathematics courses. The MPE is given at several times during the year or on demand. Detailed information will be sent to all newly admitted students. Students currently enrolled at the college who have never taken the MPE and who wish to take one of the courses for which it is a prerequisite should make arrangements in the educational planning center, FR 271, to take the MPE. Some students may need to take one or more developmental mathematics courses. There are three starting points in the developmental sequence, depending on the score on the MPE: Basic Mathematics (MTH 075), Introductory Algebra (MTH 085), and Intermediate Algebra (MTH 095). A grade of C- or better is required to enter successive 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	010	Math Study Skills Includes math study strategies and supplemental instruction for students who are currently or will be taking developmental math courses. Credits earned in this course do not count toward the total credits required for graduation.	1 credit
MTH	075	Basic Mathematics Arithmetic Skills, operations on numbers, fractions, decimals, calculation, measurement, equations, formulas, elementary geometry, and problem solving. Credits earned in this course do not count toward the total credits required for graduation. 4 class hours	4 credits
MTH	085	Introductory Algebra An introduction to the ideas, notation, and techniques of elementary algebra, graphs, and problem solving. Credits earned in this course do not count toward the total credits required for graduation. Prerequisite: MTH 075 with a grade of C- or better, or adequate score on the Mathematics Placement Examination. 4 class hours	4 credits
MTH	095	Intermediate Algebra An intermediate-level study of topics in algebra, graphs, and problem solving. Credits earned in this course do not count toward the total credits required for graduation. Prerequisite: MTH 085 with a grade of C- or better, or adequate score on the Mathematics Placement Examination. 4 class hours	4 credits
MTH	100	Problem Solving Seminar This "studio" course is about solving non-routine, interesting, and somewhat challenging problems in elementary mathematics, outside the context of a regular course. Students may expect to use the math that they already know, but may also need to discover new methods in mathematical problem solving. Doing problems, both alone and in groups, is the major part of the course, but strategies for solving problems will also be examined. Some mathematics new to the student will inevitably be learned along the way. A requirement of the course is to take part in the AMATYC-sponsored Student Mathematics League Math Competition (for intersession or summer students, we will simulate that experience since the competition takes place in fall and spring only). This course is recommended for mathematics, science, or engineering majors who hope to do creative work in their field, and for anyone who loves to work on puzzles or solve problems from a mathematical perspective. Prerequisite: MTH 095 with a grade of C- or better or adequate score on the MPE 5/3 Studio hours	1 credits

MTH	104(D)	College Algebra A college-level course including more advanced topics in algebra, functions, graphs, and problem solving. Prerequisite: MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination 4 class hours	4 credits
MTH	107(D)	Trigonometry Intended primarily for the student who is or will be studying calculus. Topics include circular functions of real numbers, graphs, identities, inverse functions, trigonometric functions of angles, and applications. MTH 107 may be taken concurrently with MTH 111 by those students who lack trigonometry but are otherwise prepared for calculus. Students may not receive credit for both MTH 107 and MTH 108. Prerequisite: MTH 104 with a grade of C- or better or adequate score on the Mathematics Placement Examination	3 credits
MTH	108(D)	Precalculus A study of algebraic, trigonometric, exponential and logarithmic functions as a preparation for calculus. Topics include graphs, operations, inverses, translation of graphs, equations and inequalities, mathematical modeling and other applications. Students may not receive credit for both MTH 107 and MTH 108. Prerequisites: MTH 104 with a grade of C- or better, or adequate score on the Mathematics Placement Examination 4 class hours	4 credits
MTH	111(D)	Analytic Geometry and Calculus I Graphs, functions, limits, continuity, the derivative, Mean Value Theorem, extrema, and other applications. Prerequisite: MTH 107, MTH 108, or adequate score on Mathematics Placement Examination 4 class hours	4 credits
MTH	112(D)	Analytic Geometry and Calculus II The integral, the Fundamental Theorem of Calculus, differentiation and integration of transcendental functions, techniques of integration, areas, volumes, and other applications. Prerequisite: MTH 111 4 class hours	4 credits
MTH	113 (D)	Calculus I Functions, limits, continuity, the derivative, applications, the integral, the fundamental theorem of calculus. Prerequisite: MTH 108 or adequate score on the Mathematics Placement Exam 5/3 Studio hours	4 credits
MTH	114 (D)	Calculus II Antiderivatives, techniques of integration, applications, infinite series, approximating functions, Taylor series. Prerequisite: MTH 113	4 credits
MTH	120	Technical Mathematics Consists of a quick review of arithmetic, introduction to calculators, scientific notation, the metric system, exponents and radicals, solution of linear and quadratic equations, topics in statistics, the rectangular coordinate system, exponential and logarithmic functions, the right triangle, and selected topics from trigonometry with applications in applied fields. Topics and emphasis may vary depending on the composition of the class. Prerequisite: MTH 075 with a grade of C- or better or passing score on the Mathematics Placement Examination 4 class hours	4 credits
MTH	125 (D)	Number Systems 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 095 or equivalent score on the Mathematics Placement Examination 3 class hours	3 credits

MTH	130	Math That Matters: Drugs and Dosages	3 credits
		Intended for students in the Veterinary Technician program, or other individuals in the health professions who have the responsibility for the preparation and administration of medications. Mathematics fundamentals will be covered along with systems of measurement and their equivalents, unit conversions, dosage measurement equipment, interpretation of the medication order, calculation of oral, parenteral and intravenous drug dosages, percentage preparations and dilution, and concentration.	
		Prerequisites: MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination	
MTH	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 equivalent score on the Mathematics Placement Examination	
		3 class hours	
MTH	142(D)	Statistics	3 credits
		Graphical description of data, measures of central tendency and variability, probability and probability distributions, central limit theorem, estimation of parameters, testing hypotheses, regression and correlation, analysis of variance, and other topics in statistical inference.	
		Prerequisite: MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination	
MTH	150(D)	Introduction to Symbolic Logic	3 credits
		Mathematical and scientific truths; formal symbolic logic, arguments, methods of proof, quantification, basic concepts of sets and set operations, and Boolean algebra and its relation to statement calculus	
		Prerequisite: MTH 095 or adequate score on Mathematics Placement Exam	
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: MTH 095 or adequate score on Mathematics Placement Exam	
MTH	160(D)	Introduction to Matrices and Linear Programming	3 credits
		For students in business. Topics covered include vectors, matrices, determinants, systems of linear equations, the Gauss-Jordan method, and linear programming with business applications.	
		Prerequisite: MTH 095 with a grade of C- or better or adequate score on the Mathematics Placement Examination	
MTH	162(D)	Applied Calculus	3 credits
		The elements of calculus: functions, limits, the derivative, antiderivatives and definite integrals, with applications to business.	
		Prerequisite: MTH 104 with a grade of C- or better or adequate score on the Mathematics Placement Examination.	
MTH	172	Mathematics for Finance	3 credits
		A mathematics course designed to enrich the student's understanding of classic financial models including simple and compound interest, annuities and varied applications as found in business management and investments. The business calculator and spreadsheet analysis will be featured throughout the course.	
		Prerequisites: MTH 095 with a grade of C- or better, or adequate score on the Mathematics Placement Examination	
MTH	205(D)	Linear Algebra	3 credits
		Fundamental concepts of linear algebra: systems of equations, matrices, determinants, vector spaces, eigenvectors, and eigenvalues, with applications.	
		Prerequisite: MTH 112 or MTH 114 previously or concurrently	
MTH	211(D)	Analytic Geometry and Calculus III	4 credits
		Limits involving infinity, improper integrals, infinite series, power series, polar coordinates, conic sections, vectors and vector calculus in the plane, and plane curves.	
		Prerequisite: MTH 112	
		4 class hours	
MTH	212(D)	Analytic Geometry and Calculus IV	4 credits
		Vectors and vector calculus in 3-space, cylindrical and spherical coordinates, surfaces and curves, functions of several variables, multiple integrals, vector fields, line and surface integrals, Green's, Divergence, and Stokes' Theorems.	
		Prerequisite: MTH 211	
		4 class hours	

MTH	213(D)	Calculus III Vectors in two and three dimensions, vector-valued functions, partial derivatives, multiple integrals, line and surface integrals. Prerequisites: MTH 114	3 credits
MTH	214(D)	Differential Equations First order and simple higher-order ordinary differential equations, linear equations, Laplace transforms, additional topics, and applications Prerequisites: MTH 212, and MTH 213 previously or concurrently	3 credits
MTH	230(D)	Discrete Mathematical Structures Topics will be chosen from analysis of algorithms, feasibility, intractability, graph theory and trees, induction and recursion, counting techniques, and Boolean algebra. A rigorous course dealing with both theory and applications. Prerequisite: MTH 111 or MTH 113	3 credits

MEDICAL RECORD TECHNOLOGY - See Health Information Management

MUSIC

(Fall sequence courses must be taken in order.)

MUS	100(C)	Music Fundamentals Open to all students who want to learn how to read music and learn introductory music theory. Covers reading and writing pitches and rhythmic patterns, major and minor scales and key signatures, intervals, and chords. Also provides a basic introduction to the keyboard. No previous experience is necessary.	3 credits
MUS	105(C)/	Music Theory 1, 2, 3, 4	3 credits each
MUS	107(C)/	MUS 208(C) / MUS 209(C) A study of the theoretical principles, formal designs, and stylistic tendencies associated with Western music from the 18th century to the present. The course emphasizes analysis, written exercises using computer notation software, and creative composition. Theory 1 includes a review of the fundamentals, followed by figured bass, Roman numeral analysis, cadences, non-chord tones, instrument transpositions, and melodic and textural organization. Theory 2 continues with voice leading in two and four voices, harmonic progression, seventh chords, secondary dominants, and modulation. Theory 3 covers chromatic harmony and an introduction to eighteenth century counterpoint. Theory 4 includes analysis of form, extended harmonies of the Romantic period, and twentieth century and contemporary compositional techniques. Courses must be taken in sequence. Prerequisite: (for Theory 1) MUS 100 with a grade of "B" or better, or equivalent	
MUS	106(C)	Introduction to World Music 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.	3 credits
MUS	110(C)	Introduction to Classical Music 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.	3 credits
MUS	111/	Holyoke Civic Orchestra 1, 2, 3, 4	1 credit each
MUS	112/	MUS 213 / MUS 214 A community activity that combines the talents of qualified college and high school musicians, adult amateur, and professional musicians. Enrolled students are expected to participate in all rehearsals and the series of scheduled concerts. Prerequisite: Permission of the instructor 3 class hours each	
MUS	115/	Voice, Woodwind, String, Brass, and Percussion Methods	2 credits each
MUS	116/	MUS 117 / MUS 118 / MUS 125 Open to all students. Provides the training needed to teach others in specific areas of instrumental or vocal music. Emphasis is on gaining performance skill, discussing literature and its historical significance, and arranging for the specific instrumental or vocal groups involved. Pre-/Corequisite: MUS 100, or equivalent 2 class hours each	

MUS	121/127/	Instrumental/Vocal Ensembles 1, 2, 3, 4	1 credit each
MUS	122/128/	MUS 223 / MUS 229 / MUS 224/ MUS 230	
		Performance oriented music groups, open to all students with appropriate performance skills. Students may enroll in one or more of the following categories: Brass-Wind, Electric Bass, Classical Guitar, Jazz Guitar, Early Music, Percussion, World Music, Piano, and Chamber Vocal. Specific instrumentation of some ensembles may warrant the necessity of an audition.	
MUS	131/	Aural Skills 1, 2, 3, 4	1 credit each
MUS	132/	MUS 233 / MUS 234	
		The various practical application levels of Aural Skills are coordinated with appropriate levels of Music Theory. Emphasis is on the development of sight singing and ear training skills: learning solfege; conducting/counting rhythm patterns, taking rhythmic and melodic dictation; and singing and identifying scales/modes, intervals, chords, and harmonic progressions. The computer is used as a learning tool to assist in developing these skills. Co-requisite: The corresponding level of Music Theory 105-209 2 class hours each	
MUS	135/	Class Piano 1, 2, 3, 4	1 credit each
MUS	136/	MUS 237 / MUS 238	
		Open to all students. Deals with basic piano technique, with emphasis on playing scales, intervals, and chords. This technique is used to develop sight-reading skills and a melodic awareness at the keyboard. No previous training is required for MUS 135; students with basic piano background may enter at a level appropriate to their skills, as determined by the instructor. 2 class hours each	
MUS	140(C)	Introduction to Jazz	3 credits
		Open to all students. Traces the history of jazz from its African roots to the present, covering its development through specific historical eras, including the African retentions in American jazz, work songs, spirituals, blues, early syncopated music, ragtime, the music of New Orleans, swing, big band, small combos, bebop (modern jazz), avant garde, and contemporary.	
MUS	141/	Jazz Ensemble 1, 2, 3, 4	1 credit each
MUS	142/	MUS 243 / MUS 244	
		Open to all students with appropriate performance skills. A creative ensemble performing representative music of the jazz tradition. Instrumentation balance may warrant the necessity of audition. 3 class hours each	
MUS	150(C)	Topics in Music	3 credits
		This course provides in-depth college-level study of a particular composer, era, style, or other area of interest in the field of Music. The emphasis will be on the study of Music in the humanities, exploring subject matter in terms of music history and literature, typical formal structures, technical issues, and/or comparison with other related arts. No previous musical experience is required. Topics will rotate, and selection will depend on the particular expertise of the faculty teaching the course. Prerequisite: Eligibility for ENG 101	
MUS	151/	Jazz Improvisation 1, 2, 3, 4	2 credits each
MUS	152/	MUS 253 / MUS 254	
		A performing class studying the repertoire and dealing with the techniques of jazz improvisation, including the use of scales in relation to jazz chord progressions, analysis of jazz styles and their harmonic progressions, and the practical use of instruments in the modern ensemble. Prerequisite: For Jazz Improvisation 1: MUS 100 with a "B" or better, or equivalent 2 class hours each	
MUS	155/	Concert Band 1, 2, 3, 4	1 credit each
MUS	156/	MUS 257 / MUS 258	
		Performance-oriented music group open to all students with appropriate performance skills on a band instrument. Students may be required to audition. 3 class hours each	
MUS	161/	College Chorale and Lab Chorale 1, 2, 3, 4	1 credit each
MUS	162/	MUS 263 / MUS 264	
		Open to all students. The College Chorale, a performing mixed chorus, presents public concerts of a high musical standard, with repertoire chosen from representative choral literature. The Lab Chorale develops the basic skills of music reading and the fundamentals of singing. A major goal of both chorale divisions is to provide students an opportunity to develop a "singing style" in all music that they create. During the first week of classes, students will be auditioned and placed in either the College Chorale or the Lab Chorale. 3 class hours each	

MUS	171/	Applied Music for Majors 1, 2, 3, 4	2 credits each
MUS	172/	MUS 273 / MUS 274	
		The serious study of individual music performance, through practical application of the major concentration. Each student will be assigned an Applied Music Instructor with whom he or she will study privately. Attendance is also required at both a weekly class and designated music concerts. A Music Fee is charged for the private instruction.	
		Prerequisite: Audition	
MUS	180	Introduction to Music Technology	3 credits
		A summation of the fundamental areas of music technology including: analog basics, sound reinforcement, microphone technique, digital theory and recording, mixing and mastering, MIDI sequencing, computer synthesis, computer notation, and experimental electronic music. Lectures will be followed by sessions in which all students will participate in using the HCC studio.	
MUS	181/	Musical/Theater Workshop I and II	3 credits each
MUS	182	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: Previous 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.	
MUS	191/	Applied Music Non-Major 1, 2, 3, 4	1 credit each
MUS	192/	MUS 293 / MUS 294	
		Private music lessons open to any student at any music performance level. Offered on most musical instruments or in voice. Each student will be assigned an Applied Music Instructor with whom he or she will study privately. Attendance is also required at both a weekly class and designated music concerts. Students may register for either one-half hour lessons in a "01" section or fifty-minute lessons in a "02" section. A Music Fee is charged for the private instruction.	
MUS	250(C)	Advanced Topics in Music	3 credits
		This course provides semester-long study of a topic outside the typical community college core curriculum. These topics would be covered in only a preliminary way in other department courses. It is intended for students with a background in Music. Topics will rotate, and selection will depend on the particular expertise of the faculty teaching the course. Possible topics include Conducting, Arranging, Orchestration, and Analysis.	
		Prerequisites: MUS 107 (Music Theory 2), eligibility for ENG 101	
MUS	259(C)/	Music Literature 1, 2	3 credits each
MUS	260(C)	Representative music compositions of the Western European tradition are studied critically in their historical setting.	
		MUS 259: Ancient, Medieval, Renaissance, Baroque, and the early Classic periods;	
		MUS 260: Classic, Romantic, and the 20th Century.	
		Prerequisite: ENG 102	
		Co-requisite: MUS 208 or permission of the instructor.	
NUTRITION			
NTR	101	Introduction to Nutrition	3 credits
		An introduction to the science of nutrition as it applies to everyday life. Students will learn how to apply the logic of science to their own nutritional concerns. Topics include the six major nutrients: carbohydrates, fats, proteins, vitamins, minerals, and water. The course also will examine energy balance, weight control, the digestive process, nutrition fads, supplements, fiber, and disease as it relates to nutrition and fitness. A dietary computer application is used throughout the semester to track personal dietary, energy, and fitness.	
		Prerequisite: Eligibility for ENG 101	
NTR	201	Nutrition Through the Life Cycle	3 credits
		A course designed to examine nutritional requirements needed for health promotion and disease prevention for each stage of the life cycle including: prenatal, infant, toddler, teenage, maternal, middle age and senior. Sports nutrition, eating disorders, stress, food safety and global nutrition will also be presented as it correlates to the cultural, psychosocial, and physical factors of human growth, development and maintenance. Students will design diet plans for the different stages of the life cycle so that learned nutrition principles can be applied.	
		Prerequisite: NTR 101	
NTR	230	Nutrition Science for Nutrition Majors	3 credits
		An introduction to the science of 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.	

NURSING – ASSOCIATE DEGREE

NUR	100	Introduction to Computer Technology to Support Nursing Informatics	1 credit
		This course was designed to introduce nursing students to computer skills that will be essential to their nursing careers. Students receive a brief overview of the Windows operating system, hands-on exposure to word processing, e-mail, list servers, and the Internet. The basics of WebCT conferencing software are introduced and an overview of Nursing Informatics is presented. This is a Service-Learning Course.	
		Prerequisite:	Admission to the Nursing or Pre-Health or permission of the Department of Nursing.
		Co-requisite:	None
			1 class hour
NUR	104	Introduction to Self Care and Nursing (Fall)	9 credits
		An introduction to the role of the Associate Degree Nurse in identifying and meeting the self-care needs of individuals through the application of fundamental nursing skills in assessment and intervention. The primary emphasis is the Universal Self Care Requisites. Opportunities will be provided to learn and begin to use the health/helping/nursing focus to determine appropriate nursing interventions. Content will include family theory and dynamics, diversity, communication skills, health promotion, teaching-learning theory, problem-solving process, levels of prevention and caring behaviors. College Laboratory Component: An introduction to the clinical skills used by nurses to care for patients and families. The student will have the opportunity to learn and practice designated skills in a laboratory environment. Currently, licensed PNs who meet stated criteria may seek advanced placement in lieu of this course. Clinical component utilizes local health facilities for faculty-supervised practice.	
		Prerequisite:	Admission into the Nursing Program and NUR 100
		Co-requisites:	BIO 117, NUR 105, ENG 101
			3 Class Hours; 12 Clinical Laboratory Hours, 6 Laboratory Hours
NUR	105	Nursing Issues and Trends I (Fall)	1 credit
		An introduction to historical and contemporary ethical and legal issues and trends impacting nursing today. This course serves as a foundation for personal accountability and professional conduct.	
		Prerequisite:	Admission into the Nursing Program and NUR 100 or permission of the Department of Nursing
		Co-requisite	None
			1 class hour
NUR	106	Transition to Associate Degree Nursing (Fall)	2 credits
		A course offered to those licensed practical nurses who have satisfactorily met the requirements for the Advanced Placement Option in the Associate Degree Nursing Program. The course is designed to provide knowledge and skills for transition from education and practice as an LPN to the second level of the ADN program at Holyoke Community College. The focus is on the person, the nursing process and the role of the nurse in today's health care.	
		Prerequisites:	Admission into the Nursing Program and Advanced Placement Standing
			1½ Class Hours; ½ Hour College Laboratory
NUR	121	Nursing Care as it Relates to Self Care of the Ill or Injured Person (Fall or Spring)	9 credits
		This course is a continuation of the role of the Associate Degree Nurse in identifying and meeting self care needs of individuals, families and groups. The primary emphasis is Health Deviation Self Care Requisites. Opportunities will be provided to determine appropriate nursing interventions for persons whose Self Care Requisites have been interrupted by illness or injury. Content will include commonly occurring health problems, group process, health promotion, patient-education, and levels of prevention and enhancement of previous theory. Classroom, college laboratory, and clinical experiences are combined to provide application of theoretical content in a real life setting.	
		Prerequisites:	NUR 100, NUR 104, NUR 105 OR NUR 100, NUR 104, NUR 106
		Co-requisites:	BIO 118 and PHM 110 OR permission of the Division of Nursing
			4 Class Hours; 3 College Laboratory Hours; 12 Clinical Hours
NUR	122	Nursing Care as it Relates to Self Care Across the Lifespan (Fall or Spring)	9 credits
		A continuation of the role of the Associate Degree nurse in identifying and meeting the self care needs of individuals, families and groups. The primary emphasis is the Developmental Self Care Requisites of newborns, children, adolescents, young and middle-aged adults, and pregnant and parenting families. Opportunities will be provided to determine appropriate nursing interventions to support Developmental Self Care Requisites or prevent deleterious effects of selected conditions. The student will integrate and apply content from previous nursing courses. Content will include developmental theory, health promotion, patient education, levels of prevention, and enhancement of previous theory. This course is a continuation of clinical skills used by nurses to care for patients and families of various ages who have Developmental Self Care Requisites of Newborns through Pregnant and Parenting Families. The student will have the opportunity to learn and practice in a laboratory environment: designated skills commonly used in health care settings, selected skills for Health Deviation, as well as skills required for Health Promotion for infancy through parenting families. Additionally, the course prepares the student to seek employment as a professional nurse and to sit for the NCLEX licensure examination.	
		This is a Service Learning Course	
		Prerequisites:	NUR 104 and NUR 105 OR NUR 106 (for LPN's only) and NUR 105, or permission of the Department of Nursing
		Co-requisites:	BIO 118, PHM 110, PSY 110 (Spring Semester)
			4 Class Hours; 12 Clinical Laboratory Hours; 3 College Laboratory Hours

NUR	201	Intro to the Role of the Nurse in Managing Care of Individuals, Families, and Groups (Spring)	9 credits
		The integration of the role of the Associate Degree Nurse in identifying and meeting self care needs of individuals, families and groups. The primary emphasis is nurse as manager of care and member of profession within the community. The laboratory portion of this course is a synthesis of communication, psychomotor, and physical assess skills used by nurses in providing care to patients, families and groups. Additionally, this course prepares the student to seek employment as a professional nurse and to sit for the NCLEX licensure examination.	
		Prerequisites: NUR 122, 121	
		Co-requisites: ENG 102, SOC 110, or permission of the Department of Nursing	
		4 Class Hours; 3 Laboratory Hours; 12 Clinical Laboratory Hours	
NUR	215	Nursing Issues and Trends II (Spring)	1 credit
		This course builds and expands upon the contemporary, historical, ethical and legal issues and trends impacting nursing today. The course prepares the student to practice nursing in an accountable and professional manner.	
		Prerequisite: NUR 105	
		Co-requisite: NUR 204, or permission of the Department of Nursing	
		1 Class Hour	
NUR	280/ NUR 281	Cooperative Education in the Health Sciences I & II	3 credits each
		An elective cooperative education field experience in the health sciences which provides the student with an opportunity to apply classroom theory in an actual work setting in a supervised position. Includes a weekly, 50-minute seminar that includes discussion of topics related to success on the job and career exploration, and 15 to 20 hours per week of cooperative experience. Nursing students have a special schedule of seminars and work experience designed for the summer session.	
		Prerequisite: NUR 101 and permission of department chair.	
PHILOSOPHY			
PHI	100(C)	Mythology	3 credits
		All cultures have their own myths. Are myths merely fictions, make-believe stories that distract us from more careful consideration and reflection about the world around us? To determine the meaning of myths, this course addresses the following questions: do myths present other ways of knowing the world which science and philosophy cannot achieve? What might myths tell us about ourselves, other peoples, and the natural world?	
PHI	101(C)	Introduction to Philosophy	3 credits
		A basic introduction to central questions in Western philosophy: Does God exist and how are we certain one way or the other? Does science provide reliable evidence about the way the world works? Do people have minds, souls, or are they just bodies? What makes an act the right thing to do? What is the difference between good art and bad art? Does life have no, one, or many meanings? Such questions are addressed reading classical texts in philosophy, and by arguing about these views.	
PHI	103(C)	Clear Thinking/Sound Reasoning	3 credits
		Students will learn how to improve their ability to think and reason, to better understand the basis for their opinions, and to build convincing arguments in discussions and debates. By discussing controversial moral and political topics and examining scientific studies, opinion polls, and newspaper editorials students will learn ways one should not argue (by using what philosophers call fallacious reasoning) and then learn how to make more effective arguments.	
PHI	110(C)	Comparative Religions	3 credits
		A comparative study of the major world religions, such as Hinduism, Buddhism, Judaism, Christianity, Islam, Confucianism, and Taoism, emphasizing their spirituality, beliefs, traditions, and rituals, as well as their historical development. Also critically examines selections of their scriptures.	
PHI	120(C)	Ethics	3 credits
		Focuses on how to make better philosophical arguments about moral matters and thus how to make more informed decisions in a morally complex world. Discusses some central moral theories (such as natural law, utilitarianism, Kantian moral theory, virtue ethics, and feminist moral theories) which have informed Western philosophy's views on ethical decision-making. May address different philosophical arguments on issues such as abortion, animal rights, and the death penalty.	
PHI	130(C)	Topics in Philosophy	3 credits
		A detailed examination of a particular debate or controversy in a specific aspect of philosophy. This may include such topics as philosophy and religion, specific philosophers, aesthetics, social and political philosophy, existentialism, phenomenology, feminism, environmental or medical ethics, and philosophy of law.	
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 an 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 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.
 Prerequisite: Any PHI 100-level course

PHARMACY SCIENCE AND TECHNOLOGY

PHM 110 Clinical Pharmacology 3 credits
 Provides an introduction to clinical pharmacology, the study of the effects of drugs on humans, in the context of the administration of them by health care practitioners. For each class of drugs, the course will explore generic and brand names, indications and contraindications, therapeutic dosage ranges, adverse effects, and administration implications.
 Prerequisites: BIO 111; or BIO 117/118; or current L.P.N. or R.N. licensure.
 Co-requisite: BIO 118
 3 class hours

PHYSICS

Placement in Physics
 All students planning to take PHS 111 in the spring semester must receive an adequate score on the Physics Placement Test or take PHS 101 in the fall semester.

PHS 101(D) General Physics I (Fall) 4 credits
 The principles of mechanics and fluids. Covers vectors, motion, and Newton's Laws, the Conservation Laws, gravitation, work and energy, and concepts of fluids. Applied trigonometry is taught when needed.
 Prerequisite: MTH 104 or adequate score on the Mathematics Placement Examination
 3 class hours and 3 laboratory hours

PHS 102(D) General Physics II (Spring) 4 credits
 Basic concepts and principles of electricity and magnetism, light, and modern physics. Topics include Coulomb's Law, electric field, potential, current, resistance, magnetic fields, inductance, DC circuits, AC circuits, reflection, refraction, lenses, interference, diffraction, polarization, and atomic and nuclear relationships.
 Prerequisite: PHS 101
 3 class hours and 3 laboratory hours

PHS 111(D) Physics for Engineers and Science Majors I (Spring) 4 credits
 The study of particle kinematics and dynamics, work and energy, conservation laws of energy and linear momentum, rotational kinematics and dynamics, conservation of angular momentum, and simple harmonic motion. Calculus is used throughout the course.
 Co-requisite: MTH 113 3 class hours and 3 laboratory hours

PHS 112(D) Physics for Engineers and Science Majors II (Fall) 4 credits
 Concepts and principles of electricity and magnetism leading to Maxwell's equations. Topics covered are charge and matter, Gauss' Law, electrical potential, capacitors and dielectrics, current and resistance, magnetic field, Ampere's Law, Faraday's Law, inductance, electromagnetic oscillations, alternating current, and electromagnetic waves.
 Prerequisites: PHS 111 and MTH 114
 3 class hours and 3 laboratory hours

PHS 201(D) Physics for Engineers and Science Majors III (Spring) 4 credits
 An introduction to wave theory and optics with major emphasis on modern physics. Topics include wave motion, optics, relativity, the quantum theory of light, the particle nature of matter, matter waves, quantum mechanics in one and three dimensions, atomic structure, solid state physics, and nuclear structure.
 Prerequisite: PHS 112
 Co-requisite: MTH 213
 3 class hours and 3 laboratory hours

PRACTICAL NURSING (LPN)

PNR	100	Success in Practical Nursing	1 credit
		This course is designed to provide the Practical Nursing students with the opportunity to develop academic skills that are essential to enhance their success in the Holyoke Community College (HCC) Practical Nursing Program and in the workplace. Specific course components are note taking, study skills, college transition, how to review a textbook, math calculation, etc. It also includes an overview of the Windows operating system. Prerequisite: Admission to the Practical Nursing Program 1 Class Hour	
PNR	130	Issues and Trends	1 credit
		An introduction to the historical and contemporary legal and ethical issues and trends affecting nursing and healthcare today. This course serves as a foundation for personal and professional accountability and conduct for Practical Nursing. Introduction to leadership and management. Prerequisite: Admission to the Practical Nurse Program Co-requisite: BIO 111, PSY 100, PNR 100, PNR 120, NUR 100, or permission of the Department of Nursing Prerequisites: PNR 100 or permission of the Department of Nursing Co-Requisite: BIO 111, PSY 110, PNR 140 and PNR 145 1 Class Hour	
PNR	140	Introduction to Self Care and Nursing for Practical Nurses	9 credits
		An introduction to the role of the practical nurse in identifying and meeting the self-care needs of individuals, patients, families or significant others. The primary emphasis is on meeting the Universal Self care requisites with attention to assessments. Beginning opportunities will be provided to learn and apply the health/helping nursing focus with patients, families and groups. Integrated into this course are the principles of diversity, communication skills, microbiology, nutrition, pharmacology, teaching and learning, problem-solving process, levels of prevention, and caring behaviors. Supervised clinical experience is provided in area hospitals, long-term care facilities, and other community health care agencies. Prerequisite: Acceptance into the Practical Nurse Certificate Program and Completion of PNR 100 Co-requisite: BIO 111 or BIO 117/118, PSY 110, PNR 130, PNR 145, or permission of the Department of Nursing 4 Class Hours, 15 Clinical Hours	
PNR	145	Practical Nursing Lab I	2 credits
		This course is an introduction to the clinical skills used by practical nurses to care for individuals, Patients, families or significant others. The student will have the opportunity to practice and learn the designated skills in a laboratory environment. Prerequisite: Acceptance into the Practical Nurse Certificate Program and Completion of PNR 100 Co-requisite: BIO 111 or BIO 117/118, NUR 100, PNR 130, PNR 140, PSY 110 or permission of the Department of Nursing 6 College Laboratory Hours	
PNR	150	Nursing Care as it Relates to Self-Care of the Ill or Injured Adult/Child I	4 credits
		This course presents the role of the practical nurse in assisting to identify and meet the self-care needs of the individuals, patients, families or significant others. The emphasis is on the Health Deviation self-care requisites of adults and children. The content will include commonly occurring health problems, nutritional and pharmacological interventions, health promotion, patient education, and levels of prevention. Clinical experience is provided in area hospitals, long-term care facilities and other community health agencies. Prerequisite: BIO 111, PSY 110, PNR 100, PNR 130, and PNR 140, PNR 145 or permission of the Division of Nursing 5 Class Hours, 15 Clinical Hours, 3 weeks long – January intersession	
PNR	156	Nursing Care as it Relates to Self Care of the Ill and Injured Child/Adult II	9 credits
		A continuation of the role of the practical nurse in identifying and meeting the self-care requisites of individuals and families. The emphasis continues on the Health Deviation, self-care requisites of adults and children. The content will include commonly occurring health problems, nutritional and pharmacological interventions, health promotion, patient education, and levels of prevention. Clinical experience is provided in area hospitals, long-term care facilities and other community health agencies involved with adults and children. Prerequisite: BIO 111, PSY 110, PNR 100, PNR 120, PNR 130, PNR 140, PNR 145, PNR 150, or permission of the Department of Nursing Co-requisite: PNR 161, PSY 216 4 Class Hours, 15 Clinical Hours, Offered in the Spring Semester	
PNR	161	Practical Nursing Lab II	2 credits
		This course continues to present the clinical skills used by practical nurses to care for clients, adults and children with health deviations. The student will have the opportunity to practice and learn the designated skills in a laboratory environment. Prerequisites: BIO 111, PSY 110, PNR 100, PNR 130, PNR 140, PNR 145, PNR 150 or permission of the Department of Nursing Co-requisite: PSY 216, PNR 156 or permission of the Department of Nursing 6 Lab Hours	

PNR 165 Nursing Care as it Relates to Self Care Development Needs of Adults and Children 4 credits
 A continuation of the roles of the practical nurse in assisting to identify and meet the self care needs of individuals, patients, families or significant others. The primary emphasis is on developmental self care requisites. The student will integrate content from previous nursing courses at the practical nurse level. The content will include the normal child and child bearing/maternity cycle, developmental theory, patient education, levels of prevention and basic management skills appropriate to the scope of practice of the practical nurse. The student will explore aspects of care and health care requirements for the pediatric client. Clinical experience is provided in area hospitals, and other community health agencies.
 Prerequisites: Acceptance into the Practical Nursing Certificate Program. BIO 111, PSY 110, PSY 216, PNR 100, PNR 130, PNR 140, PNR 145, PNR 150, PNR 156, PNR 161 or permission of the Department of Nursing.
 6 Class Hours; 12 Clinical Hours, 6 weeks long, offered in the summer session.

POLITICAL SCIENCE

POL 101(B) Introduction to Political Science 3 credits
 An introduction to the philosophical and theoretical foundations of political science. Particular attention will be given to classic and contemporary texts that trace the development of the essentially contested concepts at the core of political science.
 Prerequisite: Eligible to enroll in ENG 101

POL 110(B) U.S. National Government 3 credits
 An introduction to the structure, functions, and politics of the United States national (federal) government within its historical, constitutional, social, and theoretical contexts.

POL 120(B) State and Local Government 3 credits
 An introduction to the structure, function, and politics of United States government at the state, county, and municipal levels, emphasizing their roles within the federal system.

POL 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, election and participants in each state covered.

POL 140(B) Civil Liberties and Civil Rights 3 credits
 An examination of the law and politics of civil liberties and civil rights in the United States. Attention will be focused on civil liberties and civil rights as major constitutional principles, as well as on major contemporary challenges to those principles.

POL 150(B) Introductory Topics in Political Science 3 credits
 In this course students will survey classic political texts and sample the relevant scholarship of political science to explore a current and/or historical topic in political science. The focus of the course may change each time it is offered.

POL 230(B) Topics in Political Science 3 credits
 In this course students will survey the political science literature and use primary source materials to explore a current and/or historical topic in political science. The focus of the course will change each semester. Students will be expected to complete a research project.
 Prerequisites: One previous POL class, ENG 101, and others appropriate to the topic, which will be announced each time the course is offered.

PHYSICAL SCIENCE

PSC 140(D) Topics in Chemistry 4 credits
 An introductory course in chemistry for the general student. Development of atomic theory, the nature of chemical bonding, and the relationship between matter and energy. Specific topics are chosen by the instructor and may include chemistry and pollution, the chemistry of home care and personal products, consumer chemistry, food chemistry, the chemistry of water and water pollution, the chemistry of air and air pollution, the chemistry of earth, hazardous wastes, radioactivity, and alternative energy.
 1 class hour and 3 laboratory hours

PSYCHOLOGY

- PSY 110(B) Introduction to Psychology 3 credits**
Introduction to the study and principles of behavior. Topics include general principles of scientific investigation; physiological bases of behavior including sensation, perception, learning, emotion, and motivation; development; individual differences; attitudes; and group dynamics.
Prerequisites: Passing scores on the English Placement Examinations or satisfactory completion of ENG 097 and ENG 098.
- PSY 142(D) Statistics for Psychology and the Social Sciences 3 credits**
An introduction to statistics for students interested in careers in psychology or related fields. Descriptive and inferential statistics are applied to psychological and social problems. Topics include probability theory, descriptive statistics, the binomial and normal distributions, confidence intervals, chi-square tests, t-tests, analysis of variance, correlation, and simple regression. A computer-based statistical package is used to analyze data.
Prerequisites: PSY 110, and MTH 095 with a grade of C- or better, or adequate score on the Mathematics Placement Examination
- PSY 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-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.
Prerequisite: PSY 110
- PSY 203(B) Human Sexuality 3 credits**
Analyzes sexual patterns and attitudes in contemporary American society. Topics include sex roles and models in contemporary society, male and female anatomy and physiology, sexual response, family planning and birth control, birth, and sexual dysfunction.
Prerequisite: PSY 110
- PSY 210(B) Social Psychology 3 credits**
An introduction to the study, principles and findings of Social Psychology. Topics include methods of research; social perception (self-perception; perception of others; perceiving groups); social influence (attitudes and conformity); social relations (attractions, altruism and aggression); applying social psychology (law, business and health). Same as SOC 210.
Prerequisite: PSY 110 or SOC 110
- PSY 215(B) Child Psychology 3 credits**
Facts and principles of child development including maturational, emotional, intellectual-cognitive, verbal, and social factors at various ages. Theories regarding personality development and intellectual growth are examined.
Prerequisite: PSY 110
- PSY 216(B) Human Development 3 credits**
A study of human development with emphasis on the broad physical, maturational, and behavioral changes occurring throughout the life span and the factors and conditions that influence these changes.
Prerequisite: PSY 110
- PSY 217(B) Abnormal Psychology 3 credits**
Abnormal behavior, including major categories of deviant behavior. Emphasis is on various contemporary approaches to their understanding and treatment.
Prerequisite: PSY 110
- PSY 218(B) Adolescent Psychology 3 credits**
An exploration of adolescent changes including physical, maturational, cognitive, social, and emotional factors. Adolescent development is also viewed from various theoretical points of view. Vocational and educational developments are considered.
Prerequisite: PSY 110
- PSY 220(B) Educational Psychology 3 credits**
A study of the principles of development, learning, and measurement applied to educational situations. Examination of contemporary theories of learning.
Prerequisite: PSY 110
- PSY 222(B) Research Methods in Psychology 3 credits**
An introduction to research methods in psychology or related fields. Covers literature reviews, critical evaluations of articles in professional journals, the design of research studies, and use of a computer-based statistical package to analyze data. Independent research focuses on the procedures involved in conducting studies and writing research reports. Group laboratory exercises are included.
Prerequisites: PSY 110 and PSY 142

PSY	224 (B)	Psychology of Women 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	3 credits
PSY	225(B)	Psychology of Men 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	3 credits
PSY	230(B)	Topics in Psychology Surveys the psychological literature and uses primary source materials to explore a current and/or historical topic in psychology. Includes a research project. The focus of the course will change each semester. Prerequisite: PSY 110, ENG 101 and others appropriate to the topic as announced	3 credits
PSY	233(B)	Psychology of Aging 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	3 credits
PSY	240(B)	Forensic Psychology 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	3 credits
PSY	242(B)	Introduction to Interviewing Theory and Practice in Counseling An introduction to instruments, techniques, and theories of counseling. Procedures such as observation, individual appraisal, and case reports are presented in the context of philosophies and issues in counseling. Prerequisites: PSY 110 2 class hours and 2 laboratory hours	3 credits
PSY	250(B)	Psychology of Sport Examines how the major theoretical frameworks in psychology relate to sport. The focus is on how an understanding of psychological concepts such as achievement, motivation, personality theory, aggression, and anxiety can be used to facilitate the athlete's enjoyment and performance in sport. Prerequisites: PSY 110	3 credits
PSY	260(B)	Personality 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	3 credits
PSY	265 (B)	Cognitive Psychology 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	3 credits
PSY	270 (B)	Mind, Brain and Behavior An introduction to the neural foundations for behavior. Topics include how neuroscientists and cognitive neuroscientists study the brain and nervous system, the organization of the brain and nervous system, the major brain circuits and brain functions, and some major brain diseases and disorders. Prerequisite: PSY 110; an introductory biology course is also recommended.	3 credits

PSY	276/	Internship in Psychology	1-3 credits
PSY	277/		
PSY	278	A project designed by an interested student and a sponsoring faculty member and approved by Division committee. The student does work off campus that familiarizes him or her with concrete and practical examples of principles studied in classes through reading or research. Student interns keep logs of their activities, meet regularly with their faculty sponsors, and write papers.	
		Prerequisites: 2 PSY courses and permission of instructor	
		PSY 276 1 credit	
		PSY 277 2 credits	
		PSY 278 3 credits	

PSY	288/	Practicum in Psychology I, II	1 credit
PSY	289	Each course provides a forum to discuss experiences, develop plans, and assess present learning and future needs. During the weekly seminar meetings, students will have the opportunity to share their field experience in a group setting.	

RADIOLOGIC TECHNOLOGY

RDL	115	Patient Care I	3 credits
		Introduces new radiography students to the basic skills required for participation in the clinical experience portions of the program. Topics covered are 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 study of the leading causes of death. Sessions include demonstration and practice of patient care procedures.	
		Prerequisite: Acceptance into program	
		Co-requisite: 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 basic radiation protection, film/screen versus 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.	
		Prerequisites: MTH 095 with a C- or equivalent on the Mathematics Placement Examination	
		Co-requisite: RDL 141	

RDL	123	Radiographic Techniques and Control II	3 credits
		Radiographic circuits are studied to understand technique control. Quality Assurance standards and procedures are presented. Lab experiments are performed to further understand QA practice.	
		Prerequisite: RDL 122	
		Co-requisite: RDL 142	

RDL	132	Radiographic Positioning and Related Anatomy I	3 credits
		Introduces basic radiation protection and positioning concepts. Anatomy of the chest, abdomen, upper extremity, lower 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 affiliates, where the student practices these positions during his or her clinical education.	
		Prerequisite: Acceptance into program	
		Co-requisites: RDL 141 and BIO 117	

RDL	133	Radiographic Positioning and Related Anatomy II	3 credits
		Study of the spine, skull, and facial bones.	
		Prerequisites: RDL 132 and BIO 117	
		Co-requisites: RDL 142 and BIO 118	

RDL	141	Clinical Education and Lab Experience I	2 credits
		Under the supervision of staff technologists, students carry out the radiographic procedures covered in classes during the summer and fall semesters. Competency in these procedures is assessed through Competency Testing of previously learned procedures.	
		Prerequisite: Acceptance into program	
		Co-requisites: RDL 122 and 132	
		20 hours per week/10 weeks	

RDL	142	Clinical Education and Lab Experience II	3 credits
		Application of skills in the performance of all examinations thus far covered, and Competency Testing as scheduled.	
		Prerequisite:	RDL 141
		Co-requisites:	RDL 123 and 133
		20 hours per week/15 weeks	
RDL	158	Clinical Internship I (Winter Intersession)	1 credit
		Under the supervision of staff technologists, students apply the principles of radiology learned in previous semesters and gain valuable experience.	
		Prerequisite:	RDL 115
		40 hours per week/2 weeks	
RDL	190	Radiologic Instrumentation	3 credits
		Concepts of radiation and fundamental principles of physics as applied to diagnostic imaging equipment. Forms of electromagnetic radiation and radiation interactions with matter, principles of operation of X-ray transformers, circuits, rectification, and accessory machine devices will be covered.	
		Prerequisite:	RDL 123
		Co-requisite:	RDL 242
RDL	215	Patient Care II	2 credits
		Patient care skills are covered as a continuation of RDL 115. Topics covered include medical law, medical emergencies, health and wellness, venipuncture and patient care procedures. Sessions include demonstration and practice of venipuncture and patient care procedures.	
		Prerequisite:	RDL 115 and RDL 142
		Co-requisite:	RDL 251
RDL	221	Advanced Procedures and Techniques I	3 credits
		A review of 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, Tomography, and Mammography. Also includes an image evaluation course to assist in determining the quality of radiographs and the diagnostic value of images.	
		Prerequisite:	RDL 123
		Co-requisite:	RDL 241
RDL	233	Special Radiographic Studies and Contrast Media	3 credits
		Elements of radiographic contrast media are related to specific procedures. Covers special radiographic examinations including examinations of the gastrointestinal system, urinary system, circulatory system, and nervous system. Invasive and non-invasive procedures are also covered.	
		Prerequisites:	RDL 133 and BIO 118
		Co-requisite:	RDL 241
RDL	234	Advanced Imaging and Radiobiology	3 credits
		Covers the more sophisticated equipment and imaging modalities found in most radiology departments; e.g., CT scanning, MRI, and Digital Radiography/Fluoroscopy. The subject of Radiobiology is included to expand understanding of the effects of radiation on the human body and the necessity of radiation protection measures.	
		Prerequisite:	RDL 221
		Co-requisite:	RDL 242
RDL	241	Clinical Education and Lab Experience III	3 credits
		With less direct supervision, students carry out some of the more specialized radiographic procedures and operate equipment used for these procedures. Rotations to various clinical areas continue. Competency testing is conducted.	
		Prerequisites:	RDL 251, 142, and BIO 118
		Co-requisites:	RDL 221 and 233
		Approximately 20 hours per week/15 weeks	
RDL	242	Clinical Education and Lab Experience IV	3 credits
		Practice in the procedures and studies covered in previous Clinical Education and Internship experiences are continued. Indirect supervision of the student is allowed. Competency Testing for all studies of the skull is carried out. Students who receive an incomplete in the course will have six weeks following spring semester to complete clinical assignments.	
		Prerequisites:	RDL 241
		Co-requisites:	RDL 190 and 234
		Approximately 20 hours per week/ 15 weeks	

RDL 251 Clinical Internship II (Summer) 4 credits
 This experience will be full-time, five days a week in the clinical affiliate. Includes opportunities to synthesize and put into practice all previously learned information and procedures. The extended period of time allows refurbishing of skills, improves speed, and increases efficiency in carrying out routine procedures. Competence Testing continues.
 Prerequisites: RDL 241
 40 hours per week/11 weeks

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.

SCIENCE AND TECHNOLOGY

SEM 110 (D) 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.
 3 class hours and 3 laboratory hours

SEM 111(D) Introduction to Robotics II 4 credits
 As a continuation of EGR 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: SEM 110

SEM 112(D) 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 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.
 3 class hours and 3 laboratory hours

SEM 116(D) Astrobiology: Creation, Evolution, and Life 4 credits
 Bring your willingness to ponder some big questions as we explore the rich and awe-inspiring story of the origin and evolution of energy, matter, and life as it is unfolding. What is the fascinating connection between life and the stars? Is there other life in the universe? How is the universe changing, and what will the fate of the Earth be? This course looks at new findings about the 15 billion year history of the cosmos from the diverse perspectives of astronomy and biology in classroom and laboratory settings to answer these questions and more.
 3 class hours and 3 laboratory hours

SEM 130(D) Topics in Science 4 credits
 An exploratory course in natural science. May include contemporary topics involving exciting new developments in botany, chemistry, genetics, geology, human biology, oceanography, physics, and zoology. Issues such as radioactivity and the disposal of nuclear waste, fossil fuels and nuclear energy, gene technologies, and human population growth will be discussed from a scientific perspective.
 3 class hours, and 3 laboratory hours

SEM 280 Cooperative Education in Science, Engineering, and Mathematics I and II 3 credits each
SEM 281 Cooperative field experience that provides the opportunity to exercise and expand hands-on experience with local area businesses and industries. Includes administrative and other aspects of major related work within the community. A minimum of fifteen hours per week cooperative experience, plus a weekly, 50-minute seminar that include discussion of topics related to success on the job and career exploration.
 Prerequisites: **SEM 280**; 27 credits and 2 semesters of course work in an SEM academic program (dependent on particular program) or CHM 102, CHM 114, or CHM 124, ENV 140

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)**
- SOC 204(B) Sociology of Death and Dying 3 credits**
Information about and problems of death and dying from a sociological perspective. Major topics include the demography of death; cross cultural, subcultural, and religious views of death and dying; sociological analysis of funerals; aging and death; and the dying patient and caring institutions.
Prerequisite: SOC 110
- SOC 208(B) Substance Abuse 3 credits**
This course introduces concepts relevant to the diagnosis and treatment of substance abuse, including the disease concept; the effect of alcohol and other drugs on the body; medical complications; the effect of substance abuse problems on the family and others; and special issues related to populations such as adolescents, individuals at risk for suicide, women, the elderly, and individuals with a dual diagnosis. **Same as HSV 208.**
Prerequisites: PSY 110 or SOC 110
- SOC 210(B) Social Psychology 3 credits**
An introduction to the study, principles and findings of Social Psychology. Topics include methods of research; social perception (self-perception; perception of others; perceiving groups); social influence (attitudes and conformity); social relations (attractions, altruism and aggression); applying social psychology (law, business and health). **Same as PSY 210.**
Prerequisite: PSY 110 or SOC 110
- SOC 213(B) Urban Sociology 3 credits**
A sociological examination of urban phenomena around the world with special emphasis upon urban conditions in the United States. Particular attention is given to the urban revolution, the nature of the city, the history of urban developments, spatial and physical aspects of the urban environment, urban social structure, urban social institutions, and urban social problems.
Prerequisite: SOC 110
- SOC 214(B) Social Problems 3 credits**
A sociological examination of the nature, causes and consequences of, and potential solutions for, social problems. Attention will be focused on problems of deviant behavior, structural problems, problems of inequality, institutional problems, and global survival problems.
Prerequisite: SOC 110
- SOC 215(B) Sociology of Sex and Gender 3 credits**
An introduction to sociological perspectives on the complex historical processes that contribute to the social construction of gender. This course examines different theories generated to explain the system of inequalities in the United States. Particular attention will be given to the intersection of gender, sexuality, class, ethnicity, and race. Social change and the place of feminism in that change will be a central focus of the course.
Prerequisite: SOC 110
- SOC 220(B) Sociology of Race and Ethnicity 3 credits**
The relationships among different racial and ethnic groups and the dominant culture in the United States from a socio-historical perspective. Particular attention will be given to such concepts as dominant-minority group relations, racism, discrimination, ethnicity, immigration, assimilation, and pluralism. Some of the groups analyzed are African-Americans, Hispanic-Americans, Jewish-Americans, Asian-Americans, and Native Americans.
Prerequisite: SOC 110
- SOC 240(B) Sociology of Sport 3 credits**
An in-depth sociological analysis of sport. Examines the nature of sport, people's sport-related experiences, sport as a social institution in modern societies, and the articulation of sport with other social institutions. Special emphasis will be given to organized, competitive, and professional sport in the United States.
Prerequisite: SOC 110

SOC	250(B)	Topics in Sociology	3 credits
		In this course students will survey the sociological literature and use primary source materials to explore a current and/or historic topic in sociology. The focus of the course may change each semester. Students will be expected to complete a research project.	
		Prerequisites: SOC 110 additional prerequisites appropriate to the topic when the course is announced	
SOC	276	Internship in Sociology	1-3 credits
SOC	277		
SOC	278	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 A project designed by an interested student and sponsoring faculty member and approved by a activities, meet regularly with their faculty sponsors, and write papers.	
		Prerequisites: Two SOC courses and permission of instructor.	
		SOC 276 1 credit	
		SOC 277 2 credits	
		SOC 278 3 credits	
SPANISH			
SPA	100	Conversational Spanish	2 credits
		Attention is given to speaking and understanding the contemporary colloquial idiom of the native speaker. The course is especially concerned with giving police and other interested groups the ability to express themselves tersely in matters of interest to them.	
SPA	101	Elementary Spanish 1	3 credits
		An introduction to the Spanish language and culture, this course is designed for students without previous study of the language. The course includes oral practice of dialogues, vocabulary and basic grammar to help students communicate in Spanish at a basic level. Classes will be conducted mainly in Spanish to enable students to acquire listening and speaking skills. Grammatical content includes regular and irregular verbs in the present tense, ser vs. estar, agreement of nouns and adjectives, numbers up to 100, weather expressions, telling time. Communicative goals include introductions and greetings, talking about your classes, your family and everyday activities, describing people and things, making plans and invitations and talking about the weather.	
		Note: To take SPA 101 for credit, a student shall have successfully completed no more than two High School years of Spanish study. This policy may be waived for students who took their High School language course three or more years before they sign up for SPA 101.	
SPA	102	Elementary Spanish 2	3 credits
		This course builds on the knowledge and skills developed in Elementary Spanish 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 restaurant, describing a house or apartment, describing routines and household chores and talking about simple past events.	
SPA	105	Intensive Elementary Spanish	6 credits
		This course is a combination of SPA 101 & 102. The development of basic listening, speaking, reading and writing skills in Spanish will be emphasized in that order. Learning to communicate effectively in Spanish will be the primary goal of the course. With this aim in mind, grammar and vocabulary will be introduced based on their frequency of use and their importance for effective communication. Another major course objective is to acquaint you with Spanish culture. Specifically, you will be presented with situations in which you might find yourselves and which illustrate certain features that are sources of intercultural difference and cross-cultural misunderstandings.	
SPA	106	Topics in Spanish for the Workplace	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, Nursing, School Administrators, Bank Tellers, Business professionals, Child Care Facilities, 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 Officers	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	111	Spanish for Health Related Careers I	3 credits
		Spanish for Health Related Careers I is an elementary level course designed for people currently employed in the medical field or for those students planning a career in a health related field. This course would be beneficial for anyone in the field of medicine, nursing, pharmacology, radiographic technology, physical therapy, dentistry as well as those working as receptionists or office managers in a medical facility.	
		Prerequisite: One year of high school Spanish or one semester of college Spanish.	

SPA	112	<p>Spanish for Health Related Careers II 3 credits</p> <p>Spanish for Health Related Careers II is the second semester of an elementary level course designed for people currently employed in the medical field, or for those students planning a career in a health related field. This course would be beneficial for anyone in the field of medicine, nursing, pharmacology, radiographic technology, physical therapy, dentistry as well as for those working as receptionists or office managers in a medical facility.</p> <p>Prerequisite: SPA 111, or two years of high school Spanish, or one semester of college Spanish.</p>
SPA	120	<p>Advanced Conversational Spanish 2 credits</p> <p>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. Intense oral drills and practical vocabulary. Focus will be given to Spanish dialect from the Caribbean, Central and South America.</p>
SPA	201(C)	<p>Intermediate Spanish I 3 credits</p> <p>Starting with a solid review of first-year contents, this course introduces more advanced vocabulary and complex grammatical structures. It is designed for students who have had three or four years of High School Spanish or who have completed the first year of college Spanish. Grammatical content includes reinforcement of present and past tenses, double object pronouns, formal and informal commands, the present subjunctive with verbs of will and influence, emotion and doubt, and the perfect tenses (e.g. he hablado= I have spoken). Communicative goals include telling a basic story in the past, expressing your beliefs and opinions about issues, giving and receiving directions and giving advice to others.</p>
SPA	202(C)	<p>Intermediate Spanish 3 credits</p> <p>This course builds on the knowledge and skills developed in Intermediate Spanish 1. It is designed for students who have completed four or five years High School Spanish or who have completed one semester of intermediate college level Spanish. This course reinforces content covered in the first three semesters and introduces students to advanced grammar and vocabulary. Grammatical content includes present subjunctive in adverbial clauses, the present perfect subjunctive, the future tense, the past subjunctive, the conditional tense, the conditional perfect, Si clauses and a summary of the uses of the subjunctive. Communicative goals include talking about your future plans, talking about work, expressing agreement and disagreement, expressing wishes and emotions in the past, talking about what you would do and discussing current events and issues.</p>
SPA	203(C)	<p>Spanish for Native Speakers 3 credits</p> <p>Skill development to prepare native Spanish speakers for composition through the study of formal Spanish as well as regional variances. Emphasis on efficient and contemporary Spanish usage. Taught in Spanish.</p> <p>Prerequisite: Fluency in spoken Spanish</p>
SPA	204(C)	<p>Spanish for Native Speakers II 3 credits</p> <p>Prepares native Spanish speakers for composition through the study of formal written Spanish. Emphasis will be place on efficient and contemporary Spanish usage. This 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.</p> <p>Prerequisite: SPA 203</p>
SPA	205(C)	<p>Advanced Spanish Conversation 3 credits</p> <p>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.</p> <p>This course is NOT appropriate for native Spanish speakers who are already fluent in the language.</p> <p>Prerequisites: SPA 202 previously or concurrently, or four years of high school Spanish.</p>
SPA	206	<p>Advanced Spanish Composition 3 credits</p> <p>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.</p> <p>Prerequisite: SPA 202 or four years of high school Spanish or SPA 203.</p>
SPA	210(C)	<p>Topics in Spanish-Speaking Cultures 3 credits</p> <p>An examination in English and/or Spanish, of Spanish-speaking cultures that are of special interest to the Humanities or Hospitality and Tourism student. In different semesters, this course will focus on European (Spanish) or non-European (North American, Central American, South American and Caribbean) Hispanic cultures. Each semester, specific geographical areas will be explored to reveal the rich cultural diversity of the Spanish speaking world. Aspects to be studied include history, symbols, human and natural resources, family and social structure, religion and philosophy, education, fine arts and cultural achievements, economics and industry, politics and government, science, transportation, sports and games, national and regional cuisine, and language. Examples from literature, music, art and film are used to illustrate topics under discussion.</p> <p>Prerequisite: ENG 101.</p>

SPA 211(C) **Survey of Hispanic Literature** 3 credits each
 SPA 212(C) Readings for 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

SPORT MANAGEMENT

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 103 **Children and Families in the Social Environment** 3 credits
 An examination of the child's and family's place in the social environment, historically and cross-culturally. Especially appropriate for individuals who work, plan to work, or volunteer in schools, clinics, health care facilities or social service agencies. Emphasis will be placed on the interplay between socio-cultural structure and interpersonal relationships, considering such factors as race, ethnicity, gender, class and age.

SSN 102 **Service Learning Practicum** 1 credit
 This practicum offers students an opportunity to more fully engage in the course in which they are enrolled. In addition to having a hands on learning experience related to the objectives of their course, the student learns the theory behind civic engagement and community service learning. Students also learn about community development and effective ways for engaging in the community. Over the course of the semester students have time in class to reflect on what they are learning at their community based learning work site and how it directly relates to the objectives of the class. Students are required to work, on average 25 hours over the course of the semester at a non profit organization that offers work opportunities that relate directly to the objectives of the class.

SSN 104 **Soul of a Citizen: Topics in Community Service Learning** 3 credits
 This course offers students an opportunity to study and engage in community service learning structured around a specific topic or theme that may change each time the course is offered. Students will begin by exploring such important questions as, what is community service learning? How does community service learning work as pedagogy? What defines a community? How is it created? How is it sustained? What is power? What is democracy? What are effective strategies of engagement in the community? In addition, students will intensively study the specific topic selected (e.g. Homelessness) and then design and implement a community service learning project based on what they have learned. The semester will culminate with students reflecting upon the evolution of their work and reporting on that evolution in written and/or oral format.
 Prerequisite: ENG 101 eligibility

SSN 120(B) **Conflict Resolution and Mediation** 3 credits
 Critically examines the cycle of conflict in Western society and provides an overview of traditional and alternative strategies of conflict resolution, including mediation. The complexities of power imbalances and cultural differences are explored within the frameworks of personal and structural conflict. Conflict is viewed as an opportunity for growth and empowerment, rather than merely as a problem to be solved. Students learn conflict resolution and mediation skills that are transferable to work, home and school.

SSN 200 **Special Topics in Social Science** 1 credit
 A research problem of special interest to the student and/or a critical review of literature. Initiated by the student by petition to a faculty member in the subject within which the work will be done.
 Prerequisite: Permission of the instructor

SSN 230(B) **Interdisciplinary Topics in Social Science** 3 credits
 Students will survey the research literature and use primary source materials to explore a current and/or historic topic that crosses the boundaries of two or more disciplines in the social sciences. The focus of the course may change each semester it is offered. Students will be expected to complete a research topic.
 Prerequisite: Will vary according to topic; will be announced when topic is.

SSN	250	Mini-Course in Social Science	1 credit
		Instructor initiated. Involves a critical review of literature, research, and studies relating to a relatively restricted topic.	
SSN	280/	Cooperative Education in the Social Sciences I, II	3 credits each
SSN	281	An opportunity for students to apply classroom knowledge and gain workplace experience in supervised positions related to their majors. Fifteen to twenty hours per week of work experience, plus a weekly, 50-minute seminar that includes discussion of topics related to success on the job as well as career exploration.	
		Prerequisites: SSN 280: 27 credits and Economics and Government: Two courses in the field. Psychology and Sociology: Two courses in the field or in the two fields. Criminal Justice: CRJ 100, CRJ 111, SOC 110, and PSY 110 SSN 281: SSN 280	
SUS	102	Introduction to Sustainable Energy Resources	3 credit
		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.	
		Prerequisites: MTH 075 with a grade of C- or better or adequate score on the math placement exam, and ENG 101 eligible or ESL 153. 3 Class hours	
SUS	103 (D)	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.	
		Prerequisites SUS 102: Introduction to Sustainable Energy Resources 3 Class hours 3 Lab hours	
SUS	104 (D)	Introduction to Solar Energy	4 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 a variety of strategies including passive solar, active solar thermal and 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 thermal systems and promote the use of solar energy in residential, commercial and municipal facilities.	
		Prerequisites: SUS 102 & SUS 103 3 Class hours 3 Lab hours	
SUS	105 (D)	Introduction to Wind Energy	4 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.	
		Prerequisites: SUS 102: Introduction to Sustainable Energy Resources, Sus 103: Energy Efficiency and Conservation 3 Class hours 3 Lab hours	
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.	
		Prerequisites: SUS 102: Introduction to Sustainable Energy Resources, SUS 103: Energy Efficiency and Conservation Methods, SUS 104: Introduction to Solar Energy or SUS 105: Introduction to Wind Energy	

THEATER

THE	110(C)	Fundamentals of Acting	3 credits
		Introduces acting fundamentals, which include improvisational techniques, actor relationships to the audience, voice and diction work, script analysis, and character development. Exercises to increase self-confidence and to enhance communication skills are stressed. There will be opportunities to prepare and rehearse scene work in preparation for the furthering performance skills. 4 Contact Hours	
THE	120	Movement for Actors	3 credits
		The body is an actor's instrument. In performance, the actor's body – alignment, shape, senses, impulse – tell a story. This course is designed to ground participants in the total expressive ability of the actor's body, and the physical presence of the performer on stage. As an ensemble, the class trains toward integrating clear physical gesture, stage combat technique, and stylized movement composition into performance. Working with a variety of physical disciplines and movement vocabularies taught by the instructor, the students collaboratively improvise, structure, record and rehearse several choreographed group movement sequences throughout the semester, which are presented, discussed, and critiqued in class.	
THE	124(C)	Stagecraft	4 credits
		The various creative skills involved in staging a play: reading, interpreting, acting, directing, rehearsing, and designing. Theater is studied as an organization of individual artists working together to realize a unified artistic vision for the stage. No previous experience is necessary.	
THE	125(C)	Play Production	4 credits
		Advanced studies in Play Production. Directing and technical design, both on stage and for the camera. Students initiate individualized projects in addition to the class production. A weekly workshop laboratory, often in collaboration with COM 112, Topics in Electronic Media class, will be an integral part of the course.	
THE	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 Fundamentals 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 Fundamentals of Acting 3 Class hours	
THE	212	Theater History: Classical Theater	3 credits
		A history of the theater from its origins in ancient Greece to the neoclassical theater of France and England in the 17th century.	
THE	213(C)	Theater History: Modern Drama	3 credits
		A history of the modern theater from the Romantic Movement to contemporary postmodern theater.	
THE	218	Voice and Diction	3 credits
		This basic voice diction class is designed too 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	219(C)	Introduction to Theater	3 credits
		Introduces the student to theater as an art form. Through reading plays, seeing live theater, and analyzing films dealing with various kinds of theater, the student will explore both the literature and the techniques of theater. Various historical periods important to the development of theater will be covered. No performance or production skills are required.	
THE	227(C)	Creative Writing for the Theater	3 credits
		Creative writing exercises and class activities will help students develop their own projects, such as writing short plays, screenplays, or monologues, or scripting and shooting a short movie. Students will learn about the elements of drama by analyzing the structure and dialogue of a few selected plays, and by actively exploring these ideas in their own writing. Student work will be considered for production. Same as ENG 227. Prerequisite: ENG 102	

THE	235(C)	Topics in Communication, Media and Theater Arts	3 credits
		Each semester the course focuses on a different area 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.	
		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.	
		Prerequisite: ENG 102	
THE	235(C)	Topics in Communication, Media and Theater Arts	3 credits
		Each semester the course focuses on a different area 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.	
THE	240	Play script 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 playwrights vision for the stage.	
		Prerequisite: ENG 101	

TRAFFIC LOGISTICS AND SUPPLY CHAIN MANAGEMENT

TRF	102	Transportation and Logistics Management	3 credits
		This course will provide students with an understanding of the individual components of logistics and their interrelationships within individual companies and within the supply chain. Students will gain an understanding of a variety of analytical techniques useful in solving logistics and developing solutions including web-based solutions for logistical problems.	
TRF	107	International Transportation	3 credits
		Covered in this course are the nature and extent of world markets, how to cultivate and expand contact within those markets, and the web of regulations governing the international markets.	

VETERINARY SCIENCE

VET	133 (D)	Anatomy & Physiology of Domestic Animals I	4 credits
		Covers the anatomy and physiology of the animal cell and various mammalian tissues, as well as the gross and microscopic anatomy and physiology of the following vertebrate types: equine, bovine, ovine, porcine, canine, and feline. The systems to be covered are: integumentary, skeletal, muscular, nervous, and endocrine, as well as cellular aspects of metabolism and the digestive system. Provides sufficient knowledge of normal physiologic processes to understand the responses to drugs and disease processes discussed later in the veterinary science curriculum. Dissection is required.	
		Restricted to Veterinary Technician students.	
		Prerequisite: Effective fall of 2011 a grade of “C” or better in BIO 100 or a passing grade on the challenge exam.	
		3 class hours and 3 laboratory hours	
VET	134	Anatomy & Physiology of Domestic Animals II	4 credits
		Continuation of VET 133 Anatomy & Physiology of Domestic Animals I. The digestive, respiratory, circulatory, urinary, and reproductive systems are covered. Dissection is required.	
		Restricted to Veterinary Technician students.	
		Prerequisite: A grade of C or better in VET 133	
		3 class hours and 3 laboratory hours	
VET	140	Principles of Animal Health Care	1 credit
		A prerequisite to all-clinical laboratory or veterinary science courses. Introduces routine nursing procedures such as correct animal restraint; routes of administration of medications; and the temperature, pulse, and respiration of both large and small animals. Presents the history and scope of the veterinary profession. Discusses breeds of small and large animals. A primary objective is to familiarize students with nursing procedures and the collection of samples in order to eliminate wasted time in later courses.	
		Restricted to Veterinary Technician students.	
VET	145	Veterinary Medical Terminology	1 credit
		Introduces basic medical terminology. Concentration will be on terms commonly used in veterinary medicine. This will facilitate and enhance students’ comprehension of the material presented in subsequent medically oriented courses.	

VET	147	Veterinary Practice Management	3 credits
		Preparation for the business aspects of working in a veterinary practice. Provides information about veterinary practice ethics, communication skills, marketing, accounting systems, veterinary practice computer systems, and the laws of the veterinary profession. Restricted to Veterinary Technician students.	
VET	153	Animal Diseases	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 C or better in VET 133 and VET 134; or BIO 103 or BIO 100, or BIO 107 and BIO 112.	
VET	160	Veterinary Laboratory Procedures I	4 credits
		The course will cover representative species of the helminths, arthropods, protozoa and bacteria which are of veterinary importance to the domestic animals. Morphology, life cycles, pathology, clinical signs, treatment, prevention and control of disease, 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: A grade C or better in VET 133, VET 140, VET 145	
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 134, VET 140, VET 145, and 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. Restricted to Veterinary Technician students. Current rabies and tetanus vaccinations required. Prerequisites: A grade of C or better in: VET 134, VET 140, and VET 160 3 class hours and 3 laboratory hours	
VET	248	Animal Nursing II	4 credits
		This course provides the theoretical knowledge and practical experience necessary to assist in anesthesia, surgery, 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 required. Prerequisites: C or better in: VET 247, and VET 264 3 class hours and 3 laboratory hours	
VET	258	Clinical Competency for Veterinary Technicians	2 credits
		A clinical course designed to provide "hands-on" training for veterinary technicians. It offers an opportunity to use and perfect skills learned in other courses in a controlled situation under the direction of faculty. Graded on a Satisfactory/Unsatisfactory basis. Dissection, walking on field trips, and working with large animals are required. Current rabies and tetanus vaccination required. Restricted to Veterinary Technician students. Prerequisites: VET 134, VET 165, VET 247, VET 261 4 class hours/laboratory hours	
VET	261	Animal Facilities Management I	1 credit
		Principles of routine small animal husbandry. Small animal practices found in association with scientific facilities are also considered. Lab will require the <u>daily care</u> of animals. Current rabies and tetanus vaccination required. Restricted to Veterinary Technician students. Prerequisites: VET 134, VET 160. 1 lecture hour and laboratory by arrangement	

VET	263	Exotic Pets	2 credits
		Provides knowledge and experience with exotic animals and unconventional pets. Emphasis is on the handling of animals, husbandry practices, diseases, types of medications used, and any unique biological factors of the animals--all of which are essential to the technician. Walking on field trips required.	
		Restricted to Veterinary Technician students.	
		Prerequisite: A grade of C or better in VET 134	
		2 lecture/demonstration hours	
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.	
		Prerequisite: MTH 130 and a grade C or better in 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	
		Co-requisite: VET 134	
		1 lecture/1 laboratory hour	
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 C or better in VET 134	
VET	270	Clinical Rotation	2 credits
		This is a clinical course designed for students in the Veterinary Technician Program. The course will provide clinical, hands-on experience in the areas of clinical laboratory procedures, hospitalized patient care, surgery, anesthesia, emergency procedures, radiology and dentistry. Hours will be completed in area veterinary hospitals. Restricted to Veterinary Technician students. Current rabies and tetanus vaccinations are required.	
		Prerequisites: A grade of C or better in VET 160, VET 165, VET 247, VET 265	
		Co-requisite: VET 248	
VET	282	Cooperative Education 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. Seminar includes discussion of topics related to success on the job and career exploration.	
		Prerequisites: VET 134 and VET 160 -- Documentation of health insurance and current rabies and tetanus vaccination.	
VET	283	Cooperative Education 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. Seminar includes discussion of topics related to success on the job and career exploration.	
		Prerequisites: VET 153, VET 248 -- Documentation of health insurance and current rabies and tetanus vaccination.	

WOMEN'S STUDIES

WST	100 (B)	Introduction to Women's Studies	3 credits
		Examines our understanding of the social construction of gender and their intersection 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; media 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/	Women and the Law	3 credits
LAW	215 (B)	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, reproductive issues and violence against women.	
WST	217/	Women, Crime and Justice	3 credits
CRJ	217 (B)	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	

Glossary of Academic Policies, Procedures, and Terms

ABILITY TO BENEFIT POLICY

Applicants who are at least sixteen years of age and do not have a high school diploma or General Educational Development credential (GED) are required to take a basic skills assessment prior to being considered for admission to the College. Applicants must meet the minimum passing scores established by the U.S. Department of Education to be admitted to the College and to be eligible for federal financial assistance. Students applying for the ESL Program are eligible for an assessment appropriate for non-native speakers of English. Although not required for graduation, it is strongly recommended that students passing the Ability to Benefit Test obtain their GED prior to graduation, as one may encounter problems transferring to another college or gaining employment unless the GED is earned.

ABSENCES – See Attendance and Tardiness

ACADEMIC INTEGRITY

Academic integrity is expected of all students. Any dishonesty in the performance of course work, such as plagiarism or cheating in other forms, will be reported. In the event that a student is charged with some form of dishonesty, the Student Discipline Policy will be followed (see the Student Handbook). See “Plagiarism” for additional information.

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, and the course and withdrawal (“W” grade) are recorded on the transcript.

Students who do not meet the Self-Service registration criteria (see previous section on My Online Services) or have not received an alternate PIN from their advisor must receive written approval from a college advisor or counselor 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 courses missed during Add/Drop are subject to the attendance policy of the individual instructor.

ADDING COURSES - See Student Handbook

ADVISING CENTER

The Advising Center is a “one-stop” student service center for new and continuing students. The center offers academic advising, educational planning, college placement testing and assessment, and college enrollment services. Located in FR271, the center is open Monday through Thursday, from 8:30 a.m. to 6:00 p.m., Friday 8:30 a.m. - 4:30 p.m., on a walk-in basis or by appointment. All services provided through the center are free.

ADVISORS, ACADEMIC

Every matriculated student enrolled in credit courses at the college is assigned to a faculty or 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 in the Welcome Center (FR 221) or Academic Affairs (FR 317) to find out their advisor’s name and contact information. Students may also check their student account, available on the HCC website by clicking the My HCC link. Evening, weekend, and online students may obtain advising through the Advising Center (FR 271).

There are two Priority Registration periods for current students: one in March (for the fall semester) and the other in October/November (for the spring semester) Students are encouraged to meet with their advisor and preregister for courses during Priority Registration. Exact dates are listed in the academic calendar posted on the college’s website.

ARTICULATION AGREEMENTS

The College has numerous Articulation Agreements with four-year institutions that make transfer and acceptance of HCC credits by these institutions both simple and convenient. Prospective transfer students should familiarize themselves with any agreements of interest as early as possible at HCC to ensure that requirements are met. (See “Transfer Compact” or the “MassTransferegeneral education block” and “Tri-Secondary/Post-Secondary Linkages – Tech Prep.”).

Some of the four-year institutions that Holyoke Community College currently has articulation agreements with are American International College, the Art Institution of Boston, Bay Path College, Bryant College, Charter Oak State College, Elms College, Johnson & Wales, Jones International University, Massachusetts College of Art, Nichols College, Pine Manor College, Plymouth University (England), Rivier College, Sacred Heart University, Saint Joseph’s College, Smith College, Springfield College, Western New England College, and Westfield State University. For further information, contact the Transfer Counselor (Frost 221).

ATHLETICS AND RECREATION

The David M. Bartley Center for Athletics and Recreation is the focal point of a variety of programs and opportunities for students. This multi-use facility, which is the site for numerous campus-wide events, includes a fitness and wellness center that features cardiovascular and strength equipment, a group exercise room, a three-court gymnasium, a seminar/classroom, a training and assessment room, and steam/sauna areas. Academic courses, varsity sports, intramurals, recreation, and wellness programs are also among the offerings available for students. Located adjacent to the outdoor track, fields and courts, the Bartley Center (BC) is a resource that enhances the educational experience and lifestyle of students through its programs and activities.

ATTENDANCE AND TARDINESS

All students are required to report to all classes on time. Persistent absence or tardiness may result in grading penalties or the student's dismissal from class and a grade of AW (Administrative Withdrawal). Students will be informed in writing of each instructor's attendance policy at the start of classes and are required to adhere to them. **It is the prerogative of the instructor in cases of extended illness or serious accident whether or not the student will be allowed to continue in the course.**

Religious Belief Absences Policy

Chapter 151 C, Section 2B, of the Massachusetts General Laws allows students who cannot attend classes, take examinations, study or fulfill work requirements on a particular day due to their religious belief, to be excused from such obligations. Students must be provided with opportunities to make up exams, and study or work requirements, provided that this does not create an unreasonable burden upon the instructor. Students may not be charged for such makeup opportunities, or be adversely or prejudicially affected for taking advantage of these provisions. Students should notify instructors in advance so that accommodations can be made if necessary.

AUDITING A COURSE

Students auditing a course for no credit are expected to comply with the attendance regulations of the instructor or attend 80% of the classes, whichever is greater, but are relieved of completing written work (assignments, tests, and examinations). Laboratory classes may be excluded from this requirement at the discretion of the instructor. Permission to audit a course will be granted only when students are able to show that doing so is consistent with their educational objectives. An "Audit" grade cannot be used to satisfy a graduation requirement. A student registering for a course as an audit must complete a form available in the Welcome Center (Frost 221). Copies of the form will be given to the student and to the instructor. Students have the responsibility to inform the instructor in writing that they are auditing the course and to request the instructor's attendance policy and all requirements (excluding written work) that must be completed to receive a grade of "Audit."

Students registering to audit a course may not change their status after the close of the add/drop period.

Students who do not complete the requirements for an "Audit" in a course will have a grade of "W" recorded for that course.

BRIDGE TO BUSINESS - See Transition Programs under "General Information"

CAREER PROGRAMS AND OPTIONS

Career Programs and Options are designed for students who desire to enter one of the many careers for which an Associate Degree is sufficient preparation. Career programs serve a two-fold purpose: they offer a general education that provides an understanding of the world as well as preparation for a particular occupation. Because these programs are not designed for ease of transfer, but for career preparation, not all of the coursework may be transferable to four-year institutions.

CAREER SERVICES

Career services include career exploration, planning, counseling, job search, and job placement. The workshops, print material, and computerized resources in the Career Center help students to choose a career path based upon their abilities, values, interests and academic background, as well as job-market information.

The Center has print and computerized resources for assessment of student interests and aptitudes and a listing of careers/majors for which they would be best suited, as well as information on specific careers and information on transferring to other colleges and universities. Computerized resources include FOCUS, Career Cruising, and Massachusetts Career Information Systems (MASS CIS). In addition, career counselors are available by appointment.

Software programs in the Career Center also include resume writing and a job-listing system that provides information on job openings with area employers. Career workshops are offered on a regular basis, and students are encouraged to use the Center's resources during their entire time at Holyoke Community College. Internet access is also available through the Career Center web-site <http://www.hcc.edu/campus/career.html>. Placement packets are available for graduating students.

The Career Center also provides resources offered by CareerPoint, the federally-funded, one-stop career center located in downtown Holyoke. A computerized database of CareerPoint job opportunities and information is available. Students are also referred to CareerPoint staff for follow up. FutureWorks, the federally-funded, one stop career center in Springfield, also shares its job database with the Center. The Career Center also promotes work experience opportunities through InternHere.com, a resource of the Hartford Springfield Economic Partnership (HSEP).

Students interested in transfer information have access to the College Source software that provides access to virtually all U.S. colleges and many others worldwide. Students who choose to transfer should consult with the College's Transfer Counselor or attend a group workshop. Computerized financial aid information is also available.

The Center is located in Kittredge 322. For further information, contact Richard Powers, Coordinator of Career Planning and Placement at (413)552-2361 or rpowers@hcc.edu or the cooperative Education and Career Services Office at (413)552-2322 or (413)552-2597.

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. Located in DON 240 next to the HCC Library, CAPS 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 the entire year 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 from 9:00 a.m. to 6:00 p.m. Monday through Thursday and from 9:00 a.m. to 2:00 p.m. on Friday. Tutoring addresses such concerns as understanding course content, reading textbooks, preparing for tests, or writing papers. To obtain a tutor, go to the Tutoring Center in Donahue 244. Tutoring is available by drop-in or by appointment.

William Dwight Jr. Writing Center

The Writing Center (DON 238) is open from 9:00 a.m. to 6:00 p.m. Monday through Thursday and 9:00 a.m. to 2:00 p.m. on Friday. The Writing Center also offers online tutoring to students enrolled in Distance Learning courses. The Writing Center offers students free drop-in consultation and assistance related to any college course that requires writing assignments such as essays, research papers, or literary analyses. Handouts, videos, and software dealing with the writing process, grammar, punctuation, and other topics are available. Contact the Writing Center at (413) 552-2599 for more 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. Located in DON 246, the Math Center is open for drop-in help from 9:00 a.m. to 6:00 p.m. Monday through Thursday, and 9:00 a.m. to 3:00 p.m. on Friday. The Center provides help with course content, study skills, problem-solving strategies, and ways to overcome math anxiety. Handouts, videos, and software dealing with algebra, basic math, calculus, and other topics are available. Students may also receive assistance by calling the Math Help Desk at (413) 552-2423 or by accessing online math tutoring at <http://webtide.hccdl.org>.

CHANGES OF CURRICULUM AND ENROLLMENT RESTRICTIONS

Any curriculum change, such as a change of program or department, should be undertaken only after seeking the advice of the program coordinator, academic advisor, or career counselor. A Change of Major Form must then be filled out in the Academic Affairs Office. In some cases, graduation may be delayed due to different program requirements. Certain day programs have enrollment limitations and can be entered only with the Program Coordinator’s approval. In some cases, applicants may be placed on a waiting list. These programs are:

Applied Technology	Nursing
Early Childhood Education	Radiologic Technology
General Integrated Studies	Veterinary and Animal Science
Medical Assistant	Visual Arts
Music	

COMMUNITY SERVICES

Community Services provides programs, services and support that make a difference in people’s lives. Whether it be professional development, enrolling in a fun evening class, preparing for the GED, summer programs for children, or lifelong learning for seniors, Community Services provides memorable learning experiences that address both the personal and organizational lifelong educational needs of all of our communities. We offer a wide variety of programs that offer tremendous value. Community Services also helps forge strong community partnerships and collaborations. We provide:

Continuing Education Units (CEU’s)

CEU’s are a measurement and record-keeping device for certain offerings and cannot be converted to credit. A CEU is equivalent to ten hours of planned learning activity having responsible sponsorship, capable direction, qualified instruction and some form of evaluation of the student. Grades recorded for 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.

CLEP Testing

The College-Level Examination Program (CLEP®) gives you the opportunity to earn college credit for what you already know with qualifying scores on one or more CLEP examinations. CLEP allows students to demonstrate that they have acquired college-level mastery of course content in 33 different subject areas. Holyoke Community College awards credit for successful scores on 30 CLEP exams.

Students who successfully complete a CLEP exam can:

- Enrich their degree programs with higher-level courses in the same discipline
- Expand their horizons by taking a wider array of electives
- Avoid the need to repeat material that they already know

Costs:

\$30 Registration Fee (money order only, payable to HCC/CBPD) and

\$77 Exam Fee (payable directly to CLEP by valid debit/credit card at the test center the day of your testing appointment).

The exam fee is waived for qualifying military personnel.

General Testing Hours:

Monday-Friday, 8 am – 12 pm and 1 pm – 4 pm.

Please call or visit the Holyoke Community College High Stakes Testing Center to request an HCC/CLEP Registration form and schedule your testing appointment.

HCC High Stakes Testing Center
Kittredge Business Center, Room 204
303 Homestead Avenue
Holyoke, MA 01040
Tel: 413 / 552.2112
Fax 414 / 552.2745

GED Testing Services

As the largest GED Center in Massachusetts, we offer English GED services and provide testing in the afternoon and evenings. Testing is offered over a 3-day period. Examinees must attend an “Open Registration” and select specific testing dates. Generally, if you are not currently enrolled in high school and have never graduated, you are eligible to take the GED test. The cost is \$65 for the battery of tests; each retest costs \$15. Applicants must register and pay all fees in advance, by money order—no cash—and personal checks are accepted. The minimum passing score per GED is 410 per subtest, with the minimum total score needed to achieve a GED is 2250.

For more information, contact GED Testing Services and the GED Chief Examiner in the Kittredge Center, Room 307, (413) 552-2292.

Preparation for Massachusetts Real Estate Brokers and Salespersons Exam

We offer the state authorized Salespersons and Brokers exam preparation course in the Spring, Summer and Fall semesters. For more information, contact us at (413) 552-2320.

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 offers Basic Literacy, Pre-GED Preparation, GED Preparation and "Fast Track" Math. The center offers a GED Practice Test, which is available for qualified students. 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.

Ludlow Area Adult Learning Center

The Ludlow Area Adult Learning Center is a community-based ABE program that offers of English for speakers of other languages. Classes are held 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 program coordinator at (413) 583-0320. All services are free.

Personal Enrichment

Community Services offers something for everyone. These courses don't have grades or exams - just life enhancing learning experiences in a fun, enjoyable environment. A diverse array of students of all ages enroll in our courses, so attending is an excellent way to get acquainted with new people who have similar interests. For a complete listing of offerings, check the HCC Course Bulletin published every semester or check the college website under Community Services at www.hcc.edu/programs/noncredit.html. We are located in the Kittredge Center, Room 219 at (413) 552-2324.

Professional Development for K-12 Educators

Community Services offers accredited CD and Internet-based PDP programs that are self-paced and user-friendly. These convenient, superior quality courses can be completed in the comfort of your own home or office, and you have up to 6 months to complete your course. For more information or to register, call Community Services at (413) 552-2320. Go to <http://www.virtualeduc.com/holyoke/> to see a listing of course offerings.

Youth Summer Programs

Community Services offers programs for youth during the months of June, July and August. Families can choose from 1-week programs in baseball, basketball, soccer, and more. For more information, (413) 552-2320.

COMPUTER SKILLS

Technology is 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 videoconferencing. In addition, Holyoke Community College has recently embarked on an initiative to expand its distance learning options, offering more online classes than ever before. As a result, the opportunity to develop or enhance computer skills in two areas – word processing and information retrieval – is incorporated into the schedule of every student enrolled at the College. In addition, all students have numerous other opportunities to explore more advanced computer areas, such as graphic design, electronic media, geographic information systems, web page design, and 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 College, Elms College, Holyoke Community College, Springfield College, Springfield Technical Community College (STCC), Western New England College and Westfield State University (WSU).

Probably the most important cooperative endeavor is academic exchange. Each Fall and Spring term, any Day Division CCGS student carrying at least six credits may enroll at another CCGS college at no additional cost for any course not offered at his or her own institution, excluding DCE and summer offerings, on a space-available basis. The course is scheduled as part of the student's normal schedule credit load, and all records of the registration and grade are kept by the registrar of the home college. This cross-registration includes an Army ROTC Program. The three public colleges in the area, HCC, STCC, and WSU, have formed the Public College Collaborative, in which sharing of resources, faculty, and student cross-registration are encouraged.

Cooperative Education

Cooperative Education allows students to supplement and enrich a traditional academic program with degree-related, supervised experiences (paid or unpaid) with local employers for a minimum of 150 hours. Student also attend a weekly 50-minute seminar to develop technical and professional communication skills; gain an understanding of organizational structures, culture, and ethics; apply and reflect on the connections to academic theory and practice; strengthen critical thinking, research, and problem-solving skills; develop a greater awareness and appreciation of self, others and social responsibility in a work, career, and global context; and establish a network of professional contacts, mentors, and references. Cooperative Education is offered as a program requirement or elective.

To learn more, contact Andrea Picard, Coordinator of Experiential Education in Kittredge Center 313, at (413) 552-2342 or apicard@hcc.edu, or the Cooperative Education and Career Services Office at (413)552-2322.

Accounting	Criminal Justice	Liberal Arts and Science
Administrative Professional Studies	Culinary Arts	Management
Animal Science	Drama	Marketing Management
Art Education/Studio Art	Early Education	Music Education
Business Administration	Engineering	Nursing
Chemistry	Environmental Science	Social Sciences
Communication	Graphics/Video/Photography	Veterinary and Animal Science
Computer Information Systems	Humanities	

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, he or she must present a written argument justifying the request, using a form designed for this purpose, and secure the agreement and signatures of both the course instructor and division dean or his/her designee.

COUNSELING SERVICES

HCC offers counseling services for all students to assist in educational, career, and personal/social development. Counseling services provides a supportive learning environment to help students overcome barriers to successful college performance and grow toward attaining a satisfying and meaningful lifestyle.

A staff of professional counselors assists students in exploring their educational and career goals, planning their educational programs, and identifying the various demands and implications of college life. Services are provided individually, and in groups.

Services such as psychological assessments and testing, clinical diagnosis and treatment, psychotherapy, family therapy, couples counseling, medications, or emergency after hours services are not provided by the College. Should a student require assistance outside the scope of college counseling services, referrals are made to appropriate community agencies.

The counseling staff utilizes the ethical standards of recognized professional organizations. Accordingly, each individual's right to privacy is protected. Services are available day and evening. For an appointment, contact the Counseling Services office at 552-2232, Frost 233.

COURSE DESIGNATIONS

Code (A) English Composition Code (C) Humanities and Fine Arts
Code (B) Behavioral and Social Science Code (D) Natural or Physical Science; Mathematics
(See "COURSE DESCRIPTIONS" section, beginning on page 151 for additional information)

COURSE LOAD

A full-time course load is twelve to eighteen credits; a part-time load is eleven or fewer credits. Students normally carry fifteen credits if they plan to graduate in two years and are enrolled each year in the two 14-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), 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. They are graded on Satisfactory/ Unsatisfactory (S/U) basis and credit is awarded by the college after approval by the vice president for Academic Affairs. The challenge examination fee is one-half of the full cost of the course.

Computerized College Level Entrance Examinations (CLEP)

The College Level Examination Program's (CLEP) General and Subject Examination is a national examination system administered by Educational Testing Services located in Princeton, N.J. Holyoke Community College is a testing center within this system. The examinations are based on typical courses in a variety of colleges throughout the country. CLEP exams are given at various times during the fall, spring, and summer semesters.

Students may earn up to thirty (30) semester hours of transfer credit towards an Associate Degree through the CLEP Exams. The college credits granted by HCC from CLEP exams will be treated as transfer credits. Students will be subject to the following transfer policy regarding status of credit, standards of evaluation, and standards of granting and retention of credits:

1. Credits will only be granted for such course equivalents where the CLEP exam grade equals or exceeds the score of 50.
2. All credits granted through the CLEP Program are correlated with courses (or sets of courses) given at HCC, and may not exceed the credits granted in the comparable HCC course.
3. Subject Examinations should be chosen to correlate with those given at HCC. The completion of such introductory courses, whether before or after taking such a subject examination, shall be reason enough to consider the course content as having been repeated and CLEP credits shall then not be granted for the repeat.
4. CLEP credits for courses in the General Examination will not be granted if the student takes the Subject Examination or corresponding course (and visa versa).
5. Credits earned by examination cannot substitute for the College's laboratory science requirement.
6. The limit of transfer credit from all sources is normally 30 credits, in accordance with the College's 30 credit residency requirement.

* Information regarding CLEP testing may be obtained from the Community Services office located in Kittredge Center at (413) 552-2320.

DEAN'S LIST - See Honors

DEGREE AND CERTIFICATE REQUIREMENTS (Graduation Requirements)

Upon recommendation of the faculty, candidates may be awarded the degree of Associate in Arts (A.A.) or Associate in Science (A.S.) as well as certificates. Candidates for degrees must fulfill the following requirements:

1. Complete the requirements of the Program or Option in which enrolled.
2. Present at least sixty credits, of which at least thirty must be earned at the College. However, students may request a waiver of this requirement. Waivers are granted on a case-by-case basis. Waivers are requested through the Office of the Vice President for Academic Affairs.
3. Achieve a cumulative 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. receiving transfer credit or CLEP exam credit for a college-level Math course

Candidates for certificates must fulfill the following requirements:

1. Complete the requirements of the Certificate Program in which enrolled.
2. Achieve a cumulative grade point average of at least 2.0.
3. Satisfy all financial obligations to the College.

Requirements for each program and option are established by the academic divisions of the college and approved by the faculty. All students should examine their program and option descriptions and course sequences carefully. Each course listed must be successfully completed. Some programs require more than the minimum 60 credits for the degree, and certain programs set minimum grades to be achieved in specific courses. Only six semester hours or two non-Arts and Science courses may be taken as general electives in any A.A. Arts and Science option, unless otherwise specified. Students may be excused from any requirement only by the vice president for Academic Affairs and only for very compelling reasons, upon recommendation of the department chair and division dean.

Students matriculating in Associate of Arts (A.A.) degree programs at Holyoke Community College are required to complete the following core of 35 general education credits:

- English 101-102: Language & Literature 6 credits
- Two natural science laboratory courses (See Laboratory Science Requirement) (D) 8 credits
- Nine credits from any of the following: anthropology, economics, geography, government, history, psychology, social science or sociology. (B) 9 credits
- Math (100 level) (D) 3 credits
- Nine credits from any of the following: art, communications, English, French
- German, history, honors, humanities, music, philosophy, Spanish, theater (C) 9 credits

Students matriculating in the Associate of Science (A.S.) or Associate of Arts in Music degree programs at Holyoke Community College are required to complete the following core of 20 general education credits:

- English 101-102: Language & Literature 6 credits
- Six credits from any of the following: anthropology, economics, geography, government, history, psychology, social science or sociology (B) 6 credits
- Two natural science laboratory courses (See Laboratory Science Requirement) (D) 8 credits

Students seeking an additional associate degree are required to complete at least 15 additional credits in the newly declared discipline. Note that credits earned in any “0” level course taken after August 1990 will not count toward graduation.

Mathematics Competency

All students who entered Holyoke Community College in Fall 2007 or later and are working towards an A.A. or A.S. degree will be required to demonstrate basic computational skills before graduating. Competency may be demonstrated by:

- a) Achieving a score on the arithmetic portion of the Math Placement Exam sufficient to be excused from Basic Mathematics (MTH 075); or
- b) Passing Basic Mathematics (MTH 075) with a grade of “C-” or better; or
- c) Receiving transfer credit or CLEP exam credit for a college-level Math course

General Education Requirements

The following five core competencies will be incorporated into the student learning outcomes of every degree program at the college no later than the start of the fall 2009 semester:

- a) Critical Thinking
- b) Information Literacy
- c) Effective Communication
- d) Knowledge of Diversity
- e) 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 provides assistance for deaf students and students with documented disabilities. Students should contact the office before beginning their first semester so that services can be provided in a timely manner. Each student’s instructors and appropriate campus services are involved in this process. Available assistance may include assistive technology, academic counseling, and interpreting services for deaf and hard of hearing students. For information call (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.

ENGLISH AS A SECOND LANGUAGE (ESL)

The English as a Second Language (ESL) Program at Holyoke Community College is an English language program of academic courses and support services for students whose native language is not English. The academic program offers language instruction in the areas of speaking and listening, reading and writing, grammar, and pronunciation. These courses are designed primarily to help students develop the necessary skills to pursue a college career. Up to fifteen ESL credits can be applied toward graduation depending on the degree program.

ENROLLMENT RESTRICTIONS – See Changes of Curriculum and Enrollment Restrictions

EXAMINATIONS/MAKE-UPS

At least three, one-hour examinations or their equivalent in other written exercises are scheduled in each course each semester. Two-hour final examinations or their equivalent are also scheduled in each course and must be given during the final examination period. At the discretion of the instructor, students of superior achievement may be excused from taking the final examination.

Students who wish to make up an examination must consult with and receive permission from their instructor prior to the scheduled date of the examination. It is the student's responsibility to make the necessary arrangements with an instructor regarding all make-up examinations.

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

0-1 year
2 years, grades C or D
2 years, grades A or B
3 years, grades C or D
3 years, grades A or B
4 years, grades C or D
4 years, grades A or B
4+ years, grades A or B
Native Spanish Speaker

Course at HCC

SPA 101* or GER 101* or FRH 101 or FRH 105
SPA 101* or GER 101* or FRH 101 or FRH 105 or SPA 105 (when offered)
SPA 102 or GER 101* or FRH 101 or FRH 105
SPA 102 or FRH 102
SPA 201 (C) or FRH 201 (C)
SPA 201 (C) or FRH 201 (C)
SPA 202 (C) or 205(C)
SPA 202 (C) or 205(C) or SPA 214 (C)
SPA 203 (C) or SPA 204 (C)

*No credit shall be awarded in the 101 courses to a student with more than two years of previous study in that language.

EXCEPTION: If more than three years have passed from the time the student took the foreign language course, it is then recommended that he or she be placed in 101.

FOREIGN LANGUAGE REQUIREMENTS

Because of the differences in techniques of language instruction among colleges, students should plan to complete all of the language requirements for the bachelor's degree either at HCC or at a transfer institution, rather than attempting to divide them between the two. At the University of Massachusetts Amherst College of Arts and Science, the foreign language requirement is satisfied by any of the following:

1. Completion of a foreign language course at the intermediate level (i.e. SPA 202).
2. Satisfactory performance on the placement test.
3. Four high school units in one foreign language or three units in one and two units in another foreign language.
4. A year in a high school in which English is not the basic language.

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 (GPA) 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 GPA. If a student requesting financial aid is judged to be ineligible due to the Standards of Satisfactory Progress for Federal Financial Aid, he/she may appeal.
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 GPA. 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" not 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.

Contact the Academic Affairs Office at (413) 552-2770.

GRADING SYSTEM

Grade	Explanation	Numerical Score	Grade Points	
A	work of superior and outstanding quality	93-100	4.00	
A-		90-92	3.65	
B+		87-89	3.35	
B	work decidedly above average	83-86	3.00	
B-		80-82	2.65	
C+		77-79	2.35	
C	work of average quality	73-76	2.00	
C-		70-72	1.65	
D+		67-69	1.35	
D	work decidedly below average, but passing	63-66	1.00	
D-	work decidedly below average, but passing	60-62	0.65	
F	work not passing, no credit earned	0-59	0.00	
S	Satisfactory	70-100	--	
U	Unsatisfactory	0-69	--	
AU	Audit	--	--	
I	Incomplete (see below)	--	--	
WX	Administratively withdrawn from class; never attended. Not calculated into the GPA	--	--	
AW	Dismissed from class by instructor for excessive absences. Not calculated into the GPA.	--	--	
W	Student withdrew from class. Not calculated into the GPA	--	--	

Effective fall 1998, developmental course grades are preceded by X (example: XA)

Incomplete Grade

The grade of "I" is given to a student who for good reason (e.g., illness) is temporarily unable to complete the work in a course.

The student has until the middle of the following semester (specified on the academic calendar) to complete work for Incomplete courses other than those that serve as a prerequisite for another course. Unless waived, prerequisite course requirements must be completed before the first day of the following semester/summer. A grade of "F" will be recorded for work not completed as required.

Mid-Semester Progress Report

Mid-semester grades are made available to students in the HCC 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 (GPA)

The Grade Point Average is computed by multiplying the grade point value of each grade earned by the number of credits in the corresponding course, adding all course grade points together, then dividing the total by the number of Grade Point Hours. Effective with the 1998-1999 academic year, developmental courses (courses numbered below 100) are not included. The grades of AW, W, I, Audit, and S-U grades are not included. Effective fall 1999, FX grades are not included.

Example:

ENG 101 - 3 credits			
Grade in ENG 101 = A (4.00 grade points)	3 credits x 4 grade points =		12.00 grade points
SOC 110 - 3 credits			
Grade in SOC 110 = C (2.00 grade points)	<u>3 credits</u> x 2 grade points =		<u>6.00 grade points</u>
	+6 credits =	18.00 grade points	

18 grade points ÷ 6 credits = 3.00 grade point average

Repeating Courses

Students may repeat courses at HCC in an attempt to earn credit or improve their Grade Point Average. Credit may not be earned twice for a repeated course. Although all grades, including those in repeated courses, will appear on transcripts, students may petition the registrar to have their GPA recalculated to exclude the previous grade and to reflect the current grade. This petition must be filed prior to mid-semester of the term in which the course is being repeated. Students choosing to repeat a course for which they have received a passing grade can not receive financial aid for that course. Students choosing to repeat a course that they have failed or withdrawn from may receive financial aid for a single repeat of that 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 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 GPA.

The appropriate form in the Welcome Center must be completed by the end of the add/drop period in order to elect the S/U Option.

Electing the S/U option may affect the transferability of a course.

GRADUATION REQUIREMENTS - See Degree and Certificate Requirements

GREEN KEY HONOR SOCIETY

The Green Key Honor Society is a leadership and service organization dedicated to representing HCC at community and college events. Members serve the entire college community as tour guides, hosts, and ushers at special events such as orientation, Honors Convocation, college fairs, and information sessions. To support other HCC students, Green Key members are committed to providing scholarships through fundraising events.

Faculty members, professional staff members, members of the present Green Key, or the presidents of recognized student organizations are given an opportunity to nominate students who demonstrate excellence in the HCC community. Nominees must also have a 3.0 GPA and have earned at least twenty credits. Appointment to Green Key occurs once a year and is a great way for students to enhance their academic career and develop leadership skills while serving the college community.

HONORS, 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 GPA 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 GPA of 3.2 through 3.699 will be awarded the Associate degree with honors. Those who have earned a cumulative GPA of 3.7 or better will be awarded the Associate degree with high honors.

Phi Theta Kappa

Phi Theta Kappa is an international honor society for community and junior colleges. Its purpose is to recognize and encourage scholarship among associate-degree students. To be eligible for induction, a student must meet the following criteria:

1. have earned at least 30 credits at HCC (transfer credits and zero-level courses not included)
2. have a minimum GPA of 3.50 (not counting the current semester)
3. never have graduated from Holyoke Community College

All students who meet these criteria are invited to join Alpha Xi Omega, the HCC chapter of Phi Theta Kappa. Induction takes place in the fall semester at Honors Convocation. Holyoke Community College currently pays membership fees for all students. Limited scholarship and transfer benefits are available and members may wear the Phi Theta Kappa gold stole and tassel at commencement. For further information, contact Dr. Kim Hicks, advisor to Phi Theta Kappa, DON 380 at (413) 552-2197.

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 in Psi Beta requires students to achieve a GPA that puts them in the top 35% of the student body. Completion of at least 3 courses in psychology at the college with at least a B average or better. Students must demonstrate a genuine interest in psychology and high standards in personal behaviors

HONORS PROGRAM

The Honors Program offers opportunities for intellectual challenge to students in every discipline. For the student who excels academically and plans to transfer to a selective college or university, the Honors Program provides challenging courses with a strong emphasis on reading, writing, and critical thinking across the discipline.

The Honors Program offers interdisciplinary Honors Learning Communities (LCs) and Honors colloquia, as well as stand-alone Honors courses in the academic disciplines. Students may also pursue Honors Projects in connection with most HCC courses.

Entrance into the program is flexible. Students who score 100 points or above on the English entrance exam will be invited to enroll in Honors ENG 101. Students who earn a B+ or better in any section of ENG 101 will be invited to join an Honors LC. Students who have earned a 3.5 GPA after completing 24 credits (including ENG 102) will be invited to join an Honors Colloquium. Students are not obligated to take Honors ENG 101 in order to take an Honors LC, nor are they required to take the Honors LC in order to enroll in the Honors Colloquium.

Students who complete 9 credits of Honors work with a grade of B or better and who achieve a cumulative GPA 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, please contact Dr. Kim Hicks, Honors Program coordinator at (413) 552-2197, or email khicks@hcc.edu.

Honors Learning Communities

Honors Learning Communities are interdisciplinary courses organized around a specific theme and taught by faculty members from different disciplines. The first-year Honors LC integrates ENG 102 and SEM 120, a laboratory science course. Sophomore level LCs vary in their composition. 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. Colloquia generally offer field trips and a series of guest speakers. The Honors Program provides Colloquium students with the course's required texts.

Honors Projects

An Honors Project consists of independent work undertaken in addition to the regular requirements of an existing HCC course (ENG 101, 0-level courses and Honors courses excepted). Such work may consist of an extra paper, a paper of greater length or complexity, a research project, or creative work. Students interested in proposing an Honors Project should consult their faculty member, then fill out a proposal form (available in DON 170). The Honors Committee will review all proposals. When a student's proposal has been approved and his/her Project completed, s/he may then register for HON 201, a one-credit course that will bear the Project's title on the student's transcript.

Stand-alone Honors Courses

Each semester faculty may choose to offer Honors sections of existing HCC courses. Honors sections will require students to cover the standard course content, but will also include opportunities for more advanced work as appropriate to the discipline, such as more extensive assigned reading, more complex or frequent writing assignments, and/or increased opportunity for independent research.

Commonwealth Honors Scholar Designation

Students who complete 9 Honors credits at HCC with a grade B or better and who achieve a cumulative GPA of 3.5 or above may graduate as Commonwealth Honors Scholars. At least 6 of the 9 Honors credits must be earned in interdisciplinary courses (LCs or Colloquia). The remaining credits may be earned as Honors Projects or in stand-alone Honors courses

JOINT ADMISSION - See "General Information" or "MassTransfer" section

LABORATORY SCIENCE REQUIREMENT

If not specified as part of an Area of Study, the laboratory science requirement may be fulfilled by:

1. Electing any two of the following laboratory science courses:

AST 110 (D)	BIO 116 (D)	EGR 110 (D)	FRS 101 (D)
AST 116 (D)	BIO 117 (D)	ENV 120 (D)	FRS 201 (D)
AST 140 (D)	BIO 118 (D)	ENV 124 (D)	PHS 118 (D)
BIO 100 (D)	BIO 120 (D)	ENV 137 (D)	SEM110 (D)
BIO 103 (D)	BIO 130 (D)	ENV 138 (D)	SEM 116 (D)
BIO 107 (D)	BIO 203 (D)	ENV 140 (D)	SEM 118 (D)
BIO 109 (D)	BIO 212 (D)	ENV 230 (D)	SEM 130 (D)
BIO 110 (D)	BIO 222 (D)	ENV 253 (D)	VET 224 (D)
BIO 111 (D)	BIO 223 (D)	ESC 111 (D)	
BIO 112 (D)	BIO 230 (D)	ESC 120 (D)	
BIO 115 (D)	BIO 243 (D)	ESC 130 (D)	

2. Electing one of the following two-course sequences in the order given:
PHS 101-102 (D) or PHS 111-112 (D)
CHM 101 (D), CHM 113 (D) or CHM 121 (D), AND
CHM 102 (D), CHM 114 (D), or CHM 124 (D)

The following sequences may be used only if they are specified or recommended as part of the students area of study.

ELC 111-112 ELR 103-203

Note: Courses with (D) designations meet Commonwealth Transfer Compact requirements.
(See "Transfer Compact")

LEARNING COMMUNITIES

For almost 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 pedagogy, team-teaching, and integrated assessment. They provide an alternative to traditional college general education course offerings by connecting courses often perceived as unrelated. In an LC a common theme or purpose is used to integrate courses and provide coherence, rather than subject matter alone. LCs strive to build both academic and social communities of learners. In LCs faculty teach together, while students learn cooperatively and collaborate on assignments. By all student, faculty and staff accounts, the Learning Communities Program is one of Holyoke Community College's ongoing success stories. Learning Communities (LCs) help under-prepared students prepare, prepared students to advance, and advanced students to excel, while providing a transformational professional development opportunity for LC faculty.

LIBRARY

The Holyoke Community College Library provides students with the resources to fulfill their classroom assignments and to 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. Located in the center of the College complex, the Library provides access to 67,000 print books, 23,000 electronic books, 190 print periodicals, 25,000 online periodicals, 8,400 audio-visual items (of which 2,200 are in downloadable formats and software), and 6000 streaming educational videos. The 5,900-volume reference collection contains a variety of encyclopedias, dictionaries, directories, handbooks, bibliographies, and other reference materials. The online catalog and on-line databases, accessible in the Library and from remote sites, make HCC Library a true electronic library. Easy 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 on-line access to the collections of over 140 academic and public 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).

MassTransfer integrates and replaces the Commonwealth Transfer Compact, Joint Admissions, and the Tuition Advantage Program. The *MassTransfer* policy for community college students who complete designated associate degrees applies to students who matriculate in or after fall 2009 at a Massachusetts community college. The *MassTransfer* policy for any student in the Massachusetts public higher education system who completes the *MassTransfer* Block will apply beginning fall 2010, regardless of initial date of enrollment.

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	6 credit hours
Behavioral and Social Sciences	9 credit hours
Humanities and Fine Arts	9 credit hours
Natural or Physical Science	7 credit hours
Mathematics/Quantitative Reasoning	3 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.

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 GPA 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:
 - The student changes his or her major.
 - 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 GPA 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:
 - If the linked baccalaureate program requires a higher grade point average which is required of native students, the *MassTransfer* student must meet this requirement.
 - 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.
 - Students must be in good academic, fiscal and disciplinary standing with all previous institutions.
- C. A final cumulative GPA 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:
 - Enrollment is continuous at the state college or University campus.
 - The student earns a cumulative GPA 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 GPA.

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	6 credit hours
Behavioral and Social Sciences	9 credit hours
Humanities and Fine Arts	9 credit hours
Natural or Physical Science	7 credit hours
Mathematics/Quantitative Reasoning	3 credit hours

Benefit

Students completing the 34-credit *general education transfer block* (exclusive of developmental coursework) with a 2.0 or higher GPA 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 or go to www.mass.edu

ONLINE PORTAL

So that there may be better communication between students, faculty, and administration, all students registered for credit classes are provided a personal, online portal account called “My HCC.”

The HCC portal contains student email and Online Services (self-service) accounts. The College will use this email account or the messaging system to send communications to the student body. Directions (manuals), including information on IDs and passwords for these services, can be found on the HCC Portal login page http://myportal.hcc.mass.edu/site/index_page.html.

PLAGIARISM

Plagiarism is a form of theft. It is the stealing of another's ideas, information, creative work, or words and passing them off as one's own. Examples of plagiarism include quoting from a published work without the use of quotation marks and identification of the author, and copying from another student's examination or report or from web resources. Students who are accomplices in the act of plagiarism are equally guilty of academic dishonesty, and may be subject to disciplinary action (see the Student 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. Forms are available in Academic Division offices or the Welcome Center.

PROBATION AND DISMISSAL, ACADEMIC

Academic probation or dismissal for students is determined by the cumulative Grade Point Average and Quality Hours, as follows (See Grading System):

Cumulative Grade Point Hours	Cumulative GPA 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 GPA (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 GPA 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 GPA of 2.0 or better.

Graduation

A minimum cumulative GPA of 2.0 is required to graduate in degree and certificate programs.

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 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 in the Advising Center. *NOTE: Students who have earned 24 or more HCC credits (excluding transfer) and have a cumulative HCC GPA 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. Students are encouraged to meet with their 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 the Welcome Center, FR 221. Students not assigned an advisor can meet with an educational planner in the Advising Center, FR 271.

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 (413) 552-2369 or drop by DON 357 for more information on service-learning and community-based organizations.

FEDERAL WORK STUDY (Community Based)

Community-based Federal Work Study is an excellent way for qualified students to work in paid positions that complement academic and career goals. Students derive a sense of accomplishment by helping to improve the quality of life for local residents in agencies that offer the following services:

Health care, child care, literacy training, education (including tutorial services), welfare, social services, public safety, crime prevention and control, disability services, elder care, recreation, animal protection and care, community and economic development, immigration services, veterans outreach, civic engagement and emergency preparedness and response.

Students and employers of non-profit agencies, Federal, State and local public agencies, find this type of employment to be mutually rewarding and enriching. Federal Work Study experience builds resumes and strengthens character. Students who are eligible for Federal Work Study may apply for a work placement in the community by contacting the Federal Work Study Coordinator, Dorothy Blair (413) 552-2064 or dblair@hcc.edu.

STUDENT AFFAIRS

Mission Statement

Student Affairs complements the overall institutional mission to promote student success. Its approach rests on a platform of core principles:

To serve students in the pursuit of their educational and career goals by providing:

- Professional excellence
- Friendly, personalized, technology-enhanced service
- Accessible, accurate and timely information
- Student-centered procedures and policies
- Sensitivity to diverse needs and interests

To work collaboratively with Academic Affairs in the support of students in the following areas:

- Educational-vocational preparation
- Cognitive/ intellectual growth
- Social/ interpersonal development
- Character and leadership building
- Physical and emotional well-being

To foster lifelong learning through the development and delivery of strategic programs and services:

- Outreach and access
- Educational Planning
- Personal/ social support
- Co-curricular and multi-cultural activities
- Athletics, health and wellness

TRANSFER AGREEMENT - See Articulation Agreements

TRANSFER COMPACT, COMMONWEALTH OF MASSACHUSETTS

As of fall 2009, all students who enroll at Holyoke Community College will follow the *MassTransfer* general education transfer block. The transfer compact will only be for students who enrolled prior to fall 2009 and it has been determined if re-entering Holyoke Community College student will be eligible for Transfer Compact or need to complete *MassTransfer*. Please contact the Coordinator of Transfer Affairs for clarification. The Commonwealth Transfer Compact is an agreement between the four-year state colleges, universities and community colleges in Massachusetts. The Compact provides that course-work completed to earn an Associate Degree will be transferred as a unit to the transfer institution and applied toward a Baccalaureate Degree, provided a specific core of courses is included, and the student is accepted by the transfer institution.

The Transfer Compact Core of courses for students entering Holyoke Community College is as follows:

English Composition	(Code A)	6 credits
Behavioral and Social Science	(Code B)	9 credits
Humanities and Fine Arts	(Code C)	9 credits
Natural or Physical Science	(Code D)	8 credits
Mathematics	(Code D)	3 credits

Students are required to earn 60 credits exclusive of developmental coursework.

Transfer Compact Core course designations, A, B, C, and D, are included as part of the description of all courses meeting Transfer Compact requirements in the COURSE DESCRIPTION section of the College Catalog. A list of courses by designation appears in that section as well.

Other information:

1. Students must complete the Associate Degree in order to qualify for Transfer Compact status.
2. All requirements must be met prior to enrollment at the four-year institution
3. Transfer institutions have the right to require a full two years of upper division work for the Baccalaureate Degree and to impose major course requirements.
4. The grade of "D" will be accepted toward the Baccalaureate Degree, but will be credited toward a major only if it is also credited for students who enrolled in the four-year institution as first-year students.
5. Students must achieve a GPA of not less than 2.0 at the Community College awarding the degree.
6. Transfer Compact status does not assure admission to any institution.

(See also *UMass/Amherst General Education Requirements, and the COURSE DESCRIPTIONS section.*)

TRANSFER CREDIT

The college accepts transfer credit from other regionally accredited institutions of higher learning for courses which may be applied to the student's declared program of study if the courses are similar in content to those offered here. When transfer credit is awarded, the grades earned are not averaged into the student's Holyoke Community College GPA. Credit is granted for courses carrying C- or better, regardless of the cumulative GPA at the previous institution. The college will accept courses carrying D grades only in cases where the cumulative GPA at the previous institution was 2.0 or higher.

The college also grants credit for prior learning from other sources, including a limited number of military courses, according to guidelines issued by the American Council on Education (ACE). For foreign transcripts, the College will provide the student with a list of agencies that evaluate foreign credentials for a fee; the credit award is based on the evaluation which the College receives directly from the agency and also on the applicability of the course work to the student's program.

The college grants credit for its courses when a student demonstrates the knowledge and/or skills, normally gained attending these courses, through the development and presentation of a portfolio deemed acceptable by the college. Students must first consider other means of transferring credit in or gaining it through standardized national or college tests, where they exist. Credit will be awarded only for courses applicable to the graduation requirements of the student's declared field of study. Individuals interested in this process should contact Ken White at (413) 52-2324.

The limit of transfer credit from all sources, including CLEP, is in accordance with the College's thirty-credit residency requirement. **However, students may request a waiver of this requirement. Waivers are granted on a case-by-case basis by the Vice President for Academic Affairs. Waivers are requested by submitting a Request for Exception to Graduation Requirement form to the Office of the Vice President for Academic Affairs.**

(See also *College Level Entrance Examinations, Transition Programs, Challenge Exams, and Tech Prep*)

TRANSFER PROGRAMS

One of Holyoke Community College's primary missions is to provide the first two years of college-level study for students who wish to transfer to a four-year institution to complete a Baccalaureate degree. Many HCC programs are designed for this specific purpose, and most HCC courses are transferable whether or not they are part of such a program.

If the courses to be transferred correlate with Holyoke Community College courses, credit will be granted for 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 course work done to earn an Associate degree at HCC (See Transfer Compact). In other cases, students must apply to the college of their choice and arrange for the transfer of specific courses.

(See *UMass/Amherst General Education Requirements*.)

HAMPDEN-HAMPSHIRE TECH PREP CONSORTIUM

– See “General Information” section

UMASS AMHERST GENERAL EDUCATION REQUIREMENTS

The University of Massachusetts Amherst requires all students to complete a set of general education courses to graduate. These requirements will be waived for students who transfer to the University with an Associate Degree that includes the Transfer Compact Core of courses (See Transfer Compact). However, all students will be required to complete all courses for their major, and students accepted into the College of Arts & Science will be required to complete the foreign language requirement. (See Foreign Language Requirement)

WITHDRAWAL

Students are withdrawn from a course in the following ways:

Add/Drop: A student may drop a course during the Add/Drop Period (first 4 days of the semester) without being recorded as having been enrolled in that course. Refunds for dropped courses are made in accordance with the College's refund policy.

Administrative Withdrawal from Course for Non-Attendance: Instructors will notify the Registrar of any student on their class list who does not attend the course during the first two weeks. The student will be issued a WX grade and will be considered withdrawn from the course. A student who is issued a WX grade is not eligible for a refund of any part of the cost of the course concerned.

Administrative Withdrawal from Course for Excessive Absences: Instructors may dismiss a student from a class due to excessive absences, issuing an AW grade. AW is not calculated into the GPA and may not be removed by a student's later attempt to withdraw from the course.

Course Withdrawal by Student: The student must bring to the Welcome Center a completed course withdrawal form. For day courses, the form must include the course instructor's signature. An instructor must honor a student's request to withdraw from a course (provided no previous WX or AW grade was issued). A student may withdraw from a course through the twelfth week of the semester. The official deadline is posted in the College's Academic Calendar. The withdrawal grade assigned as the student's final grade is “W.”

Withdrawal from the College: College withdrawals must occur before the last day of classes. Students taking day classes must meet with a counselor for an exit interview, then bring to the Welcome Center a completed withdrawal form carrying the counselor's signature. In exceptional cases, the exit interview may be conducted by telephone. The date the Registrar receives the completed form becomes the official withdrawal date. A withdrawal grade for each course is determined in accordance with the policy for course withdrawals. AW and WX grades which were previously issued in a course remain on record, even when a student withdraws from the College.

ADMINISTRATION AND FACULTY

WILLIAM MESSNER, A.A., B.A., Concordia College; M.A., Ph.D., University of Wisconsin. President
MATTHEW REED, B.A., Williams College; Ph.D., Rutgers University, Vice President for Academic Affairs
*SOLOMON ABRAHA, B.A., and M.P.S., New Platz, SUNY; Ed.D. University of Massachusetts, Amherst. Mathematics
ADAMS, JENNIFER, B.A., Mount Holyoke College; M.S., Simmons College. Reference Librarian
GUSTAVO ACOSTA, A.S., Universidad Nacional de El Salvador; B.S., M.S., Springfield College. Upward Bound Program Manager.
MAHMUD A. AHMADOV, B.S., M.S., and Ph.D., Baku State University, Baku, Azerbaijan. Mathematics
KAREN AIKEN, R.N., A.S., Springfield Technical Community College; B.S.N., Fitchburg State College; M.S.N., University of Hartford. Nursing
*AMY M. ALLEN, B.A., St. John Fisher College; M.A., State University of New York at Albany. English
ROBERT J. ALLER, A.A., Holyoke Community College; B.A., University of Massachusetts; M.F.A. Bard College. Art
*DAVID J. ANDERSON, B.A., UWW, University of Massachusetts. Communication
*GORDON ANDERSON, B.S., M.S., University of Massachusetts, Amherst. Computer Science
*MARY B. ANNARELLA, B.S., Biochemistry, Pennsylvania State University; M.A., University of Massachusetts. Education
ALIZA ANSELL. Program Coordinator, ABE Special Programs Coordinator
MARK ANSTEL, B.A., University of Rochester; M.L.A., Boston University. Hospitality Management and Culinary Arts
*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
*PAMELA L. BARAN, A.S., Holyoke Community College; B.S., Western New England College; M.B.A., Western New England College, Business
ROBERT BARAN, Asst. Technician, Office for Students with Disabilities and Deaf Services
*THOMAS E. BARRUP, B.S., Rensselaer Polytechnic Institute; M.E., University of Florida. Engineering
ANNE J. BARRY, B.A., Emmanuel College; M.A., University of Madrid. Spanish
*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
GERRY BATES, A.A., Holyoke Community College; B.S., M.S., University of Massachusetts. Accounting/Business
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
GARY A. BELUZO, A.S., Holyoke Community College; B.S., Springfield College; M.A., University of Massachusetts. Environmental Science
*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
MARJORIE BESSETTE, R.N., A.S.N., Holyoke Community College; B.S.N., Elms College. MSN Drexel College. Practical Nursing Certificate Program
RACHEL BISHOP-COOK, M.Ed., Antioch College, Coordinator, Pathways of Poverty
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
DOROTHY BLAIR, A.S., Springfield Technical Community College; B.S., M.Ed., Springfield College. Senior Special Programs Coordinator
*JEAN G. BLAISE, B.A., M.A., University of Massachusetts, Boston; English as a Second Language
*ISABELLE C. BOGGS, B.M., Iniversite de Paris Sorbonne, M.M., University of Montreal. Music
*LAWRENCE E. BOND, Art
*PATRICIA BONNEAU, B.A., Keene State College; M.A., Westfield State University; M.A., American International College. Psychology
*FRANK P. BORRELLI, A.A., Asnuntuck Community College; B.A., Massachusetts College of Liberal Arts; M.F.A., Rhode Island College. Theatre
*LEWIS J. BOSLER, M.A., Antioch University. Psychology
*MARLA BRODSKY, B.F.A., Emerson College. Health & Fitness
*ALISON D. BRZENECHEK, B.S., Pennsylvania State University; M.S.W., University of Michigan. Communication
ALLEN BOUSQUET, B.A., Western New England College. Bursar
MARK BROADBENT, B.A., Syracuse University; M.Ed., Springfield College. Coordinator of Transfer Affairs
ERICA BROMAN, B.A., Miami University; M.B.A., University of Massachusetts. Vice President for Institutional Development & Executive Director of the HCC Foundation
*ERIC S. BROWN, A.A., Pasadena City College; B.A., California State University, Los Angeles; M.Ed., Westfield State University. Psychology
JOANNA BROWN, B.A., Hampshire College; Director of Alumni Relations
JOSEPH BRUSEO, B.A., Rutgers University; M.S. Frostburg State University, Ph.D., Bowling Green State University. Biology
EDWARD J. BUDD, B.S., State University of New York at Albany, M.S., University of Massachusetts. Mathematics/Physics/Computer Information Systems
JANE E. BURKHARDT, B. A., California State University; M.A., California State University. English
*DAVID A. BURT, A.S., Holyoke Community College; B.A., University of Massachusetts, M.Ed., Cambridge College. Criminal Justice

ELIZABETH BUTIN, B.S., Iowa State University; M.S., University of Massachusetts. Forensic Science
 *DONNA M. BYS, B.S., Worcester State College; E.M.A., University of Hartford. Exec. M.P.A. University of Hartford. Medical Assisting
 *JULIA A. CAFRITZ, B.A., M.S., New York University. English
 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
 IAN M. CAMERA, R.N., B.A., Connecticut College; M.S.N. D.N., Case Western Reserve University. Nursing-ADN Program
 COLLEEN CAMERON, A.S., Holyoke Community College. Staff Assistant to the President
 *KAREN A. CANATA BOYDSTON, B.A., St. Joseph College; M.A., American International College. Human Services
 ELIZABETH R. CANTOR, B.A., University of Amherst; M.S., University of Wisconsin. Gateway To College Resource Specialist
 *AMY E. CAREY, B.S., M.Ed., Westfield State University. Education
 CAROLYN CARPENTER, B.A., Boston University; M.S., Syracuse University. Special Programs Coordinator
 *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
 MONICA CECCATTO, B.A., Catholic University of Parnana; M.A., Federal University of Parnana. Literacy Specialist/Adult Education
 *PETER G. CERRETA, B.B.A., M.B.A., Western New England College. Management
 KELLY CHAMPAGNE, A.S., Holyoke Community College. Senior Staff Assistant, ITD
 DAVID B. CHAMPOUX, B.A., McGill University; M.F.A., Emerson College. English
 *ANN M. CHARTIER, B.A., American International College. Biology/Forensic Science
 *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
 MICHAEL J. CICHONSKI, B.S., Lowell Technological Institute; M.B.A., University of Massachusetts. Director of Engineering Services
 *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
 *LYNN L. CLARK, B.S., Illinois Institute of Technology; M.S., American International College. Mathematics
 CATHY CLEMMITT, B.A., Westfield State University. Staff Assistant
 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
 *MICHAEL L. COMBS, B.S., Rensselaer; M.S., State University of New York at Stony Brook. Mathematics
 *TARA CONANT, B.A., Westfield State University; 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
 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
 *RICHARD H. COWLES, B.S.E., M.A., Westfield State University. Psychology
 FRANK R. CRESSOTTI, B.A., Gettysburg College; M.F.A., Ohio University. Art
 *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
 *V. PAULINE CURRY, B.A., University of Massachusetts; M.Ed., Westfield State University. Education
 JACQUELINE DAILEY, B.A., St. Anselm College; M.A., Boston College. English
 *MARK DAMON, B.S., Stonehill College; M.S., University of Massachusetts. Biology
 *AMY L. DANISON, B.S., Purdue University. Engineering
 *KATHARINE PAULA DAUBE, B.A., University of Massachusetts; M.S., Harvard University School of Public Health. Sociology
 *SCOTT DAVIS, B.S., Tufts University; M.S., Yale University. Mathematics
 GLORIA DEFILLIPO, A.A., Manchester Community College; B.S., M.Ed., Springfield College. Dean of Distance Education

RICHARD W. DEFOE, B.S., M.Ed., American International College. Business/Office Administration
 IRAIDA DELGADO, B.A., University of Massachusetts; MBA, Bay Path College. Business Account Representative
 KAREN A. DEROUIN, B.A., Anna Maria College, M.Ed., University of Massachusetts. Director of Financial Aid
 JANINE DESGRES, B.A., American International College. Career Development Counselor
 KAREN DESJEANS, A.S., Bay Path College; B.A., Elms College. Staff Assistant, Administration and Finance
 *WILLIAM T. DEVINE, B.A., Westfield State University; M.A.T., Assumption College. Art
 *SHEILA DIAS, B.A., University of Maine; M.A., Westfield State University. 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
 JOAN DONAH, A.S., Mohawk Valley Community College; R.T., Albany Medical School of Radiologic Technology; B.S., M.Ed., Westfield State University. Radiologic Technology
 YANG DONG, B.S., Perking University; MPA Ph.D. Syracuse University. Biology
 *MARGARET DONAIS, A.S., Holyoke Community College. Medical Coding
 JOHN DONNELLAN, B.S., American International College; M.B.A., Western New England College; Ed.D., University of Massachusetts. Business Administration
 AMY DOPP, B.S., University of Massachusetts. Grants Writer
 *JOSEPH D. DOUGHERTY, B.A., Westfield State University. Business
 *AMY DOYLE, B.A., M.S., Salve Regina University. Art
 ELIA DREYFUSS, B.A., M.Ed., University of Massachusetts. Senior Special Programs Coordinator
 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 University. Bookstore Manager
 KERMIT DUNKELBERG, B.F.A., Drake University; M.A., Tufts University. Program Coordinator for the Ludlow Area Adult Learning Center
 *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
 *JULIE A. DUPUIS, B.A., College of Our Lady of the Elms; M.S., Western Illinois University; M.T. (ASCP), Mercy Hospital School of Medical Technology. Biology
 *JAMES ALSON DUTCHER, B.A., University of Massachusetts. Earth Science
 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. GED Testing Center Chief Examiner
 *DEBRA WILLIAMS ECKER, B.S., Saint Joseph College; M.Ed., Westfield State University. Education
 *AMY N. EHMANN, B.S., The Pennsylvania State University. Physics
 CLARA ELLIOTT, A.S., Colegio Universitario Cecilio Acosta; B.S., Universidad Simon Rodriguez; MBA, Western New England College. Dean of Human Resources
 ANDREW R. ELLIS, B.S., M.S., Northeastern University. Engineering
 *PATRICIA ELLIOTT-TRAFICANTE, B.S., St. Joseph College; M.A., University of Massachusetts. Mathematics
 *WAYNE EMERSON, B.B.A., University of Massachusetts; M.S., University of Massachusetts; Ed.D., University of Massachusetts. Economics and Labor Relations
 *GEORGE BART ESTES, B.A., Denison University; M.A.Ed., The City College of New York. Mathematics
 MARYANN FAHEY, A.S.N., Springfield Technical Community College; B.S.N., American International College. Learning Specialist
 DEBORAH FAIRMAN, B.S., Georgia Southern University; M.A., University of Colorado; Ph.D. University of Massachusetts. 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
 *CAROLE FICKERT, A.A., Holyoke Community College; B.A., Smith College; M.A., Elms College. English
 *REBECCA FISHER, B.A., UWW, Ph.D., University of Massachusetts. English
 ANDREW FLETCHER, B.S., University of Massachusetts. Learning Resource Center Coordinator, CAPS Center
 LEONA FLOREK, R.N., B.S., Georgetown University; M.S.N., University of Connecticut. Nursing
 *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. Vice President for Administration and Finance
 *ANDRIANA M. FOILES, B.S., University of Houston-Clear Lake; M.A., Texas Woman's University. Sociology
 *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
 *ALLEN DALE FORSYTHE, B.S., Fitchburg State College; M.S., Virginia State College; Ph.D., Boston College. Biology
 BARBARA FOSTER, B.A., North Adams State College; M.Ed., Cambridge College. Coordinator of Workplace Relations
 *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

*TUSI GASTONGUAY, B.A., Merrimack College; M.A., Northeastern University; M.Ed., University of Massachusetts. English as a Second Language
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 L. GILLEMAN, B.A., Smith College; M.A., Boston College. English
*BONNIE J. GINMAN, A.S., Springfield Technical Community College. Medical Assisting
JOAN GIOVANNINI, B.A., M.Ed., University of Massachusetts. Restricted Funds Budget Manager
ELIZABETH GOLEN, B.S., Springfield College; M.A., Westfield State University. Acting Coordinator of Student Activities
GARY F. GOLAS, A.S., Holyoke Community College; B.A., University of Massachusetts. Environmental Science
RALPH GOULD, A.S., Greenfield Community College; B.A., Curry College. Director of Public Safety
*BARBARA A. GOWAN, B.S.N., Rutgers University. Nursing
*JOHN T. GRADY, B.A., M.A., American International College. English
BARBARA J. GRANGER, B.S., University of Massachusetts; M.Ed., Worcester State College. Academic Counselor
APRIL GRAZIANO, B.A., Southwestern University; M.Ed., Cambridge College, Education
ROBERT GREENEY, B.A., Fordham; Ph.D., Clark University. Physics/Electronics/Computer Technology
ROBERT GRIFFIN, B.A., Columbia University. Director of Program Operations
*ASHELEY GRIFFITH, B.A., Long Island University; M.A., Ph.D., University of Massachusetts. English
*PETER N. GRIMALDI, B.A., M.Ed., Westfield State University. 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
KATHLEEN HANKEL, B.S.N., University of North Dakota; M.S.N., South Dakota State University. Dean of Health and Natural Sciences Division
DONALD HANOVER, BA Purdue University; M.A., Ph.D., Binghamton University (SUNY). Philosophy
THAISA HANSON, B.B.A, University of Massachusetts; M.Ed., Cambridge College. Learning Specialist Disability Services
*ALAN E. HARAZIN, B.A., Northwestern University; A.B., J.D., University of Michigan Law School. History
JOHN HARDY, B.S., University of Massachusetts. Technical Operations Manager
*MELINDA HAWKES, B.S., Northeastern University; M.S., University of Massachusetts. Computer Information Systems
*JOHN L. HARRINGTON, B.S., Westfield State University; 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
*SAMUEL A.E. HEADLEY, B.A., BA, University of Birmingham; M.S., King's College London; Ph.D., Temple University. Biology
*JUDITH M. HEBERT, B.S.E., Westfield State University; M.A., Ed.D., American International College. Psychology
ELAINE HEBERT-DANCIC, B.A., University of Massachusetts. 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
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
MAURA HENRY, A.B., Smith College; M.A., Ph.D., Harvard University. History
KEITH M. HENSLEY, B.S., Nathaniel Hawthorne College. Executive Director of Workforce & Economic Development
CHARLES HERBERT, B.A., University of Massachusetts. Senior Special Programs Coordinator
PENELOPE HERIDEEN, B.A., Brown University; M.A., University of Sao Paulo, Brazil; Ph.D., Northeastern University. Sociology
KIM HICKS, B.M., University of Montana; B.A., University of Northern Colorado; M.A., Ph.D., University of Massachusetts. English
*MARY L. HIGGINS, B.A., Anna Maria College; M.A., University of Massachusetts. Mathematics
STEVEN D. HILBUN, B.S., Texas Christian University; M.A., Boston College. Mathematics
GAIL HILYARD, A.S., York Technical College; B.A., B.S., M.Ed., University of Massachusetts. Academic Coordinator
THERESA D. HOWARD, B.B.A., M.A.T., American International College; Ed.D., University of Massachusetts. Dean of Cooperative Education and Career Services
LINDA HOWES, R.N., B.S.N., Texas Woman's University; M.S.N., University of Texas at Arlington. Nursing
*LUCY ANNE HURSTON, A.S., Manchester Community College; B.A., Central Connecticut State University; M.A., The Ohio State University. Sociology
LAURA HUTCHINSON, B.S., Ph.D., University of Massachusetts. Nutrition
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
JENNIFER JACKSON, B.A., LaGrange College; M.Ed., Cambridge College. Special Programs Coordinator
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. Practical Nursing Certificate Program
 *PATRICIA JALBERT-JARVIS, A.S., Holyoke Community College; B.S., North Adams State College; M.S., Springfield College. Education
 *KATHRYN S. JAMIESON, B.A., Wesleyan University. English
 WALTER JAWORSKI, B.S., D.V.M., Cornell University. Veterinary & Animal Science/Biology
 *PATRICIA L. JENKINS, B.S., Westfield State University. Biology
 *NING JIANG, B.S., Kunming University of Science and Technology; M.Ed., University of Massachusetts.
 ERIN JOHNSON, B.A., Berea College; M.Ed., University of Louisville. Special Programs Coordinator
 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
 *JEFFREY JOHN KANE, B.S., Muhlenberg College; MS., University of Massachusetts. Biology
 *NANCY KARP, A.B., Mount Holyoke College. Biology
 CARLA KATZ, B.A., Hiram College; M.S., State University of New York College at Brockport. Senior Special Program Coordinator
 VICTOR KATZ, B.A., Rutgers College; M.A., Yale University; J.D., University of Illinois at Urbana-Champaign. Art
 KELLY KEANE, B.A., M. Ed., Providence College. Senior Special Programs Coordinator
 KATHLEEN KEENE, B.A., University of Virginia; M.S., Bay Path College; Technical Writing Certificate, American University of Paris. Lead Software Product Manager – Student Affairs
 *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
 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
 KATHLEEN KEOUGH, B.A., Elms College; MSW, Boston College. Senior Academic Counselor
 *KENNETH DAVID KIDWELL, B.A., University of Mary Washington; M.M., University of Hartford. Music
 TRICIA KIEFER, B.A., M.A., Westfield State University; C.A.G.S., University of Massachusetts; Westfield State University. Education
 AUDREY KILCOYNE, A.S., Bryant College; B.S.N., University of Massachusetts; MSN, University Hartford. Nursing
 GENE KINGSLEY, A.S., Holyoke Community College; B.S. Westfield State University; MBA, University of Massachusetts. Director of Support Operations
 TERRI KINSTLE, B.A., Dartmouth College; M.S., Ph.D., University of Kentucky. Psychology
 JULIE KIZERSHOT, B.A., St. Olaf College; M.A., New York University; M.A., University of Colorado; MFA, Naropa University. English
 *CAROLINE BERRY KLOCKSIEG, B.A., The University of Tennessee at Chattanooga; M.F.A., Arizona State University. English
 JAMES KNAPP, B.A., University of Connecticut; M.S., Central Connecticut State University. Biology
 GEORGE KOHOUT, B.A. Arizona State University. SABES Coordinator
 *ADAM J. KOLEK, B.A., Skidmore College; M.A., Smith College. Music
 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. Director of Online & Training Services
 *SUSAN E. KRANE, B.A., Smith College; M.A., Wesleyan University. English
 KAREN A. KROLL, A.A., Holyoke Community College; B.A., Mount Holyoke College. Systems Analyst
 *NICOLE A. KULIKOV-HAGOBIAN, B.S., M.A., California State University, Fresno; Ph.D., University of Northern Colorado. Nutrition
 *HENRY R. LAFLEUR, B.S.E., Westfield State University; M.A., Wesleyan University. Mathematics
 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
 LAURA LARSON, B.A., University of Colorado; M.Ed., University of Massachusetts. Human Services
 JAMIE LAURIN, A.A., A.S., Holyoke Community College; B.S., M.S., University of Massachusetts. Environmental Science
 *JON F. LAVELLE, B.A., Canisius College; M. Ed., State University of New York. English
 *JOSEPH O. LAVOIE, SR., B.A., American International College; M.B.A., Western New England College. 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
 *GAYLE S. LEAVY, B.S., University of Massachusetts. Biology
 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

VIVIAN LESKES, B.A., Barnard College, Columbia University; M.Ed., University of Massachusetts. English as a Second Language

TED LETH-STEENSEN, CPA, B.A., Suffolk University. Comptroller

DEBORAH LEVENSON, B.A., Bryn Mawr College, M.S.S. Bryn Mawr Graduate School of Social Work. Senior Special Programs Coordinator

AARON LEVIN, B.A., University of Vermont; M.A., San Francisco State University. Mathematics

*THEODORE B. LEVINE, B.A., Westfield State University. Music

*ALIDA LOUISA LEWIS, A.B., Sarah Lawrence College; M.F.A., University of Massachusetts. English

ARVARD LINGHAM, A.S., Holyoke Community College; B.A., University of Massachusetts. Coordinator of Non-Credit Registration & Kittredge Center Operations

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

*DAVID DREW LONGEY, B.A., Massachusetts College of Art. Communications

*EDMUND LUCAS, B.S., Lyndon State College; M.Ed., Springfield College. Computer Applications

MARY M. LYNCH, A.S., Holyoke Community College; B.S., M.Ed., Westfield State University. Early Childhood Education

SUSAN MACKLER, B.A., University of Massachusetts; M.A., C.A.G.S., American International College. Dean of Business, Science, Technology, Engineering, and Mathematics Division

*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

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. ESL Skills Specialist

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

PENNIE MARCUS, B.A., M.Ed., Temple University. Learning Specialist Disability Services

DEIRDRE MARLEY, B.A., University of Massachusetts. Literacy Specialist/Adult Education

HOLLY MARTIN-PEELE, A.S., Holyoke Community College; B.S., Florida Hospital College of Health Sciences; M.A., Capella University. Radiography

VANESSA MARTINEZ, B.S., Columbus State University; M.A., Georgia State University. Anthropology

*JOHN F. MASON, B.A., Middlebury College. Music

DONNA MASTROIANNI, B.S., Elms College; M.Ed., American International College. Biology

RUBABA MATIN, B.A. (Honors), M.A., University of Dhaka, Bangladesh; M.A., University of Illinois. English as a Second Language

ALLIA MATTA, B.A., Bard College; M.A., Long Island University. English

*NICHOLAS S. MAVRIKIDIS, B.A., Western New England College; M.S., University of Massachusetts; M.S., Northeastern University.

THOMAS R. McCHESNEY, B.S., Denison College; M.A., University of Virginia. Mathematics/Computer Science/Computer Information Systems

DOROTHY McCORMACK, B.S., M.A., University of Massachusetts. Special Programs Coordinator

KATHLEEN A. McDONOUGH, B.A., Fairfield University; M.A., University of Wisconsin-Madison. Interim Dean Library Services

*EILEEN M. MCGOWAN, B.S., Salem State College. Earth Science

*EDWARD D. McGRATH, B.S., University of Massachusetts at Dartmouth; M.B.A., Harvard Graduate School. Economics

*KELLY ANNE McKEOWN, B.S., McGill University; M.S., University of Massachusetts. Biology

CHARLES MCMAHON, B.A., St. Johns University; M.S., Springfield College. Senior Staff Assistant

ROBERT McMASTER, B.A., Clark University; M.S.T., Boston College; M.A., Smith College; Ph.D., University of Massachusetts. Biology

IRMA MEDINA, A.B., Mount Holyoke College. Senior Special Programs Coordinator

MELANY MENDOZA, B.B.A., University of Puerto Rico. STEP Program Manager

NATHAN MERCER, B.A., Anderson University; M.S., Ball State University. 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

*STEPHANIE MOECKEL-COLE, B.S., M.S., University of Massachusetts Amherst. Biology

PETRIANA MONIZE, B.A., Hunter College; M.A., New York University. English

*JAMES MORGAN, A.A., A.S., Yuba Community College; B.A., California State University; M.A., Central Connecticut State University. Mathematics

*JEFFREY S. MORNEAU, B.S., Providence College; J.D., Western New England College School of Law; L.L.M., Georgetown University. Law

MARCIA MORRISON, B.A., Townson State University; M.Ed., Boston University; M.A., C.S.U.-Fresno; M.F.A., Purdue University. Dean of Arts and Humanities

*TERENCE MURPHY, A.A., A.S., Holyoke Community College; B.S., Stonehill College; M.P.A., American International College. Political Science

*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. Publications Specialist

DEBRA MUTCH-OLSZEWSKI, A.S., Holyoke Community College. Program Assistant, Jump Start Certified Nurse/Home Aide

WAYNE NELSON, B.A., DePauw University; M.Ed., Springfield College; M.Ed.; Temple University. Learning Specialist Disability Service

*JAN NETTLER, B.A., University of California, Berkeley; M.A., University of Southern California, Los Angeles. Mathematics

*DIANE L. NETTLES, Certificate, National Technical Institute for the Deaf. Deaf Studies

*LEE T. NETTLES, Certificate, National Technical Institute for the Deaf. Deaf Studies

*DEAN H. NIMMER, BFA, MFA, University of Wisconsin. Art

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

RAYMOND D. O'CONNOR, B.A., Iona College; M.A., University of Pittsburgh; M.A., Duquesne University; Ed.D., University of Massachusetts. Sociology

*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

*PHIL O. O'DONOHUE, B.A., University of Massachusetts Amherst; M.F.A., Smith College. Theatre

*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

*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

JOHN O'ROURKE, CPA, B.B.A., M.B.A., University of Massachusetts. Assistant Comptroller

REBECCA OSBORN, B.A., Kenyon College; M.P.H., University of Washington. Instructor/Coordinator of Foundations of Health

VIVIAN OSTROWSKI, B.A., St. Mary College; M.Ed., University of Massachusetts. Interim Director of Gateway Program

*DAWN B. OTELLO-MORIN, A.S., Cobleskill Agricultural & Technical College; B.S., State University of New York; M.S., University of Massachusetts. Mathematics

*MARSHA M. OWCZARSKI, B.A., American International College. Office Technologies

ISMET OZKILIC, B.A., Ankara University; M.S., Hacettepe University; M.A., University of Central Oklahoma; PhD., University of Massachusetts. English

ELISSA BRILL PASHKIN, B.A., University of Pennsylvania; M.M., D.M.A., Temple University. Music

*CHRISTY LEE PATRICK, B.F.A., Lyme Academy College of Fine Arts; M.F.A., University of Massachusetts, Amherst. Art

CAROL PATTERSON, B.S., College of the Ozarks. Staff Assistant, Business and Community Services

*CLAUDIA M. PAYNE, B.A., Western Washington University; M.A., University of Arizona. ESL

*BETH PAULSON, B.S., University of Massachusetts. Health & Fitness

*LATORSHA D. PEAKE, B.S.N., University of South Carolina; M.S.N., University of Phoenix. Nursing

MONICA PEREZ, B.A., American International College; JD, Western New England School of Law. Criminal Justice

*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. Pre-Pharmacy

ANDREA PICARD, B.A., M.A., American International College. Coordinator of Experiential Education

*WILLIAM J. PIERSON, A.S., Holyoke Community College; B.S., M.A., Westfield State University. Psychology

*JOANNE M. POITRAS-SMITH, A.S., Holyoke Community College; B.A., Elms College; M.A., Westfield State University. English; Social Sciences

*MARTHA A. POTYRALA, B.A., Curry College; M.Ed., University of Massachusetts, Amherst. English

RICHARD T. POWERS, B.S., Ed.D., University of Massachusetts; M.S., State University of New York at Oswego. 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 University; M.P.H., University of Massachusetts. Coordinator of Health Services

*CHRISTIAN M. QUATRONE, B.A., Western New England College; M.S., Central Connecticut State University. History

*JAMES QUINN, A.B., Colby College; M.A., University of Pennsylvania. English

PATRICIA QUINN, R.N., A.S.N., Springfield Technical Community College; 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

REENA RANDHIR, B.S., M.S., Tamil Nadu Agricultural University; Ph.D., Purdue University. Biology

*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 University. 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. Interim Director of Institutional Research

KAREN FAGAN RIEDL, B.A., University of Massachusetts at Amherst; M.A.E., East Carolina University, M.S.W., University of Connecticut. Senior Academic Counselor

ROBERT RIEDL, A.S., B.S., Northeastern University; M.U.A., Boston University. Criminal Justice

*STUART A. RITTER, A.S., Holyoke Community College; M.P.T., American International College. Medical Terminology

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
KAREN ROCK, A.S., Holyoke Community College; B.A., M.B.A., University of Massachusetts. Associate Director of Financial Aid
PEDRO RODRIGUEZ, B.S., Upsala College. Academic Counselor
*ANDREW E. ROLLINGS, B.A., Rider University; M.A., Ph.D., New York University. Sociology
JOANNE 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
KATHRYN C. ROOT, B.S., Ohio State University; M.Ed., Colorado State University. Radiologic Technology/Biology
MARCIA ROSBURY-HENNE, B.A., Marist College. Director of Admissions and Transfer Affairs
TRACY ROSS, B.A., University of Massachusetts; M.A., Brandeis University; MSW, Smith College for Social Work., Ph.D. Brandeis University. Sociology
*SAMUEL JAMES ROWLETT, B.F.A., Pacific Northwest College of Art; M.F.A., Cranbrook Academy of Art. Art
*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. Academic Counselor
*ROBERT W. SALTHOUSE, B.A., M.A., University of Pennsylvania; M.S., Carnegie-Mellon University. Java Programming
ALEJANDRO SANCHEZ, A.S., Holyoke Community College; B.S., Westfield State University; M.A., Anna Maria College. Criminal Justice
CLAIRE SANDERS, B.S.W., 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
SHEENA A. SANTOLINI, A.S., Holyoke Community College; B.S., M.Ed., University of Massachusetts. Early Childhood Education
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 University; M.B.A., University of Massachusetts. Registrar
JOHN SCANLON, A.A., Holyoke Community College; B.S., Westfield State; M.A., University of Connecticut. Graphic Designer
THOMAS R. SCHIEDING, A.A., Holyoke Community College; B.A., Brown University; M.A., University of California. Communication, Media, and Theater Arts
*DORIS K. SCHUH, B.A., College of Our Lady of the Elms; M.Ed., Springfield College. Psychology
*MARYAM M. SCHIRMEISTER, B.S., M.S., University of Massachusetts, Amherst. Mathematics
LINDA SCOTT, A.A., B.A., University of Hartford; M. Ed., Springfield College. Assistant Director of the Advising Center
MICHELE SEDOR, B.B.A., St. Bonaventure University; M.Ed., University of Massachusetts. Associate. Coordinator for Staff Development, Theme Initiative, Resource Library - SABES
*RICHARD SELIGMAN, B.S., Ohio State University; B.S. Pharmacy, Massachusetts College of Pharmacy & Allied Health Sciences. Pharmacy Science and Technology
*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./B.S., Elms College; M.A., Marlboro College; M.A., American International College. Website Coordinator
*SHEILA A. SHEAR, B.A., C.A.G.S., American International College; M.Ed., Westfield State University. Education
*JOHN F. SHEEHAN, B.A., Boston College; M.S.W., The University of Connecticut. Sociology
MICHELLE SHERLIN, B.S.N., American International College. Coordinator of Forensic Lab
*AMY SHUMAN, B.A., University of Massachusetts; M.S.W., University of Connecticut. Psychology
*GAIL E. SHUNAMAN, A.S., Holyoke Community College. Medical Assisting
GAIL SIEPIERSKI, A.A., Holyoke Community College. Staff Assistant, Institutional Development
CAROL ANN SMALLEY, B.A., Mount Holyoke College; M.A., Gallaudet University. Learning Specialist Disability Services
*ANDREW L. SMITH, B.A., Virginia Polytechnic Institute and State University; M.A., West Chester University of Pennsylvania; Ph.D., University of Missouri Columbia. English
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 University. Title III Activity Director
*JEFFREY A. SOPHINOS, B.S., Massachusetts College of Pharmacy; M.Ed., M.A., American International College; Pharm.D., Massachusetts College of Pharmacy. Pharmacy Science and Technology, Health
*SHELLEY A. ST. GEORGE, B.S., Westfield State University. Education
*LAURETTA R. ST. GEORGE-SOREL, B.A., Westfield State University; M.A., Assumption College. English
JOSEPH E. STAHL, B.S., Lowell Technological Institute; M.S., Worcester Polytechnic Institute; MBA, American International College. Engineering
*ROBERT T. STARON, B.S., Georgetown University; M.A., Wesleyan University. Astronomy
CAROLE STERRITT, B.A., Smith College; MBA, University of Massachusetts. Senior Staff Assistant
*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
THOMAS STEWART, B.S., M.Ed., Westfield State University. Director of Bartley Center Services
*ROBERT STODDARD, A.S., Holyoke Community College; M.A., Westfield State University. English

*SHERYL STOODLEY, B.A., Roger Williams College; M.A., Smith College. Theatre
CASIMIR STOROZUK, B.S., Westfield State University; M.B.A., Western New England College. Computer Information Systems
KIMBERLEE STRACESKI, B.S., Boston College; M.S., Syracuse University. Senior Financial Aid Counselor
ERIKA E. SUBOCZ, A.A., Holyoke Community College. Staff Assistant, Human Resources
JOHN A. SULLIVAN, JR., B.S., Salem State College; M.S., University of Connecticut. Mathematics/Computer Information Systems
KATE SULLIVAN, B.A., University of Albany. Business Account Representative
PATRICIA C. SULLIVAN, A.S., Holyoke Community College; B.S., American International College; M.Ed., Westfield State University. English
*DARCY K. SWEENEY, B.A., Eckerd College; M.A.T., Salem State College. English as a Second Language
*MARGARET SWEENEY, B.A., Wellesley College; M.A., Middlebury College. English as a Second Language.
*CHRISTOPHER SWIST, B.M., SUNY; M.M. The Hartt School, University of Hartford. Music
LINDA SZALANKIEWICZ, B.S., Western New England College. Interim Chief Information Officer
ROGER THORNTON, A.S., Holyoke Community College. Banner System Manager
*MICHAEL D. TILLYER, B.F.A., Windham College. English
*GARY W. TIRRELL, B.S., Westfield State University; 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
*JONATHAN M. TODD, B.A., Williams College; M.S., Cornell University. Mathematics
JILL N. TOLER, B.A., M.A., Oklahoma State University. English
MONICA V. TORREGROSA, B.A., Universidad de Concepcion; M.A. Drew University; M.A., University of New Hampshire. Spanish
*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
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
PAUL TWUM-BARIMA, B.S., University of Cape Coast; M.S., Youngstown State University; M.S., Kaiserautern University. Mathematics
DEBRA TYNES, B.A., University of Massachusetts. Academic Counselor
*MILTIADES TZELLAS, Economics
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. Interim Vice President for Student Affairs
ILEANA VASU, B.S., Stanford University; M.S., Yale University. Mathematics
JON VENTULETT, A.S., Holyoke Community College; B.S. Westfield State University; M.S., Rensselaer Polytechnic Institute. Computer Information Systems
JANE VECCHIO, B.A., Hunter College; M.A. Adelphi University. Psychology
MIGLE VIDUGIRYTE, B.S., M.S., Vytautas Magnus University. Academic Counselor
*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
JADA WATERS, B.S., and M.A., American International College. Learning Resource Specialist
MARVIN WEAVER, BA, University of Alabama; M.A. University of Alabama. Dean of Resource Development
*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
BRIAN WHITE, B.S. Westfield State University. Staff Assistant
KENDEN WHITE, B.A., Framingham State College; M.S., Springfield College. Dean of Community Services
*CHRISTINE LUKAS WILK, B.S.E, M.Ed., Westfield State University. English as a Second Language.
*CHRISTOPHER WILLINGHAM, B.F.A., Massachusetts College of Art; M.F.A., Milton Avery Graduate School of the Arts, Bard College. Art
STEVEN WINTERS, B.S., Indiana University; M.Sc., University of Waterloo; M.Ed., Ohio State University. Earth Science
BEVERLY M. WODICKA, B.S., New York University. Graphic Art
JOHANNA WOLFF, A.A., Holyoke Community College; B.A., University of Massachusetts. Academic Coordinator
TARA WOLMAN, B.A., Brooklyn College; M.U.A., Boston University. Director of Business Services
*MARILYN WOODMAN, B.A., Antioch College; M.A.T., Rhode Island College. English
*MARTIN S. YAFFEE, B.A., University of Pennsylvania; A.M., Harvard University. Culinary Arts
*LINDA M. ZAYAC, B.A., M.A., American International College. Sociology
*Part-time Faculty/Professional Staff

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Holyoke Community College
303 Homestead Avenue
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Telephone: (413) 538-7000
Admissions Office: (413) 552-2321

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