College Catalog & Student Handbook

http://catalog.mwcc.edu

2011-2012

Start near...Go far

Mount Wachusett Community College
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A Message from the President

August 1, 2011

On behalf of the trustees, faculty and staff, I welcome you to Mount Wachusett Community College. You have made the best choice in higher education for these competitive times.

Our students learn from dynamic, dedicated faculty in small classes. At “the Mount,” you will receive individualized attention, not only in the classroom, but all across campus through a wide-variety of student services including tutoring and counseling.

You will have many transfer options available to you when you complete your studies at MWCC. Our graduates continue their education at some of the finest colleges and universities in the U.S.—many on full scholarships.

Open access to quality, affordable education is at the very heart of what we do. I invite you to embrace all of the opportunities available to you to enrich your life.

Best wishes in all your endeavors!

Daniel M. Asquino, Ph.D.
President
**ACADEMIC CALENDAR**
The 11-12 academic calendar is available online: [http://www.mwcc.edu/catalog/calendar.html](http://www.mwcc.edu/catalog/calendar.html)

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NOTICE OF NON-DISCRIMINATION

Mount Wachusett Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, religious creed, age, physical or mental disability, sex, national origin or ancestry, marital status, sexual orientation, genetic information or veteran status. This policy incorporates by reference and where applicable, the requirements of Federal Executive Orders 11246 and 11375 as amended; the Civil Rights Act of 1964 as amended; the Civil Rights Restoration Act of 1988; the Civil Rights Act of 1991; Title IX of the Higher Education Amendments of 1972 as amended; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974; and pertinent laws, regulations and executive orders; directives of the Massachusetts Department of Higher Education, the Boards of Trustees of the Community Colleges and the Commonwealth of Massachusetts, and other applicable local, state and federal statutes. The following persons have been designated for inquiries regarding non-discrimination programs and policies:

- Diane M. Ruksnaitis, affirmative action officer
- Donna Thibault, coordinator of students with disabilities, 504 coordinator
- Ann McDonald, executive vice president & senior student affairs officer, coordinator, Americans with Disabilities act 444 Green Street, Gardner, MA 01440
  Telephone: Voice 978-632-6600; TTY: 978-632-4916

Inquiries concerning the application of non-discrimination policies may also be referred to the regional director, Office for Civil Rights, U.S. Department of Education, J. W. McCormack POCH, Room 222, Boston, MA 02109-4557. Telephone: 617-223-9662.

Higher Education Authorization Act (HEA) as amended by the Higher Education Opportunity Act (HEOA) of 2008

Disclosures

The College maintains compliance with disclosure requirements set forth under the Higher Education Opportunity Act (HEOA) of 2008. This information is intended to give prospective students, their families and current students valuable information on the opportunities to be attained by enrollment at the College. This content, as well as other information about graduation rates, the median debt of students who have completed certain programs and other important information may be found at the Mount Wachusett Community College website: www.mwcc.mass.edu/

Información Sobre Política de No-discriminación

Mount Wachusett Community College es un patrono con igualdad de oportunidades y no discrimina en base a raza, credo, color, religión, origen nacional, género, edad, estado militar, impedimento físico o mental, orientación sexual, estado civil ó información genética. Esta política incorpora por referencia o cuando aplique, los requisitos de las Ordenes Ejecutivas Federales 11246 y 11375 según enmendadas, el Acta de 1992; el Acta de Derechos Civiles de 1964 según enmendada; el Acta de Restauración de Derechos Civiles de 1988; el Acta de Derechos Civiles de 1991; Título IX de las Enmiendas al Acta de Educación Superior del 1972 según enmendadas; la Sección 503, 504 del Acta de Reabilitación del 1973; el Acta de 1990 de Americanos Incapacitados; Sección 402 del Acta de 1974 de Asistencia de Reajuste para los Veteranos de Vietnam y leyes pertinentes, regulaciones y órdenes ejecutivas; directivas del Consejo de Educación Superior, Junta de Directores de MWCC y cualquier otro estatuto local, estatal y federal que aplique. Preguntas relacionadas con la aplicación del Título VI y Título IX arriba mencionadas pueden ser dirigidas al Oficial de Acción Afirmativa quien es también el Oficial de Título VII. Preguntas sobre ADA y la Sección 504 pueden ser dirigidas al Decano de Servicios Estudiantiles (Coordinador ADA) y al Consejero de Estudiantes con Incapacidades (Coordinador Sección 504). Las siguientes personas han sido designadas en caso de preguntas en relación a programas y políticas concernientes a prácticas no-discriminatorias:

- Diane M. Ruksnaitis, oficial de Acción Afirmativa
- Donna Thibault, coordinadora de servicios para estudiantes con incapacidades, coordinadora de 504
- Ann McDonald, vice presidenta ejecutiva coordinadora del incapacidad americana
- 444 Green Street, Gardner, MA 01440
  Teléfono 978-632-6600; TTY: 978-632-4916

Preguntas relacionadas con la implementación de políticas no discriminatorias también pueden ser referidas al Director Regional, Oficina de Derechos Civiles, Departamento de Educación Federal, J.W. McCormack POCH, Oficina 222, Boston, MA 02109-4557. Teléfono 617-223-9662.
ABOUT MOUNT WACHUSETT COMMUNITY COLLEGE

Mount Wachusett Community College is an accredited, public two-year institution serving 29 cities and towns in North Central Massachusetts. The 269-acre main campus is located in Gardner, Massachusetts; satellite sites are located in Devens, Fitchburg, and Leominster. The college offers over 40 associate degree and certificate programs, as well as adult basic education/GED programs, education and training for business and industry, and noncredit community service programs. MWCC students enjoy many support services and resources including the Fitness & Wellness Center, the Academic Support Center, and the 555-seat Theatre at the Mount. Courses are offered during the day, evening, on weekends, and online at www.mwcc.edu

Accreditation
Mount Wachusett Community College (MWCC) is accredited by the New England Association of Schools and Colleges (NEASC) Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by the NEASC indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one that has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so, in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the NEASC 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 NEASC should be directed to the administrative staff of the school or college. Individuals may also contact the association:

Commission of Institutions of Higher Education
New England Association of Schools and Colleges, Inc.
209 Burlington Road, Bedford, Massachusetts 01730-1433
781-271-0022

Please note: certain programs have additional industry specific accreditations. See individual program information.

MWCC’s main campus is in Gardner and its satellite campuses are located in Leominster (Leominster Campus), Fitchburg, and Devens (Devens Campus). The main campus includes an academic building with fully-equipped classrooms, laboratories, studios, library and theatre. In addition, the MWCC Fitness & Wellness Center offers a gymnasium, athletic field, running track, racquetball courts, pool, weight room, and fitness center.

MWCC’s facilities are accessible to persons with disabilities. Persons with disabilities who may require accommodations to participate fully in program activities should contact the program director or the counselor for students with disabilities, 978-630-9120.

Our Shared Vision
MWCC is the college of choice and a model of teaching and learning excellence.

Our Mission
MWCC provides relevant, high quality learning opportunities and services that respond to diverse student and community needs, foster student success, and stimulate civic, workforce, and economic vitality.

Our Mission Principles
Mount Wachusett Community College’s faculty and staff actualize institutional mission by adhering to the following operating principles:

- Teaching and Learning Excellence…our central purpose. The pursuit of educational excellence drives institutional operations, management, and effectiveness. We commit to high quality instruction, innovative curriculum, and personalized support.
- Potential for Success. We believe all students, whatever skill level or background, have the potential to learn and grow. We equip students with essential learning skills to be successful lifelong learners able to adapt easily in a changing world. We maintain a supportive learning environment. We enable learning by actively engaging students in the learning process and providing the academic, technology, and personal support services that meet unique student needs and enable student success.
- Responsive, Relevant, and High Quality Programs and Services. We offer a broad yet focused array of credit and noncredit learning
opportunities that facilitate transfer to baccalaureate institutions of higher education, workforce entry and/or advancement, and the development of fundamental academic and learning skills essential for successful transition to college and the workplace.

- **Community Engagement, Development, and Impact.** We actively listen to and support our diverse regional communities, serving as a vital catalyst for economic and workforce growth and development, civic engagement, a seamless PK-16 system of public education, cultural enrichment, and positive change and improvement. We engage in regional alliances to solve economic, educational, and civic problems impacting the community.

### Our Shared Values

Mount Wachusett Community College is a community of learners where all are welcomed, valued for their individuality, and applauded for their unique contributions to making the college a special place to learn, work, gather, and grow. Students, faculty, and staff recognize the importance of diversity in sustaining a rich, healthy, and vibrant environment, and affirm the following values that unite us as a collective body and guide our daily interactions.

- **Human Potential** - We believe that every member of our community (student, faculty, staff, and service area resident) has the potential to learn, grow and develop as an educated and engaged citizen, and lead meaningful joyful lives.
- **Pursuit of Excellence** - We strive for excellence in all that we do as an institution, within divisions, departments, and as individuals. We continuously assess our performance and set challenging goals and standards to attain the best possible service to our community.
- **Mutual Respect and Trust** - We treat each member of our community as a valued person deserving dignity, respect, equity, and trust. Through words and actions, we accept differences, share perspectives, and honor the trust placed in us as demonstrated by our honest and ethical words, actions, and cooperative and collaborative work.
- **Institutional Integrity** - We hold ourselves and others accountable for forwarding the vision, mission, and priorities of the college and living by our mission driven principles. We hold ourselves and others accountable for supporting and advancing each other, the organization and the individuals that we are pledged to serve, for acting professionally, for fulfilling commitments, demonstrating good judgment, assessing our effectiveness and applying facts to continually renew as individuals and as a college.
- **Considerate Open Communication** - We readily share information and ideas, encourage the exchange of ideas and opinions, listen without judgment, speak honestly and respectfully, and freely and productively engage in discussions.
- **Creativity and Responsible Risk Taking** - We motivate ourselves, students, and colleagues to think creatively in the face of challenge, try new ideas and approaches, and are innovative recognizing that responsible risk taking is vital to innovation, growth, and advancement.
- **Cooperation and Collaboration** - We look beyond self-interest and work for the greater good of the whole by being positive and active participants and contributors to the realization of common goals, encouraging and supporting others, being helpful in difficult situations, and building consensus to achieve results.

### Our Strategic Goals

- **Quality Teaching and Learning** - The college will lead regional education and training needs and provide relevant, responsive, high quality credit and noncredit programming, instruction, and learning support services that enable student success, adhere to high quality standards, and continually assess quality and effectiveness.
- **Student Access and Success** - The college will provide relevant, quality student services that respond to student needs; facilitate successful transition to college life and learning; support student access, persistence, and success from the point of initial entry through completion, graduation, or attainment of each student’s stated educational goal.
- **Community Responsiveness and Engagement** - The college will be an accessible, responsive, vital resource, and a catalyst for regional economic development, civic engagement, and a thriving PK-16 system.
- **Institutional Efficiencies and Effectiveness** - The college will commit to high standards of accountability, communications, and a system of institutional assessment that verifies and improves college effectiveness. The college will strengthen its financial position, act strategically in the management of its fiscal and human resources, and optimize the functionality and security of its physical and technological resources.
ADMISSIONS

MWCC gives everyone who desires a college education an opportunity to enroll in an appropriate program of study. Whether your goal is an associate’s degree or certificate, selected courses for job training, preparation for transfer, or personal growth, MWCC’s admissions staff will gladly help you through every step of the process.

The admissions office is located on the first floor of the main building at the Gardner Campus. Admissions Representatives are available for admission consultation. The admissions office can be contacted at 978-630-9110 or email admissions@mwcc.mass.edu

Associate’s degree or certificate applicants should have a high school diploma or General Equivalency Certificate (GED); although this requirement may be waived for those whose experience indicates that they have the ability to succeed in college work. This latter group must meet eligibility requirements and successfully complete the federally approved Ability to Benefit Test (ATB). More information on ATB can be found by contacting the MWCC testing services office at 978-630-9244 or the admissions office at 978-630-9110.

While all students are welcome to consider MWCC, the college gives priority consideration to legal residents of Massachusetts. Out-of-state students are welcome to apply and may be eligible for admission under the New England Regional Student Program, if from a neighboring state. The college is also authorized, under federal law, to enroll international students.

Prospective students are not guaranteed admission into MWCC. Due to changes in enrollments and academic programs, the college reserves the right to update admission criteria at any time. In addition, all applicants must demonstrate the ability to perform college-level work and conduct themselves in accordance with all college policies. In cases where tests or other indicators suggest the contrary, the college reserves the right to deny admission.

If you are considering one of our selective majors, information sessions specific to these programs are available throughout the year and attendance is required prior to submitting an application. To arrange an appointment to visit the campus or to attend an information session, call the admissions office, 978-630-9110, TTY 978-632-4916, or email admissions@mwcc.mass.edu

The college website www.mwcc.edu has a section labeled “Become a Student” with general and academic program information for prospective students’ review.

Ability to Benefit

Ability to Benefit (ATB) is a method by which applicants without a high school diploma or GED may access a college education and can qualify for federal and state financial aid. MWCC admits qualified applicants through the ATB process when all criteria are met.

1. Complete an admissions application and submit a $10 nonrefundable application fee.
2. Applicants will then be required to meet the federal guidelines for Ability to Benefit (ATB) through testing. Testing is offered through MWCC’s testing services office, call 978-630-9244 to schedule your appointment. Upon completion of the test, applicants must submit their scores to the admissions office for review and decision. The decision will be issued in no more than 3 business days.
3. Applicants who meet ATB will be allowed admission to the college and will then be required to complete a New Student Welcome (NSW), followed by college placement testing. Applicants unable to pass the ATB will be referred to alternative developmental, adult basic educational services, and will not be admitted to the college as either a matriculating student or a non-matriculating student.
4. All students, whether they pass ATB or not, are strongly encouraged to complete the GED.
5. ATB does not meet high school equivalency for MWCC's selective healthcare programs.

Any questions about the Ability to Benefit (ATB) process should be directed to the admissions office, 978-630-9110

Annual Security Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. 1092(a) and (f)), commonly known as the Clery Act, MWCC publishes and distributes an Annual Security Report to students, prospective students and their families, faculty, and staff. The report which is available in printed form from the offices of student services, admissions and campus police details all policies and procedures related to campus safety. Crime statistics are included for the previous year. The document is accessible online at www.mwcc.edu
Applicants Whose Primary Language Is Not English

The college's mission of access and inclusion offers educational opportunities to persons seeking a college education and who need to increase their English language proficiency. The college employs bilingual staff members (Spanish, Portuguese, French, Korean, Russian, Vietnamese, etc.) to assist all students needing guidance with their initial enrollment processes. Many documents are translated into Spanish to aid in the admissions and financial aid process as well. Primary speakers of Spanish or other languages may apply to any academic program and may enroll in English as a second language or other English courses as needed, to satisfy prerequisite requirements. To obtain information in Spanish, please call the admissions office at 978-630-9110.

College Placement Test (CPT)

Each student (matriculated and non-matriculated) must take the College Placement Test (CPT) to determine his or her level of proficiency in reading, writing, and math (placement testing may be waived for transfer students who have completed previous college-level English and math courses). Students must complete all sections of the CPT, regardless of their desired course or program. The results are used by an academic advisor to place a student in appropriate courses. Students whose skills in these areas are not college level are placed in either foundation and/or English as a Second Language courses, as appropriate. The reading, mathematics, and writing tests are computerized and may be repeated upon recommendation from an academic advisor. There is a $10 re-test fee. Students are allowed one retest. Permission for a third attempt may be granted under special circumstances. The scores are valid for a period of three years. Information about the content of the CPT and how to review for the CPT as well as information regarding scheduling an appointment for testing is at http://www.mwcc.edu/services/testing. Students may also call 978-630-9244 for this information.

Students with a documented disability who need an accommodation should contact the coordinator for students with disabilities; 978-630-9120 before scheduling a placement test.

Campus Tours & Information Sessions

Prospective students are encouraged to visit MWCC, tour the campus facilities, and attend one of our general information sessions. General Information Sessions are offered Monday - Thursday at 3:00 p.m., Fridays by appointment, and as able, other days/times by appointment. To schedule a tour call 978-630-9110.

Documentation of High School Diploma or Equivalency

For proof of high school diploma or equivalency, the college will accept any of the following:

1. An official high school or GED transcript sent directly from the awarding site.
2. Self-certification of completion of a high school degree, if the certification is provided after the high school graduation date. Students must follow-up with official high school or GED transcript sent to the admissions office.
3. Original high school diploma or original GED certificate brought to the office (photocopy retained).
4. Letter from school superintendent (on official letterhead and with high school seal) indicating approved education plan and stating date of graduation and/or completion of high school or home school education.
5. For records that are unobtainable or destroyed, applicants may submit a letter from the school superintendent (on official letterhead and with high school seal) indicating date of graduation and/or completion of high school.

Those documents awarded from a country outside of the U.S. must be translated and evaluated to U.S. standards through a credential evaluating agency. Agencies can be found on the web at www.naces.org

Dual Enrollment

High school students who intend to complete a portion of their junior or senior year at the college through MWCC’s Dual Enrollment program must:

- Submit a completed high school/home school college application with your guidance counselor, including a $10 nonrefundable application fee. This form is available on our website or by calling the admissions office at 978-630-9110.
• Apply no later than June 30 for fall classes and October 31 for spring classes (applications received after these deadlines will be reviewed on a case-by-case basis).
• Be 16 years of age or a current junior or senior and hold a minimum 2.8 QPA (official transcript required). The college will recalculate all QPAs on a 4.0 scale.
• Assessment test score requirements:
  English proficiency: must place into English 101,
  Reading proficiency: score of 69 on the CPT Reading,
  Comprehension assessment sentence skills: 68 or greater
  on CPT SS assessment required, and Math proficiency: must place into MAT126.
• Scores are subject to change. Please contact the admissions office.

Students who do not meet the above testing guidelines may be permitted to take foundation level courses with the approval of their high school.

Health Insurance & Immunization Requirements
Each institution of higher education in Massachusetts must require all students enrolled for nine credits or more per semester to participate in the Massachusetts Community College Health Insurance Plan, unless the student can provide verification of comparable coverage.

The college’s comprehensive health insurance covers accidents and sickness for both hospital and non-hospital confinement services. It is recommended that each student compare the benefits of his/her current coverage before transferring to the college policy. The fee for this insurance is included on the bill for students enrolled in nine credits or more unless an insurance waiver is provided. Details of this coverage may be obtained from the student accounts office, the health services office, or go to www.universityhealthplans.com.

Mandatory Immunization Requirements for College Students
105 CMR 220.600: M.G.L. c.76, §§ 15C Chapter 76 Section 15B of the General Laws of Massachusetts.
A. In order to be registered at an institution of higher learning, 1. every full-time undergraduate student including cycle students (registered for 12 credits or more in a semester); 2. every full-time or part-time undergraduate student in an health science program who is in contact with patients, and 3.every student on a student visa, including all International students attending or visiting classes as part of a formal academic visitation exchange program, must present a physician’s certificate that such student has received the necessary immunizations.

A school immunization record may be presented in lieu of the certificate.
1. 2 doses Measles, Mumps Rubella (2MMRs) immunization or proof of immunity (exempt if born in the U.S. before 1957 except for all Health Science students).
2. 1 dose Tdap required of all incoming freshman and Health Science Students, otherwise a Diphtheria Tetanus booster (within 10 years).
3. 3 doses Hepatitis B vaccine or proof of immunity. Health Science students must have 2 doses of Hepatitis B before clinical.
4. 2 doses Varicella vaccine or proof of immunity or a reliable history verified by a physician (exempt if born in the U.S. before 1980 except for Health Science Students).
5. Meningococcal vaccine is required for all students at a postsecondary school that provide or license housing (Fitchburg Institute students).

B. The requirements of 105 CMR 220.600 shall not apply where:
   The student provides written documentation that he or she meets the standards for medical or religious exemption set forth in M.G.L. c.76.

C. Students may be registered on the condition that the required immunizations are obtained within 30 days of registration.

Additional MWCC requirements:
1. All health science students need to comply with additional immunization and health requirements set forth by their individual programs. Please refer to your specific health science program for special program requirements.
2. All health science students and every student on a student visa, including all foreign students need to provide proof of an Intradermal Tuberculin Test (TB).
3. Health science students who cannot document a history of Varicella, (chicken pox) or Varicella vaccination should be screened by their physician with a titer to identify immunity status. If not immune, it is recommended that they receive vaccine.
4. All health science students must comply with immunization and health requirements prior to attending clinical practices.
5. The college requires all full-time students enrolled in a degree program and full and part-time health science students to have a physical examination by his/her private physician conducted within the last two years.

Health records may be obtained from your physician or your high school records. Information concerning immunization may be obtained from the health services office. For more information, please contact the health services office at 978-630-9136.

**Home Schooled Students**
The college has long been a supporter of home school students. Many homeschoolers will complete MWCC classes as part of their homeschool curriculum as a college dual-enrollment student. Homeschool students have successfully transferred college courses into the baccalaureate college of their choice, saving valuable time and money.

If you have been homeschooled and have documentation stating that your program was supervised by your school district, you can self-certify that you have met high school graduation requirements on your application. If you are applying to a selective healthcare program, you will be required to provide documentation from your school district. If the home school program was not supervised under a school district, applicants must complete a GED or meet ATB requirements. ATB does not meet high school equivalency for MWCC's selective healthcare programs. For more information, please contact the admissions office at 978-630-9110.

**How to Apply**
Applicants are encouraged to matriculate by selecting a certificate or degree program at the time of application. Those applicants not seeking a degree or certificate can elect to apply as a non-matriculated student.

**Matriculated Students:**
*(Applicants enrolling in a degree or certificate program)*
1. Review the admissions and academic requirements for your program of choice. Some programs require prerequisite course work.
2. Complete the admissions application form, applying to a degree or certificate program, with the $10 nonrefundable application fee. Check or money order should be made payable to MWCC. Applications may be obtained from the admissions office by calling 978-630-9110, or online at www.mwcc.edu. Mail applications to: MWCC, admissions office, 444 Green Street, Gardner, MA 01440.
3. Mail official high school/home school/GED and college transcripts to: MWCC, records office, 444 Green Street, Gardner, MA 01440, especially for the following: 1. you are applying to one of MWCC’s selective healthcare programs; 2. you seek to transfer college credits; or 3. you have been awarded an educational certificate from outside the U.S. Those documents awarded from a country outside the U.S. must be translated and evaluated to US standards through a credential evaluating agency. Agencies can be found on the web at www.naces.org. Current high school students may be accepted into a major pending verification of high school graduation.
4. Applicants who possess neither a high school diploma nor a GED may qualify for admission under the Ability to Benefit guidelines; see the Ability to Benefit (ABE) section on page 7 for details.
5. Once your application file is complete, you will be notified of your status and how to proceed.
6. Once you are accepted into a program, you will follow program guidelines as outlined in this guide. Subsequent changes to the academic program requirements in the future will not affect your program requirements.
7. Students previously convicted of a felony may not be eligible for professional licensure in certain programs. See MWCC’s CORI (Criminal Offender Records Information) policy, page 22.
8. Drug Testing may be mandatory for some MWCC selective academic programs.

**Non-matriculated Students:**
*(applicants not seeking a degree or certificate)*
1. Complete the admissions application form with the $10 nonrefundable application fee.
2. Applicants who possess neither a high school diploma nor a GED may qualify for admission under the Ability to Benefit (ABE) guidelines; see the Ability to Benefit section on page 7 for details.
3. Students must meet prerequisite requirements for all courses and will be restricted to earning a maximum of 12 credits in this status and then they
must matriculate. Prerequisites can be met through placement testing or review and approval of equivalent college coursework. In some cases, students may be allowed to maintain non-matriculating status beyond 12 credits. Contact the records office with this request.

4. Non-matriculated students are not eligible for financial aid.

5. Students who wish to matriculate after being admitted as a non-matriculated student should contact the admissions office. Students will need to complete an updated admissions application and certify that they have completed their high school diploma/GED or met ATB requirements. The change will then be effective for the following semester.

Institutional Credit

Foundation courses (course numbers below 101 and certain ESL courses) that earn institutional credit do not apply toward graduation.

International Applicants

We invite international students to consider making MWCC their choice for undergraduate study in America. International students are required to submit the same credentials as domestic applicants. All documents must be submitted in English. If the credentials must be translated, the original copy (or a certified copy of the original) must be submitted along with the translation. All transcripts must be officially certified and sent directly by the educational institution or certified by the appropriate embassy. Photocopies will not be accepted.

The following information is required of all international applicants:

1. A complete college application accompanied by the $10 nonrefundable application fee.
2. A complete international student application.
3. An official copy of secondary/high school record, indicating grades earned with certified translations of any non-English records. Applicants must have these documents translated and evaluated to U.S. standards through a credential evaluating agency. Agencies can be found on the web at www.naces.org.
4. Official copies of all college/university coursework, indicating grades earned with official explanation of grading system. Applicants must have these documents translated and evaluated to U.S. standards through a credential evaluating agency.
5. Completed affidavit of support and financial statement with accompanying evidence. Forms are available at the admissions office or at our website at www.mwcc.edu.

6. Transfer applicants currently enrolled at another U.S. college or university only: a completed “I-20 Transfer Request Form” signed by your current college/university and current transcript indicating completed courses and those in progress.
7. Copy of passport. If currently in the U.S., copy of current visa.

Student Visas

The issuance of certificates for student visas (INS Form I-20 A-B, Certificate of Eligibility for Nonimmigrant (F-1) Student-For Academic and Language Students or Form I-20M-N, Certificate of Eligibility for Nonimmigrant (M-1) Student Status for Vocational Students) will not be given until all of the above items have been received and the applicant has been accepted to the college.

To avoid delays in processing your application, please complete all items required in a typed format or legible handwriting; make sure the name on your application matches the names on your transcripts; and provide all required documentation prior to the deadline.

Application Deadlines for International Applicants

May 15 for the fall (September) semester or September 15 for spring (January) semester. Students interested in entrance after established deadlines should contact the admissions office at 978-630-9110 or admissions@mwcc.mass.edu.

Test of English as a Foreign Language (TOEFL)

International applicants are not required to submit Test of English as a Foreign Language (TOEFL) scores. Applicants who do not meet other means of establishing proficiency in English for the Nursing program may consider taking the TOEFL. Nursing applicants are required to score a minimum of 550 on the paper version or 213 on the computer-based test. For more information on TOEFL testing, contact your nearest U.S. consulate about this test or write to the Educational Testing Service, Box 899, Princeton, New Jersey, 08540, U.S.A. Test results should be sent directly to the admissions office at MWCC.

Affidavit of Support and Financial Statement

Financial assistance from MWCC is not available to international students. For general information about financial assistance, students may request the booklet “Financial Planning for Study in the United States” from the U.S. Information Agency or bi-national advising center in their home country. International students pay the same tuition and fees as out-of-state domestic students. Please consult our website, www.mwcc.edu for current out-of-state/international student rates for the academic year for which you are applying. The expenses listed below do not include travel expenses to and from Massachusetts and are considered reasonable minimum estimates for students. If a student is accompanied by family members, add $5,250 for...
spouse and $3,000 for each child. This estimate represents the amount you will be asked to prove you have available when you apply for a visa.

**Estimated Expenses for an International Student (F-1 visa status) for Academic Year 2011-2012 (U.S. Dollars)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees for one academic year (approximately 24 credits)</td>
<td>$ 12,360</td>
</tr>
<tr>
<td>Room and board for 12 months</td>
<td>$ 6,000</td>
</tr>
<tr>
<td>Universal Health Insurance (mandatory)</td>
<td>$ 928</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>$ 2,600</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$ 2,000</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$ 23,888</strong></td>
</tr>
</tbody>
</table>

Before the admissions office can issue the Form I-20 for use by applicants in obtaining a visa, it must have proof that applicants have sufficient funds to study for one year with a reasonable expectation that the funding will continue for the full course of study. The information requested on the affidavit of support and financial statement is required by the U.S. Citizenship and Immigration Services and by U.S. consulates to ensure the financial stability of persons admitted to the U.S. as students. You should not plan on supplementing your financial support with employment because there are very strict limitations on the employment of international students in the U.S. The financial statement must be accompanied by supporting evidence, such as originals of: notarized bank statement in the applicant’s name; a scholarship award letter from a foundation, agency, or government; a notarized letter from an individual sponsor indicating the intention to provide support for the specified amount and which is accompanied by a bank statement showing the ability to do so. We recommend that you retain duplicate copies of the financial statement and supporting evidence to facilitate your dealings with the U.S. consulate and/or the U.S. Department of Homeland Security (Immigration and Customs Enforcement Service).

**SEVIS Fee**

The SEVIS fee is required of all foreign nationals who come to the United States for the purpose of pursuing a full course of study in institutions such as colleges, universities, and language training programs. The $200 fee is payable one time for each single educational program in which an F-1 or F-3 student participates, extending from the time the student is granted F-1 or F-3 status to the time the student falls out of status, changes status, or departs the U.S. for an extended period of time. The fee went into effect on September 1, 2004. SEVIS fee payments will be used by the United States Department of Homeland Security to fund the Student and Exchange Visitor Program. This program makes it possible for international students and exchange visitors to attend schools in the United States. The fee also funds the Student Exchange Visitor Information System (SEVIS), a computer system employed to track international students and exchange visitors during their stays in the United States. For more information, please visit https://www.fmjfee.com/i901fee/

**January Admission**

Candidates are admitted to the college for January enrollment on a space-available basis. Some introductory courses may not be offered during the spring semester. Please refer to the “how to apply” section to proceed.

**Minimum Age Requirement**

In accordance with Massachusetts state law, students without a high school diploma or GED should meet a minimum age requirement of 16 years of age or be a registered high school junior or senior in order to be considered for admission to MWCC as a non-matriculated student. Any applicant under the age of 16 must meet with the Associate VP of Strategic Enrollment Management and Financial Aid. Please call 978-630-9110 to schedule an appointment.

**New England Regional Student Program**

MWCC participates in the New England Regional Student Program (NERSP). This program, administered by the New England Massachusetts Department of Higher Education, offers qualified out-of-state residents the benefit of reduced tuition to study at any of the publicly-supported institutions of higher education in New England. Massachusetts’ resident tuition, plus 75 percent, is charged to out-of-state students if a specific program is not offered in the student’s home state. NERSP students pay the same fees as all other students.

**New Student Welcome (NSW) Sessions**

The purpose of the New Student Welcome is to provide all degree-seeking students with the important information they will need to proceed through the college enrollment process. Sessions are available on all MWCC Campuses and online. The NSW must be completed before degree-seeking students can complete college placement testing and/or their initial academic advising appointment. For details, contact the admissions office at 978-630-9110 or the Advising Center at 978-630-9284.

**Readmission**

Students who have previously attended the college and would like to be considered for readmission, after an absence of one year or more, should contact the admissions office, Leominster Campus, or Devens Campus to reactivate their registration status. Upon readmission, you will need to meet with an academic advisor, prior to registration.
Residency
A Massachusetts resident student is defined as a US citizen, or resident alien, who lives in the commonwealth of Massachusetts. To be eligible for in-state tuition at a Massachusetts community college, an applicant must:

1. establish residency in Massachusetts for at least six (6) continuous months prior to the beginning of the academic period for which the applicant seeks enrollment (parent or legal guardian residency required if applicant is unemancipated child) and have an intent to remain in Massachusetts indefinitely; or
2. qualify for in-state tuition reciprocity under the Regional Student Program and meet the requirements of the Massachusetts Department of Higher Education including residency in his/her home state; or
3. be a member of the armed forces (or spouse or unemancipated child) on active duty in Massachusetts.

Persons who are on student immigration visas or other immigration visas who have declared as a condition of their visa that they intend to return to their homeland shall be ineligible for in-state tuition. Other non-citizens who have satisfied the residency requirement may establish an intent to remain in Massachusetts indefinitely, and therefore may be eligible for in-state tuition, by maintaining one of the following immigration statuses: Permanent Resident Aliens; U.S. permanent residents with I-151, I-551, and I-551C forms; student who have an I-94 from the U.S. Department of Homeland Security (Immigration and Customs Enforcement Service) with one of the following designations stamped on the card: refugee; Cuban-Haitian entrant status pending; or international students with student visas who are married to U.S. citizens or permanent residents. Other non-citizens may also be eligible for in-state tuition (“S” courses). In all cases the college will conduct a case-by-case analysis.

Selective Admissions
The college has a number of selective admission programs, outlined on the following pages. Selection for these programs is very competitive and a student’s past and potential educational achievement is measured against all other students applying. Students are strongly advised to not apply to more than one selective program per term of desired entry. For students in need of guidance determining their career path, the college offers a number of career exploration opportunities.

Students meeting all of the minimum requirements for admission are not guaranteed acceptance to the selective program of their intent. Students are encouraged to enter the college as a General Studies track (appropriate to their intended selective program) student to complete the courses needed for consideration. Admission to MWCC’s selective programs requires additional application components and must be evaluated for acceptance by the admission committee for that program. Space is limited, the process is competitive, and not all applicants will be granted admission. Additional consideration is given to current MWCC students. In addition to all prerequisites required for consideration, the admission committee reviews any additional academic coursework completed as well as the applicant’s work experience. Program applications displaying all deadlines and program requirements are available in the admissions office, or on our website at www.mwcc.edu

Applicants must submit all official documentation and demonstrate minimum requirements for consideration by the posted deadline to be considered for acceptance. Coursework in progress at time of deadline will not be used to meet minimum requirements. The admissions office must receive all items no later than 5:30 p.m. on the posted deadline date (4:00 p.m. if deadline falls on a Friday). If the deadline falls on a Saturday, Sunday, or a Holiday, the deadline will be the close of business on the next business day. Completed applications received after the deadlines may be reviewed on a rolling basis if seats remain available. The college may return completed applications received after the posted deadline without review. All applicants will be notified of the admission decision by mail approximately 60 days following the application deadline. If selected for admission, students will be required to submit a non-refundable, $75.00 deposit with their confirmation of acceptance. Students admitted to selective programs, must attend a mandatory orientation/welcome session prior to the start of classes. No exceptions will be made. Proof of immunization will be required if an applicant is accepted and must be received prior to class registration. Applicants should refer to the program application form for a list of these requirements. Students previously convicted of a felony may not be eligible for professional licensure or placement in clinical settings. See page 22 for MWCC’s Criminal Offender Records Information (CORI) and Sexual Offender Record Information (SORI) policy.
### Selective Program Requirements Chart 2011-2012

<table>
<thead>
<tr>
<th>Program</th>
<th>H.S. Diploma or GED</th>
<th>TEAS exam</th>
<th>Placement Testing</th>
<th>Additional Requirements</th>
<th>Priority Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Technology Degree – GM Option (ATG)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Demonstrated English and math competency</td>
<td>Rolling until filled or classes start.</td>
</tr>
<tr>
<td>Clinical Laboratory Science (CLS)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Demonstrated English, math and science competency</td>
<td>May 1</td>
</tr>
<tr>
<td>Dental Assisting Certificate (DAC)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Demonstrated English, Math and Science competency</td>
<td>Rolling until filled. Program begins in January.</td>
</tr>
<tr>
<td>Dental Hygiene Degree (DHY)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Demonstrated English, math and science competency</td>
<td>February 1</td>
</tr>
<tr>
<td>LPN Bridge to Nursing Degree</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Demonstrated English, math and science competency, PN license</td>
<td>Jan 15. Program begins in May.</td>
</tr>
<tr>
<td>Nursing (NU/NUE)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Demonstrated English, math and science competency</td>
<td>January 15</td>
</tr>
<tr>
<td>Physical Therapist Assistant (PTA)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Demonstrated English, math and science competency</td>
<td>June 1, 2012</td>
</tr>
<tr>
<td>Practical Nursing (PN)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Demonstrated English, math, reading and science competency</td>
<td>September 1. Program begins in January.</td>
</tr>
</tbody>
</table>

**Automotive Technology Degree – GM Option (ATG)**

The Automotive Technology Degree – GM Option (ATG) program was designed by General Motors and MWCC. This unique, cooperative program trains students for a challenging career in a General Motors and AC Delco sponsored automotive repair facilities. Through a special arrangement, students attend classes and labs at the Gardner Campus and pursue cooperative education at a sponsoring GM or AC Delco automotive repairing facility. Students in the ATG program receive state-of-the-art instruction on General Motors’ products. Vehicles, parts, engines, most tools, training manuals, and materials are provided by General Motors Corporation.

Students seeking acceptance into the Automotive Technology Degree – GM Option (ATG) program will be admitted on a rolling basis. Requirements to apply are:

- Completed MWCC general admission application
- An official high school or GED transcript
- Optional – work experience: attach resume to application.

* Have a valid driver’s license issued by one of the 50 states in United States that does not have any restrictions that would prohibit the student from operating an automobile on public roads.

Students must complete the College Placement Tests (CPT), which assesses the individual’s competency in math, reading, sentence skills and English. Scores must indicate the ability to enter ENG101 and MAT096.

Note: Students who score below the required level, but otherwise qualify, may take the developmental, prerequisite course(s), prior to ATG enrollment as Automotive Technology Students.
Application Deadline
Applications will be reviewed and candidates will be notified of the admissions decision by mail.

The program offers opportunities for future specialization and advancement to management. This program has been evaluated by the National Automotive Technicians Education Foundation Inc. (NATEF) and certified by the National Institute for Automotive Service Excellence (ASE). Students are encouraged to take the National Institute for Automotive Service Excellence (ASE) exams for national certification.

Please contact the admissions office for more information, to obtain an application, and to attend an information session at 978-630-9110.

Clinical Laboratory Science (CLS) (selective)

Application Deadline/Notes for CLS
The application deadline is May 1. Applications will be reviewed and candidates will be notified approximately 60 days after the deadline for application. The CLS program is a selective program that requires a separate application to be admitted to the clinical component, which is the second year of the CLS program. Interested students should meet with the department chair early and often during the first year of the curriculum to find out more about the selection criteria. The CLS program integrates general education with career preparation in a “1+1” design. The second year is considered the CLS component consisting of eight clinical courses at Heywood Hospital. These CLS courses cover the theory and practice of laboratory science. Enrollment in the clinical year is not guaranteed and will be limited to space available in the hospital laboratory.

Requirements for Consideration to CLS
CPT requirements: CPT required results are subject to change. Please contact the Advising Center 978 630-9284 or you may contact the admissions office 978 630-9110 to attend an Information Session.

English Proficiency:
Students must have completed ENG101 with a grade of C or higher. Students whose native language is not English and those who have not completed grades K-12 in the U.S. must demonstrate English proficiency by having completed ENG101 with a grade of C+ or higher, or have completed a bachelor’s degree from an accredited US college or university, or score 213 on the computerized version or 550 on the paper version of the Test of English as a Foreign Language (TOEFL).

Math Competency:
Completion of MAT126 or higher (not MAT128, 140) with a C+ or higher.

Science Requirement:
Completion of BIO203, BIO204, BIO205, and CHE203, within the last five years with a grade of C+ or higher. Applicants currently working in a health care field can petition to lengthen the time to ten years.

When applying to the second year of the CLS program, a selective admission procedure requires that applicants must submit the following to the admissions office:

1. The CLS program application packet (includes two letters of recommendation and a writing sample).
2. A completed college application accompanied by the $10 nonrefundable application fee.
3. Official high school/home school/GED and college transcripts. Those students educated outside of the U.S. must provide official evaluations documenting high school equivalency.
4. Official transcripts of all college-level courses completed. Transfer credits for education completed outside of the U.S. must be evaluated for equivalency.

Special Program Requirements CLS
Please note that the following information must be received before any CLS courses begin:

1. Health examination conducted within the past two years by a licensed health care provider.
2. Proof of current immunizations (Tdap, 2 MMRs, Hepatitis B series – 2 dose required before clinical, varicella, annual TB screening) and physical examination must be provided to the health office. Contact the health office at 978-630-9136, for more information.
3. Liability Insurance of $1,000,000/$3,000,000 coverage is required. Students will be covered under the college’s liability insurance policy, which will be billed through student fees.

4. All students in selective majors must participate in the Massachusetts Community College Health Insurance or provide accurate information regarding comparable coverage.

5. Completion of CORI/SORI form.

6. Drug testing may be mandatory at some MWCC clinical instruction sites.

Please contact the admissions office for more information, to obtain an application, and to attend an information session at 978-630-9110.

**CORI/SORI Policy for the CLS Degree**

(see the CLS application packet for more information)

All applicants must furnish satisfactory proof of “good moral character” (M.G.L. Chapter 112, Sections 74 and 74A). Students will be required to complete a CORI (Criminal Offender Record Information) check. It must be understood that a conviction in a court of law may prevent a student from being placed in a clinical laboratory. This will prevent successful completion of the CLS program.

**Dental Assisting Certificate Program (DAC) (January)**

**Application Information**

Applications will be reviewed and candidates will be notified of the admissions decision by mail on an ongoing basis.

**Requirements for Consideration to DAC**

CPT requirements: CPT required results are subject to change. Please contact the advising center 978-630-9284 or you may contact the admissions office 978-630-9110 to attend an Information Session.

**Math Proficiency:**

Competency may be met with completion of a math course equal to MAT126 or higher (not MAT128, 140) with a C+ or greater or through college placement testing.

**Science Requirements:**

BIO203 and with grades of C+ or higher (completed within five years of application).

**English Proficiency:**

Students are strongly urged to have completed ENG101, with C+ or better at the time of application.

Students whose native language is not English and those who have not completed grades K-12 in the U.S. must demonstrate English proficiency by having completed ENG101 with a grade of C+ or higher, or have completed a bachelor’s degree from an accredited U.S. college or university, or score 213 or greater on the computerized version or a score of 550 or greater on the paper version of the Test of English as a Foreign Language (TOEFL).

**Applicants must submit the following to the admissions office:**

1. A completed college application accompanied by the $10 nonrefundable application fee (available through admissions or by visiting www.mwcc.edu).

2. Verification of completion of high school or equivalency (see page 8 of the college catalog for acceptable documentation). Current high school students must submit a high school transcript. Education completed outside of the U.S. must be officially translated/evaluated for high school equivalency and these documents must be received from the evaluating firm. Documentation in an official sealed envelope or actual diploma/certificate may be hand-delivered to the admissions office.

3. Official college transcripts (if applicable). Transfer credits for education completed outside of the U.S. must be evaluated for equivalency. Documents must be received directly from the college or evaluating firm or may be hand delivered in an official sealed envelope. **Note:** Transfer credits must be completed at an accredited college and official transcripts must be received thirty days prior to deadline for processing. Photocopies will not be reviewed or accepted. Transcripts that have not been processed for transfer credits will not be used in the ranking process.

4. Complete the Dental Assisting application packet; submit the program application.

5. Documentation demonstrating that all minimum requirements for consideration have been met.

6. Those whose native language is not English and who have not completed grades K-12 or a bachelor's degree in the U.S. must take the Test of English as a Foreign Language (TOEFL). A minimum
score of 550 on the paper version or 213 on the computer-based test is required.
7. Letters of recommendation are not required.

**Special Program Requirements for DAC**

**Please note that the following information must be received before courses begin:**

1. Health examination conducted before the fall start-up date by a licensed health care provider each year student is enrolled.
2. Proof of current immunizations (DPT, MMR, Mantoux, Varicella, Hepatitis B series with follow-up TITRE and TB screening) must be provided to the health office. Contact the health services office at 978-630-9136, for more information.
3. Liability insurance of $1,000,000/$3,000,000 coverage is required. Students will be covered under the college’s liability insurance policy, which will be billed through student fees.
4. Completion of CORI/SORI form.
5. Current CPR Certification (Professional Rescuer or Healthcare Provider) is required. A certificate of completion must be presented to the health sciences department prior to entry into dental assisting courses.
6. Students will be taking all program specific coursework at the Fitchburg Campus. Some clinicals will be provided off campus at sites within the region; all students will be expected to complete clinical rotations on and off site.
7. Drug testing may be mandatory at some MWCC clinical instruction sites.
8. Prior to the start of classes, students will be required to purchase uniforms and some small equipment.

**CORI/SORI Policy for DAC**

(see the DAC application packet for more information)

Compliance with licensure laws in the state of Massachusetts requires all dental assisting applicants to furnish satisfactory proof of “good moral character” (M.G.L. Chapter 112, Sections 74 and 74A). Dental assisting students will be required to complete a CORI (Criminal Offender Record Information) check and SORI (Sexual Offender Records Information) consistent with current Commonwealth of Massachusetts law M.G.L.C. §§ 178C-178P. Record storage and usage will be in compliance with (M.G.L.C. 275 § 4). It must be understood that a conviction in a court of law may prevent a person’s eligibility from being placed in a clinical agency. This then will not allow successful completion of the Dental Assisting program. In addition, it will delay and may prohibit eligibility to take the Dental Assisting Certification exam. Please contact the admissions office for more information, to obtain an application, and to attend an information session at 978-630-9110.

**Dental Hygiene Degree Program (DHY) (selective)**

**Application Deadline for DHY**
February 1 (fall entrance only). Applications will be reviewed and candidates will be notified of the admissions decision by mail approximately 60 days after the deadline. Candidate files completed after deadlines may be reviewed on a monthly basis if seats remain available. The college may return completed applications received after the posted deadline without review.

**Requirements for Consideration to DHY**

CPT requirements: CPT required results are subject to change. Please contact the Advising Center 978-630-9284 or you may contact the Admissions Office 978-630-9110 to attend an Information Session.

**Math Proficiency:**
Competency may be met with completion of a math course equal to MAT126 or higher (not MAT128, 140) with a C+ or greater or through college placement testing.

**Science Requirements:**
BIO203 and BIO204 with grades of C+ or higher (completed within five years of application), and PER130 or its equivalent.

**English Proficiency:**
Students are strongly urged to have completed ENG101, with C+ or better at the time of application.

Students whose native language is not English and those who have not completed grades K-12 in the U.S. must demonstrate English proficiency by having completed ENG101 with a grade of C+ or higher, or have completed a bachelor’s degree from an accredited U.S. college or university, or score 213 or greater on the computerized version or a score of 550 or greater on the paper version of the Test of English as a Foreign Language (TOEFL).
Applicants must submit the following to the admissions office:

1. A completed college application accompanied by the $10 nonrefundable application fee (available through admissions or by visiting www.mwcc.edu).

2. Verification of completion of high school or equivalency (see page 8 of the college catalog for acceptable documentation). Current high school students must submit a high school transcript. Education completed outside of the U.S. must be officially translated/evaluated for high school equivalency and these documents must be received from the evaluating firm. Documentation in an official sealed envelope or actual diploma/certificate may be hand-delivered to the admissions office.

3. Official college transcripts (if applicable). Transfer credits for education completed outside of the U.S. must be evaluated for equivalency. Documents must be received directly from the college or evaluating firm or may be hand-delivered in an official sealed envelope. Note: Transfer credits must be completed at an accredited college and official transcripts must be received thirty days prior to deadline for processing. Photocopies will not be reviewed or accepted. Transcripts that have not been processed for transfer credits will not be used in the ranking process.

4. Complete the Dental Hygiene application packet; submit the program application and the work/volunteer form.

5. Documentation demonstrating that all minimum requirements for consideration have been met.

6. Those whose native language is not English and who have not completed grades K-12 or a bachelor’s degree in the U.S. must take the Test of English as a Foreign Language (TOEFL). A minimum score of 550 on the paper version or 213 on the computer-based test is required.

7. Letters of recommendation are not required.

Special Program Requirements for DHY

Please note that the following information must be received before courses begin:

1. Health examination conducted within two weeks of fall startup date by a licensed health care provider each year student is enrolled.

2. Proof of current immunizations (Tdap, 2 MMRs, Hepatitis B series – 2 dose required before clinical, varicella, annual TB screening) must be provided to the health office. Contact the health services office at 978-630-9136, for more information.

3. Liability insurance of $1,000,000/$3,000,000 coverage is required. Students will be covered under the college’s liability insurance policy, which will be billed through student fees.

4. All dental hygiene students must participate in the Massachusetts Community College Health Insurance or provide accurate information regarding comparable coverage.

5. Completion of CORI/SORI form.

6. Current CPR Certification (Professional Rescuer or Healthcare Provider) is required. A certificate of completion must be presented to the health sciences department prior to entry into dental hygiene courses.

7. Students will be taking all program specific coursework at the Fitchburg Campus. Some clinicals will be provided off campus at sites within the region; all students will be expected to complete clinical rotations on and off site.

8. Drug testing may be mandatory at some MWCC clinical instruction sites.

9. Prior to the start of classes, students will be required to pay approximately $2,000 for uniforms and equipment.

CORI/SORI Policy for DHY

(see the DHY application packet for more information)

Compliance with licensure laws in the state of Massachusetts requires all dental hygiene applicants to furnish satisfactory proof of “good moral character” (M.G.L. Chapter 112, Sections 74 and 74A). Dental hygiene students will be required to complete a CORI (Criminal Offender Record Information) check and SORI (Sexual Offender Records Information) consistent with current Commonwealth of Massachusetts law M.G.L.C. §§ 178C-178P. Record storage and usage will be in compliance with (M.G.L.C. 275 § 4). It must be understood that a conviction in a court of law may prevent a person’s eligibility from being placed in a clinical agency. This then will not allow successful completion of the Dental Hygiene program. In addition, it will delay and may prohibit eligibility to take the Dental Hygiene Board Licensing Exam.

Please contact the admissions office for more information, to obtain an application, and to attend an information session at 978-630-9110.
Nursing Programs (NU, NUE, and PN) (selective)
MWCC offers three Nursing programs options: the Nursing Degree (day and evening), the LPN Bridge program (for current licensed LPNs), and the Practical Nurse Certificate. The college may return completed applications received after the posted deadline without review. Prior to the start of classes, Nursing students will be required to pay approximately $300 for uniforms and equipment and attend a mandatory orientation/welcome session.

Nursing Degree—day (NU) and evening (NUE) (selective)
Applicants must be 18 years of age prior to the start of classes.

Application Deadline for NU and NUE
Application for both the day and evening nursing programs is January 15 (fall entrance only). Applications will be reviewed and candidates will be notified of the admissions decision by mail approximately 60 days after the deadline.

Requirements for Consideration to NU or NUE
Test of Essential Academic Skills (TEAS) Version 5.0
Successful passage of the TEAS examination is a requirement for admission to the Associate Degree in Nursing and Practical Nursing Certificate programs. MWCC has set the following standards on TEAS scores for admission to improve the success of students in completing the program and obtaining licensure and certification.

Version 4.0 (for scores within 3 years of program term)

<table>
<thead>
<tr>
<th>Program</th>
<th>Composite Score</th>
<th>Math</th>
<th>Science</th>
<th>English</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
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<td>70%</td>
<td>75%</td>
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<tr>
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<td>n/a</td>
<td>n/a</td>
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</tbody>
</table>

Version 5.0

<table>
<thead>
<tr>
<th>Program</th>
<th>Composite Score</th>
<th>Math</th>
<th>Science</th>
<th>English</th>
<th>Reading</th>
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</thead>
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</table>

MWCC strongly recommends that applicants complete program pre and co-require course especially English Composition I, Math and a four-credit lab science before taking the TEAS Test to enhance their knowledge base. TEAS results are only valid for a 3-year period.

The registration fee is $50 which is non-refundable/not transferable. Students are allowed to take the TEAS test twice in one calendar year. The TEAS test may be repeated after 30 days. Students must re-take the entire exam as part of a re-test. No exceptions will be allowed. To retest the applicant is required to complete a registration form and pay the full fee.

Students must register for the TEAS online at www.atitesting.com. Policies regarding canceling and rescheduling are determined by ATI. You must cancel or reschedule 48 hours prior to the testing session.

CPT requirements: CPT required results are subject to change. Please contact the Advising Center 978 630-9284 or you may contact the Admissions Office 978 630-9110 to attend an Information Session.

English Proficiency:
Students are strongly urged to have completed ENG101, with C+ or better at the time of application. Students whose native language is not English and those who have not completed grades K-12 in the U.S. must demonstrate English proficiency by having completed ENG101 with a grade of C+ or higher, or have completed a bachelor’s degree from an accredited US college or university, or score 213 on the computerized version or 550 on the paper version of the Test of English as a Foreign Language (TOEFL).
Math Proficiency:
Competency may be met with completion of a math course equal to MAT126 or higher (not MAT128, MAT140) with a C+ or greater or through college placement testing.

Science Requirement:
Completion of a four-credit lab science (BIO115 Human Biology or BIO203 Anatomy and Physiology I are preferred) with a grade of C+ or higher within the last five years. High school courses may be considered on a case-by-case basis.

LPN Bridge Option (NUP) (selective)
Applicants must be currently licensed practical nurses with one year of work experience and must meet all the same requirements as those of the Nursing Degree. In addition, applicants must have completed ENG101, PSY105, and BIO203.

Students are strongly urged to have also completed ENG102, PSY110, BIO204, BIO205, and SOC 103 with grades of C+ or better at the time of application. Further details are outlined in the program application which is available at www.mwcc.edu or through the admissions office.

Application Deadline for the LPN Bridge to Nursing Degree
January 15 (May entrance). Applications will be reviewed and candidates will be notified of the admissions decision by mail approximately 60 days after the deadline. The college may return completed applications received after the posted deadline without review.

Practical Nursing Certificate (PN) (selective)
Applicants must be 18 years of age prior to the start of classes.

Application Deadline for PN
September 1 for January entrance. Applications will be reviewed and candidates will be notified of the admissions decision by mail approximately 60 days after the deadline. The college may return completed applications received after the posted deadline without review.

Requirements for Consideration to PN
CPT requirements: CPT required results are subject to change. Please contact the Advising Center 978 630-9284 or you may contact the Admissions Office 978 630-9110 to attend an Information Session.

English Proficiency:
Students are strongly urged to have completed ENG101, with C+ or better at the time of application.

Students whose native language is not English and those who have not completed grades K-12 in the U.S. must demonstrate English proficiency by having completed ENG101 with a grade of C+ or higher, or have completed a bachelor’s degree from an accredited US college or university, or score 213 on the computerized version or 550 on the paper version of the Test of English as a Foreign Language (TOEFL).

Math Proficiency:
Competency may be met with completion of a math course equal to MAT126 or higher (not MAT128, MAT140) with a C+ or greater or through college placement testing.

Biology Requirement:
BIO115 is a pre-or co-requisite for NUR101 and must be completed with a C+ or higher within the last five years (BIO203 and BIO204 with a C+ or better may be substituted for BIO115).

Applicants must submit the following to the admissions office:
1. A completed college application accompanied by the $10 nonrefundable application fee.
2. An official transcript from your high school or official copy of GED scores and/or GED certificate (documents must be received directly from high school or testing facility). Education completed outside of the U.S. must be officially translated/evaluated for high school equivalency).
3. Official transcripts of all college-level courses completed. Transfer credits for education completed outside of the U.S. must be evaluated for equivalency.
4. The nursing application packet.
5. Documentation demonstrating that all minimum requirements for consideration have been met.
6. Test of English as a Foreign Language (TOEFL) scores, if applicable.
7. Bridge applicants must submit proof of their current license and official PN transcript.

**Special Program Requirements for NU, NUE, and PN**

Please note that the following information must be received before courses begin:

1. Health examination conducted within the past two years by a licensed health care provider.
2. Proof of current immunizations (Tdap and 2 MMRs, Mantoux, Varicella, Hepatitis B series with follow-up TITRE and TB screening) must be provided to the health office. Contact the health services office at 978-630-9136, for more information.
3. Liability Insurance of $1,000,000/$3,000,000 coverage is required. Students will be covered under the college’s liability insurance policy, which will be billed through student fees.
4. CPR Certification (Professional Rescuer or Health Provider) is required. A certificate of completion must be presented to the health sciences department prior to entry into nursing courses.
5. All nursing students must participate in the Massachusetts Community College Health Insurance or provide accurate information regarding comparable coverage.
6. Completion of CORI/SORI form.
7. Drug testing may be mandatory at some MWCC clinical instruction sites.

**CORI/SORI Policy for Nursing Programs**

(see the Nursing application packet for more information)

Compliance with licensure laws in the state of Massachusetts requires all NCLEX-RN and NCLEX-PN applicants to furnish satisfactory proof of “good moral character” (M.G.L. Chapter 112, Sections 74 and 74A). Nursing students will be required to complete a CORI (Criminal Offender Record Information) check. It must be understood that a conviction in a court of law may prevent them from being placed in a clinical agency. This then will not allow successful completion of the Nursing program. In addition, it will delay and may prohibit their eligibility to take the NCLEX-RN or NCLEX-PN.

Individuals requiring CORI checks must also have Sexual Offender Records Information (SORI) checks completed as well, consistent with current Commonwealth of Massachusetts law MGLC 178-C-178P. Record storage and usage will be in compliance with college procedures depending on the result of a CORI or SORI check, as person’s eligibility in the nursing programs may be affected.

Applicants for initial Massachusetts nurses licensure must report both felonies and misdemeanors convictions, and disciplinary action to the Board of Registration in Nursing for its evaluation of the applicant’s compliance with the Good Moral Character requirement at GL, c.112, 22.74 and 74A. For details, refer to the Good Moral Character Information Sheet at [www.mass.gov/dpl/boards/m/forms/gmcreg.pdf](http://www.mass.gov/dpl/boards/m/forms/gmcreg.pdf)

In regard to all Nursing programs, please contact the admissions office for more information, to obtain an application, and to attend an information session at 978-630-9110.

**Physical Therapist Assistant Degree (PTA)**

*day only-selective*

Application Deadline for PTA

Gardner Campus program begins in even numbered years. Devens Campus program begins in odd numbered years. The application deadline is June 1.

Applications will be reviewed and candidates will be notified approximately 60 days after the deadline for application. Completed applications received after deadlines may be reviewed on a monthly basis if seats remain available.

**Requirements for Consideration to PTA**

CPT requirements: CPT required results are subject to change. Please contact the Advising Center 978 630-9284 or you may contact the admissions office 978 630-9110 to attend an Information Session.

**English Proficiency:**

Students must have completed ENG101 with C+ or better.

Students whose native language is not English and those who have not completed grades K-12 in the U.S. must demonstrate English proficiency by having completed ENG101 with a grade of C+ or higher, or have completed
a bachelor’s degree from an accredited US college or university, or score 213 on the computerized version or 550 on the paper version of the Test of English as a Foreign Language (TOEFL).

Math Proficiency:
Competency may be met with completion of a math course equal to MAT126 or higher (not MAT128, MAT140) with a C+ or greater or through college placement testing.

Science Requirement:
Completion of a four-credit lab science (BIO115 Human Biology or BIO203 Anatomy and Physiology I are preferred) with a grade of C+ or higher (completed within the last five years).

Applicants must submit the following to the admissions office:
1. A completed college application accompanied by the $10 non-refundable application fee.
2. A certification statement that you have completed high school or received your GED certificate. Those students educated outside of the U.S. must provide official evaluations documenting high school equivalency.
3. Official transcripts of all college-level courses completed. Transfer credits for education completed outside of the U.S. must be evaluated for equivalency.
4. The PTA application packet.
5. Documentation demonstrating that all minimum requirements for consideration have been met.

Special Program Requirements PTA
Please note that the following information must be received before courses begin:
1. Health examination conducted within the past two years by a licensed health care provider.
2. Proof of current immunizations (Tdap, 2 MMRs, Hepatitis B series – 2 dose required before clinical, varicella, annual TB screening) must be provided to the health office. Contact the health office 978-630-9136, for more information.
3. Liability insurance of $1,000,000/$3,000,000 coverage is required. Students will be covered under the college’s liability insurance policy, which will be billed through student fees.
4. CPR Certification (Professional Rescuer or Health Provider) is required. A certificate of completion must be presented to the health sciences department prior to entry into PTA courses.
5. All students in selective majors must participate in the Massachusetts Community College Health Insurance or provide accurate information regarding comparable coverage.
6. Completion of CORI/SORI form.
7. Drug testing may be mandatory at some MWCC clinical instruction sites.

Matriculating PTA students are allowed to retake a PTA core course (courses with PTA prefix) one time only. In the event that the course is not passed with a 77 percent or better on the second attempt, the student will be withdrawn from the PTA program without the opportunity for readmission at a later date. PTA students are allowed to retake one course only as they matriculate through the program.

CORI/SORI Policy for the PTA Degree
(see the PTA application packet for more information)
Compliance with licensure laws in the state of Massachusetts requires all Physical Therapist Assistant Degree applicants to furnish satisfactory proof of “good moral character” (M.G.L. Chapter 112, Sections 74 and 74A). Students will be required to complete a CORI (Criminal Offender Record Information) check. It must be understood that a conviction in a court of law may prevent them from being placed in a clinical agency. This then will not allow successful completion of the PTA programs. In addition, it will delay and may prohibit their eligibility to take their respective state’s PTA licensure examination.

CORI/SORI (Criminal/Sexual Offender Records Information) Policies
In order for a student to be eligible to participate in an academic community or clinical program that involves potential unsupervised, contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The college is authorized by the Commonwealth’s Criminal History Systems Board, pursuant to
Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records the college shall refer to regulations issued by the Commonwealth’s Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing student CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P. For more information regarding the college’s CORI/SORI check process, please contact the vice president of student services.

Please contact the admissions office for more information, to obtain an application, and to attend an information session at 978-630-9110.

COST OF ATTENDANCE & PAYMENT OPTIONS

Tuition, Fees, and Refund Policies
(Note: Tuition and fees are subject to change without notice)

Application fee: $10.00 (nonrefundable)

Day State-supported Courses

Massachusetts Residents*
Tuition per credit hour $25.00
College fees per credit hour $160.00
Total per credit hour $185.00

New England Regional Student Program (see page 12)
Tuition per credit hour $37.50
College fees per credit hour $160.00
Total per credit hour $197.50

Non-resident & International Students
Tuition per credit hour $230.00
College fees per credit hour $160.00
Total per credit hour $390.00

Non-State Supported Courses offered through the Division of Lifelong Learning & Workforce Development
(Includes some day courses, all WEB courses, and all courses offered at Leominster, Devens, and Fitchburg Campuses.)

Tuition per credit hour $25.00
College fees per credit hour $249.00
Total per credit hour $274.00

*Massachusetts Residents
A resident student is defined as a U.S. citizen or resident alien who has lived in the Commonwealth of Massachusetts for at least six continuous months preceding the beginning date of the academic period for which he/she seeks to enroll. All International students attending this college with a student visa must pay non-resident tuition.

Selective Health Science Courses

Evening Nursing/Practical Nursing/LPN Bridge Option/Dental Assisting
Tuition per credit hour $25.00
College fees per credit hour $249.00
Total per credit hour $274.00

Day Nursing Program: An additional $50/credit for day nursing courses is charged in addition to day state-supported tuition and fees; regular tuition and college fees apply to general education courses.
**Dental Hygiene**

Tuition per credit hour $ 25.00  
College fees per credit hour $359.00  
Total per credit hour $384.00  

**Additional Expenses—All Students**

Registration fee $ 50.00 per semester  
Technology access fee $ 75.00 per semester  
Health insurance* $ 928.00 **(September-August)  
$618.00 (January-August for spring semester students entering in January)  
LEM (laboratory, equipment and materials) fee** $ 10.00 per credit for laboratory and other equipment-intensive courses  
Student activity fee $ 20.00 per semester for students taking nine credits or more per semester  

*State law mandates that students (with nine credits or more per semester) carry health insurance if not currently insured. There is a mandatory basic plan insurance charge for all students enrolled in nine or more credits. A student who has adequate medical coverage may request a waiver by going to www.universityhealthplans.com. Free care is not considered adequate medical coverage.  

**The cost for this plan is set by a committee representing all Massachusetts community colleges and is subject to change annually.  
***LEM (laboratory, equipment and materials) fee applies to all courses with prefixes: ACC227, ASL, ART, AUT, BCT, BIO (except 103), CAD, BTC, CGD, CET, CHE, CIS, CJU234, CLS, DAS, DHY, DSI201, DSI202, EAS, EGM105, EGM115, EGM125, EGM220, EGM280, EET, EKG, EVS, FST, HEA115, HEA116, MAS (except 101, 102), MET, MTC, NRD120, NRD130, NUR (except 099), PHY, PLB, PTA, SPA, WPT and all courses with section codes WEB, NET, MCO, W2B and TLC.

**Cancelation for Non-payment of Charges**

Payment of all charges is due in full by the due date specified on the student bill. Students whose accounts have not been paid in full, or otherwise cleared through commitments by other sources, will be subject to cancelation of class enrollment. Students will not be allowed to re-enroll without proper payment.

**Payment Options**

The college accepts payment of tuition and fees by cash, check, money order, Discover, Visa, and MasterCard. A monthly payment plan is also administered by the FACTS/NELNET Co. financial aid, scholarships, waivers and third party payments are also means available to satisfy payment of the applicable tuition and fees.

**Credit Cards**

Students may use MasterCard, VISA or Discover to pay their tuition and fees. If using a credit card please go online www.mwcc.edu. Scroll down the main page to “pay student bill by credit card.”

**Payment Plan**

Students may enroll in a monthly payment plan administered by FACTS/NELNET. A modest enrollment fee is charged but no interest is charged. This option is only available for the fall and spring full semesters. Details on the plan can be found at http://studentaccounts.mwcc.edu.

**Third Party Payment**

Occasionally a student’s employer or outside agency will satisfy all or part of their obligation to the college. Under these circumstances, authorization from the company or agency is required in order to stop cancelation of classes for non-payment. Please contact the student accounts office 978-630-9149 with any questions or to submit proper documentation. Students may be required to pay for the course in order to continue if all requirements are not met.

**Waivers, Scholarships and Financial Aid**

Tuition waivers (for example: senior citizen tuition waivers, veterans waivers, and state-contract driven employee benefits) are required to be submitted to the records office prior to start of classes. Students without documentation may have their classes canceled for non-payment.
Please refer to other sections of the guide for detailed discussions on senior citizen waivers (page 25), veterans’ waivers (page 26) and financial aid (page 27).

**Refund Options**
MWCC has partnered with Higher One to provide disbursement services for financial aid and tuition refunds. Under this process MWCC students will receive a Mountain Lion Debt Card. Cards will be mailed to the primary address on file with MWCC. To receive your refund, this card must be activated. During card activation, you will choose how to receive your refund money. The options include direct deposit into a OneAccount (account with Higher One), deposited to another bank of your choice, or mailed, as a paper check, to the address you designate.

For more information about the Mountain Lion Debt Card and refunds, please visit www.mountainliondebitcard.com. Please contact the student account office 978-630-9149 with any additional questions.

**Refund Policy**
In the case of withdrawal, an official withdrawal form must be completed.

**Credit Courses:**
The college refund policy is as follows (this policy is subject to change without notice):

A. application fee is nonrefundable
B. the tuition and other fees will be refunded as follows
   1. prior to the classes starting 100% (excluding reg. fee & info. tech. fee)
   2. through the first week of classes 100% (excluding reg. fee & info. tech fee)
   3. during the second week of classes 50% (excluding reg. fee & info. tech fee)
   4. during the third week of classes 25% (excluding reg. fee & info. tech fee)
   5. after the third week of classes 0 percent.
   6. if a class is canceled by the college, all tuition and fees will be refunded
C. prior to the start of each semester, the student accounts office will publish and make available the exact dates that define the first through third week of classes applicable to this refund policy

D. student financial assistance recipients will have their refunds calculated according to applicable federal regulations
E. for sessions of eight weeks or less (including all summer courses), each class will be considered to be one week for the refund calculation above
F. weekend courses, intersession courses, modular courses, distance learning courses (excluding WEB courses), telecourses, cooperative education, and other non-standard length courses have a special refund policy. Please contact the records office

**Noncredit Courses:**
Prior to seven days before first class meeting: 100% refund. After first class: no refund.

**Senior Citizen Tuition/Fee Waiver**
A. Students 60 years and older and who are Massachusetts residents for at least one year are eligible for waiver of credit based tuition and fees on a space available basis. Eligible senior citizens may not register for classes until one week prior to the start of classes, if space is available, to take advantage of the senior citizen tuition and fee waiver. Individuals registering prior to that time will be expected to pay all applicable tuition and fees. Please call records office for further information 978-630-9270.

B. Massachusetts legislature has approved a number of tuition waiver programs, Categorical Tuition Waivers, for individuals meeting certain criteria. These waivers include the Veterans Tuition Waiver, the Massachusetts National Guard Tuition and Fee Assistance Program, the Massachusetts Rehabilitation Client Waiver, the Native American Waiver, and others. Eligible individuals must present proof of eligibility to receive a tuition waiver of state-supported tuition (classes with a billing attribute of B100). Fees and non-state supported tuition will only be waived when the enabling legislation calls for such action.

C. Eligibility requirements include the following criteria: Be accepted to a degree or certificate program; be enrolled in at least three credits per semester; be making satisfactory academic progress; be a permanent legal resident of Massachusetts for at least one year; be a US citizen or eligible non-citizen; not be in default of a student loan; be in compliance with selective service laws.
**Unpaid Debt Policy**

It is MWCC’s policy that students or former students having any unpaid obligations for tuition or any fees due the college and who have not made acceptable arrangements for settlement of such obligations, will be subject to the withholding of any grades, grade reports, transcripts, diplomas and certificates, and will not be eligible to enroll in any course or program of the college until satisfactory settlement of unpaid debts. Students will incur all costs of collection if the college must place their accounts with a collection agency and with the Commonwealth of Massachusetts for intercept of other state payments (tax refunds, etc.). All receipts for payment must be issued in the student’s name, regardless of who is paying the bill. Former students who have a current student loan default will be subject to the same prohibitions.

**Veterans**

Mount Wachusett Community College (MWCC) is located less than 20 miles from a reserves forces training area and two USAF bases. The college is in close proximity to numerous veteran organizations that serve thousands of veterans in the region. The college has an enrollment of approximately 200 who are veterans. In 2010, the college established the Center of Excellence for Veteran Student Success (Veterans Success Center) to address the unique academic, financial, physical, and social needs of veterans transitioning from soldier to student. The center will provide an intensive outreach and recruitment strategy, special admissions and transfer assistance, veterans’ benefits and financial aid advising, veteran orientation, a veteran transition course with a hybrid online component for continued connection with veterans, intrusive advising techniques with a veteran advisor, coordinated study groups, mentoring program by veterans and for veterans, a textbook loan program to assist veterans struggling with delayed veteran educational benefits, and an adaptive equipment loan program to assist veterans struggling with traumatic brain injury and hearing loss.

FIPSE is a unit of the Higher Education Programs within the Office of Postsecondary Education, U.S. Department of Education. FIPSE's mandate is to "improve postsecondary educational opportunities" across a broad range of concerns. Through its various grant competitions, FIPSE seeks to support the implementation of innovative educational reform ideas, to evaluate how well they work, and to share the findings with the larger education community. The center can be reached at 978-630-9408. For additional veteran information, please consult the records office at, 978-630-9270.

To be eligible for veteran tuition waivers:

1. Student must be enrolled in an associate’s degree or certificate program.
2. Student must be taking credit courses and be a permanent legal resident of Massachusetts for at least six months prior to the start of the semester.
3. Must have an honorable discharge from Military Service.
4. Provide a copy of your DD214.
5. The Vietnam Veteran waiver and the Massachusetts National Guard Tuition and Fee Assistance Program will apply to state and non-state supported tuition. All appropriate fees must be paid.
FINANCIAL AID

The Financial Aid Process
Several federal, state and college financial aid programs are available to MWCC students. Grants and scholarships are free financial assistance programs available for low income individuals. Low interest student loans may be borrowed by most students.

Students should apply for financial aid as soon as college attendance is contemplated. The absolute deadline for the MASSGrant program is May 1. The priority deadline for campus aid packages, including Pell Grant and loans, is April 1 for September enrollment and November 1 for January enrollment. Applications completed after those dates will be reviewed, but students may not receive the same level of aid because the funds would have been committed to the earlier applicants, and the determination of eligibility may not occur prior to the tuition and fee billing due date.

To be considered for financial assistance, students must demonstrate financial need and be accepted to the college in an eligible degree or certificate program (non-matriculated students are not eligible for financial aid), be a U.S. citizen or permanent resident alien, and be in compliance with all federal selective service, satisfactory progress and other applicable regulations. Most financial aid programs require half time enrollment. Limited Pell grant funding is available for students enrolled less than half time. Students may receive aid from only one institution during any given enrollment period.

Students must have a high school diploma, GED or demonstrate an ability to benefit based on receiving a passing score on a nationally recognized test. Students enrolled during their junior or senior year of high school are not eligible for financial aid.

The first step in applying for all forms of financial aid is to complete the Free Application for Federal Student Aid (FAFSA). This form is available online at www.fafsa.ed.gov and must be completed each academic year.

The financial aid process can be lengthy (three to six weeks) for all paperwork to be finalized. When the process is complete, a financial aid notification letter is sent that outlines the type and amount of aid awarded. After completing the FAFSA, students and the college will receive a Student Aid Report (SAR) from the federal processing center.

Students may be required to complete the college "verification" procedures to ensure the validity of the information presented on the application. Copies of federal tax returns, verification of untaxed income, and the completion of the MWCC financial aid application may be required. Students will be notified if additional documentation is necessary.

Following the completion of all required paperwork students will be given an award notification letter. Any credit balance created, after the tuition and fees have been paid, will be refunded to the student. By regulation and policy, student loan checks cannot be processed until at least 30 days into the semester. Financial aid is awarded on the basis of financial need. Need is the difference between the estimated cost of attendance and the calculated amount the student and family can reasonably be expected to provide. The student and family contribution is affected by income, assets, number of family members and number of family members in college.

Some low-income students receive enough grant funding to cover the entire tuition and fees bill, including book expenses. Other students may receive partial grant funding and choose to borrow a student loan to cover remaining tuition, fees and book charges. At times, students will not qualify for any grant assistance but can borrow a student loan to pay for part or all of their tuition, fees and book expenses. There are situations where the maximum student loan and other aid awards may not cover direct educational expenses. When the aid awards are greater than the tuition and fee bill, an advance of this difference will be made in the form of a bookstore credit.

The expected amount of student debt that an MWCC student might anticipate is $5,500 at the conclusion of the associate’s degree. Approximately one third of MWCC graduates borrow money through student loans to complete their MWCC degree. Students who do not qualify for enough financial aid, or apply too late to determine eligibility before classes begin, will be required to satisfy the tuition and fee bill. The student accounts office has an interest-free payment plan available that allows the entire or partial tuition and fee bill to be paid in monthly installments.

Special Conditions
To receive special consideration or a recalculation to reflect a changing financial situation, students should contact the financial aid office for additional information, after the FAFSA has been processed. A special condition or special circumstance could be virtually any reason that would
make the standard calculation inappropriate for a particular situation. Regulations with regard to special conditions are very limited and may not take into consideration all of the changing income situations; however, some special circumstances can be taken into account.

**Financial Aid Stress**
The financial aid process can be stressful, some applications may be complex, and many times students are not familiar with the procedures and understanding of where to obtain the necessary data. The financial aid office can assist students with the process at any time. Students should not hesitate to call or visit the office if they have any questions about the procedures, forms, or processing guidelines.

**For More Financial Aid Information**
For complete information about the federal and state student financial assistance programs available to MWCC students, stop by or call the financial aid office, 978-630-9169. By applying for aid early, students will have more information earlier to determine the actual amount they will have available to pay for the necessary expenses.

**Grants, Loans, and Employment**

**Alternative Loan Programs**
Upon request, the financial aid office can provide information about alternative loan programs that offer assistance to students who do not otherwise qualify for federal loans.

**Emergency Student Loan Fund**
These funds, made available by the Student Government Association, are available to students during the college academic year on a short-term basis for college-related expenses. Contact the student services office for more information about this program.

**Federal Parent Plus Loan (dependent students)**
A parent of a dependent student may borrow up to the maximum cost of education minus the students total financial aid award.

**Federal Pell Grant**
Awards range from $277 to $5,550 per year, and are awarded to low income students. The amount of the award is determined by enrollment status (full-or part-time) and family contribution.

**Federal Stafford Loan Program**
The Stafford Loan is for students who do not qualify for or receive a limited amount of the above sources of aid. This is a low, variable-interest rate loan that does not have to be repaid until after enrollment ceases. The loan range is $200 to $10,500 per year. Students must demonstrate financial need for a subsidized Stafford Loan. There is also an unsubsidized Stafford for students who do not demonstrate financial need.

**Federal Supplemental Educational Opportunity Grant (SEOG)**
Pell grant recipients have preference. The awards range from $100 to $1,000 per year.

**Federal Work Study (FWS)**
Students can obtain part-time employment on or off-campus during the academic year and summer. The average award is $2,400 per academic year. Students earn $ 8.00 per hour and are paid every two weeks. Off-campus employment must be with a public or private non-profit agency and arranged with the financial aid office.

**Massachusetts Part-time Grant**
Award maximum is $450 per year for a student enrolled in at least six credits per semester but less than 12 credits per semester. Recipients must be Massachusetts residents for one year and Pell Grant recipients.

**MASSGrant**
Students must meet Massachusetts residency requirements and be enrolled full-time. The awaars range from $300 to $900 per year. Eligible students will receive notification from the Massachusetts Office of Student Financial Assistance. Application deadline is May 1 prior to the academic year.

**MWCC Grant and College Assistance Grant**
The award amount cannot exceed the total cost of tuition and fees. Recipients must be Massachusetts residents for one year, maintain half-time enrollment status, and demonstrate need.

**Tuition Waiver**
Awards cannot exceed state-supported tuition charges (Tuition-Day Charge). Recipients must be Massachusetts residents for one year, enroll in state-supported courses, maintain half-time enrollment status, and demonstrate need.
Scholarships
Scholarships are forms of aid that help students pay for their education. Like grants, they do not have to be repaid and are for direct costs: tuition, fees and books. Students must be in good academic standing with the college. Awards are available for students who are interested in particular fields of study, who are members of underrepresented groups, who live in certain areas, or who demonstrate financial need.

Deadlines
Scholarship applications are accepted on an ongoing basis. However, the deadline for scholarships awarded for the upcoming fall semester is March 10.

How to Apply
Scholarship applications are available in the financial aid office and online. Go to www.mwcc.edu/financial. All scholarships require an essay and two letters of recommendation, as explained on the scholarship application. Some scholarships require additional essays.

For more information on scholarship criteria, call MWCC’s financial aid office 978-630-9169, email financial@mwcc.mass.edu, or visit www.mwcc.edu/financial.

Academic Achievement Scholarships

Sandy Signor Student Achievement Award
Student who has persevered and achieved success in his/her college work

Thomas and Alice Kymalainen Scholarship
Academic achievement: QPA 2.5 or higher; preference: 30 credits earned at MWCC; transfer credits may be considered; financial need may be considered; recognizes the average student who is ambitious in achieving their goals

Community Service Scholarships

Arthur F. Haley Scholarship
Academic achievement: QPA 3.3 or higher; preference: 30 credits earned at MWCC; transfer credits may be considered; demonstrated community service; financial need

David H. Butler Memorial Scholarship
MWCC continuing student; QPA 2.7 or higher; demonstrated service to MWCC students; demonstrated service to the community where the student resides; demonstrated financial need

Jonathan C. Craven Scholarship
Letter describing how the student resembles the traits of Mr. Craven in using education to assist humanity; financial need; QPA 3.0 or higher; resident of Massachusetts; 30 credits earned at MWCC or transferring to a baccalaureate institution

Robert H. Gilman Memorial Scholarship
Continuing or transferring MWCC student; demonstrated commitment to education; demonstrated volunteerism; financial need

SunGard Higher Education Scholarship
Academic achievement: QPA 3.0 or higher; community service; financial need

The Peter J. Trainor Leadership Award
Given annually to the student, who in the opinion of the Academic and Student Affairs leadership teams, has most exemplified the traits that Peter Trainor demonstrated during his career at the college; sense of humor, wisdom, thoughtfulness, commitment to family and friends and a sense of teamwork.

Curriculum Scholarships

Alpha Beta Gamma Award
Active member of Alpha Beta Gamma; business student with QPA 3.0 or higher; earned 30 credits or more at MWCC

Aspasia Anastos Award
Returning student who demonstrated excellence in the humanities, especially English

Carl Tammi Award
Extraordinary Computer Information System programming major; QPA 3.0 or higher; 45 credits earned at time of application

Carrie Progen Scholarship
MWCC Art student; preference to Gardner area resident (Ashburnham, Baldwinville, Gardner, Hubbardston, Templeton, Westminster, Winchendon)
Craig A. Hamel Scholarship
Graduate or post graduate from the Nursing program who has definite plans to further his/her nursing education, or; a student who is transferring to a baccalaureate nursing program, nominated by faculty member at MWCC

Ellen Daly Dental Hygiene Scholarship
Second year Dental Hygiene student; QPA 3.5 or higher; demonstrates clinical excellence, leadership, and professionalism

First Congregational Church Scholarship
Complementary Health Care and Human Services student: QPA 3.3 or higher, preference 30 credits earned at MWCC, transfer credits considered

H. Marilyn Kiosses Scholarship
Nursing student demonstrating commitment to patient care

James Garrison Scholarship
Enrolled in Early Childhood Education heading toward certificate or degree; can be used for tuition and fees; open to new and continuing students; demonstrating financial need

James Garrison Childcare Stipend
Enrolled full-time at MWCC; demonstrate financial need; have dependents age 2.9 to 5 enrolled at Garrison Education Center; priority given to Early Childhood Education majors

John C. Burton Award
Transferring to a baccalaureate institution; Art student pursuing a career in art; preference to an openly gay/lesbian student

Melissa Herr Marsh Scholarship
Nursing student entering their second year; GPA 3.5 or higher; married with children; community service

Robert Weibel Art Award
Graduating Art student; demonstrated outstanding progress and commitment to art while at MWCC

Sterilite Student Success Fund
Students must be in good standing and demonstrate financial need

Twyla J. Haley Memorial Nursing Scholarship
Second year MWCC nursing student; QPA 3.0 or higher; other considerations: community service, employment status, financial need; direct costs: tuition, fees, books

Financial Need Scholarships

Alumni Association Scholarship
Continuing MWCC student; completed at least one semester of study; QPA of 3.0 or higher; financial need

The Sara Kajel Scholarship
Nursing student; single parent displaying financial need, nominated by a faculty member of the nursing department

Non-traditional Student Scholarships

Kathi J. Pullen Scholarship
Female 30 years or older balancing home, work, and education; QPA 3.3 or higher; earned nine credits or more at MWCC

Mille McGuire Foundation Scholarship
Single parent balancing home, work, education; service to community/church; financial need; for enrolling, returning, or transfer student

Residency-based Scholarships

Agnes M. Lindsey Scholarship
MWCC full-time student; permanent resident of a rural community (population of fewer than 5,000); demonstrated financial need

Albert H. & Reuben S. Stone Fund Scholarship
Resident of Gardner; academic achievement; QPA 3.3 or higher; financial need; direct costs: tuition, fees, and books

Carlton E. Nichols Scholarship
Resident of Gardner; academic achievement; QPA 3.3 or higher; financial need; direct costs: tuition, fees, and books

Rebecca Ann DesJardins Memorial Scholarship
Resident of Westminster, Gardner, or Ashburnham; preference to a female; MWCC continuing student; QPA 3.0 or higher and financial need; direct costs: tuition, fees, and books
Transfer Scholarships

Alumni Association Scholarship
Completed degree or certificate at MWCC; QPA 3.0 or higher, transferring to baccalaureate institution; financial need

Barbara Chaplin Memorial Scholarship
Nontraditional female student; English or Education program; transferring or recently transferred to a baccalaureate institution; QPA 3.0 and completed 30 credits at MWCC

Barnes & Noble Scholarship
Academic achievement; QPA 3.3 or higher; preference: 30 earned credits at MWCC; transfer credits may be considered; financial need; MassTransfer Program student transferring to a state college or university

Father Adamo Scholarship
Student studying Roman Catholic theology or counseling; 3.3 GPA; transferring and continuing education to obtain Bachelor of Arts

Jack Kent Cooke Foundation Scholarship
Plan to transfer to a four-year college or university; minimum 3.5 GPA; Nominated by institution/MWCC

New England Transfer Association (NETA) Scholarship
Complete degree by end of spring/summer semester; transfer to NETA affiliated college or university; minimum 3.5 GPA; complete minimum 30 credits at MWCC; Nominated by institution/MWCC (NETA member)

For complete transfer scholarship information, visit the MWCC transfer services website at transfer.mwcc.edu, and/or contact the Academic/Transfer Counselor at 978-630-9197.

U.S. Armed Services Scholarship

MWCC Veteran’s Memorial Scholarship
Service in U.S. Armed Forces, honorable discharge; enrolled full time at MWCC or transferring to baccalaureate institution; demonstrated service to college and community. This scholarship was established by the Vietnam Memorial Wall committee-2003.

Scholarship Resources Websites
Tips on locating scholarships, winning scholarships, writing essays, and writing resumes:

Absolutely Scholarships
www.absolutelyscholarships.org

College Board
www.collegeboard.com

Fastweb.com
www.fastweb.com

FinAid!
www.finaid.org

Petersons.com
www.petersons.com

Scholarships.com
www.scholarships.com

Transfer Services Website: Scholarship Information
www.mwcc.edu/services/transfer/resources.html

University of Massachusetts Scholarship Opportunities
www.massachusetts.edu/scholarships/index.html

Check our website for rules about protecting yourself from scholarship scams: www.mwcc.edu/financial

Scholarship Endowment
To learn how you can make a difference by endowing a scholarship, please contact:

MWCC Foundation, Inc.444 Green Street Gardner, MA 01440
978-630-9276 http://foundation.mwcc.edu

Gifts are Tax-deductible
All gifts to MWCC Foundation, Inc., on behalf of MWCC, are tax-deductible within certain limits provided by law. The foundation is established under section 501(C) (3) of the Internal Revenue Code-FID #23-7136083. Consult a financial planner or tax advisor to determine the exact tax advantages of any gift.
ACADEMIC AND GRADING POLICIES

Absence of Student Due to Religious Beliefs
Any MWCC student who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from any such examination or study or work requirement and shall be provided with an opportunity to make up such examination, study, or work requirement which he/she may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

Academic Honesty Policy
Students enrolled in MWCC’s courses are responsible for academic honesty. All members of the MWCC community strive to promote honesty in scholarship and research. The primary responsibility for maintaining standards of academic integrity rests with the individual student. Academic honesty is required of all students at MWCC. The Academic Honesty Policy is intended to establish and enforce uniformly just and equitable procedures for resolving allegations of dishonesty. Students must also become knowledgeable about what constitutes cheating, plagiarism, and fabrication by asking the instructor and consulting with the academic support center. Students are instructed to resolve questions or confusion about appropriate documenting and referencing techniques before submitting assignments. The instructor reserves the right to fail students who cheat, plagiarize, or fabricate.

Academic dishonesty is prohibited at MWCC and includes but is not limited to:

- **Cheating:** intentional use and/or attempted use of trickery, artifice, deception, breach of confidence, fraud and/or misrepresentation of one’s academic work. Includes giving or receiving aid during examinations or in completing laboratory assignments, computer programs, or other work assigned in courses, unless given explicit permission by the instructor.

  Examples: use of books, notes, or other materials during an examination, unless permitted; copying others’ work or unauthorized cooperation in doing assignments or during an examination; use of purchased essays, term papers, or preparatory research for such papers; submission of work originally done by someone else; submission of the same written work in more than one course without prior approval from the instructors involved; falsification of experimental data or results; unauthorized use of username or password; use of false signatures or initials on course related material.

- **Plagiarism:** using another person’s words or ideas without acknowledgement. (For full explanation of the Plagiarism Policy, see section below.)

- **Fabrication:** intentional and unauthorized falsification and/or invention of any information or citation in any academic exercise.

  Examples: the use of “invented” information in any laboratory experiment or academic exercise without notice to and authorization from the instructor; alteration and resubmission of returned academic work without notice to and authorization of the instructor; misrepresentation of the actual source from which information is cited.

Student rights and responsibilities
Students are responsible for being aware of and understanding the MWCC Academic Honesty Policy. Students have rights to due process (see under Consequences). Students have the right to file a grievance if they feel that the faculty’s action taken in the alleged incident abrogated their student rights.

Faculty rights and responsibilities
Faculty members reserve the right to ensure that students engage in, and preserve, intellectual honesty. Faculty members who suspect plagiarism, cheating or other academic misconduct will file a written complaint with the vice president of academic affairs.

Consequences, student discipline
Any student who violates these standards is subject to the MWCC Student Disciplinary Policy and Procedures, which includes academic dishonesty under the definition of misconduct.
Academic Program Cancellation
The college reserves the right to discontinue academic programs due to enrollment or other factors. Students who are currently enrolled in the elected program will be notified in writing of the termination procedures and timelines. Formerly enrolled students will be required to select a new program of study or alternately complete the program within the prescribed time frame.

Academic Standing
President’s and Dean’s List
Students who in a given semester have earned a minimum of 12 semester hours with a quality point average (QPA) of 4.0 qualify for the President’s List. Students who in a given semester have earned a minimum of 12 semester hours with a quality point average (QPA) of 3.30 to 3.99 qualify for the Dean’s List.

Academic Warnings
At the end of the fourth week of classes faculty have the option of issuing an academic warning. Warnings may be issued because of (1) incomplete assignments, (2) lack of effort, (3) tardiness, and (4) excessive absences.

Amnesty Policy for Returning Students
A student who returns to the college after a three year absence and changes his/her program of study may request that grades acquired before returning to the college not be counted in the calculation of the cumulative quality point average (QPA) unless such courses may be used to meet the degree requirements in the new program. Students may only apply for amnesty once.

Audit Policy
The college will accept requests to audit courses starting one week before the start of classes through the last day of the "add period" for each semester. Permission will be granted provided: (1) the enrollment in the class is above the minimum enrollment, (2) the instructor will state in writing that his/her acceptance of the student is on an audit basis, (3) all fees are payable upon approval of the request to audit. Failure to comply with the payment procedure will nullify the approval of the request. Once the student has registered for a course for credit, he/she may not request a change to audit status except as delineated in the above policy. One course per semester may be audited. Academic credit is not granted for an audit course.

C Grade Policy for Foundation Courses
A grade of C or higher must be achieved in ENG099, ENG100, RDG090, RDG099, RDG100, MAT090, MAT092, MAT096, and MAT128 before a student can enroll in the next higher level class. If a student receives a C- grade or below and wishes to take the next higher level class, he/she may petition to enroll in it by retesting in the assessment center and achieving a score that would place him/her in the next higher level.

Change in Degree Requirements
In the event that a curriculum is changed between the time a student begins a program of study and the time the program is completed, the student may choose to satisfy either the graduation requirements in effect when the program was begun or those in effect when the program is completed. If more than 5 years have elapsed between the time when the program of study was begun and the time when it is due to be completed, changes in course content and program structure may be so substantive that credits earned at the beginning of the program of studies cannot continue to be counted toward the satisfaction of graduation requirements. In such cases, the student’s option to apply for graduation under the original terms of the program of study may no longer apply. In certain cases, at the discretion of the program division dean, a course normally required for graduation may be replaced by a substitute course. Likewise, certain programs have policies requiring completion of course earlier than 5 years. Students should consult the specific program department chair or division dean.

Change of Major
Changing a major is an important academic decision and should be thoughtfully considered. Students who would like to change from one program of study to another can obtain the Change of Program Request Form in the Advising Center (Gardner campus), through the main offices on the Leominster and Devens campuses, or online. Effective September 1, 2011, all program change forms require an advisor’s signature to be processed. Students should also note that program changes may have financial aid implications.

A change of program initiated will become effective for the start of the subsequent semester. Students may petition to have the change made effective during the current semester. Current students must apply for admission to selective programs through the admissions office. Students wishing to change from a non-matriculated to matriculated status, and those who have previously graduated and wish to begin a new program of study, must complete a new admissions application in the admissions office.

MWCC 2011-2012 College Catalog & Student Handbook
**Changing Courses**
During the first week of classes, students may drop courses without academic or financial penalty. Students may add courses during the first week of each semester subject to seat availability and college policy.

**Class Attendance Policy/Extended Absence**
Success in college is often related to class participation and attendance. Students are expected to attend ALL scheduled class meetings. If a student is unable to attend a class, it is the student’s responsibility to communicate with the instructor and make up work that was missed as a result of his/her absence. Absence does not constitute an excuse for academic work due. Excessive absence is defined by each faculty member and included in the course syllabus. If a student is excessively absent, he or she may be withdrawn or receive a failing grade for the course. MWCC supports the individual attendance policy as stated on every course syllabus. In the case of emergency or illness that will cause a student to miss three or more consecutive sessions, the student should notify his or her specific instructors. If a student expects to be absent for an extended period due to illness, accident, etc., he/she should notify the vice president of student services office (students need not call for an absence of one day).

**College Credit Hour**
One college hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for 15 weeks for one semester of credit or equivalent amount of work over a different amount of time. For example, a three credit course is 3 college hours of classroom instruction and a minimum of six hours out of class student work per week for a 15 week semester. Laboratory work, internships, practicum, studio work, clinical placements and other work leading to credit hours will be at least equivalent to what is listed above. Out of class work is listed as a minimum estimate. Students should expect to spend more time on out of class work dependent upon the course.

**Commencement Awards**

**President’s Keys**
A President’s key is awarded to one full-time and one part-time graduating student who has achieved outstanding academic performance in their program of study in residence at MWCC. For purposes of these awards, full-time is defined as a student enrolled in 12 or more credits or full-time by program for each term of attendance. Part-time is defined as 11 or fewer credits for each term of attendance.

**Dean’s Key**
A Dean’s key is awarded each year to the graduating student who, in the opinion of the vice president of student services and staff, has made the most outstanding contribution to the life and spirit of the college through active participation in student activities and who has made significant contributions to the college community.

**Graduation Honors**
Graduation with HONORS is awarded to students who have completed all graduation requirements for an associate degree and have achieved a quality point average of 3.30 to 3.59; HIGH HONORS is awarded for a quality point average of 3.60 to 3.79; and HIGHEST HONORS is awarded for students with a quality point average of 3.80 or above. Honors determination at graduation will be based only on the courses directly applied to the degree requirements. In cases where more credits have been taken than necessary for a degree, only those grades for courses meeting the degree requirements will be used in the computation for Honors designation. Students who complete a certificate program with a quality point average of 3.3 or higher will be granted MERIT at graduation.

**Copyright Policy**
Copyright is an "intellectual" property right, defined as the exclusive right of a creator to reproduce, create derivative works from, distribute, perform, display, sell, lend or rent his/her creation(s). Copyright protects "forms of expression," (e.g. poetry, prose, computer programs, artwork, written or recorded music, animations, movies and videos, java applets, web pages, architectural drawings, photographs, and more) that are fixed in a tangible medium.

MWCC students, faculty, and staff who are responsible for college activities or projects are responsible for learning about applicable fair use and for following its dictates. Members of the college community who willfully disregard the copyright policy do so at their own risk and assume all liability. The best advice is to act in an informed and good faith manner.
FAQ: What will happen if I do not follow this policy accurately?
The person who actually commits the infringement is liable. Case law is slowly evolving. In cases of "willful disregard of the law," criminal actions may be taken. Statutory damages of up to $100,000 per work infringed may be awarded.

Willful infringement means that you knew you were infringing and you did it anyway. Ignorance of the law is no excuse. If you don't know that you are infringing, you may be liable for damages—only the amount of the award will be affected.

Go to http://subjectguides.mwcc.edu/copyright for the full text of Copyright and Fair Use at MWCC: Guidelines for the College Community.

Course In Progress (CIP) Grades
CIP grades are used for selected courses still in progress at the end of the usual semester. Students enrolled in MOD and DIS courses are allowed two semesters to complete the course, with a CIP entered at the end of the first term. Following the completion of the second term, the policy reverts to the “I” policy.

Course Load
Generally a student may enroll in no more than 18 credit hours per semester, or nine credits per cycle unless he/she has a cumulative quality point average of 3.2 or above and the approval of the vice president of academic affairs.

Repeat Course Policy
A student may not repeat a course if a higher-level course in the same discipline has already been successfully completed. In repeating a course, the higher grade will be used in the calculation of the student’s cumulative quality point average (QPA). The student’s transcript will record both grades with the annotation of repeat. Students may also retake courses at another accredited college. The students must receive a C or better in order to transfer the credit (not quality points) back to MWCC. In this case, the MWCC grade will no longer be used in the QPA calculation. Students may repeat a course in which they received a C or better one time with department approval. Students may repeat a course in which a grade of C- or less is received one time. Permission to repeat any course for a second time must be received by the division dean or campus dean/managers. Financial aid requirements for repeated courses are as follows:

As of 7/1/11, financial aid policy allows a student to receive financial aid:

- to repeat any failed or withdrawn course until a passing grade is received. Once a passing grade is received, FA cannot pay for the course again even if it is a C- or lower and is a pre-requisite for another course or continuing in a program.
- to repeat one time any course in which they originally received a passing grade of C- or lower. Regardless of the 2nd grade received, the course will not be covered by financial aid a third time.
- to repeat one time any course in which they originally received a passing grade of C or better if they receive department permission to do so. Regardless of the 2nd grade received, the course will not be covered by financial aid a third time.

As of 7/1/11, financial policy WILL NOT ALLOW a student to receive financial aid:

- to repeat any course for which they received transfer credit (“T”) unless it is a BIOL course which has expired (taken more than 5 years ago).
- to repeat a course in which they have an active “I” (Incomplete). If a student wishes to receive financial aid, they need to make up the work and receive a grade for the course, or wait to receive an “F” before they retake it.

Please Note: A repeated course (along with the original attempt) must be counted as attempted credits in the calculation of the standards of satisfactory progress.

Full-time Students and Sophomore Status
Full-time status is considered to be 12 or more credits per semester. Students intending on graduating in two years should plan on enrolling for at least 15 credits per semester. Enrollment in 12 credits will be certified as full-time status for financial aid, veterans’ benefits, and private health insurance certifications. Students will be classified as freshmen and sophomores based on their earned credits. To be considered a sophomore, a student must have earned 30 or more credits.

Grade Changes
Only the course instructor may initiate grade changes. Grade changes need the authorization of the appropriate division dean and the vice president of academic affairs. Except under very unusual circumstances, a grade change will not be considered after the midpoint of the semester following that in which the initial grade was earned.
Grade Policy for Failing Grades (F)

Failing grades will be awarded to students who completed the course, but did not meet the minimum course objectives. For students not completing the course, the Withdrawal from Courses Policy below will be followed.

Grading System

The college uses the following grading system:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Value Points</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>1.70</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td>1.30</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
<td>0.70</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Students may receive the following codes:

- CIP: Course in Progress
- I: Incomplete
- IP: In-progress
- L: Audit
- P: Passing (credit given)
- S: Satisfactory
- U: Unsatisfactory
- W: Withdrawn (without grade point penalty)

The quality point average (QPA) is calculated by multiplying the number of credits for each course a student attempts by the quality points of the grade received in each course and dividing the total by the total credits attempted. For example, if a student enrolls in four three-credit courses, earns an A in one, a B in another, an F in the third, and a C in the fourth, the quality point average for that semester would be 2.25.

Calculating Quality Point Average

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Grade</th>
<th>Grade Quality Points</th>
<th>Total (Credits X Grade Quality Points) Equals</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>A</td>
<td>4.0</td>
<td>12</td>
</tr>
<tr>
<td>3</td>
<td>B</td>
<td>3.0</td>
<td>9</td>
</tr>
<tr>
<td>3</td>
<td>F</td>
<td>0.0</td>
<td>0</td>
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<tr>
<td>3</td>
<td>C</td>
<td>2.0</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total: 12</strong></td>
<td></td>
<td></td>
<td><strong>27</strong></td>
</tr>
</tbody>
</table>

Quality point average (27/12) equals 2.25. (The quality points for each grade are given in the section on grades.)

Credits transferred from other institutions or earned by challenge examination, CLEP, Advanced Placement (AP) examinations, pass/fail courses, or by experiential learning, will not be used in the computation of the quality point average.

Note:
- **Nursing** - all BIO and NUR classes require at least a C+ (77) for students to be eligible for promotion to next level.
- **Physical Therapist Assistant** - all PTA and BIO203 and 204 courses require at least a C+ (77) for students to maintain good standing.
- **Massage Therapy and Complementary Health Care** - all BIO and MTC courses require at least a C+ (77) for students to maintain good standing.
- **Clinical Laboratory Science** - all BIO, CHE, MAT and CLS courses require at least a C+ (77) for a student to maintain good standing.
**Graduation Procedure**
An associate degree or certificate is awarded upon completion of the program requirements as outlined in this catalog. The procedures for graduating students are as follows:

1. Any student who believes that he/she has met or will meet the degree requirements for graduation must complete a petition to graduate form no later than October 1 for December graduation, and March 1 for May and August graduation. Students who complete degree requirements in December and those anticipating completion in August are invited to participate in the May commencement exercises.

   Petitions are available from academic advisors, the advising center or the records office. Late petitions will be considered only under special circumstances and may result in the late delivery of a diploma.

2. All degree requirements, including transfer credits, degree substitutions, and other necessary documentation, must be completed and accepted by the college no later than April 1 for May and August graduation and November 1 for December graduation. The only exception to this rule would be courses in which the student is planning to complete in the summer session and those currently enrolled at MWCC. The degree or certificate will be awarded at the end of the term when required credits have been earned. All grade changes must be received no later than 30 days after the end of the semester to be included for graduation for that term. There is a $25 diploma replacement fee if graduation date is more than three years old.

Students not completing all requirements at the end of the academic year may choose to enroll at another accredited institution and transfer these credits to MWCC for application to the degree. With this option the degree will be awarded with the next graduating class.

**Graduation Requirements**
MWCC offers the associate in arts and the associate in science degrees, as well as a variety of certificates. The associate in arts degree shall be granted to students who have satisfactorily completed the requirements of a college-designed, and Department of Higher Education approved, program of collegiate-level courses of which at least 33 credits have been drawn from the field of liberal arts and sciences.

The associate in science degree shall be granted to students who have satisfactorily completed the requirements of a college-designed, and Department of Higher Education approved, program of collegiate-level courses of which at least 22 credits shall be drawn from the field of general education outside the field of specialization.

To be eligible to receive an associate degree, students must complete all the requirements of one of the college’s degree programs using a maximum of 30 transfer credits with a cumulative quality point average (QPA) of not less than 2.0. **Students already holding an associate degree may receive a second degree by meeting the degree requirements in a different program of study if there are a minimum of 15 credit hours required by the new program beyond their first degree in residence at MWCC.** Students earning a certificate must complete all requirements with a minimum cumulative quality point average of 2.0. In addition, students must earn a minimum of 15 credits in residence at MWCC.

**Incomplete (I) Grades**
An I grade is given at the discretion of the instructor and allows a student an additional 30 calendar days from the date of the final examination to complete all course requirements. Students receiving an I grade have a responsibility to consult their instructor, and the instructor has a reciprocal responsibility to present an opportunity to complete course requirements. If at the end of the 30 day extension no passing grade is submitted to the records office by the instructor, the I grade will automatically be recorded on the student’s transcript as an F. Extenuating circumstances may extend this period of time at the discretion of the instructor, division dean, and vice president of academic affairs.

**Institutional Effectiveness and Learning Outcomes Assessment**
Institutional effectiveness is the ability of a college to produce desired outcomes for the population it serves. The outcomes are guided by the college’s mission and by the needs of the college’s constituencies. Institutional effectiveness suggests that a college has a discernible mission, is producing outcomes that meet constituency needs, and can conclusively document the outcomes it is producing as a reflection of its mission.

MWCC is fully accredited by the New England Association of Schools and Colleges. This association requires that a college have in its institutional effectiveness plan measurable student learning outcomes. MWCC has developed a comprehensive outcomes assessment plan. Through this assessment plan, outcomes can be compared to the college’s mission statement and goals resulting in a composite picture of the institution’s effectiveness. MWCC will assess students by using a multiplicity of measurements that include general education competency assessment,
program competency assessment, and students’ personal and social growth assessment. To ensure that students receive a full complement of general education core competencies across the disciplines, the following general education competencies have been developed in accordance with MWCC’s mission and goals.

General Education Competencies
Embedded in each of the following general education competencies is critical thinking that requires students to demonstrate problem solving and the ability to use inference to draw conclusions and use deductive and inductive reasoning.

1. **Written and oral communication in English**—Students demonstrate the ability to write and speak effectively for a variety of occasions, audiences, and purposes. Students should be able to:
   - Use writing to formulate and express ideas.
   - Articulate an idea as a thesis, hypothesis, or other statement and support it clearly with organized appropriate content.
   - Obtain relevant information through research to support a thesis and document sources accurately adhering to standard professional guidelines.
   - Orally express ideas and opinions appropriately for specific audiences, occasions, and topics.

2. **Quantitative reasoning and scientific modes of inquiry**—Students demonstrate the ability to use scientific inquiry and mathematical modes of thinking. Students should be able to:
   - Apply the principles of the scientific method (hypothesis, testing, and conclusions) to current science or societal related issues.
   - Apply numeric, graphic, and mathematical symbols and other forms of quantitative reasoning accurately and in an appropriate manner using technology when necessary.
   - Communicate the methods and results of quantitative problem solving in a concise manner.

3. **Information literacy**—Through electronic and traditional modes, students demonstrate the ability to identify access, evaluate, and use information effectively, ethically, and legally. Students should be able to:
   - Demonstrate knowledge of how print and electronic information is gathered, stored, and accessed.
   - Determine what information is needed and use appropriate search strategies to find information as efficiently as possible.

   - Critically evaluate information and its sources for accuracy, authenticity, and bias.
   - Select, organize, and present information through written and electronic media.
   - Use and access information ethically and legally.

4. **Understanding self**—Students demonstrate the ability to understand the value of aesthetic and ethical principles and significant personal, civic, and cultural issues. Students should be able to:
   - Demonstrate knowledge of the forces in one’s life and contribute to one’s individual development including the impact of family, social environment, and physical/emotional health and well-being.
   - Examine the values, beliefs, norms, and differences of others as they relate to one’s self.
   - Demonstrate knowledge of ethical, civic, and social issues relevant to community and the world: past, present, and future.
   - Demonstrate an understanding of the ethical and aesthetic expressions of the humanities.

A capstone course will be a graduation requirement for most programs. A student must complete at least 45 credits in his/her program before enrolling in a capstone course. Additionally, a particular program’s curriculum may require an exit examination, a portfolio, or another required method of assessment.

**MWCC Credits Applied Toward Degree—Age of Credits**
For the most part, all prior comparable courses taken at an accredited US college or university will be applied toward the degree or certificate program. The college does reserve the right to not accept prior coursework if significant changes in the area of study have occurred, or if current knowledge is necessary for student success.

Technical and professional courses that have been completed many years prior to the completion of the academic degree will be evaluated on an individual basis to determine their applicability toward a given degree program. For example, computer coursework or allied health courses may have changed significantly and may no longer satisfy degree requirements due to changes in technology or professional practices. Generally, courses completed within a five-year period are applicable toward degree completion. Students should discuss any concerns regarding the applicability of credits earned with their academic advisor or division dean.
Plagiarism Policy

Plagiarism is defined as the unauthorized use of another individual’s ideas, thoughts, or opinions, and expressing them as one’s own without attribution to the individual as the source, of those ideas or expressions. It also includes the use of facts, charts, and other graphic representations or information that is not common knowledge, and presenting them without acknowledging the source whether they are in printed form or in an electronic format. Plagiarism not only includes direct quotes but also paraphrasing. Each course syllabus may address specific procedures and penalties associated with the violation of the plagiarism policy for that course.

Plagiarism is a serious breach of academic honesty and is not tolerated at MWCC. If a faculty member suspects that a student has engaged in plagiarism, it is the student’s responsibility to provide the sources the student used in preparing his/her project. If the faculty member suspects that plagiarism is involved, he/she will follow this procedure:

• The faculty member will notify the student within 10 days of the alleged incident and arrange for a meeting with the student.
• If, after an informal meeting the faculty member and the student cannot reach a resolution of the incident, the faculty member will fill out a student plagiarism report available from the division dean.
• Once the plagiarism report has been issued, to overcome the accusation of plagiarism, the student must provide proof of his/her sources.
• If, upon investigation by the faculty member, the student has been found to be not responsible, the student will be notified by the faculty member in writing by means of the student plagiarism report. If the student has been found not responsible, the report will be expunged.
• If the student is found responsible, the student will be offered an opportunity to sign the report. If the student does not accept the finding of responsibility, the student has the option of accepting the report’s finding or appealing the decision to the appropriate division dean.
• The student receives a copy of the report signed or unsigned and the faculty member keeps a copy of the report as part of the class record and forwards the report to the vice president of academic affairs and a copy to the appropriate division dean.

Students found to have engaged in plagiarism based on the evidence may be subject to, but not limited to, the following sanctions that are to be imposed by the faculty member:

• Receive a grade of zero for the assignment.
• Receive a grade of F for the course.

• Refer the case to the division dean for further action through the student disciplinary procedures.

If the case is referred for student disciplinary action, the faculty member agrees that the disposition of the case including the imposition of any sanctions or actions will be determined by the committee. At the faculty member’s discretion, a temporary file will be maintained in the vice president of academic affairs’ office outlining the facts of the incident and its resolution. This record will be maintained for the duration of the student’s enrollment not to exceed two years. If the student drops out and does not enroll for the succeeding semester, the student retains the right to appeal the decision for a period not to exceed 12 months.

Prerequisites

The college catalog description for each class indicates the prerequisites for that course. A student cannot be admitted to a course without meeting the listed prerequisite. An I grade or a W, WF, WP, or F does not satisfy any prerequisite requirements. A student with only an I, W, WF, WP, or F grade may not enter a higher level course in the same discipline.

Probation or Suspension

Students are required to maintain good academic standing. The academic review board may suspend students who do not meet the standards listed below from the college.

<table>
<thead>
<tr>
<th>Total Number of Credit Hours Attempted</th>
<th>Minimum Quality Point Average Required for Good Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or less</td>
<td>1.65</td>
</tr>
<tr>
<td>13-24</td>
<td>1.70</td>
</tr>
<tr>
<td>25-36</td>
<td>1.76</td>
</tr>
<tr>
<td>37-48</td>
<td>1.82</td>
</tr>
<tr>
<td>49-60</td>
<td>1.88</td>
</tr>
<tr>
<td>61+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

1. Attempted credits include all courses registered for except those dropped during the first week of classes. Each repeated course counts toward registered credits. Only the higher grade received is used in the grade point computation.
2. The first semester that a student fails to meet the minimum quality point average (QPA) requirement, he or she will be placed on academic probation.

3. A student who has been on probation for one semester and who fails to make the minimum quality point average the following semester will be suspended from the college.

**Appeal Process**

A student who has been suspended from the college may petition for reinstatement based upon mitigating circumstances. To petition, the student should respond to the suspension letter he/she receives by completing the attached petition for reinstatement, in which he/she articulates the mitigating circumstances that he or she would like taken into account in consideration of the appeal. The petition and the student’s entire academic record will then be considered by the academic review board, which will render a decision relative to the student’s status at MWCC. A reinstated student is granted an additional probationary semester but may not be entitled to receive financial assistance. Students denied reinstatement may appeal to the vice president of academic affairs.

**Satisfactory Academic Progress—Student Financial Assistance Recipients**

In accordance with federal and state policy, the college has established a separate satisfactory academic progress statement and criteria for the recipients of federal Title IV student financial assistance and other campus-based assistance. This policy requires students to earn at least 67 percent of all credits attempted (including those with a grade of I, W, WF, and WP), and to complete their program in at least 150 percent of the normal time that would be expected and earn a 2.0 cumulative grade point average. The complete financial aid satisfactory academic progress statement can be obtained from the financial aid office.

**Transfer of a Student from Higher Level to Lower Level Courses**

Occasionally, an instructor feels that a student should revert to a lower-level course in the same discipline. The student and instructor should discuss this matter and include the student’s academic advisor. If both the instructor and advisor concur that this is in the best interest of the student, the division dean will be contacted for approval; and if appropriate, the student will be placed in a new course dependent on instructor approval. The enrollment in a lower-level course should be completed in a timely fashion to ensure appropriate academic progress.

**Withdrawal from the College**

Students who withdraw from the college should do so in person or in writing. Student must obtain a withdrawal form from the advising center in Gardner or from the receptionist at our branch campuses (Leominster, Devens, and Fitchburg). Students who officially withdraw from the college after the ninth week for full semester courses or the fourth week for cycle courses will receive a grade of F. Students who do not officially withdraw from the college (fail to complete the withdrawal form) are subject to a grade of F regardless of the level of performance or the time of withdrawal. Financial aid recipients withdrawing from the college may owe a refund of federal funds disbursed based upon the approved federal refund policy. If a student stops attending classes but does not formally withdraw, the student will receive an F in any course involved. F’s are averaged into the QPA for all students.

**Withdrawal from a Course(s)**

A student may formally withdraw from a course through the end of the ninth week of a full semester or fourth week of a cycle. A grade of “W” will be recorded on the student’s transcript. Students are required to speak to their instructor or assigned advisor before withdrawing from any course. The procedure for course withdrawal includes getting the proper form from the advising center in Gardner or from the receptionist at our branch campuses (Leominster, Devens and Fitchburg), bringing the form to their instructor or assigned advisor, and returning the signed form to the advising center or branch campus. Please be advised that ceasing to attend a class may result in an instructor initiating the withdrawal from a class prior to the end of the ninth/fourth week. Course withdrawals will not be processed after the ninth/fourth week of classes. If the student stops attending after the ninth/fourth week of class, the student will receive an F grade. F’s are averaged into the QPA for all students. Any withdrawal may affect progress toward degree and future eligibility for financial aid. Contact the record’s office for information on your student records.

**Administrative withdrawals may occur after the ninth/fourth week as a result of extenuating circumstances by following the Withdrawal from College policy.**
LIBRARY

The LaChance Library is a critical component of the educational experience at MWCC. The library supports teaching and learning excellence, student development and success, and civic engagement by providing students, faculty, staff, and the extended community with outstanding service and comprehensive access to a broad range of authoritative, up-to-date learning resources in a variety of formats. Staff provides instruction in effective ways to seek and evaluate information through a comprehensive library instruction program. The library offers activities and programs that enrich the quality of individual and community life.

Students, both on and off campus, are encouraged to use the library collections, which are specifically designed to aid them in their course assignments and personal interests. The library holds over 50,000 volumes and subscribes to a variety of print journals and newspapers. Many more full-text journals, magazines, and newspapers are available online. Additionally, the library has collections of DVDs, streaming videos, and popular fiction books. DVD players, VCRs, CD burners, a scanner, two photocopiers, and a reader/printer for reproducing articles from microfilm and microfiche are available for use. Literary Reference Center, LexisNexis, Academic Search Premier, CINAHL with full-text, Science Online, and the Boston Globe are only a few of the more than 100 online databases available both on-campus and via remote access. The LaChance Library is a member of the Central/Western Massachusetts Automated Resource Sharing consortium (C/WMARS). The C/WMARS online catalog provides electronic access to the holdings of the LaChance Library as well as over 140 area libraries within central Massachusetts. LaChance Library is a member of the Massachusetts Library System (MLS), which coordinates frequent deliveries of system-wide holds to member libraries.

LaChance Library is also a member of the Academic and Research Collaborative (ARC) of Central Massachusetts. ARC is a coalition of Worcester area academic, public, and special libraries working together to facilitate the sharing of resources and services for the benefit of their collective users. As members, MWCC faculty, staff, and students may request an ARC borrowing card, which grants the user the privilege of going directly to the participating library and checking out materials. ARC cards are available at the circulation desk.

Two open computer labs, on the library’s lower level, provide access to Microsoft Word, PowerPoint, Excel, Access, and many other course-related software applications, as well as the Internet. Documents may be printed on the networked printers, downloaded to a USB flash drive or emailed. A lab assistant is available during most hours. Laptop computers may be checked out from the circulation desk and are available for students to use in the library. Three video preview study rooms and a fully-equipped language lab are also located on the lower level. The adaptive computer lab, located on the lower level, provides a variety of assistive technology services to help students with disabilities achieve academic success. The adaptive computer lab is open to all registered students who are referred by the office for students with disabilities, room 135.

The library’s website, http://library.mwcc.edu, serves as a 24/7 gateway to the library’s catalog, online databases, and other important library information. Through online access to a wide variety of information resources, distance learning students can use the library’s collections. Additionally, reference assistance is available via a toll free number, email, and instant messenger to assist on and off campus learners. During the academic year, the library is open Monday through Thursday, 7:30 a.m. to 7:30 p.m., and Friday, 7:30 a.m. to 4:00 p.m. The library is open during college vacation periods. It is closed on holidays, weekends, and evenings during intersessions. For more information, call the circulation desk at 978-630-9125, or visit the library webpage: http://library.mwcc.edu. A valid MWCC ID or library card must be presented each time a patron wishes to charge out materials or access reserve items in the library. For students, faculty, and staff, the library barcode number or ID number is the key to accessing databases from off-campus. MWCC students are also eligible to borrow library materials from other Massachusetts public higher education libraries. Assisting students is the primary responsibility of the library staff. The staff provides course-related, as well as individualized and general interest instruction in information literacy skills to students and the community in the Library Instruction and Research Lab (LIRL). Special services, such as reference assistance and interlibrary loan, are also available.
**Challenged Materials Selection Policy**
The resources acquired for the LaChance Library are selected to meet the teaching, research, and service missions of the college and the community. The library adheres to the principles of intellectual freedom as outlined in the Library Bill of Rights of the American Library Association. It is the responsibility of the library to ensure that different points of view are represented in the collection. The Library Bill of Rights of the American Library Association states the following: "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation" (Article 1); and "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval" (Article 2). The library also endorses the Freedom to Read statement, provided by the American Library Association, which promotes access to materials expressing all points of view. Both the Library Bill of Rights and the Freedom to Read statement are available for viewing online www.ala.org, and in print in the library, in the library's policy manual. Appearance of any resource does not mean that the library endorses or endorses the ideas or statements found in that resource.

Students, faculty, staff, and community patrons of the library may challenge resources in the LaChance Library. A challenge to a resource in the LaChance Library must be based on the failure of that resource to fall within the library's selection and collection development policies, including the commitment to intellectual freedom. Challenged material will not be removed automatically from the collection, but will be reviewed in the light of the objections raised. When material or resources are challenged, the library may take one of the following actions: removal of a resource because it is inappropriate, the addition of a resource to balance the collection by providing alternative views, a combination of the above, or no action at all.

Those persons wishing to challenge a resource in the LaChance Library will be asked to complete a Request for Reconsideration of Library Materials form, available in the library. The completed form should be submitted to the assistant dean of library and information services, who will acknowledge receipt of the form via letter. The vice president of academic affairs will then consider the request, with the assistance of the librarian responsible for collection development in the subject area of the resource. The recommendation of the vice president will be sent to the dean of library and academic support services, who will make the final decision, and notify the person making the challenge in writing of that decision and any action to be taken. Any appeals shall go to the president of the college.

**Copyright Policy**
To view the MWCC Copyright Policy, visit the library website, http://subjectguides.mwcc.edu/copyright

**LaChance Library Patron Confidentiality Policy**
LaChance Library adheres to the ALA (American Library Association) Code of Ethics, which includes the following statement: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." LaChance Library also follows the Massachusetts General Law Chapter 78, section 7, which states "that part of the records of a public library which reveals the identity and intellectual pursuits of a person using such library shall not be a public record." LaChance Library staff strives to protect the confidentiality of patron records. No staff member shall, at any time, disclose any personally identifiable patron or library user records including, but not limited to, circulation records, patron registration records, patron email and computer records, interlibrary loan requests, or reference requests, to any person other than the patron themselves unless:

1. the patron has given informed consent (in writing) for another individual to obtain that information;
2. an authorized person (MWCC staff member) requires that information for retrieval of overdue library materials or compensation for damaged or lost library materials; or,
3. a law enforcement official makes the request. See below for “Information about the USA PATRIOT Act of 2001.” Library staff is instructed to respond to requests from law enforcement in a very specific manner.

The following is a description of library records and the processes by which the library protects patron information:

**Catalog Search Records:** These records refer to the searches of the collection a patron may conduct on the online public access computers. Once a search is conducted, the software deletes all records of the search.

**Circulation Records:** Library material is circulated via the Evergreen Circulation System. The circulation software retains records of materials currently checked out, automatically erasing a reader’s borrowing record once a book is returned and all fines are paid. Millennium software allows a patron the ability to retain a history of all items checked out by that patron.
It is a record that is maintained within the patron’s personal library account and cannot be viewed by library staff.

**Computer Use Records:** Patrons may use any of the computers in either open lab in the library. When the patron shuts off a computer, the software erases all history of their research and activity.

**Interlibrary Loan Records:** Patrons may borrow items not owned by the LaChance Library from other libraries through system-wide holds or Interlibrary Loan (ILL). Once the materials are returned and all appropriate fines and/or fees are paid, the record is destroyed.

**Reference Interviews:** A reference interview occurs when a patron looking for information approaches a library staff member and the staff questions or interviews the patron in order to narrow down the specific information needed. No print record of the interview is retained. If a patron name and number is taken by phone, and patron information is recorded, as soon as the requested information is delivered, the paper record is destroyed. Requests for information via email shall be deleted once the transaction is completed.

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**Information about the USA PATRIOT Act of 2001**

The USA PATRIOT Act (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act) expands federal law enforcement’s ability to find out about telephone and electronic communications and to obtain “tangible things,” such as documents and records. Library circulation records, interlibrary loan requests, use of public computers for the Internet, email, or chat are records that could be subpoenaed. LaChance Library staff has a prescribed response to requests for patron information.

**Overdue Materials Policy**

Approximately two weeks after an item is overdue, an overdue email is sent. If the item is still not returned, a final letter, which is a bill to replace the book, will be mailed two weeks after the initial overdue notice is sent. Overdue fines are 5¢ per day per item for most items, and reserve item fines may be 25¢ per hour. Patrons with overdue items may not check out additional items. Once an overdue reaches the billing stage, a block is placed on the student’s record in the records office. Please note that students with blocked records will not be allowed to register for courses at MWCC; additionally grades, transcripts, and diplomas will be withheld and no information from the student’s academic folder will be available to potential employers or other institutions of higher education. Once the library materials are returned, or the replacement cost is paid, the student’s record will be unblocked.
MWCC is committed to the academic success of every student. The Academic Support Center provides free tutorial and other services to students seeking assistance with their coursework. Math and writing tutoring is available on a drop-in basis; other subjects require appointments. The center also offers computers with Internet access for academic research; word processing; self-paced instruction in reading, writing, and mathematics; and supplemental instruction. The center is open Monday through Thursday, 8:00 a.m. to 7:00 p.m. and Friday, 8:00 a.m. to 4:00 p.m. Please call 978-630-9333 for information about drop-in math and writing tutoring hours. Math and writing tutoring is also available at our satellite campuses by appointment only. Please check the center for the summer schedule.

- The center matches students with qualified tutors in most academic subjects for one-to-one tutoring or small weekly study groups.
- The writing center helps students learn and apply the basic principles of effective composition as well as master revising and editing skills for writing projects in all classes.
- The math lab provides tutoring in mathematics from arithmetic to calculus and statistics as well as assistance with the mathematics concepts in courses in the natural and social sciences and business.
- Accommodations are provided for students with documented disabilities who require a lower-distraction room, extended time for tests, tape recorders for classroom use, note-taker assistance, and scribe service.
- The adaptive lab provides accommodations for students with documented disabilities such as texts on tape, conversion of texts and classroom materials to Braille or large print, and specialized equipment for audio texts. The adaptive lab specialist assists students with the use of adaptive equipment and provides ongoing instruction in the use of adaptive technology.
- Online tutoring is available to all registered MWCC students through eTutoring. Professional tutors provide tutoring in math, writing, accounting, statistics, biology, chemistry, and anatomy and physiology. Students can access their accounts by using their Blackboard/email username and password. For tutoring assistance, go to www.eTutoring.org.

Transfer advising is offered for students who want to continue their education beyond MWCC. The transfer advisor works with many four-year institutions developing transfer agreements that ease the transition for transferring students. MWCC participates in MassTransfer with Massachusetts public colleges and universities. Additionally, the college has many transfer agreements with private and public colleges established to ensure a smooth transfer process. Annually, students transfer to more than 60 different colleges and universities across the United States. Learn how you can save time and money by graduating from MWCC. Visit the transfer services web page: http://transfer.mwcc.edu, or call 978-630-9197 to schedule an appointment with the transfer advisor. The transfer advisor is located in the Advising Center on the Gardner Campus and is available by appointment in Leominster.

3 + 1 Bachelor Degree Completion Program
Earn up to 90 credits at MWCC and then transfer to a specific four-year college or university and earn your baccalaureate degree. In many cases, students can complete the entire 120+ credit bachelor degree without leaving MWCC. To participate in the 3 + 1 program, specialized advising is required. Contact the Advising Center 978-630-9284, to schedule an appointment.

3 Plus ONE Partners:
Charter Oak State College
Franklin University
Massachusetts College of Pharmacy and Health Sciences
Mount Ida College
Nichols College
Regis College
Saint Joseph’s College of Maine

Visit the 3 Plus ONE website at www.mwcc.edu/3PlusOne
MassTransfer*
Students who plan to transfer to a Massachusetts state college or university may be eligible to transfer under the MassTransfer agreement which provides transfer advantages to those who qualify.

Transfer of Credit
Students who meet the following criteria will be guaranteed that a minimum of 60 credits will transfer to a Massachusetts state college or university.

- Complete an associate degree with a minimum of 60 credit hours exclusive of foundation coursework.
- Achieve a cumulative QPA of not less than 2.0 (in a 4.0 system) at the community college awarding the degree.
- Complete the following minimum general education 34-credit transfer block exclusive of foundation coursework:
  - English Composition I and II 6 credit hours
  - Behavioral and Social Science 9 credit hours
  - Humanities and Fine Arts 9 credit hours
  - Natural or Physical Science 7 credit hours
  - Mathematics 3 credit hours
  - Total 34 credit hours

The 34 credits in general education, specified above, will be applied toward the fulfillment of the receiving institution’s general education requirements. A minimum of 26 additional credits will be accepted as transfer credits by the receiving institution.

Guaranteed Acceptance
Students who meet the above-mentioned criteria AND who graduate from MWCC with a QPA of 2.5 or higher in MassTransfer-eligible programs will be guaranteed acceptance to the appropriate university/college/school/major.

Tuition Reduction
Students who meet all of the above-mentioned requirements AND graduate from MWCC with a QPA of 3.0 or higher will be guaranteed an in-state minimum tuition (not fees) reduction of 33 percent for the first year at the college or university. If the student maintains a 3.0 QPA for the first year at the four-year institution, he/she will receive an in-state tuition reduction for the second year of attendance. Students transferring into continuing education programs are ineligible for the tuition reduction.

The credits of students who transfer but do not meet the conditions of MassTransfer will be evaluated on a course-by-course basis at the four-year college or university.

*MassTransfer replaces Joint Admissions, Tuition Advantage Program (TAP) and Commonwealth Transfer Compact (CTC), effective fall 2011.

Massachusetts Department of Higher Education—Early Childhood and Elementary Education Compacts
Chapter 15A, the legislation that created the Massachusetts Department of Higher Education, includes a section (15A:5) on the powers and duties of the Board, one portion of which reads “develop and implement a transfer compact for the purpose of facilitating and fostering the transfer of students without the loss of academic credit or standing from one public institution to another.” The Early Childhood and Elementary Education Compacts apply to graduate students transferring from participating community colleges to participating state colleges and universities offering Early Childhood or Elementary Education licensure at the baccalaureate level.

Transfer of Credit to MWCC
Students seeking to transfer credits to MWCC should submit an official transcript from each institution for which he/she is seeking the transfer of credits. Upon receipt of the transcript(s), the college will verify the accreditation of the institution(s); and if comparable regional accreditation exists, the college will review the courses to determine comparability with MWCC courses.

Where an equivalent course exists, credit will be granted for that course with a non-weighted QPA grade being awarded (e.g. TA, TB, TC, etc.). Where no equivalent course exists, but it is determined that the course is eligible for transfer based on college-level work and the applicability toward the student’s declared degree or certificate program, the course will be awarded transfer credit in the field of study most closely aligned to the course. The minimum course grade/qualitative point average required for credits to transfer to MWCC is C/2.0. Certain programs of study may have higher grade point average requirements for designated courses in their program. Students should consult their degree requirements for specific program differences. Non-graded course work will not be transferred (e.g. pass/fail courses). Courses taken more than ten years prior are subject to approval. If a student changes a program, the college will re-evaluate transcripts to provide up-to-date information. The maximum number of allowable transfer credits is 30.

Determinations of transfer credit will be made within a reasonable period of time after the receipt of the official transcript and all required additional documentation. Notice to the student will be given at the time of the completed evaluation.
Credits earned at non-accredited institutions or institutions with accreditations different from MWCC will receive the following review processes:

1. The student should submit official transcript(s) from the institution(s) for which he/she is seeking transfer credit.
2. The college follows the American Council on Education’s (ACE) published recommendations on the transfer of non-accredited institutions including military and credit for training programs. These guidelines are published at http://www.acenet.edu/AM/Template.cfm?Section=CCRS
3. For credits earned from international institutions, the college will follow the guidelines established by National Association of Credit Evaluation Services (NACES).
4. The college may, at its discretion, form articulation agreements with non-regionally accredited institutions or organizations that will dictate the transfer of credit for students transferring between them.
5. In compliance with the most current Massachusetts Quinn Bill revisions, the college may only accept certain credits for criminal justice students and/or courses. This may restrict the college’s general policy for the granting of credit for life experience or military credits in this case.

Any student who feels as though an error or omission has occurred in the evaluation of his/her transfer credit may appeal the situation to the transfer ombudsperson whose responsibility is to ensure institutional compliance with transfer policies and procedures. The transfer ombudsperson is the vice president of academic affairs and she/he can be reached at 978-630-9288. The Transfer Credit Evaluation Team has been established as a standing subcommittee of the MWCC Academic Council with additional representation from the MWCC Advising Center. The group will meet once per semester when any significant transfer issue arises that requires their input.

**Massachusetts Department of Higher Education Early Childhood and Elementary Education Compacts**

Chapter 15A, the legislation that created the Massachusetts Department of Higher Education, includes a section (15A:5) on the powers and duties of the Board, one portion of which reads “develop and implement a transfer compact for the purpose of facilitating and fostering the transfer of students without the loss of academic credit or standing from one public institution to another.” The Early Childhood and Elementary Education Compacts apply to graduate students transferring from participating community colleges to participating state colleges and universities offering Early Childhood or Elementary Education licensure at the baccalaureate level.
ALTERNATE METHODS
OF EARNING COLLEGE CREDIT

To graduate, students must earn a minimum of 30 credits for an associate degree and fifteen credits for a certificate through completion of formal coursework at MWCC. A maximum of 30 credits can be transferred, including courses from other colleges, CLEP, DANTES, AP, Challenge Exams, life experience, armed services (with some exceptions), and Career Vocational Technical Education Linkages (CVTEL). Students enrolled in the Criminal Justice program are not eligible for life experience, police academy, armed services or CVTEL credits and are limited to six credits total in CLEP, DANTES, and Challenge Exams.

Advanced Placement Examinations (AP)
Students who pass Advanced Placement (AP) examinations and earn a score of three or higher may receive credit for the appropriate course or courses offered by the college. Official transcripts from the AP program are required.

Armed Services
Active duty military personnel are eligible to receive up to 45 transfer credits toward some associate degrees. No military credit may apply to the Criminal Justice program. An official copy of “AARTS”, “SMART”, or Community College of the Air Force transcript is required. “Certificates of completion” are only used if the official papers were previously evaluated and the student is requesting additional credit for recently completed military training. Numeric codes that signify the student’s military occupation are used in determining the award of transfer credit. The Air Force often provides official transcripts from the Community College of the Air Force.

High School Articulation Agreements
Articulation agreements between the college and area secondary schools provide coordination of technical education during the last two years of high school with the first two years of post-secondary education. These agreements state the conditions and criteria that must be met by graduating high school seniors to receive advanced placement and college credit. MWCC’s CVTEL program provides students with an option of enrollment in various programs, including Early Childhood Education, Automotive, Business, Computer Information Systems, Medical Assisting, Broadcasting and Electronic Media, and Computer Graphic Design.

Challenge Exams
Students may earn credit by obtaining a grade of C (73) or better on a Challenge Examination in a particular subject area. The examination is equivalent in scope and content to the final examination for the selected subject. The cost is the same as for credit courses. Financial aid and other forms of tuition waivers are not available. Please visit testing services office at the Gardner Campus for information.

College Level Examination Program (CLEP)
The College-Level Examination Program (CLEP) is a series of examinations that allow the student to demonstrate his/her knowledge in a wide range of subjects. CLEP can help students earn the college credits needed to reach their career and educational goals more quickly. Students can choose from 35 subject examinations. Examinations are administered via the computer.

The examinations are approximately 90 minutes long and are administered at the Gardner Campus in the testing services office. The examinations are offered by appointment. No prerequisites are required to attempt a CLEP exam, nor are there age restrictions or degree requirements (high school or post-secondary, etc.). To be awarded credit for CLEP at any college, you must meet the specific minimum scores set by that institution. Students see their results immediately after completion of the exam, with the exception of English Composition; because essays are part of the English Composition exam, students receive results in four weeks. Final results are not valid until the student receives by mail an official report from CLEP. The minimum scores set by MWCC are available through testing services. Financial aid and other forms of tuition waivers are not available for CLEPs. For further information, and for a complete listing of all CLEPs available at MWCC, contact testing services at 978-630-9244.

Defense Activity for Non-traditional Education Support—(DANTES)
MWCC has been designated to participate in the Department of Defense’s DANTES distance learning program. As a DANTES member college, MWCC offers degrees in Business Administration, Criminal Justice, General Studies, and Human Services. Eligible military personnel include all active-duty
members, members of a reserve component, or the National Guard. Military service members worldwide are able to access these degrees and certificate programs through the Internet and complete their education regardless of where they are stationed. DANTES Subject Standardized Tests (DSST), offered at the Gardner Campus through testing services, provide opportunity for students to earn college credit by demonstrating, through successful completion of a test, knowledge comparable to that learned in a college course. Some of the subject areas include: business, physical science, humanities, social science, and applied technology. Examinations are 90 minutes long and administered by pencil and paper through testing services at the Gardner Campus. Registration is required two weeks in advance, and results are mailed to students within three to four weeks. Students may apply the credit to their program at MWCC provided a comparable course exists and the minimum score is met. For more information, call 978-630-9244.

**Life Experience Credit**

Credits may be earned, in some programs, for college-level learning acquired through work or informal educational experiences. No life experience credit may apply to the Criminal Justice program. To be eligible, students must have earned 15 credits in residence at MWCC with a minimum QPA of 2.5. Members of the faculty, in consultation with the appropriate division dean, establish the criteria for evaluation, which may include, but not limited to, the following: relevant work experience, letters of recommendation, a detailed resume, and a three-to five-page paper. The credits are not likely to transfer to other colleges or universities. The cost is the same as for credit courses. Financial aid and other forms of tuition waivers are not available.

**ALTERNATIVE COURSE DELIVERY**

MWCC distance courses are flexible to meet students’ needs. Distance courses may use the Internet, textbooks, supplemental readings, CDs, or email as a way of interaction between the instructor and the students.

**Co-operative Education (Co-op)**

Co-operative education (co-op) is an opportunity for students to enhance their academic studies with work experience related to their chosen field of study. Students may earn up to six academic credits, and co-op is available in most degree programs. Co-op positions are obtainable during the fall, spring, and summer semesters. Students are required to complete a minimum of 15 hours per week for 13 weeks, or a total of 195 hours at the co-op work site. Their work performance is assessed by their workplace supervisor on the student performance evaluation submitted at the end of the semester. Co-op grades will be determined, in part, by student progress in completing measurable learning objectives written in conjunction with their supervisor. Students are **required to attend** a series of seminars designed to enhance their educational work experience by addressing a variety of professional issues. Students are also required to develop a portfolio. MWCC reserves the right to issue a failing grade to any student who does not successfully complete any component of his or her cooperative education experience.

To be eligible for this professional experience, students must be in a **degree program that participates in cooperative education**, have completed 21 credit hours, have a quality point average of at least 2.5, and submit all applications and a letter of recommendation to the co-op counselor **prior to the published deadlines**. All cooperative education students are expected to participate in their job search and, when employed, conduct themselves in a professional manner and comply with company policies and state and federal laws. For more information, call 978-630-9254 or stop by room 135 at the Gardner Campus.

**Independent Study**

Independent study courses will be granted only under extraordinary circumstances. If there is another course required in a student’s program, and it is offered, or if there is a course that can be substituted, the student should take that course and should not request an independent study. Independent study requests will not be granted simply because a course is canceled or not scheduled. Students enrolled in an associate degree program must have completed a minimum of 45 credits with a 2.0 QPA or higher, and students enrolled in a certificate program must have completed a minimum of 12 credits with a 2.0 QPA or higher to participate in an independent study. Some courses, such as capstone courses, cannot be granted as an independent study. Other courses not available for independent study are Nursing, Physical Therapist Assistant, and laboratory courses. The content of an independent study course will be the same as a traditional course. At the end of the course, the student must be proficient in the course content and be at the same level as a student from a traditional course.
Independent study request forms are available in the Division of Lifelong Learning and Workforce Development. The request form must be signed by the dean of the division, the vice president of academic affairs, and the vice president of lifelong learning and workforce development before the course is considered approved. An official letter will be sent to the student stating that his/her request is approved or denied. Students should not begin work with the instructor until they receive their official notice.

**International Education Opportunity**

Tomorrow’s workforce must function in an increasingly interdependent global economy. That is why, in increasing numbers, students are choosing to make study abroad a part of their academic experience. MWCC is a member of the College Consortium for International Studies (CCIS), one of the oldest and largest international education consortia, linking more than 170 fully-accredited US colleges and universities in a partnership dedicated to advancing international/intercultural perspectives in higher education. Through its member colleges and universities, the CCIS sponsors more than 35 study abroad programs around the globe each year, for a semester, an academic year, or a summer.

Students enrolled at MWCC may elect to spend part of their academic career at one of the following locations and receive credit from the college. Programs of study are located in Australia, China, Costa Rica, Ecuador, France, India, Ireland, Israel, Japan, Mexico, Russia, and other countries. Interested students should contact the coordinator of international studies.

**Mass Colleges Online**

MWCC participates in the Massachusetts community colleges e-learning network, Mass Colleges Online. This collaboration makes other community college quality online learning courses offerings available to MWCC students with the ease of registering for an MWCC course. These courses complement MWCC distance learning offerings to make it easier for a student to complete his/her program of study. Computer with Internet access is required. Some courses require specialized software.

**Online Courses**

MWCC’s online courses provide students with the opportunity to continue their education via the Internet. The center of this “anytime, anyplace” learning mode is each course’s interactive website permitting the instructor and students to collaborate online. These Internet courses allow students to receive and submit assignments, take self-corrected quizzes and exams, participate in class discussions, and explore supplementary Internet resources on the student’s time schedule. Although most web courses do not require on-campus visits, they do require self-discipline and dedication to complete the course requirements during the semester. Computer with Internet access is required. Some courses require specialized software.

**Self-paced Modular and Distance Courses**

Self-paced modular and distance courses are designed for students who wish to learn at their own pace. Students taking these courses will use a variety of instructional tools and materials. For example, students taking modular courses may need to use computer software and/or other equipment, audio and/or video tapes, textbooks and/or other printed materials. Permission of the instructor will be needed prior to registering for these courses. Also, learning materials will be provided by the faculty/advisor at the start of the course.
LIFELONG LEARNING AND WORKFORCE DEVELOPMENT

The Division of Lifelong Learning and Workforce Development offers credit and noncredit courses during the academic year and summer sessions at the Gardner Campus and all satellite locations. The primary goal of the division is to provide for the educational and training needs of North Central Massachusetts residents by offering a wide variety of courses and programs designed to prepare individuals for a certificate, an associate’s degree, job entry, or transfer to a four-year college or university. All academic policies apply to the Division of Lifelong Learning & Workforce Development as well as the “day” college. Customized training can be tailored to suit the needs of groups, organizations, and businesses/industries and can be offered at MWCC’s campus or at your business location. For information about customized services, call the director of workforce development at 978-630-9575.

Adult Basic Education and GED Preparation and Testing Program
For information about general education development classes and pre-testing, please call 978-630-9259. For information about GED testing and registration, please call 978-630-9173.

STUDENT SERVICES

The Division of Student Services and Enrollment Management at MWCC offers an extensive array of support services and programs to enhance each student’s academic, career, and personal development. These services include academic advisement, financial aid, records, transfer guidance, job placement, career planning, personal counseling, student life, health and wellness center, and services for students with disabilities. Students are encouraged to become thoroughly familiar with these resources and to use them as often as they wish.

Vision
Student Services is a mutually committed team of student affairs professionals dedicated to excellence, innovation, and appreciation of diversity. In partnership with campus colleagues, we contribute to students’ successful educational experience, support an actively engaged and diverse student body, and challenge students to become leaders in their community and the world.

Mission
Student Services advances the College’s mission by facilitating student learning and development for maximizing academic and personal success. We create a positive, inclusive, and challenging learning environment that encourages self-motivation and fosters leadership development and life skills. Through engagement with our essential services and programs that promote the intellectual, physical, and emotional well-being, our students transform their potential to match their highest aspirations.

Values
We value a student-centered community where:

- education and advancement are open to all learners who dedicate themselves to identifying their personal goals and challenges and strive to achieve their maximum potential;
- collaboration exists in the spirit of teamwork, learning and creativity;
- communication is respectful, open and continuous;
- integrity guides our sense of honesty, fairness, and compassion;
- diversity and inclusion are embedded in our work;
- innovative processes bring about the advancement of knowledge, personal growth, and sustainable change; and
- excellence is achieved through best practices, knowledge, and demonstrated expertise.

Advising Services
Degree seeking students are assigned faculty or staff advisors at the beginning of their first semester. Throughout their enrollment at MWCC, advisors guide students by: helping them select courses that meet degree requirements; explaining academic standards, college policies, and procedures; and helping students access support services. Students should meet with advisors often to
ensure they are making wise academic and career decisions. They should also consult with their advisor prior to adding or dropping courses, before changing curricula, if they are experiencing difficulty in courses, or having problems that interfere with educational progress.

Although faculty and staff advisors are available to assist students in achieving educational goals, students are responsible for making sure they meet degree requirements and other graduation criteria. It is extremely important that students follow their advisors’ recommendations to prevent unnecessary problems. Students may request a faculty advisor other than the one assigned to them. Even evening and online students have advisors available to them through the Advising Center in Gardner or by appointment at the Leominster or Devens Campuses. To schedule an appointment with an advisor, please call 978-630-9284. Students may access comparable enrollment services at the Devens and Leominster Campuses through advisors located at these campuses.

**Career Services**
Establishing a career goal should be a thoughtful and deliberate process. Students interested in exploring career opportunities for the first time, or those changing career direction, are encouraged to work closely with the career counselors. A variety of career assessments are available to students for identifying their personality type or interests and skills, valuable information that will assist them in making appropriate career decisions. Counselors will direct students to available resources that can provide the most current information on the world of work and employment trends.

**Counseling Services**
The counseling staff is available to assist students with personal, social, academic, educational, and career concerns. Professional counselors provide a confidential atmosphere for students to discuss and explore feelings, attitudes, values, and lifestyles. No issue is too big or too small. When appropriate, counselors will assist students with a referral to a community resource. There are several professional counselors throughout the campuses; and the college counselor, located in the Advising & Counseling Center is available to assist students directly or to introduce them to a counselor who will best meet their individual needs.

**Job Planning and Placement**
Job placement services are offered to students seeking either part- or full-time employment. Full- and part-time positions are posted online for all interested students and alumni. Job openings from employers in business, industry, social services, Criminal Justice, and health fields are included. MWCC’s job referral system assists students in obtaining employment related to their field of study. Seminars and individual sessions on resume writing and interviewing techniques are also offered. An annual job fair is held during the spring semester, giving students the opportunity to meet and interview with employers. Employers visit the college campus during the academic year with full- and part-time openings. For assistance with the job search process, including resume preparation and job postings, stop by the career placement office in room 135 or call 978-630-9254.

**Health Services**
Health and wellness services are provided by the college nurse. The health services office is open Monday through Friday, 7:30 a.m. – 4:00 p.m. at the Gardner Campus. The nurse is available for walk-in visits and by appointment. Nursing assessment and education are provided. Referrals are made to appropriate health care providers. The staff offers holistic health care that is respectful of each individual’s mind, body, and spirit.

**iConnect**
iConnect is MWCC’s student portal. By logging into iConnect students can access Gmail, Blackboard, and WebConnect without having to log into each system separately. Other highlights include personalized announcements and an events calendar keeping students informed of everything happening at MWCC. The portal is accessed by going to iConnect.mwcc.edu. Students use their MWCC username and password to log into the portal. Students without a username and password may obtain one by going to the site. This username and password will allow you access to iConnect, on campus computers, the student wireless network, as well as the following student systems.

- **Student email** is provided via Google’s Gmail. Your email address is your username@mwcc.edu and your email account is accessible from iConnect. It is important to check for new email messages regularly as this is the email account used by faculty and staff to communicate with you.

- **WebConnect** is part of our student information system. It is where you go to register for classes, find out about financial aid awards, check class schedules, get your grades, obtain transcripts, review and pay your bill, and more.
• **Blackboard** is the student learning system. This is where instructors post class information such as your class syllabus, assignments, and documents. It also contains class discussion boards as well as other learning related resources. Not all instructors use Blackboard. If you do not see one of your courses listed in Blackboard contact your instructor to find out if Blackboard is being used for the course.

**Services for Students With Disabilities**
All curricula at MWCC are open and accessible to all qualified individuals with disabilities. A disability, defined under federal law, is any "physical or mental impairment that substantially limits one or more major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working."

MWCC has various types of assistance available to support qualified students with disabilities. Appropriate documentation is required. Available supportive services include, but are not limited to: reserved parking, elevator privileges, note-takers/scribes, extended time exams/alternative testing, study skills/tutoring, personal/vocational counseling, consultation with faculty addressing individual issues, assistance in obtaining auxiliary aids (e.g., tape recorders, spell check, etc.), and the use of adaptive computer technology. Services are provided by a team of professional counselors and adaptive technology staff who are available to assist students with disabilities. To access these services, contact the coordinator for students with disabilities, 978-630-9120.

**RX Program**
The Rx Program is an educational opportunity TRIO program funded by the United States Department of Education to provide student support services for health science students. The program helps students persist in college through graduation and assists those who wish to transfer to a four-year institution. Services include personal, academic, and transfer counseling, professional tutoring, health career awareness, and study skills seminars. In accordance with TRIO eligibility requirements, the Rx Program provides services to students from families where neither parent has earned a four-year degree, who have documented disabilities, or who come from limited-income backgrounds. MWCC students who meet at least one of these criteria and who are in need of academic support are strongly encouraged to apply. For applications and additional information, please contact the Rx Program, 978-630-9297.

**The Student Support Services Program: Visions**
The Visions Program is an educational opportunity TRIO/Student Support Services program funded by the US Department of Education. It is designed to help students persist in college through graduation and to assist those who wish to transfer to a four-year institution. Services include personal, academic, and transfer counseling, professional tutoring, career awareness and study skills seminars, a computer lab and study center, learning communities, services to students with learning disabilities, and supplemental instruction. In accordance with TRIO eligibility requirements, the Visions Program provides services to students from families where neither parent has earned a four-year degree, who have disabilities, or who come from limited-income backgrounds. MWCC students who meet at least one of these criteria and who are in need of academic support are strongly encouraged to apply. For applications and additional information, please contact the Visions Program, 978-630-9297.

**The Career and Technical Education Program**
The Carl D. Perkins Basic Allocation Federal Grant funds the current education program that provides a variety of services to students enrolled in occupational programs at the college. These services assist students in reaching their academic and career goals through academic support as well as personal and career counseling. Individual services are provided for students, along with group workshops, printed information, and seminars on topics such as all aspect of industries, success strategies for students in special populations, academic program requirements, job requirements, resume writing, interviewing skills, job readiness, and occupations that are non-traditional for a gender.
STUDENT LIFE

Student life creates an environment that provides for the personal integration of educational, recreational, civic, and social experiences for all students. Our mission is to give students the opportunity to develop their skills and knowledge and to strengthen their awareness of their role and responsibility in society. Every attempt is made to be responsive and satisfy the expressed interest of the student body by providing quality programming and increased levels of participation in clubs/organizations.

At MWCC, students choose their level of involvement in extracurricular activities. Through involvement in the Student Government Association (SGA), or any number of clubs and organizations, students can develop their leadership abilities, gain new friendships, and become more culturally enriched. If there's not a club that suits you, a group of students may form a club if it meets the SGA criteria.

Accommodations for Students with Disabilities
In compliance with the American Disabilities Act, students with documented disabilities who may require accommodations in order to participate fully in student activities programs or events should contact the assistant dean of student services to discuss their specific needs. When an American Sign Language interpreter or accessible transportation is needed, reasonable notification of at least two weeks before the event is necessary.

Activity Calendars
Calendars of events and announcements are published monthly by the student life office. Students and staff interested in publicizing events should contact this office or read the bulletin boards regularly for other important information. Check out the calendar of events at www.mwcc.edu/studentlife, iConnect.mwcc.edu, or on the Student Activities bulletin board located in the café hallway.

Clubs and Organizations
Students are encouraged to join one or more clubs or organizations depending upon interests and availability of time. Notices of club sign-ups and meetings are posted on college bulletin boards and the outdoor signs. Consult the office of student life for further information.

Clubs and organizations include:
- Active Minds Club
- ALANA Club
- Alpha Beta Gamma
- Anatomy & Physiology and Human Biology Club
- Art Club
- Campus Crusade for Christ
- CATS (Campus Activities Team for Students)
- Computer Graphic Design Club
- Dance Crew
- Dental Hygienist Club
- Early Childhood Education Club
- ESL Club
- Green Society
- Human Service Club
- International Club
- Intramurals
- iPublications
- Legal Studies Group
- MARC Club (Mature Adults Returning to College)
- Marketing Club
- Math and Our Community Club
- Medical Assisting and Medical Office Club
- Mount Observer
- Otaku United Club
- Phi Theta Kappa
- Pride (People Rising In Defense of Everyone)
- Student Government Association (SGA)
- Student Nurses Association (SNA)
- Theatre Club
- Veterans Group

Fitness & Wellness Center
MWCC’s Fitness & Wellness Center is housed in The Vietnam Veterans Memorial Physical Education Complex, built in 1977 to help students develop their bodies as well as their minds. This philosophy is extended to the public.
as well as to the college’s faculty, staff, and students. This multi-purpose Fitness & Wellness Center serves the educational, recreational, and physical needs of all who wish to join and use it.

The Facility
The MWCC Fitness & Wellness Center features state-of-the-art equipment in a clean and friendly environment. The center is staffed with professional and certified personnel trained to assist in recreational and fitness activities, and features the following equipment and facilities:

- Multi-purpose gymnasium
- 200-meter indoor running track
- Six-lane, 25-yard swimming pool
- Men’s and women’s shower and locker facilities
- Extensive weight and fitness areas
- Aerobic training area
- Racquetball courts
- Outdoor basketball and tennis courts and track

Hours of Operation and Membership
The Fitness and Wellness Center is open from 5:00 a.m. to 9:00 p.m., Monday through Friday, and 7:00 a.m. to 5:00 p.m. on Saturday and Sunday. You may join and purchase a membership at the Fitness & Wellness Center.

Fitness Opportunities
The following recreational activities are continually available to all members:

- Aerobics
- Jogging
- Swimming
- Basketball
- Volleyball
- Weight training
- Cardiovascular workouts
- Tennis
- Racquetball

An extensive program of noncredit instructional classes is also available to members and non-members. Some of these courses include:

- Body training systems
- CPR and first aid
- Golf
- Group exercise classes
- Racquet sports lessons
- Senior fitness
- Swimming lessons
- Wellness programs

A baby-sitting service is available to members while they are in the center.

Honor Societies
Phi Theta Kappa International Honor Society
The guidelines that dictate eligibility for Phi Theta Kappa are derived from both the international membership guidelines and those set forth for the Phi Delta chapter at MWCC. The guidelines have been established to be inclusive while simultaneously maintaining the significant distinction of being recognized for academic honors through this international honor society. The guidelines include the following:

1. Minimum cumulative QPA of a 3.5 in coursework completed in residency at MWCC.
2. Minimum of 24 credits earned (completed) in residency.

Full and part-time students as well as continuing education students are eligible for recognition under these guidelines. Non-graded course work (pass/fail), and courses with ESL prefixes and/or foundation courses are excluded from this evaluation. Currently, students are selected for this recognition during the months of October and March. Students who meet these requirements and indicate their interest in membership to the Phi Theta Kappa advisor by the designated deadline will be recognized at commencement ceremonies and at the annual awards ceremony.

Alpha Beta Gamma National Business Honor Society
To be eligible for Alpha Beta Gamma, the national Business Honor Society, a student must:

1. be enrolled in a business curriculum in a junior or community college, or a two-year accredited program within a college or university;
2. have completed 15 credit hours with at least 12 hours of his/her work taken in courses leading to a degree recognized by his/her institution; and
3. have established a 3.0 QPA or its equivalent in business courses as well as a 3.0 overall average.

MWCC Lion’s Den Student Center
The casual atmosphere of the student center makes it the perfect place for students to relax and to gather with fellow students before and after classes. Special events and programs will be sponsored in the center by the student life office and MWCC student clubs and organizations. We invite students to drop in and enjoy the amenities and welcoming environment that the facility offers.

Room Use
Clubs or organizations wishing to meet during the community time or at any other time should contact the student life office. They will reserve the room requested if it is available or will notify the club of other available rooms.

Student Actions
Students, who wish to present issues to the student body relative to on- or off-campus questions or issues, whether as a means of collecting or registering opinions of support, or protest, or of simply collecting comments on topics of
interest and concern to the student body, shall be afforded the opportunity to do so in the following manner:

1. The students who are primarily involved in organizing the action must present a signed, written notice of their intent to the executive vice president.
2. The executive vice president will provide a location for tables or picket lines in an appropriate location in the college buildings or on the college grounds.
3. Students may not interfere with the normal operation of the college or its agencies. The activity must be set up in such a manner so as not to interfere with the right of members of the college community to use the facilities of the college without deviating from their normal traffic flow.
4. Persons who are not members of the college community (students, faculty and staff) are not entitled to participate in these activities on college property.
5. All the normal rules and regulations governing the posting and distribution of printed or other graphic material, and prohibiting solicitation on campus, will apply.

Those persons, who are engaged in an activity which is in violation of the regulations set forth above, or which results in physical damage to the property of the college or its agencies, shall be held personally responsible and shall be referred to the proper college authorities for disciplinary action.

For purposes of definition relative to this statement, the following are considered to be agencies of the college: all recognized student organizations, the Alumni Association, the cafeteria, the bookstore, and all groups or organizations which are permitted use of the facilities (for the duration of their occupancy of such facilities).

**Student Government Association**

*Who's Who Among Students in American Universities & Colleges*

The college participates in the national publication, *Who's Who Among Students in American Universities & Colleges*. Students are selected for this honor by a committee and are listed in the national publication which is printed annually. General criteria for this selection are based on active participation in student clubs and organizations, scholarship, leadership, and contribution to the college and community. To be eligible, you must participate in at least one on-campus college co-curricular activity, meet grade point average requirements, and meet the criteria for sophomore status.

The SGA endeavors to provide for student welfare, approves the existence of organizations on-campus, administers the budgets for student activities, and facilitates the necessary communications and understanding between the faculty, administration, and the student body. The by-laws governing the SGA are published online. Meeting dates are posted on the SGA announcement board at the beginning of each semester. They are open to the college community, and students are invited to attend. Students are further encouraged to take an active role in the SGA by running for office and voting during SGA elections. The SGA will hold its elections in September and in April.

**Student Publications**

*iPublications*

*iPublications* is a student literary organization which annually publishes *iMagazine*. *iMagazine* showcases the best student poetry, prose, and essays submitted to the college's English faculty over the course of the academic year.

**Student Trustee**

Each year during the spring election, a full-time* student is elected to serve a one-year term as student trustee. This individual is a voting representative who serves on the 11-member MWCC Board of Trustees. This board is the governing body of the college and makes major decisions about policies for the institution. The student trustee provides student representation on the board and presents the voice of the students about various campus concerns as well as broader issues in public higher education.

*Students may request an accommodation to the policy determining what full-time status is for the purpose of serving as a student trustee.*
STUDENT RESOURCES

Bookstore (Barnes & Noble)

Store Hours
Regular hours at the Gardner Campus during the fall and spring semesters are 8:30 a.m. to 4:00 p.m., Monday through Thursday, and 8:30 a.m. to 3:00 p.m. on Fridays. Extended hours are offered during the beginning of each term. Posted hours are available at the Leominster and Devens Campuses. This information is posted on www.whywaitforbooks.com. For more information, call 978-632-8238.

Textbook Costs
While textbook prices vary widely, we recommend that you budget for about $125 per course for your required learning materials. Your MWCC bookstore is very concerned about textbook prices and makes every attempt to provide lower cost options such as used textbooks (sold at a 25 percent discount), textbook rentals and digital textbooks. The bookstore also buys back used textbooks at the end of each term.

Website
Your MWCC Bookstore can be found online at www.whywaitforbooks.com. Here you can buy your college textbooks as well as an assortment of MWCC clothing and gifts. The website will accept VISA, MasterCard, Discover, American Express, Barnes & Noble gift cards, and MWCC financial aid book vouchers. The website also features the most up-to-date information regarding store hours and events.

Bulletin Boards and Posting Policy
Advertising on campus, posting on bulletin boards, and similar solicitations are subject to the approval of the executive vice president and chief student affairs officer or her/his designee and to the college solicitation policies. All materials in display cases and on bulletin boards must be authorized, stamped, and dated by the student services office before appearing on bulletin boards. Unstamped advertisements and notices will be removed. Dated materials will be removed upon completion of the advertised date of the event or program. Undated materials will be posted for two weeks unless otherwise approved. Additionally, commercially sponsored programs or events (for-profit organizations, including but not limited to night clubs, travel program agencies, etc.) may not solicit or promote their events on the property of MWCC. Advertising may appear on assigned bulletin boards and stanchions only. Windows, doors, walls and glass are not for advertising purposes. Advertising appearing in unassigned areas will be removed. Entrances, doorways, and hallway areas may not be blocked in any way by postings. Posted advertisements can be no larger than 11” X 17.” Conditional exceptions may be allowed by the vice president or a designated representative. Certain bulletin boards and display cases are assigned and identified for the exclusive use of academic or other departments for college business and are not subject to this approval process.

Cafeteria–(Green Street Café) Gardner Campus only
The cafeteria is open from 7:30 a.m. to 2:00 p.m., Monday through Friday during the regular academic year. The cafeteria is open for evening students from 4:30 p.m. to 7:30 p.m., Monday through Thursday. Please help the cafeteria staff by placing your refuse, trays and dishes in the designated areas. Food and beverages are not allowed in classrooms. Consumption of all foodstuffs should be confined to the cafeteria area unless wrapped in a "take out" container.

Child Care Services
The Garrison Center for Early Childhood Education, located at the MWCC Gardner Campus, serves as the central location for on campus childcare services and as a laboratory school for the MWCC Early Childhood program. Preschool care (2.9 years to 6 years) is provided by the Montachusett Opportunity Council (MOC) on the MWCC Gardner Campus. The program offers a safe and stimulating environment, nutritious meals and snacks, flexible scheduling, and a professionally trained staff. Vouchers are accepted. For more information, contact the MOC office at 1-800-523-6373.

MWCC has been awarded a Child Care Access Means Parents in School Program (CCAMPIS) grant. This program will provide money to subsidize child care expenses to qualified students enrolled full time or part-time at any one of the college’s three campuses. Selected participants will receive subsidies towards their child care expenses that range from 20 percent to 60 percent depending on their financial need. For more information call 978-630-9190.

Course Cancelation Policy
A minimum of 12 students is generally required for any course. Therefore, a course that does not meet this requirement may be canceled whether the course is sequential or non-sequential in nature.
**Housing Options**
The college does not supervise or control housing arrangements undertaken between students and landlords. However, we are pleased to supply information for your use concerning available rooms and apartments. Consideration should be given to having insurance that would cover personal belongings in the event of a loss. Information concerning housing may be obtained from the student services office. The college adheres strictly to a policy of equal opportunity and affirmative action. We encourage all individuals offering these housing opportunities to adopt these policies to the full extent of the applicable laws (The Fair Housing Act, 42 U.S.C. 3601 et seq.; M.G.L. c. 151B). Persons indicating any illegal restriction in their residential opportunities will not be promoted by the college.

**Inclement Weather and Emergency Closing Policy**

**All MWCC Campuses**

MWCC campuses will remain open unless conditions are so extreme that parking lots and sidewalks cannot be safely cleared and/or major streets and highways leading to campuses are clearly dangerous.

Closing or delayed opening information is available through the following sources (closings are not posted on the MWCC website):

**Monday through Friday via television and radio:**

**Television**
- WBZ-TV Channel 4, WCVB Channel 5, WHDH TV Channel 7, and WFXT 25-Fox

**Radio**
- WRKO 680 AM, WTAG 580 AM, WSRS 96.1 FM, WORC 1310 AM, WEIM 1280 AM, WMJX 106.7 FM, WXLO 104.5 FM, WGAW 1390 AM and WBZ News Radio 1030 AM

**iConnect**
Closings or delays due to weather will be posted to the iConnect portal at https://iconnect.mwcc.edu/

**Telephone**
Automated Notification System: When a situation warrants its use, an automated system will call registered students with a recorded message announcing school closures or delays when classes are in session for the fall, spring and summer terms.

A recorded message is also provided by calling 978-632-6600 (due to the high volume of calls you may experience difficulty getting through).

Closings or delays are usually determined by 6:00 a.m. for day classes and 3:00 p.m. for evening classes. However, weather conditions may require cancelations at other times.

**Lost and Found**

Lost and found is located in the campus police office, room 034, and is open from noon to 1:00 p.m. each day.

**Paking**

Parking rules are defined in detail in the MWCC Traffic Rules and Regulations Booklet. There is ample parking for students, faculty, and staff and reserved parking for the disabled. Parking stickers are not required for general student parking, but they are required for vehicles registered out-of-state or parked in Lot A reserved for faculty and staff. It is unlawful for a nonresident student to fail to file a non-resident driver statement with the police department located in the same city or town as the school or college attended, in accordance with M.G.L. s.3; c. 90. Failure to file such a statement is punishable by a fine not to exceed $200. MWCC students can obtain the required forms from the campus police department. Carpools may be facilitated by contacting the student services office.

Special parking stickers for students with temporary or permanent disabilities are available in the health services office.

**Policy on Children on Campus**

Students and guests of the college who bring children on campus are responsible for them at all times. Children under the age of 16 are not allowed in the classroom unless they are an authorized and registered MWCC student. Unattended children are not permitted. If unattended children are located, campus police will be notified; and parents/guardians or caretakers will be expected to secure the child immediately. Students with children should secure appropriate childcare to cover their periods of enrollment and study hours on campus.

**Student ID Cards**

MWCC has instituted a photo identification system for all registered students at the college. There is a $5 fee for the processing of all student ID cards. The student ID card is used to access library resources in addition to being used to waive meal tax in the cafeteria, and also for admittance to the Fitness and Wellness Center. Additionally, many students obtain discounts with area merchants and businesses by producing a valid student ID card.
ID cards are distributed through the office of student life during the first week of each semester and during other scheduled hours. Students must have their student ID cards validated each semester in the student services office or the MWCC library.

**Telephones**
Public telephones are located in the center of the main building (in the cafeteria area), in the lobby of the Fine Arts Building, and in the back lower lobby of the Fitness & Wellness Center.

**Transportation**
The following transportation possibilities are available: MART Gardner Intra-City Buses, MART Fitchburg/Leominster Buses, MBTA Commuter Rail Service to Fitchburg only, and Vermont Transit Bus Lines. Further information on each is available in the student services office, room 141.

**Civic and Community Engagement**
Through numerous divisions and departments, MWCC fosters increased civic and community responsibility among its students, faculty, staff and the greater community. Various programs provide opportunities for the college community and beyond to “make a difference.” Programming is generally provided through targeted grant initiatives, and many of the events/activities are housed within or supported by the Center for Democracy and Humanity. The success of the civic and community engagement movement is a result of collaborative efforts with local and state leadership in the public, nonprofit and business sectors. The Center for Democracy & Humanity staff acts as a liaison between the college and the community in support of these efforts. The ultimate purpose of working together with faculty, staff, students and community partners is to enhance academic culture, address community issues and act as agents of positive social change.

At MWCC, community engagement and tangible work experiences open the doors to greater career development and future opportunities. Often referred to as “experiential learning”, such knowledge and skills are a valued component to a student’s overall learning experience at MWCC. Community-based internships, co-ops and service learning are one vehicle by which students can participate. Grounded within an academic discipline, students provide assistance in the community while at the same time, reinforcing what they have learned in the classroom. For more information on the various programs available, please call 978-630-9435 or visit the center’s website at: www.mwccconnects.us

**Programming offered includes:**

**Service Learning**
Service Learning programs are driven by faculty and are opportunities for students to benefit from hands-on learning while volunteering much needed assistance in our communities. Service learning differs from general community and/or volunteerism in that students receive partial course credit for their efforts, and, because the service experience is closely tied to the learning objectives of the classroom. Students who complete 20+ hours of service learning are awarded a commemorative pin; students who complete 40+ hours of service learning are awarded a service medallion to wear at graduation. All service learning performed is cumulative over time as a student at MWCC and is recorded on student transcripts. For more information, speak to your instructor.

**Service-Based Internships**
A number of academic disciplines provide the opportunity for students to engage in an internship, many of which are community-based in nature. Service-based internships are an opportunity for students to enhance their academic knowledge with practical hands-on experience in their chosen field while also making an impact in the community. In addition, students are able to forge connections and network within the community prior to graduation. Students may earn 3 academic credits, and are required to complete a minimum of 120 hours of service with 30 hours of classroom/training for a total of 150 hours over a semester. Work performance is assessed by their site supervisor, submitted on a performance evaluation at the end of the semester. Grades are determined, in part, by student progress in completing measureable objectives written in conjunction with their site supervisor. Students are required to attend an orientation, and a series of seminars designed to enhance
their educational work experience by addressing a variety of professional issues. MWCC reserves the right to issue a failing grade to any student who does not successfully complete any component of his/her internship experience.

All internship students are expected to participate in their placement search and, when employed, conduct themselves in a professional manner and comply with agency/organization policies and state and federal laws. For more information, call 978-630-9595 or speak to your advisor.

**AmeriCorps Job Ready Program**
The AmeriCorps Job Ready Project places 15 full-time AmeriCorps members at 12 community sites throughout the region to increase career awareness, job readiness and career exploration skills of north central Massachusetts residents. This program, provided in partnership with Fitchburg State University, addresses the region’s high unemployment rate through job preparedness and career exploration activities designed to assist three distinct target populations: high school and middle school students; college students and alumni; and the economically disadvantaged unemployed, those who are underemployed, and dislocated workers. Recent graduates and current students are encouraged to apply to become an AmeriCorps Member, each of whom dedicates 1,700 hours of service to the community. A volunteer stipend is provided, as well as a great deal of professional development training and a Siegel Education Award upon program completion. For more information, call 978-630-9219 or visit: www.mwccconnects.us/americorpsjobready. This program is funded in part by the Corporation for National and Community Service through the Massachusetts Service Alliance.

**United Way Youth Venture**
United Way Youth Venture of North Central Massachusetts is unique collaborative partnership among the United Way of North Central Massachusetts, Mount Wachusett Community College and Ashoka’s Youth Venture with the goal of reaching not just the gifted and talented, but all youth in our community. United Way Youth Venture invests in young people ages 12-20 to launch a community-benefiting club, organization or business—a Venture. Youth are encouraged to identify a problem in their community and fix it by pairing it with a passion of their own—allowing them to see that community service is not a chore. Each Team of emerging leaders is provided with up to $1,000 in seed funding through a competitive process. Participants and community partners are provided continual guidance and support as they turn ideas into reality. The program currently partners with more than 15 schools and 5 community-based organizations in North Central Massachusetts, and has more than 1,500 participants annually. This program serves as the national model for United Way Youth Venture, and has been replicated in nearly 20 communities across the country. For more information about how to start a Venture or to volunteer to support youth in the program, call 978-630-9201 or visit: www.mwccconnects.us/uwyv

**Democracy Project**
Founded by former Massachusetts State Representative and MWCC Trustee Ray LaFontaine, this program is designed to engage students, faculty and staff in civic learning and the democratic process. Through various means, participants explore the issues, personalities and community impact of campaigns, elections and the passage of laws. The purpose of the program is to provide every graduate of MWCC with an education in democracy.

**What’s Next? Speaker Series**
Born out of a plan to bring notable experts in the field of social change under a single theme, hundreds of residents have attended the What’s Next? Speaker Series—public forums that introduce students, residents, community leaders and decision-makers in north central Massachusetts to innovative thinkers and doers from around the country and world. The goal of the series is to show change is possible, spark creative problem-solving and inspire action. All sessions are free and open to the public.

**The Institute for Nonprofit Development**
The Institute for Nonprofit Development (INPD) supports organizations to strengthen their capacity to fulfill their missions and impact their communities. The INPD provides training, technical assistance, resources and student support to nonprofits serving in the region.

**Community Service and Volunteerism**
As the catalyst that sparks greater community involvement, service and volunteerism are at the core of the civic engagement movement within the college. In collaboration with Student Life and other organizations and groups both on and off campus, service opportunities are offered for community-minded individuals and groups each year. The Center assists in connecting interested individuals or groups with nonprofits in the region looking for support and/or volunteerism. What better way to make a difference in people’s lives than to give of your time and talent.

MWCC 2011-2012 College Catalog & Student Handbook
ACCESS AND TRANSITION PROGRAMS

Through the Division of Access and Transition, MWCC administers several College Access and Preparation Programs which provide middle and high school students, as well as adults, with an array of academic, college, and career awareness services including MCAS remediation, academic and career counseling, tutorials, workshops, and activities. Services are generally provided through targeted grant initiatives. In addition, MWCC hosts several annual events and activities designed for students and parents, which are open to the public. All programs are free of charge. For more information on any program call 978-630-9248 or visit our website at http://capp.mwcc.edu.

**ABE Transition to Community College**
This program is a three year grant funded program through the Massachusetts Department of Elementary and Secondary Education. The program will leverage resources with the Division of Access and Transition in coordination with the MWCC and Clinton Adult Learning Centers to provide a one-year transition experience for 20 eligible former adult basic education graduates per year to transition to MWCC to pursue post secondary education.

**Dual Enrollment: A Head Start on College**
Whether in high school or home school programs, juniors and seniors (age 16 or older) can enroll in MWCC classes prior to high school graduation and take courses that may transfer to most two and four-year public and private institutions while completing their high school graduation requirements. Participants are considered MWCC students and enjoy all the same benefits. Students are encouraged to participate fully in college activities and programs, including the Honors Program, academic support services, and other co-curricular activities. Students may enroll at MWCC on either a part-or full-time basis. See page 8 for admissions requirements to the program. Students under age 16 must meet with the admissions director for consideration.

**Educational Talent Search**
This program is funded by the US Department of Education and serves 600 students in grades 6-12. Currently, the program services participants in the Gardner, Winchendon, Leominster, North Central Essential Charter School, Ralph C. Mahar Regional, Athol, and Fitchburg school districts. Services offered include: academic counseling and advising, tutoring, career exploration, financial aid and scholarship information, college admissions assistance, leadership and enrichment activities. To participate, students must meet the eligibility criteria for this program.

**Gateway to College**
Through this program, eligible students who have stepped out of traditional high school receive a true second chance to achieve educational success. Students ages 16-20 can enroll at MWCC to earn both high school and college credits toward a high school diploma and associate degree or certificate. This program is offered through a partnership with the Ralph C. Mahar Regional School District at MWCC’s Gardner Campus.

**GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs)**
This program is funded by the US Department of Education and is administered by MWCC in partnership with Fitchburg Public Schools, the University of Massachusetts, the Cleghorn Neighborhood Center, the Boys and Girls Club of North Central Massachusetts, and the Massachusetts Educational Financing Authority. GEAR UP offers college awareness activities, academic advising, tutoring, after-school enrichment and family support to its students. To be eligible to participate in GEAR UP, students must be in the class of 2011, 2012, 2016, and 2017 and enrolled in a participating Fitchburg public school: or be in the class of. In addition, GEAR UP offers students at MWCC the opportunity to volunteer in one or more of these activities as service learning experiences.

**MCAS Academic Pathways to Success**
This program is a chance for current juniors and seniors or older students who have not yet passed the MCAS exam to prepare for college admissions while exploring other options available to them. The program offers the chance to enroll in a fall, winter, or summer program designed to offer a unique and true to life academic college experience, allowing the student to focus on coursework that will be relevant to passing the MCAS exam and other college or career entrance requirements. Students will be offered the chance to travel to the November and March MCAS exam. Classes
generally run in the evening at the Gardner Campus. Students will receive math and/or English classes, college seminars, text books, materials, meals and transportation assistance free of charge. MCAS Academic Pathways to Success is funded by the MA Department of Elementary and Secondary Education.

**MCAS Works!**
This program is a collaboration between MWCC and Fitchburg High School. The goal is to strengthen academic skills by providing meaningful work-based learning instruction and creatively reengage students in their education and provide them with an impetus to pursue graduation. Participating students will receive intensive, in-school small group instruction that addresses identified gaps in English Language Arts and mathematics. Additionally, career exploration activities including job shadowing, structured internship placements, community service learning projects, guest lecturers, and field trips are provided. Also, Student Success Seminars are offered such as career counseling, instruction on test taking skills, team building and leadership development. MCAS Works! is funded by the MA Department of Elementary and Secondary Education.

**Pathways Early College Innovation School**
An Early College high School opportunity for motivated high school/home school juniors who would like to get a jump start on college. The Pathways program provides an opportunity to earn a high school diploma and Associate degree while completing the junior and senior year of high school at MWCC’s Gardner Campus. Admission into the program is a competitive process. This program is offered through a partnership with the Ralph C. Mahar Regional School District and Mount Wachusett Community College.

**MWCC Student Success Center**
Located at Fitchburg High School and Murdock Middle High School, our student success centers are designed to provide all local residents with a place to access the latest in college admissions, financial aid, and test preparation resources, while offering tutoring and academic support to students.

**North Central Educational Opportunity Center (NCEOC)**
The NCEOC assists adults who wish to continue their education beyond high school/GED. This program provides academic, career, and financial aid advising to eligible participants seeking to complete a high school equivalency program or enroll in postsecondary education. Priority for service is given to low-income adults (age 19 years and older) who may be the first in their families to attend college or complete a college degree. EOC participants may choose to continue their education in short-term vocational training, certificate programs, or two- or four-year degree programs. The NCEOC is funded by a TRIO grant from the US Department of Education.

**One Stop Career Pathways for Youth**
This program is a partnership between the North Central Career Center, the Workforce Investment Board, and MWCC. It is designed to allow a resource specialist to be sited at the career center that will outreach to current seniors through students from the class of 2003 and re-engage them in planning and preparing for their futures. The resource specialist will provide students with options that address their unique academic, employment, and career needs to attain the skills necessary to pass the MCAS in order to obtain the state required competency determination for high school graduation. One Stop Career Pathways for Youth is funded by the MA Department of Elementary and Secondary Education.

**Summer Programs**
The Division of Access and Transition provides educational and recreational summer programs to over 800 students each year in the Fitchburg, Leominster, Gardner, and Winchendon communities. Included in its summer programming are:
- **Summer UP**, which provides employment opportunities for middle and high school students, as well as safe places to play for local children;
- **ACCT**, providing MCAS instruction and recreational opportunities to students;
- **CyberCamp**, offering fun computer skill-building activities and
- **DesignCamp**, a science and engineering program held at UMASS Lowell.

**Upward Bound Math and Science (UBMS)**
A federal TRIO program funded by the US Department of Education, the mission of UBMS is to assist 50 targeted high school students who have the desire to pursue postsecondary education programs that lead to careers in the fields of math and science. Currently, Upward Bound Math and Science services participants in the Gardner, Winchendon, and Athol school districts. Students take part in an intensive after-school, Saturday, and summer academic program that exposes them to extensive preparation in the science, technology, engineering, and math (STEM) fields while offering many college preparatory and exploratory activities. To participate, students must meet the eligibility criteria for this program.
Associate Degrees and Certificate List

**Associate Degrees**
- Accounting Concentration (BACA)
- Allied Health Concentration (GSAH)*
- Art—Professional Track (RTP)
- Art—Traditional Program (RT)
- Audio Engineering Concentration (BCTA)*
- Automotive Technology Degree–GM Option (ATG)*
- Automotive Technology (ATD)
- Biotechnology/Biomanufacturing (BTD)
- Broadcasting & Electronic Media (BCT)
- Business Administration—Career (BAC)
- Business Administration—Transfer (BA)
- Clinical Laboratory Science (CLS)
- Communications Track (LAC)*
- Complementary Health Care (CHD)
- Computer Graphic Design—Print (CGD)
- Computer Graphic Design—Web Design (CGW)
- Computer Information Systems (CIS)
- Criminal Justice—Corrections Concentration (CJCD)
- Criminal Justice—Law Enforcement Concentration (CJL)
- Dental Hygiene (DHY)
- Early Childhood Education—Career (ECC)
- Early Childhood Education—Transfer (ECT)
- Elementary Education Track (LAEL)*
- Energy Management (EGD)
- Fire Science Technology (FS)
- Fitness Leadership & Exercise Science Track (LAX)*
- General Studies (GS)
- History & Political Science Track (LAHP)*
- Human Services (HS)
- Liberal Arts & Sciences (LAS)
- Manufacturing Technology—Plastics (PT)
- Medical Assisting (MAS)
- Natural Resources (NRD)
- Nursing (NU) (NUE) (NUP)
- Paralegal Studies (PLD)
- Photography Concentration (BCTP)*
- Physical Therapist Assistant (PTA)
- Pre-engineering Track (LAER)*
- Theatre Arts Track (LAT)*
- Video/Film Concentration (BCTV)*
- Yoga Teacher Training Concentration (CHY)*

**Certificate Programs**
- Accounting (CAA)
- Allied Health (AHC)
- Automotive Technology (ATC)
- Biotechnology/Biomanufacturing (BTC)
- Business Administration (BUC)
- Complementary Health Care (CHC)
- Computer Graphic Design—Print (CGDC)
- Computer Graphic Design—Web Design (CGWC)
- Dental Assisting (DAC)
- Energy Management (EGC)
- Human Service Technician (HSC)
- IT Support Specialist (ITC)
- Law Enforcement (CJLC)
- Medical Coding & Billing (MCC)
- Medical Office (MOC)
- Office Assistant (OAC)
- Paralegal (PLS)
- Practical Nurse (PN)
- Photography-Professional Certificate (PHO)
- Small Business Management (SBC)

**Other Options**
- Certified Nursing Assistant
- Emergency Medical Technician Training
- English as a Second Language Courses
- Honors Program
- Phlebotomy Certificate of Completion
- Radiologic Technologist Articulation Agreement

*Denotes concentration of an associate degree
## Associate Degrees and Certificate List

<table>
<thead>
<tr>
<th>Associate Degrees*</th>
<th>Day (Majority of courses)</th>
<th>Evening (Majority of courses)</th>
<th>Devens Campus (Majority of courses)</th>
<th>Gardner Campus (Majority of courses)</th>
<th>Leominster Campus (Majority of courses)</th>
<th>Online (Majority of courses)</th>
<th>Selective (Majority of courses)</th>
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<td>Video/Film Concentration (BCTV)*</td>
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<td>Yoga Teacher Training Concentration (CHY)*</td>
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*Denotes concentration of an associate degree.

Transfer agreements exist with various four-year public, private colleges and universities. See program descriptions for detailed information.
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<th>Certificates</th>
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<th>Leominster Campus</th>
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<td>IT Support Specialist (ITC)</td>
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<td>Law Enforcement (CJLC)</td>
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<td>Medical Coding &amp; Billing (MCC)</td>
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<td>Office Assistant (OAC)</td>
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<td>Paralegal (PLS)</td>
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<td>Practical Nurse (PN)</td>
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<td>Photography-Professional (PHO)</td>
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<td>Small Business Management (SBC)</td>
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</table>
**General Education Core Curriculum**

The general education core curriculum at MWCC provides graduates with the skills, knowledge, and intellectual understanding they need to function effectively in a dynamic, complex, and interdependent world.

All students graduating from MWCC must complete one of the following core curricula, depending upon their degree program.

**Transfer degree programs have a core as follows:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG101</td>
<td>3 credits</td>
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<tr>
<td>ENG102</td>
<td>3 credits</td>
</tr>
<tr>
<td>Health Elective</td>
<td>2/3 credits</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td>9 credits</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td>9 credits</td>
</tr>
<tr>
<td>Science Electives</td>
<td>7/8 credits</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3/4 credits</td>
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</table>

**Career degree programs have a twenty-two credit core as follows:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG101</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG102</td>
<td>3 credits</td>
</tr>
<tr>
<td>Health Elective</td>
<td>2/3 credits</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3 credits</td>
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<tr>
<td>Mathematics Elective</td>
<td>3 credits</td>
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<tr>
<td>Science Elective</td>
<td>3/4 credits</td>
</tr>
<tr>
<td>Business Elective/Computer Elective</td>
<td>3 credits</td>
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</tbody>
</table>

Contact the Advising Center at 978-630-9284 with questions.

**Elective Courses by Abbreviation**

**Social Sciences Electives**

Behavioral Social Science: ANT, PHL, PSY, SOC, SSC
Non-behavioral Social Science: GEO, HIS, POL, ECO, SSC

**Business Electives**

ACC, BUS, CIS, ECO, FIN, MAS, MGT, MKT, PLS

**Science Electives**

BIO, BTC, CHE, EAS, EGM, NRD,PHY
(3 credit courses)

**Lab Science Electives**

BIO, BTC, CHE, EAS, EGM, NRD, PHY
(4 credit courses)

**Health Electives**

BIO101, BIO103, BIO112, BIO230; CHC101, CHC108, CHC220; EXS102, EXS201; PER126, PER127, PER130

**Humanities Electives**

ART, ASL, ENG, FRE, HUM, MUS, PHL, SPA, THE

**Literature Electives**

ENG 201, 203, 205, 210, 213, 214, 221, 224, 227, 228, 233, 235, 236, 237, 259, 260, 261, 265

**General Electives**

Any course other than the following: ESL courses, ENG099, ENG100, MAT090, MAT092, MAT096, RDG090, RDG099, RDG100

**Earning Potential**

*Earning potential information on the following academic program pages is from the national median ranges posted by the Bureau of Labor Statistics, unless otherwise noted. Earnings may vary based on experience, education and location.*
**Technical Standards**

Students are expected to meet the technical standards for enrollment in some college programs and four credit lab sciences. In some cases, assessment and foundation courses may help students meet these standards.

Technical standards must be met with or without accommodations. The college complies with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the college will make a reasonable accommodation for an applicant with a disability who is otherwise qualified. Please see appropriate program page(s) for technical standards.

**Technical Standards for Lab Courses**

 Applies to the following departments: BIO, CHE, CLS, EAS, EGM, NRD, PHY, PLB

1. Comprehend textbook and lab book material at the college level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer format.
3. Gather, analyze, and draw conclusions from data.
4. Be able to use a microscope, where appropriate, to visualize specimens.
5. Be able to function individually and as part of a team, where appropriate.
6. Be able to differentiate changes in color, texture, and shape for the purpose of laboratory experimentation.
7. Respond to instrumentation alarms and monitor signals for laboratory equipment.
8. Perform and understand the operation and manipulation of mechanical equipment.
9. Determine by touch (or other means) hotness/coldness, wetness/dryness, or motion/non-motion.
10. Use the small muscle dexterity (or other means) necessary to do such things as gloving and operating controls on laboratory instrumentation.
11. Identify behaviors that would endanger a person’s life or safety and intervene quickly in a crisis situation with an appropriate solution.
12. Remain calm, rational, decisive, and in control at all times, especially during an emergency situation.
13. Be able to articulate, and follow written and verbal instructions.
Accounting Certificate (CAA)

This program is for those interested in accounting and computing work. Prepare for an entry-level career in accounting including: accounts receivable, accounts payable, and data entry. This program is a great option if you are seeking a career change or job retraining.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>CrSemester</th>
<th>Grade Prerequisites/Notes</th>
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<tbody>
<tr>
<td>ACC101</td>
<td>Principles of Accounting I</td>
<td>3</td>
<td>MAT092, RDG100, or placement</td>
</tr>
<tr>
<td>CIS127</td>
<td>Computer Technologies</td>
<td>3</td>
<td>ENG100, FYE101, RDG100, or placement</td>
</tr>
<tr>
<td>MKT142</td>
<td>Marketing</td>
<td>3</td>
<td>ENG100, FYE101, MAT092, RDG100, or placement</td>
</tr>
<tr>
<td>MAT126</td>
<td>Topics in Mathematics (or higher)</td>
<td>3</td>
<td>MAT096 or placement</td>
</tr>
<tr>
<td>ACC102</td>
<td>Principles of Accounting II</td>
<td>3</td>
<td>ACC101</td>
</tr>
<tr>
<td>ACC227</td>
<td>Computerized Accounting</td>
<td>3</td>
<td>ACC101, CIS120 or CIS127</td>
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<tr>
<td>MGT210</td>
<td>Principles of Management</td>
<td>3</td>
<td>ENG100, FYE101, MAT092, RDG100, or placement</td>
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<tr>
<td>ACC224</td>
<td>Taxation</td>
<td>3</td>
<td>ACC101</td>
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**Total: 24 credits**

See page 89 of the college catalog for technical standards.

**Campus/format:** A majority of this program can be completed online or during the day or evening at the Gardner or Leominster Campuses.

**Helpful hints:** Students must spend additional time outside of class completing assignments. It is not advisable for full-time students to work full-time. Day and evening courses are offered.

**Transfer options:** Some courses in this program may be applied to MWCC’s Business Administration Career Degree and the Business Administration Transfer Degree. Consult with your academic advisor.

**Special requirements:** Students entering this program must meet the same technical standards as required for the Business Administration Degrees. Technical standards must be met with or without accommodations.

**Career options:** Graduates can pursue entry-level positions in accounting departments including: accounts receivable, accounts payable, and data entry. Through this program, you’ll gain solid computing skills to increase your job marketability.

**Earning potential:** $4,540 to $37,780

Go to the academic program page at www.mwcc.edu to view gainful employment disclosure information.
Accounting Concentration (BACA)  
A Degree in Business Administration—Career

Accounting is the number one college degree sought by employers again this year. According to the Bureau of Labor Statistics, employment of accountants and auditors is expected to grow by 22 percent between 2008 and 2018, which is much faster than the average for all occupations. Understand the basic principles of accounting for the preparation of internal reports related to the management and decision-making processes of a firm. A business degree prepares you for a large variety of jobs. A business degree is often viewed as a vocational or job-focused degree because it provides learners with the practical skills and knowledge most desired in the workplace. Through courses in management, general business, liberal arts, science, accounting, and marketing, you will gain the knowledge and skills necessary to get that next promotion or prepare for transfer to a bachelor degree program. Check out the MWCC School of Business website at http://business.mwcc.edu.

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<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
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<tr>
<td>ACC101</td>
<td>Principles of Accounting I</td>
<td>3</td>
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<td>MAT092, RDG100, or placement</td>
</tr>
<tr>
<td>CIS127</td>
<td>Computer Technologies</td>
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<td>ENG100, FYE101, RDG100, or placement</td>
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<tr>
<td>ENG101</td>
<td>English Composition I</td>
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<td>Principles of Accounting II</td>
<td>3</td>
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<td>ACC101</td>
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<td>ACC227</td>
<td>Computerized Accounting</td>
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<td>ENG101</td>
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<td>BUS201</td>
<td>International Business</td>
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<td>ENG101</td>
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<tr>
<td>ACC226</td>
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<td>ACC224</td>
<td>Taxation</td>
<td>3</td>
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<td>ACC101</td>
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<tr>
<td>MGT210</td>
<td>Principles of Management</td>
<td>3</td>
<td></td>
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<td>RDG100, ENG100, FYE101, MAT092 or placement</td>
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<tr>
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<tr>
<td>ECO102</td>
<td>Microeconomics</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101, MAT096 or placement</td>
</tr>
<tr>
<td>BUS211</td>
<td>Business Law I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>FIN250</td>
<td>Basic Finance</td>
<td>3</td>
<td></td>
<td></td>
<td>ACC102</td>
</tr>
<tr>
<td>SCIE</td>
<td>Science Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: BIO, BTC, CHE, EAS, EGM, NRD, PHY</td>
</tr>
<tr>
<td>PER126/130</td>
<td>Health, Fitness, and Wellness Elective</td>
<td>2/3</td>
<td></td>
<td></td>
<td>Prerequisites: RDG100, MAT092 or placement</td>
</tr>
</tbody>
</table>

| Total: 63/64 credits |

See page 89 of the college catalog for program competencies and technical standards.

Campus/format: A majority of this program can be completed during the day or evening at the Gardner or Leominster Campuses. Many of the classes are available online.

Helpful hints: Our MWCC business faculty are recognized for their teaching ability and impressive array of local, national, and international business credentials. Many are sought-after consultants and serve as advisory board members for corporations and non-profit organizations. They stress critical thinking. Many learners spend additional time outside of class working on class projects that ultimately will enhance their resume.

Transfer options: Although this program prepares students for immediate career entry, students do transfer to four-year colleges and universities. Transfer agreements exist with public and private four-year colleges such as Nichols College, Fitchburg State University, Umass, and Worcester State University. Visit MWCC’s transfer website: http://transfer.mwcc.edu.

Visit the 3 Plus ONE eligible—go to: www.mwcc.edu/3PlusONE.

Special requirements: Prior to enrolling in each course, students should ensure they meet course requirements. Many business electives are offered to meet students’ career goals. Technical standards must be met with or without accommodations.

Career options: Graduates of two year colleges business schools can obtain junior accounting positions and advance to accountant positions by demonstrating their accounting skills on the job. A variety of entry-level and training positions await you, including junior accountant, assistant auditor, bookkeeper, loan service representative, assistant office manager, tax preparation assistant, credit and collection associate, and junior financial analysts. Graduates of the program that go on to earn a bachelor’s degree in accounting or finance will find many career options including: accounting and auditing, budget analyst, claims adjuster, commercial banking, corporate finance, cost estimator, consulting, analysts and personal financial advisors, insurance, insurance underwriter, investment banking, loan officers and counselors, management consultant, money management, securities, commodities, and financial services sales agents.

Earning potential: $26,350 and $40,130 per year.
Allied Health Certificate (AHC)

This program is an excellent option for individuals seeking employment in the healthcare field.

**Number** | **Suggested Course Order** | **Cr** | **Semester Grade** | **Prerequisites/Notes**
--- | --- | --- | --- | ---
ENG101 | English Composition I | 3 |  | ENG100, RDG100, FYE101, or placement
BIO115 or BIO203 | Human Biology or Anatomy and Physiology I | 4 |  | Prerequisites: ENG100, RDG100, FYE101, or placement
MAT126 | Topics in Mathematics (or higher) | 3 |  | ENG100, RDG100, FYE101, or placement; MAT096 or placement
Career Elective | 3 |  | Electives: as listed to the right
Career Elective | 3 |  | Electives: as listed to the right
PSY105 | Introduction to Psychology | 3 |  | ENG100, RDG100, FYE101, or placement
General Elective | 3 |  | Any course (see page 66 for exceptions)
Career Elective | 3 |  | Electives: as listed to the right
Career Elective | 2/4 |  | Electives: as listed to the right

Total: 27/29 credits

See page 122 of the college catalog for technical standards.

The following courses are suggested electives for students interested in completing a degree in PTA or Liberal Arts, Fitness Leadership and Exercise Science Concentration.

**Number** | **Suggested Course Order** | **Cr** | **Semester Grade** | **Prerequisites/Notes**
--- | --- | --- | --- | ---
EXS102 or PTA104 | Principles of Anatomy and Kinesiology or Applied Anatomy and Kinesiology | 3 |  | ENG100, MAT092, RDG100, FYE101, or placement
CHC101 | Complementary Health Care | 3 |  | ENG100, RDG100, FYE101, or placement
EXS201 | Exercise Science and Nutrition | 4 |  | ENG100, MAT092, RDG100, FYE01, or placement
THE113 | Speech | 3 |  | ENG101
EXS203 | Exercise Testing and Program Design | 4 |  | Prerequisites: EXS102 or PTA104, EXS201
Co-requisite: MAT096 or placement
Note: Upon completion, students will be eligible to sit for the Personal Trainer Exam. Students must pay the costs incurred for their certifications

Total: 17 credits

**Campus/format:** A majority of this program can be completed during the day at the Gardner Campus. Some courses may be available in the evenings or at satellite campuses.

**Helpful hints:** This is a great opportunity for students to gain entry level employment in the healthcare field prior to matriculating into a selective program.

**Transfer options:** Some courses may be applied to a selective admission healthcare program. Consult with your academic advisor.

**Special requirements:** Technical standards must be met with or without accommodations.

**Career options:** May include certified nursing assistant (CNA), phlebotomist, EKG technician, Reiki practitioner, yoga instructor, nutritional aide, or fitness personal trainer.


**Earning potential:** Varies according to industry.

Go to the academic program page at www.mwcc.edu to view gainful employment disclosure information.
Allied Health Concentration (GSAH)
A Degree in General Studies

This concentration is for those who anticipate applying to a healthcare program, allowing them to complete general education requirements prior to program acceptance. Most of the MWCC healthcare programs have selective admissions requirements (see page 13 of the college catalog). Acceptance into this General Studies Concentration does not guarantee admission into a selective healthcare program.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
</tbody>
</table>
| BIO115 or BIO203 | Human Biology (recommended for Practical Nursing program) or Anatomy and Physiology I | 4  |                | BIO115 Prerequisites: ENG100, RDG100, FYE101, or placement  
Note: BIO115 strongly encouraged  
BIO203 Prerequisites: ENG100, RDG100, FYE101, MAT096, or placement  
Note: BIO109 or BIO115 is strongly encouraged |
| FYE101  | First Year Seminar     | 3  |                | ENG099, RDG099      |
| Career Elective | 3 |                | Career Elective  | as listed to the right |
| Career Elective | 3 |                | Career Elective  | as listed to the right |
| PSY105  | Introduction to Psychology | 3  |                | ENG100, RDG100, FYE101, or placement  
MAT126  | Topics in Mathematics (or higher) | 3  |                | MAT096 or placement  
Career Elective | 3 |                | Career Elective  | as listed to the right |
| Career Elective | 3 |                | Career Elective  | as listed to the right |
| ENG102  | English Composition II | 3  |                | ENG101             |
| PSY110  | Human Growth and Development | 3  |                | PSY105             |
| Science Elective | 4 |                | Electives: BIO, BTC, CHE, EAS,EGM PHY, NRD,  
Note: (BIO205 recommended) MAT092 |
| PER126/130 | Health, Fitness, and Wellness Elective | 2/3 |                | Prerequisites: MAT092, RDG100, or placement  
Note: PER130 is recommended for transfer  
Busiess Elective | 3 |                | Electives: ACC, BUS, CIS, ECO, FIN, MAS,MGT MKT, PLS  
Note: Preferred electives include MAS102, MGT105 |
| CIS127  | Computer Technologies  | 3  |                | ENG100, RDG100, FYE101, or placement |
| THE113  | Speech                 | 3  |                | ENG101             |
| Science or General Elective | 3/4 |                | Science elective: see above  
General elective: any course (see page 66 for exceptions) |
| General Elective | 3 |                | Note: above General Elective |
| General Elective | 3 |                | Note: above General Elective |
| Humanities Elective | 3 |                | Electives: ART, ASL, ENG, FRE HUM, MUS, PHL, SPA, THE |
| Total:   |                        | 60/64 credits |                |                      |

See page 122 of the college catalog for program competencies and technical standards.

Campus/format: A majority of this degree can be completed during the day, or evening at the Gardner Campus.

Helpful hints: General Studies is a good alternative if you have not decided on a career or transfer program. However, once you have decided, it is suggested that you change your program of study as soon as possible. Students without a strong science background are encouraged to take BIO115.

Transfer options: Students interested in pursuing a selective healthcare program should apply after fulfilling prerequisite requirements. Students seeking admission to specialized programs should consult program sheets for course requirements. A transfer agreement exists with Southern Vermont College.

Special requirements: Students should become familiar with the admission requirements and application deadline of their intended selective program. Technical standards must be met with or without accommodations.

Visit MWCC’s transfer services website: http://transfer.mwcc.edu.


Earning potential: Varies according to industry.
Art—Professional Track Degree (RTP)

This program’s focus is studio art. Students gain a solid foundation in fine art and design to prepare for transfer to a four-year college or university to pursue fields such as fine arts, graphic design, art education, animation or architectural, industrial, landscape, or fashion design. MWCC art students are taught primarily in small groups in a one-on-one learning environment, with close attention to individual creative development and basic skill mastery. Faculty members actively participate in the preparation of student art portfolios, which are necessary for successful transfer.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART109</td>
<td>Art History I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ART252</td>
<td>Three-Dimensional Design</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ART259</td>
<td>Ceramics I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ART263</td>
<td>Drawing I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>ART110</td>
<td>Art History II</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>ART251</td>
<td>Two-Dimensional Design</td>
<td>3</td>
<td></td>
<td></td>
<td>Prerequisites: ENG100, RDG100, FYE101, or placement. Note: ART263 is strongly recommended.</td>
</tr>
<tr>
<td>ART264</td>
<td>Drawing II</td>
<td>3</td>
<td></td>
<td></td>
<td>ART263 or permission of division dean</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>PER126/130</td>
<td>Health, Fitness, &amp;</td>
<td>2/3</td>
<td></td>
<td></td>
<td>Prerequisites: RDG100, MAT092, or placement. Note: PER130 is recommended for transfer</td>
</tr>
<tr>
<td>ART253</td>
<td>Painting I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement ART251, ART264, or permission of division dean</td>
</tr>
<tr>
<td>ART271</td>
<td>Sculpture I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement ART252 or permission of division dean</td>
</tr>
<tr>
<td>ART269</td>
<td>Drawing III</td>
<td>3</td>
<td></td>
<td></td>
<td>ART263, ART264, and permission division dean</td>
</tr>
<tr>
<td>Behavioral Social Science Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: ANT, DSI, PSY, SOC, SSC</td>
<td></td>
</tr>
<tr>
<td>Art Elective</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: See above Art Elective</td>
</tr>
<tr>
<td>ART254</td>
<td>Painting II</td>
<td>3</td>
<td></td>
<td></td>
<td>ART253 or permission of division dean</td>
</tr>
<tr>
<td>Literature Elective</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: ENG201, 213, 214, 221, 224, 227, 228, 233, 235, 236, 259, 260, 261</td>
</tr>
<tr>
<td>MAT126</td>
<td>Topics in Mathematics (or higher)</td>
<td>3</td>
<td></td>
<td></td>
<td>MAT096 or placement</td>
</tr>
<tr>
<td>Science Elective</td>
<td></td>
<td>3/4</td>
<td></td>
<td></td>
<td>Electives: BIO, BTC, CHE, EAS, EGM, NRD, PHY</td>
</tr>
<tr>
<td>General Elective</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: Any course (see page 66 for exceptions)</td>
</tr>
<tr>
<td>ART211</td>
<td>Portfolio Preparation (Capstone Course)</td>
<td>1</td>
<td></td>
<td></td>
<td>ART263, ART264, ART269, or permission of division</td>
</tr>
</tbody>
</table>

Total: 63/65 credits

See page 74 of the college catalog for program competencies and technical standards.

Campus/format: A majority of this program can be completed during the day at the Gardner Campus.

Helpful hints: Students should work hard to develop a sense of confidence in their ability and judgment; realize that talent alone does not guarantee success—diligence and commitment are necessary; resist the urge to package themselves up to a specific style too soon and familiarize themselves with the art world—what exists in art museums as well as commercial art galleries.

Transfer options: The MWCC Art program is renowned for graduating students who are well-prepared to transfer; many successfully compete for admission to well-established art colleges and universities. Transfer agreements exist with Art Institute of Boston at Lesley, Charter Oak State College, Montserrat College of Art, and the University of Phoenix. Other popular transfer choices include: Mass. College of Art, UMass-Amherst & Dartmouth, and the Maine College of Art in Portland. Graduates have also transferred to Smith College, Williams College, Pratt Institute, Rhode Island School of Design, and the School of Visual Arts in New York.

Special requirements: Technical standards must be met with or without accommodations.

Visit MWCC’s transfer services website: http://transfer.mwcc.edu.

Career options: After completing this program and earning a bachelor’s degree in a related field, students can pursue careers in fine arts, design, or teaching. In fine arts, students can pursue painting, sculpture, printmaking, illustration, ceramics, or film. In design, students can pursue graphic design or architectural, industrial, landscape, or fashion design. In teaching, students with additional education can become elementary or high school teachers or college professors.

Earning potential: Varies according to industry.
## Art—Traditional Program Degree (RT)

This program is for students who wish to gain a strong foundation in studio art to pursue fields where an art background is necessary but not the sole focus, such as art administration, education, or design. By integrating studio art courses with electives in other disciplines (math, science, and social sciences), this program will prepare students to transfer to four-year colleges or universities to concentrate in fields such as art history, art conservation, museum studies, arts administration, or education. Students could also pursue programs in architecture or industrial design.

### Suggested Course Order

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART109</td>
<td>Art History I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ART252</td>
<td>Three-Dimensional Design</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ART259</td>
<td>Ceramics I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ART263</td>
<td>Drawing I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>PER126/130</td>
<td>Health, Fitness, and Wellness</td>
<td>2/3</td>
<td></td>
<td></td>
<td>Prerequisites: MAT092, RDG100, or placement</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td></td>
<td></td>
<td>Note: PER130 is recommended for transfer</td>
<td></td>
</tr>
<tr>
<td>ART110</td>
<td>Art History II</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ART251</td>
<td>Two-Dimensional Design</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ART264</td>
<td>Drawing II</td>
<td>3</td>
<td></td>
<td></td>
<td>ART263 or permission of division dean</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td></td>
<td>General Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: Any course (see page 66 for exceptions)</td>
</tr>
<tr>
<td>ART253</td>
<td>Painting I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement ART251, ART264, or permission of division dean</td>
</tr>
<tr>
<td>ART271</td>
<td>Sculpture I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement ART252 or permission of division dean</td>
</tr>
<tr>
<td></td>
<td>Lab Science Elective</td>
<td>4</td>
<td></td>
<td></td>
<td>Electives: BIO, BTC, CHE, EAS, EGM, NRD, PHY</td>
</tr>
<tr>
<td></td>
<td>Behavioral Social Science Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: ANT, DSI, PSY, SOC, SSC</td>
</tr>
<tr>
<td></td>
<td>Non-behavioral Social Science Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: GEO, HIS, POL, ECO, SSC</td>
</tr>
<tr>
<td>ART254</td>
<td>Painting II</td>
<td>3</td>
<td></td>
<td></td>
<td>ART253 or permission of division dean</td>
</tr>
<tr>
<td>MAT163</td>
<td>Pre-Calculus</td>
<td>4</td>
<td></td>
<td></td>
<td>Prerequisite: MAT128</td>
</tr>
<tr>
<td></td>
<td>Literature Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: ENG201, 213, 214, 221, 224, 227, 228, 233, 235, 236, 259, 260, 261</td>
</tr>
<tr>
<td></td>
<td>Social Science Elective (Behavioral or</td>
<td>3</td>
<td></td>
<td>Note: See above Behavioral and Non-behavioral Social Science Electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-behavioral)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Science Elective</td>
<td>3/4</td>
<td></td>
<td></td>
<td>BIO, BTC, CHE, EAS, EGM, NRD, PHY</td>
</tr>
<tr>
<td>ART211</td>
<td>Portfolio Preparation (Capstone Course)</td>
<td>1</td>
<td></td>
<td></td>
<td>ART263, ART 264, ART 269, or permission of division dean</td>
</tr>
</tbody>
</table>

**Total: 65/67 credits**

### Helpful hints

Students should work hard to develop a sense of confidence in their ability and judgment and realize that talent alone does not guarantee success. Diligence and commitment are necessary. They should resist the urge to package themselves up to a specific style too soon and; familiarize themselves with the art world, what exists in art museums as well as commercial art galleries.

### Transfer options

The MWCC Art program is renowned for graduating students who are well-prepared to transfer; many successfully compete for admission to well-established art colleges and universities. This program qualifies for MassTransfer.* Transfer agreements exist with Art Institute of Boston at Lesley, Charter Oak State College, and the University of Phoenix. Other popular transfer choices include: Mass. College of Art, UMass-Amherst & Dartmouth, and the Maine College of Art in Portland. Graduates have also transferred to Smith College, Williams College, Pratt Institute, Rhode Island School of Design, and the School of Visual Arts in New York.

Visit MWCC’s transfer services website: http://transfer.mwcc.edu.

### Special requirements

Technical standards must be met with or without accommodations.

### Career options

After completing this program and earning a bachelor’s degree, students can pursue careers in fields that require an art background such as: art history, art conservation, museum administration, curating, or education. They can also pursue architecture or industrial design.

### Earning potential

Varies according to industry

See page 74 of the college catalog for program competencies and technical standards.

* See page 45 for MassTransfer information.

### Campus/format

A majority of this program can be completed during the day at the Gardner Campus.
Program Competencies for RTP and RT

Upon graduation from this program, students shall have demonstrated the ability to:

1. Show the skills and knowledge necessary to transfer to an art program at a four-year college or university.
2. Obtain the understanding of the creative process.
3. Know the language of visual design (i.e., basic design theory, design elements, composition, etc.).
4. Understand the properties of various media (i.e., clay, oils, watercolor, inks, charcoal, etc.).
5. Demonstrate the awareness and understanding of the sources, history, and development of art.
6. Acknowledge the understanding of the aesthetic and technical aspects of the studio arts.
7. Develop a professional portfolio for transferring to a four-year institution, as well as individual portfolios for each art course.
8. Analyze career/transfer opportunities and assess their own skills and abilities in relation to their future.

Technical Standards* for RT and RTP

* For general information about technical standards and accommodation, see page 67.

Students entering these programs must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Stand, stoop and walk for a minimum of four hours.
5. Walk for a minimum of six hours, not necessarily consecutively.
6. Lift 25 pounds to waist high, shoulder high, and above the head.
7. Comprehend the spoken word.
8. Function cooperatively in a studio learning environment where limited space, equipment, and tools are shared.
Audio Engineering Concentration (BCTA)
A Degree in Broadcasting & Electronic Media

Courses in the Audio Engineering Concentration focus on skills necessary to pursue positions in professional sound engineering. Through hands-on training, specialized classroom study, and research, students receive extensive training in all aspects of the industry. Graduates can explore careers in music, radio, television, cinema, gaming, and theatre.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
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<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<td>BCT111</td>
<td>Media Theory and Practices</td>
<td>3</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<td>BCT112</td>
<td>Introduction to Audio Production</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<td>BCT213</td>
<td>Fundamentals of Video Production</td>
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<tr>
<td>MAT126</td>
<td>Topics in Mathematics (or higher)</td>
<td>3</td>
<td></td>
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<tr>
<td>BCT122</td>
<td>Fundamentals of Audio Postproduction</td>
<td>3</td>
<td></td>
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<td>Behavioral Social Science Elective</td>
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<td>Electives: ANT, DSI, PSY, SOC, SSC</td>
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<tr>
<td>ENG102</td>
<td>English Composition II</td>
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<td>CIS127</td>
<td>Computer Technologies</td>
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<td>MUS103</td>
<td>Music Skills and Theory I</td>
<td>3</td>
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<tr>
<td>THE113</td>
<td>Speech</td>
<td>3</td>
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<td>ENG101</td>
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<td>Advanced Audio Production</td>
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<tr>
<td>BCT217</td>
<td>Critical Listening for Audio Engineers</td>
<td>3</td>
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<tr>
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<td>Non-behavioral Social Science Elective</td>
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<td></td>
<td></td>
<td>Electives: GEO, HIS, POL, ECO, SSC</td>
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<tr>
<td>BCT214</td>
<td>Broadcast and Electronic Media Operations and Management</td>
<td>3</td>
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<td>Prerequisite: BCT111 Note: This course must be completed during the last semester of student’s program of study</td>
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<td>Business Elective</td>
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<td>Lab Science Elective</td>
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<td>Electives: BIO, BTC, CHE, EAS, EGM, NRD, PHY</td>
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<tr>
<td></td>
<td>General Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: Any course (see page 66 for exceptions)</td>
</tr>
<tr>
<td></td>
<td>Health Elective</td>
<td>2/3</td>
<td></td>
<td></td>
<td>Electives: BIO101, BIO103, BIO112, BIO230, CHC101, CHC108, CHC220, EXS201, PER126, PER127, PER130</td>
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</tbody>
</table>

Total: 63/64 credits

See page 76 of the college catalog for technical standards.

Campus/format: A majority of this program can be completed during the day at the Gardner Campus.

Helpful hints: Professional and production electives allow students to prepare for a variety of specialties in audio engineering.

Transfer options: The Broadcasting and Electronic Media department maintains transfer agreements with Charter Oak State College, the New England Institute of Art, and the University of Phoenix. BCT students have also transferred to Emerson College, Ithaca College, New York University, Syracuse University, University of Iowa, University of Southern California, Massachusetts College of Liberal Arts, and Fitchburg, Westfield, and Worcester State Universities.

Visit MWCC’s transfer services website: http://transfer.mwcc.edu.

Special requirements: Technical standards must be met with or without accommodations.

Career options: Professional sound engineers are employed in a variety of fields including music recording and mixing; live events for venue audience, recording, or broadcasting; on-air or production for radio and TV; numerous applications on-location; sound effects and Foley; pro audio sales. Professional sound engineers may work as hourly or salaried staff employees, freelancers, or self-employed, independent owner/operators.


Earning potential: Varies greatly depending on position and geographic location.
Audio Engineering Concentration (BCTA)–continued

Program Competencies for BCTA

Upon graduation from this program, students shall have demonstrated the ability to:

1. Analyze and describe the component sectors, interrelationships, technology, and the legal and business practices of the current electronic media and communications industries, and apply this understanding to projections for future developments and opportunities.
2. Explain, analyze, and evaluate the media’s power and role in and on today’s society, and the legal and ethical issues that confront communications professionals.
3. Set up and operate video, audio, and photography equipment and explain signal flow and the working interrelationships of the technical components.
4. Practice oral and written presentation skills unique to the electronic communications industry.
5. Specify and design media solutions to fulfill identified communications objectives.
6. Work individually and as part of a production team in developing communications projects from initial conception to final completion, while meeting industry-standardized guidelines.
7. Employ media aesthetics to maximize communications effectiveness and create audience interest.
8. Analyze career opportunities and individual strengths, apply effective job search and acquisition skills, and promote their professional skills and services in today’s marketplace.

In addition, students concentrating in Audio Engineering shall have proven:

10. Awareness of advanced audio signal paths, processing needs, and choice of processing order to acquire desired results.
11. An ability to recognize through listening, the causes of quality in electronically handled sounds, with appreciation for what contributes to professional results and knowledge of remedies for improving what is poor.
12. An understanding of technically assisted communication that compels a listener to embrace a message, story or song.

Technical Standards for BCTA

Students entering this program must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Distinguish the movement of needles on meters, the component parts on electronic boards, and visual images through a camera lens.
5. Differentiate content, tones, frequencies, and words in sound recordings.
6. Work as a member of a production team.
7. Function as production manager, including decision making and scheduling.
8. Use appropriately tools/machines/equipment traditionally associated with audio video and photography courses such as cameras and camera supports, audio consoles, lighting equipment and digital editing stations (with or without accommodations).
**Automotive Technology Degree–GM Option (ATG) (selective)**

The Automotive Technology Degree–(General Motors Automotive Service Educational Program) option prepares you to be a General Motors certified automotive technician. You will be trained in AC Delco certified repair facilities and will learn to perform GM specialized diagnostic and repair. Along with a standard curriculum, GM ASEP option has the latest GM online and video training along with new GM automobiles for you to work on in class. As a graduate, you have the GM qualifications needed to advance in the automotive services industry.

<table>
<thead>
<tr>
<th>Term</th>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Sem.</th>
<th>Gr.</th>
<th>Prerequisites/Notes</th>
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<tr>
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<tr>
<td>Cycle 1</td>
<td>AGM101</td>
<td>Basic Auto Systems</td>
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<td>AUT123</td>
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<td>ENG101</td>
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<tr>
<td>Full</td>
<td>AGM120</td>
<td>GM Fuel (Performance and Diagnosis)</td>
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<td>GM Engine and Electrical</td>
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<td>English Composition II</td>
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<td>ENG101</td>
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<td><strong>Summer I</strong></td>
<td>AGM140</td>
<td>GM HVAC</td>
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<td>AGM150</td>
<td>GM SIR and Accessories</td>
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<td>Health, Fitness &amp; Wellness Elective</td>
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<td>Prerequisite: MAT092, RDG100, or placement</td>
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<td>Note: PER130 is recommended for transfer</td>
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<td><strong>Summer II</strong></td>
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<td>Cycle II</td>
<td>AGM200</td>
<td>GM Drive Train</td>
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<td>AGM120, AGM130</td>
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<td>Cycle II</td>
<td>AGM210</td>
<td>GM Brakes, Steering, Suspension Systems</td>
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<td>AGM120, AGM130</td>
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<td>Humanities Elective</td>
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<td>ART, ASL, ENG, FRE, HUM, MUS, PHL, SPA, THE</td>
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<td>15 weeks</td>
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<td>MGT110</td>
<td>Small Business Management</td>
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</tbody>
</table>

See page 80 of the college catalog for technical standards.

**Campus/format:** The majority of this program is completed during the day at the Gardner campus. Students are required to complete cooperative education at AC Delco certified repair facilities.

**Admission requirements:** Students must meet all requirements for consideration before entering the program. These include placement into ENG101 or equivalent and placement into MAT096 or equivalent. Students must meet technical standards and must have a valid drivers license. Students must be able to secure cooperative education opportunities with the assistance of the Director of Experiential Learning and Civic Engagement.

**Transfer options:** This program prepares students for immediate career entry.

**Special requirements:** Students are required to purchase safety glasses, safety shoes, and a basic tool set which can cost approximately $2,500. Also, students will be required to enroll in late afternoon classes. Technical standards must be met with or without accommodations.

**Career options:** GM dealership or AC Delco certified repair shop (and others as listed in basic program).

**Earning potential:** $14.67 to 25.31 per hour.
Automotive Technology Certificate (ATC)
This program will prepare you for a variety of positions in transportation-related industries. MWCC’s comprehensive program in computerized automotive service technology is not manufacturer specific; the combination of specialized and general training gives students maximum employment flexibility. According to the Bureau of Labor Statistics, opportunities are expected to be very good for those who complete formal automotive training. The Automotive Technology program has National ASE Certification in the areas of brakes, electrical/electronic systems, engine performance, and suspension and steering from the National Automotive Technicians Education Foundation (NATEF), in accordance with standards developed and recognized by the National Institute for Automotive Service Excellence (ASE).

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
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<tbody>
<tr>
<td>AUT120</td>
<td>Performance and Diagnosis I</td>
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<tr>
<td>AUT122</td>
<td>Brakes</td>
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<td>AUT125</td>
<td>Engine Repair</td>
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<td>AUT121</td>
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<td>AUT123 or permission of division dean</td>
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<td>AUT127</td>
<td>Suspension and Steering</td>
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<td>Automatic and Manual Drivetrains</td>
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</table>

Total: 35 credits

See page 80 of the college catalog for technical standards.

Campus/format: A majority of this program can be completed during the day at the Gardner Campus.

Transfer options: This program prepares students for immediate career entry.

Special requirements: Students are required to purchase safety glasses, safety shoes, and a basic tool set which can cost approximately $2,500. Also, students will be required to enroll in late afternoon classes. Technical standards must be met with or without accommodations.

Career options: Service technician; race team pit crew member; diesel mechanic; shop manager or owner; repair service writer; motorcycle, boat, and small engine mechanic; or other automotive industry career.

Earning potential: $11.96 to $21.56 per hour.

Go to the academic program page at www.mwcc.edu to view gainful employment disclosure information.
Automotive Technology Degree (ATD)

The Automotive Technology Degree prepares you for a variety of technical and managerial positions in transportation-related industries. MWCC’s comprehensive program in computerized automotive service technology is not manufacturer specific. The combination of specialized and general training gives students maximum employment flexibility. According to the Bureau of Labor Statistics, opportunities are expected to be very good for those who complete formal automotive training. The Automotive Technology program has National ASE Certification in the areas of brakes, electrical/electronic systems, engine performance, and suspension and steering from the National Automotive Technicians Education Foundation (NATEF), in accordance with standards developed and recognized by the National Institute for Automotive Service Excellence (ASE).

Number Suggested Course Order Cr Semester Grade Prerequisites/Notes

AUT120 Performance and Diagnosis I 5 RDG100, MAT090 (or concurrent), or placement

AUT122 Brakes 4 RDG100, MAT090 (or concurrent), or placement

AUT123 Electrical Systems I 4 RDG100, MAT090 (or concurrent), or placement

AUT125 Engine Repair 5 RDG100, MAT090 (or concurrent), or placement

AUT121 Performance and Diagnosis II 5 AUT120 or permission of division dean

AUT124 Electrical Systems II 4 AUT123 or permission of division dean

AUT127 Suspension and Steering 4 RDG100, MAT090 (or concurrent), or placement

AUT130 Automatic and Manual Drivetrains 4 RDG100, MAT090 (or concurrent), or placement

ENG101 English Composition I 3 ENG100, RDG100, FYE101, or placement

MGT110 Small Business Management 3 ENG100, MAT092, RDG100, FYE101, or placement

CIS127 Computer Technologies 3 ENG101, RDG100, FYE101, or placement

ENG102 English Composition II 3 ENG101

MAT126 Topics in Mathematics (or higher) 3 MAT096 or placement

Health Elective 2/3 Electives: BIO101, BIO103, BIO112, BIO230, CHC101, CHC108, CHC220, EXS201, PER126, PER127, PER130

Humanities Elective 3 Electives: ART, ASL, FRE, ENG, HUM, MUS, PHL, SPA, THE

General Elective 3 Electives: Any course (see page 66 for exceptions) Recommended AUT204

Social Science Elective 3 Electives: ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO, SSC

Science Elective 3/4 Electives: BIO, BTC, CHE, EAS, EGM, NRD, PHY

Total: 64/66 credits

See page 80 of the college catalog for program competencies and technical standards.

Campus/format: A majority of this program can be completed during the day at the Gardner Campus.

Helpful hints: Students enrolled in the Automotive Technology Degree curriculum may gain work experience through co-operative education.

Transfer options: This program prepares students for immediate career entry. However, transfer agreements exist with Charter Oak State College and the University of Phoenix.

Visit MWCC’s transfer services website: http://transfer.mwcc.edu.

3 Plus ONE eligible—go to: www.mwcc.edu/3PlusONE.

Special requirements: Students are required to purchase safety glasses, safety shoes, and a basic tool set which can cost $2,500. Also, students will be required to enroll in late afternoon classes. Technical standards must be met with or without accommodations.

Career options: Service technician; service manager; race team pit crew member; diesel mechanic; shop manager or owner; repair service writer; motorcycle, boat, and small engine mechanic; or other automotive industry career.

Earning potential: $11.96 to $21.56 per hour.
Program Competencies for ATG and ATD

Upon graduation from this program, students shall have demonstrated the ability to:

1. Diagnose and repair steering and suspension systems.
2. Diagnose and repair wheel alignment, wheel, and tire.
3. Diagnose and repair hydraulic system.
4. Diagnose and repair brake drum and disc.
5. Diagnose and repair power assist units.
6. Diagnose and repair wheel bearings, parking brakes, and electrical.
7. Diagnose general electrical system.
8. Diagnose and service battery.
9. Diagnose and repair gauges, warning devices, and driver information systems.
10. Diagnose and repair horn, wiper washer, and accessories.
11. Perform general engine diagnosis and related service.
12. Diagnose and repair ignition and fuel/exhaust systems.
13. Diagnose and repair emission control systems.
15. Diagnose and repair cylinder head, valve train, engine block, lubrication, and cooling systems.
16. Diagnose and repair clutch, transmission, trans axle, drive shaft, universal joint, rear axle, and 4-wheel drive component.

Technical Standards* for ATG, ATC and ATD

* For general information about technical standards and accommodation, see page 67.

Students entering these programs must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Stand, stoop, and walk for a minimum of three hours.
5. Lift 25 pounds to waist high, shoulder high, and above the head.
6. Manipulate small objects without dropping or damaging them.
7. Determine by touch: hotness/coldness, wetness/dryness, or motion/non-motion.
8. Distinguish all colors.
9. Work indoors in the presence of loud, repetitious noise levels (not to exceed regulatory standards).
10. Function in a standard workplace environment that contains monitored hydrocarbons and vehicle emission vapors.
Biotechnology/Biomanufacturing Certificate (BTC)

Biotechnology uses living organisms, usually microscopic, to manufacture drugs or other chemicals for the purpose of enhancing medical care or altering a process which improves living conditions for the general population. Careers in Biotechnology/Biomanufacturing will continue to advance. The biotechnology/biomanufacturing certificate curriculum will offer excellent academic and skill development for anticipated positions in the biotechnology industry. For more information, please call 978-630-9578.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
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<tr>
<td>BTC101</td>
<td>Introduction to Biotechnology</td>
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<td>ENG100, RDG100, FYE101, MAT096, or placement</td>
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<tr>
<td>BTC102</td>
<td>Basic Solution and Media Preparation</td>
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<tr>
<td>CHE203</td>
<td>Introduction to Inorganic, Organic, and Biochemistry</td>
<td>4</td>
<td>ENG100, RDG100, FYE101, MAT096, or placement</td>
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<td>MAT126</td>
<td>Topics in Mathematics (or higher)</td>
<td>3</td>
<td>MAT096 or placement</td>
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<td>BTC190</td>
<td>Principles of Protein Purification</td>
<td>4</td>
<td>BTC101, BTC102 or co-requisite CHE203</td>
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<td>BTC120</td>
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<td>BTC101, BTC102; BIO190 (co-requisite)</td>
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<td>BTC185</td>
<td>Industrial Microbiology</td>
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<td>3/4</td>
<td>Electives: BTC110, BIO109, BIO205, CHE107, CHE108, CIS127, ENG106, HUM212, MAS208, MAT143 or higher, BIO170, BTC180</td>
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</table>

Total: 29/30 credits

See page 83 of the college catalog for technical standards.

Campus/format: A majority of this program can be completed during the day or evening at the Devens Campus. All biotechnology classes are offered at the Devens Campus.

Helpful hints: Biotechnology/Biomanufacturing will require a substantial background and interest in science and mathematics. Potential students should recognize the need for a strong background and may be required, through testing and an interview with the admissions office, to enroll in math and science courses as prerequisites. The curriculum will be offered days and evenings.

Special requirements: Technical standards must be met with or without accommodations. Students will need a grade of C or better in all BTC courses.

Career options: Graduates can pursue technician-level positions throughout the biomanufacturing industry.

Earning potential: $17.17 per hour.

Go to the academic program page at www.mwcc.edu to view gainful employment disclosure information.
**Biotechnology/Biomanufacturing Degree (BTD)**

Biotechnology uses living organisms, usually microscopic, to manufacture drugs or other chemicals for the purpose of enhancing medical care or altering a process which improves living conditions for the general population. Careers in biotechnology/biomanufacturing will continue to advance. The biotechnology/biomanufacturing curriculum will offer excellent academic and skill development for anticipated positions. For more information, please call 978-630-9578.

<table>
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<tr>
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<th>Semester</th>
<th>Grade</th>
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<td>BIO109</td>
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<td>CHE203</td>
<td>Introduction to Inorganic, Organic, and Biochemistry</td>
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<td>Statistics</td>
<td>3</td>
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<td>BTC190</td>
<td>Principles of Protein Purification</td>
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<td>BTC120</td>
<td>Biotechnology Experience: Biomanufacturing</td>
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<td>BTC200</td>
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<td>Electives: ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO, SSC</td>
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</tbody>
</table>

Total: 60/62 credits

See page 83 of the college catalog for program competencies and technical standards.

**Campus/format:** A majority of this can be completed at the Devens Campus. Many general education classes must be completed at the Leominster or Gardner Campuses.

**Helpful hints:** Biotechnology/Biomanufacturing will require a substantial background and interest in science and mathematics. Potential students should recognize the need for a strong background and may be required, through testing and an interview with the admissions office, to enroll in math and science courses as prerequisites. The curriculum will be offered days and evenings.

**Special requirements:** Technical standards must be met with or without accommodations. Students will need a grade of C or better in all BTC courses.

**Career options:** Graduates can pursue technician-level positions throughout the biomanufacturing industry.

**Earning potential:** $17.17 per hour.
Program Competencies for BTD

Upon graduation from this program, students shall have demonstrated the ability to:

1. Be familiar with the language of biotechnology.
2. Be able to articulate, read and follow a SOP (standard operating procedure).
3. Be able to conduct the mathematic and computational operations involved in biotechnology including use of applicable computer programs.
4. Be able to understand and apply the regulatory requirements of cGMP (current Good Manufacturing Practices).
5. Understand the basic biology and chemistry behind the manufacturing processes.
6. Demonstrate the ability to perform laboratory skills use in biotechnology and biomanufacturing.

Technical Standards* for BTC and BTD

* For general information about technical standards and accommodation, see page 67.

Students entering this program must be able to demonstrate the ability to:

1. Comprehend textbook material at a college level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Stand for a minimum of two hours.
5. Walk for a minimum of six hours, not necessarily consecutively.
6. Stoop, bend, and twist for a minimum of 30 minutes at a time and be able to repeat this activity at frequent intervals.
7. Differentiate colors as assessed by standard color blindness evaluation.
9. Use the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on laboratory instrumentation.
10. Respond to spoken words, monitor signals, and instrument alarms.
11. Identify behaviors that would endanger a person’s life or safety and intervene quickly in a crisis situation with an appropriate solution.
12. Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
Broadcasting & Electronic Media Degree (BCT)
Prepare for careers in television, radio, cable TV, sound recording, photography, and related electronic media industries. You’ll acquire technical and communications skills through academic coursework, production skills training, and hands on experience. Equipment and facilities include: HD television studios, HD electronic field production equipment and editing suites, five audio studios, digital audio workstations, and electronic imaging labs. Students gain valuable experience producing programming for MWCC’s community cable TV channel.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
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<td>ENG101</td>
<td>English Composition I</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<td>Media Theory and Practice</td>
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<td>Electives: see above</td>
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<td>Electives: ART, ASL, ENG, FRE, HUM, MUS, PHIL, SPA, THE</td>
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<td>BCT214</td>
<td>Broadcast and Electronic Media; Operations and Management</td>
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<td>Prerequisite: BCT111. Note: This course must be completed during the last semester of student’s program of study.</td>
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<td>Non-behavioral Social Science Elective</td>
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<td>Professional Elective</td>
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<td>Electives: As listed to the right</td>
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<td>General Elective</td>
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<td>Electives: Any course (see page 66 for exceptions)</td>
</tr>
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<td>Health Elective</td>
<td>2/3</td>
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<td>Electives: BIO101, BIO103, BIO112, BIO230, CHC101, CHC108, CHC220, EXS201, PER126, PER127, PER130</td>
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</table>

Total: 63/64 credits

See page 85 of the college catalog for program competencies and technical standards.

MWCC 2011-2012 College Catalog & Student Handbook
Broadcasting & Electronic Media Degree (BCT)

Program Competencies for BCT

Upon graduation from this program, students shall have demonstrated the ability to:

1. Analyze and describe the component sectors, interrelationships, technology, and the legal and business practices of the current electronic media industry, and apply this understanding to projections for future developments and opportunities.
2. Explain, analyze, and evaluate the media’s power and role in and on today’s society, and the legal and ethical issues that confront communications professionals.
3. Set up and operate video, audio, and photography equipment, and explain signal flow and the working interrelationships of the technical components.
4. Demonstrate oral and written presentation skills unique to the electronic communications industry.
5. Specify and design media solutions to fulfill identified communications objectives.
6. Work individually and as part of a production team in developing communications projects from initial conception to final completion, while meeting industry-standardized guidelines.
7. Employ media aesthetics to maximize communications effectiveness and create audience interest.
8. Analyze career opportunities and individual strengths, apply effective job search and acquisition skills, and promote their professional skills and services in today’s marketplace.

Technical Standards for BCT

Students entering this program must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Distinguish the movement of needles on meters, the component parts on electronic boards, and visual images through a camera lens.
5. Differentiate content, tones, frequencies, and words in sound recordings.
6. Work as a member of a production team.
7. Function as production manager, including decision making and scheduling.
8. Use appropriately tools/machines/equipment traditionally associated with audio video and photography courses such as cameras and camera supports, audio consoles, lighting equipment and digital editing stations (with or without accommodations).
Business Administration Certificate (BUC)

This program offers a broad array of courses, exposing students to the skills and knowledge needed for a business career. It is a great option for those who have a limited amount of time to attain an education, would like a background in business, or would like to explore business before pursuing a degree.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
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<td>RDG100, MAT092 or placement</td>
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<td>MGT110</td>
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Total: 24 credits

See page 89 of the college catalog for technical standards.

Campus/format: A majority of this program can be completed online or during the day or evening at the Gardner or Leominster Campuses.

Helpful hints: More advanced CIS or MAT selections may be substituted on approval of the division dean.

Students must spend additional time outside of class completing assignments. It is not advisable for full-time students to work full-time.

Transfer options: Some courses in this program may be applied to MWCC’s Business Administration—Career Degree and the Business Administration—Transfer Degree. Consult with your academic advisor.

Special requirements: Technical standards must be met with or without accommodations.

Career options: Graduates can pursue entry-level positions in business. Those who continue their education can pursue higher-level careers.

Earning potential: Varies according to industry.

Go to the academic program page at www.mwcc.edu to view gainful employment disclosure information.
**Business Administration—Career Degree (BAC)**

Start your business degree education and training at MWCC. A business degree prepares you for a large variety of jobs. It is the practical degree for students with a desire to work hard and contribute to society in a business framework. A business degree is often viewed as a vocational or job-focused degree because it provides students with the practical skills and knowledge most desired in the workplace. Through courses in management, general business, accounting, and marketing, will gain the knowledge and skills necessary to get that next promotion or prepare for transfer to a bachelor degree program. Students check out the MWCC business degree website at http://business.mwcc.edu.

<table>
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<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
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<th>Grade</th>
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<td>Microeconomics</td>
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<td>PER126/130</td>
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<td>Prerequisites: MAT092, RDG100, or placement Note: PER130 is recommended for transfer</td>
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<td></td>
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<td>Electives: BIO, BTC, CHE, EAS, EGM, NRD, PHY</td>
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</tbody>
</table>

Total: 60/61 credits

See page 89 of the college catalog for program competencies and technical standards.

**Campus/format:** A majority of this program can be completed online or during the day or evening at the Gardner or Leominster Campus.

**Helpful hints:** Our MWCC business faculty are recognized for their teaching ability and impressive array of local, national, and international business credentials they bring to the classroom. Many are sought-after consultants and serve as advisory board members for corporations and non-profit organizations. They stress critical thinking. Many students spend additional time outside of class working on class projects that ultimately will enhance their resume.

**Transfer options:** Although this program prepares students for immediate career entry, students do transfer to four-year colleges and universities. Transfer agreements exist with Charter Oak State College and the University of Phoenix. Visit MWCC’s transfer website: http://transfer.mwcc.edu.

3 Plus ONE eligible—go to: www.mwcc.edu/3PlusONE.

**Special requirements:** Prior to enrolling in each course, students should ensure they meet course requirements. Many business electives are offered to meet students' career goals. Technical standards must be met with or without accommodations.

**Career options:** Graduates can pursue jobs as management trainees or in support roles, as well as positions in sales, accounting, advertising, and customer service.

**Earning potential:** Varies according to industry.
Business Administration—Transfer Degree (BA)

Start your business degree education and training at MWCC. The business transfer degree prepares you for direct transfer to colleges with MassTransfer agreements with MWCC. It is the practical degree for students with a desire to work hard and contribute to society in a business framework. A business degree is often viewed as a vocational or job-focused degree because it provides students with the practical skills and knowledge most desired in the workplace. Through courses in management, general business, liberal arts, science, accounting, and marketing, students will gain the knowledge and skills necessary to get that next promotion or prepare for transfer to a bachelor degree program. Check out the MWCC business degree website at http://business.mwcc.edu.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
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<tbody>
<tr>
<td>ACC101</td>
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<td>3</td>
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<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>PER126/130</td>
<td>Health, Fitness, and Wellness Elective</td>
<td>2/3</td>
<td></td>
<td></td>
<td>MAT092, RDG100, or placement</td>
</tr>
<tr>
<td>Behavioral Social Science Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Electives: ANT, DSI, PSY, SOC, SSC</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Electives: ART, ASL, ENG, FRE HUM, MUS, PHL, SPA, THE</td>
</tr>
<tr>
<td>BUS211</td>
<td>Business Law I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100</td>
</tr>
<tr>
<td>ECO101</td>
<td>Macroeconomics</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101, MAT096 or placement</td>
</tr>
<tr>
<td>ACC226</td>
<td>Managerial Accounting</td>
<td>3</td>
<td></td>
<td></td>
<td>ACC102 or permission of division dean</td>
</tr>
<tr>
<td>MKT142</td>
<td>Marketing</td>
<td>3</td>
<td></td>
<td></td>
<td>RDG100, ENG100, FYE101, MAT092, or placement</td>
</tr>
<tr>
<td>Lab Science Elective</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td>Electives: BIO, BTC, CHE, EAS, EGM, NRD, PHY</td>
</tr>
<tr>
<td>Science Elective</td>
<td>3/4</td>
<td></td>
<td></td>
<td></td>
<td>Electives: BIO, BTC, CHE, EAS, EGM, NRD, PHY</td>
</tr>
<tr>
<td>THE113</td>
<td>Speech</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>ECO102</td>
<td>Microeconomics</td>
<td>3</td>
<td></td>
<td></td>
<td>Prerequisites: ENG101, MAT096</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Note: ECO101 strongly recommended</td>
</tr>
<tr>
<td>MGT250</td>
<td>Strategic Management</td>
<td>3</td>
<td></td>
<td></td>
<td>ACC102, CIS127, ENG102, and 45 credits earned toward a BA or BAC degree</td>
</tr>
</tbody>
</table>

Total: 61/63 credits

See page 89 of the college catalog for program competencies and technical standards.

Campus/format: A majority of this program can be completed online or during the day or evening at the Gardner or Leominster Campuses.

Helpful hints: Our MWCC business faculty are recognized for their teaching ability and impressive array of local, national, and international business credentials they bring to the classroom. Many are sought-after consultants and serve as advisory board members for corporations and non-profit organizations. They stress critical thinking. Many students spend additional time outside of class working on class projects that ultimately will enhance their resume.

Transfer options: This program qualifies for MassTransfer.* Transfer agreements exist with Cambridge College, Charter Oak State College, Fitchburg State University, Hesser College, University of Phoenix, and Westfield State University (online). Check with the transfer advisor early to maximize transfer options.

Visit MWCC’s transfer website: http://transfer.mwcc.edu.

3 Plus ONE eligible—go to: www.mwcc.edu/3PlusONE.

Special requirements: Technical standards must be met with or without accommodations.

Career options: This program prepares students for transfer to four-year colleges and universities. Graduates who earn bachelor’s degrees in business administration typically pursue careers in management, accounting, marketing, and related fields.

Earning potential: A business degree is one of the most desired degrees because it is frequently required by employers as part of the job search process. The business degree prepares students for leadership positions on the job. Many students pursue a business degree because they want to get a job and enhance their future earning power. Salary levels vary greatly, but advanced business degree graduates are often among the highest paid.

* See page 45 for MassTransfer information.
**Program Competencies for, BA, BAC, and BACA**

Upon graduation from these programs students shall have demonstrated the ability to:

1. Identify basic principles used in the business world today.
2. Demonstrate an understanding of basic economic principles including skills necessary to read, create, and understand graphical information.
3. Demonstrate understanding of the “marketing concept” and its application by profit-seeking firms of this decade.
4. Demonstrate an understanding of how monetary and fiscal policies are used to stabilize or stimulate the US economy.
5. Use the latest computer and electronic technology in both personal lives and professional careers.
6. Analyze economic events necessary for recording accounting transactions that result in accurately-prepared financial statements.
7. Apply basic management principles skills in order to obtain employment in fields related to training such that job performance will satisfactorily provide employers in the area with skills needed to meet current labor market trends.

**Technical Standards* for, BA, BAC, BACA, BUC, CAA, and SBC**

*For general information about technical standards and accommodation, see page 67.

Students entering these programs must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Manipulate small items such as a mouse or keyboard.
5. Read data from a computer screen.
6. Sit or stand for prolonged periods of time.
Clinical Laboratory Science Degree (CLS) (selective)

Prepare to play a vital role in patient care by performing a wide range of clinical laboratory procedures used in the detection, diagnosis, and treatment of disease. The CLS curriculum provides a general education courses and introductory CLS courses in the first year, then career-related courses and practical experience in the second year. The first year courses are open to students wishing to enter the CLS program. The second year CLS courses are restricted to those selected for the CLS program. Clinical laboratory technicians analyze specimens for bacteria, parasites, and other microorganisms; analyze the chemical content of body fluids; match blood for transfusions; and test for drug levels in the blood to show how a patient is responding to treatment. Clinical laboratory technicians also collect and prepare specimens for analysis. The important laboratory results generated by this testing are then analyzed and relayed to physicians. The modern clinical laboratory uses increasingly sophisticated automation interfaced with computer technology. The CLS program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 North River Road, Suite 720, Rosemont, Illinois 60018, telephone 773-714-8880. Graduates of the CLS program will be eligible to take the national certification examination, such as that offered by the Board of Certification of the American Society for Clinical Pathology.

Application deadline: The application deadline for the second year of the curriculum is May 1 (for clinical courses starting in the fall). This selective enrollment program requires additional application components. The selection process is competitive and space is limited (see page 15 of the college catalog).

Helpful hints: Success in this field requires attention to detail, flexibility to multitask and change tasks when interrupted, a strong concern for order, sound judgment and ability to conduct laboratory procedures accurately and when under pressure.

Transfer options: Consult the program director to discuss transfer and advanced career options.

Special requirements: Any student (after meeting with department chair) is eligible to enroll in courses in the first year of the curriculum. Only students accepted into the CLS program will enroll in CLS courses in the second year. CLS applicants must complete first year requirements before applying for the CLS program. Students enrolled in any CLS course have additional requirements. Applicants must meet all requirements for consideration before entering the program. Students must meet technical standards (see page 91 of the college catalog) with or without accommodations and additional requirements including immunizations, physical examination, liability insurance, and a Criminal/Sexual Offender Records Information (CORI/SORI) check (see page 16). Students must maintain a C+ (77 percent) or better in all CLS/BIO/CHE/MAT/PLB courses to maintain good standing. All students in selective majors must participate in the Massachussets Community College Health Insurance or provide accurate information regarding comparable coverage. Drug testing may be mandatory at some MWCC clinical instruction sites.

Career options: Clinical laboratory scientists may work in hospital laboratories; physicians’ offices; private clinics; commercial and research laboratories; pharmaceutical, industrial and biotechnology firms; as well as government and public health facilities.

Earning potential: $26,430 to $41,020.

Number Suggested Course Order Cr Semester Grade Prerequisites/Notes

| Semester I | | |
|---|---|---|---|---|
| ENG101 | English Composition I | 3 | Semester | ENG100, RDG100, FYE101, or placement |
| MAT126 | Topics in Mathematics (or higher) | 3 | Semester | MAT096 or placement |
| BIO203 | Anatomy and Physiology I | 4 | Semester | ENG100, MAT096, RDG100, FYE101, or placement; BIO109 or BIO115 encouraged as prerequisite |
| CLS127 | Computer Technologies | 3 | Semester | ENG100, RDG100, FYE101, or placement |
| PLB102 | Introduction to Phlebotomy | 3 | Semester | ENG100, RDG100, FYE101, or placement; Note: Cycle 1 |
| CLS104 | Introduction to Body Fluids | 2 | Semester | ENG100, RDG100, FYE101, or placement; PLB102; Note: Cycle 2 |

| January or May Intersession (two weeks) | | |
|---|---|---|---|---|
| CLS102 | Clinical Practicum in Phlebotomy and Urinalysis | 2 | Semester | CLS104, PLB102 |

| Semester II | | |
|---|---|---|---|---|
| ENG102 | English Composition II | 3 | Semester | ENG101 |
| BIO204 | Anatomy and Physiology II | 4 | Semester | BIO103 |
| CHE203 | Introduction to Inorganic, Organic, and Biochemistry | 4 | Semester | ENG100, MAT096, RDG100, FYE101, or placement |
| CLS103 | Introduction to Clinical Lab Science | 3 | Semester | CLS104, PLB102, BIO204 or co-requisite; Note: ENG100, MAT096, RDG100, FYE101, or placement |
| BIO205 | Microbiology | 4 | Semester | ENG100, MAT096, RDG100, FYE101, or placement; Note: BIO109, BI0115 or BIO203 encouraged as prerequisite |
| Social Science Elective | 3 | Semester | Electives: ANT, DSI, GEO, HIS, POL, PSY, SOC, SSC |

| Semester III | | |
|---|---|---|---|---|
| CLS203 | Clinical Hematology I | 3 | Semester | Note: Restricted to students accepted to CLS Program |
| CLS205 | Clinical Immunohematology I | 3 | Semester | Note: Restricted to students accepted to CLS Program |
| CLS207 | Clinical Microbiology I | 3 | Semester | Note: Restricted to students accepted to CLS Program |
| CLS213 | Clinical Chemistry I | 3 | Semester | Electives: ART, ASL, ENG, FRE HUM, MUS, PHL, SPA, THE |
| Humanities Elective | 3 | Semester | Note: Can be taken any semester |

| Semester IV | | |
|---|---|---|---|---|
| CLS204 | Clinical Hematology II | 3 | Semester | CLS203 |
| CLS206 | Clinical Immunohematology II | 3 | Semester | CLS205 |
| CLS208 | Clinical Microbiology II | 3 | Semester | CLS207 |
| CLS214 | Clinical Chemistry II | 3 | Semester | CLS213 |
| Health Elective | 3 | Semester | Electives: BIO101, BIO103, BIO112, BIO230, CHC101, CHC108, CHC220, EXS201, PER126, PER127, PER130 |

Total: 70/71 credits

See page 91 of the college catalog for program competencies and technical standards.
Clinical Laboratory Science Degree (CLS)—continued

Program Competencies for CLS

Upon graduation from this program, students shall have demonstrated the ability to:

1. Procure laboratory test samples in an efficient, timely manner.
2. Produce accurate laboratory test results within acceptable limits of quality control.
3. Correlate and interpret laboratory test data.
4. Disseminate laboratory test information to clinicians in a timely manner.
5. Consult with more experienced team members when necessary.
6. Exhibit knowledge of laboratory tests and standards.
7. Exhibit basic knowledge of professional ethics, laws and regulations.
8. Demonstrate continued competency in the field at least annually.
9. Maintain membership in a professional organization.
11. Actively participate in continuing education.

Technical Standards* for CLS

* For general information about technical standards and accommodation, see page 67.

Students entering the CLS program must be able to demonstrate the ability to:

1. Comprehend textbook material at a college level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Stand for a minimum of two hours.
5. Walk for a minimum of six hours, not necessarily consecutively.
6. Stoop, bend, and twist for a minimum of 30 minutes at a time and be able to repeat this activity at frequent intervals.
7. Differentiate colors as assessed by standard color blindness evaluation.
8. Differentiate by touch, hotness/coldness, wetness/dryness, and hardness/softness.
9. Use the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on laboratory instrumentation.
10. Respond to spoken words, monitor signals, and instrument alarms.
11. Identify behaviors that would endanger a person’s life or safety and intervene quickly in a crisis situation with an appropriate solution.
12. Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
Communications Track (LAC)
A Degree in Liberal Arts and Sciences

Become exposed to the field of communications and a variety of mass media subject areas. Courses such as Mass Media, Digital Photography, Journalism, Film Appreciation, and Electronic Page Layout provide an excellent overview of the communications field and a solid foundation for transfer to more specialized communications programs at four-year colleges and universities.

Students will benefit from hands-on involvement in the college’s newspaper, learning communities within the concentration, and service learning/civic engagement opportunities that provide direct experience.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>MAT163</td>
<td>Pre-Calculus</td>
<td>4</td>
<td></td>
<td></td>
<td>Prerequisite: MAT128</td>
</tr>
<tr>
<td>BCT105</td>
<td>Introduction to Mass Media</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ENG241</td>
<td>Journalism I: News Reporting and Writing</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101 or permission of division dean</td>
</tr>
<tr>
<td></td>
<td>Lab Science Elective</td>
<td>4</td>
<td></td>
<td></td>
<td>Electives: BIO, BTC, CHE, EAS, EGM, NRD, PHY</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>THE113</td>
<td>Speech</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: ART, ASL, ENG, FRE HUM, MUS, PHL, SPA, THE</td>
</tr>
<tr>
<td>PHO115</td>
<td>Introduction to Digital Photography</td>
<td>3</td>
<td></td>
<td></td>
<td>Basic computer skills</td>
</tr>
<tr>
<td></td>
<td>Lab Science Elective</td>
<td>4</td>
<td></td>
<td></td>
<td>Note: See above Lab Science Electives</td>
</tr>
<tr>
<td>PER126/130</td>
<td>Health, Fitness, and Wellness Elective</td>
<td>2/3</td>
<td></td>
<td></td>
<td>Prerequisites: MAT092, RDG100, or placement</td>
</tr>
<tr>
<td></td>
<td>Communication Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: ENG242, 245</td>
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<tr>
<td>CGD109</td>
<td>Introduction to Web Media</td>
<td>3</td>
<td></td>
<td></td>
<td>RDG100 or placement</td>
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<tr>
<td></td>
<td>Non-behavioral Social Science Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: GEO, HIS, POL, ECO, SSC</td>
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<tr>
<td></td>
<td>Literature Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: ENG201, 203, 205, 210, 213, 214, 221, 224, 227, 228, 233, 235, 236, 237, 259, 260, 261</td>
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<tr>
<td></td>
<td>Non-behavioral Social Science Elective (designated culturally diverse course)</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: GEO129, HIS105, HIS106, HIS125</td>
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<tr>
<td></td>
<td>Literature Elective (designated Culturally diverse course)</td>
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<td>Electives: ENG236, 237, 265</td>
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<tr>
<td></td>
<td>CIS Elective</td>
<td>3</td>
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<td>Electives: Any CIS course</td>
</tr>
<tr>
<td>CGD107</td>
<td>Developing Business Graphics</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ISC210</td>
<td>Critical Thinking</td>
<td>3</td>
<td></td>
<td></td>
<td>Prerequisites: ENG102, completion of 45 credits or permission of dean</td>
</tr>
<tr>
<td></td>
<td>Behavioral Social Science Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: ANT, PHL, PSY, SOC, SSC</td>
</tr>
</tbody>
</table>

Total: 65/66 credits

Campus/format: A majority of this program can be completed online, during the day or evening at the Gardner Campus.

Helpful hints: Frequent academic and career advising sessions with faculty in the communications field are highly recommended. Cooperative education, volunteer, and service learning experiences will improve student portfolios for transfer.

Transfer options: This program qualifies for MassTransfer.* Transfer agreements exist with Charter Oak State College and the University of Phoenix. A partnership exists with Amherst College.

This communications concentration closely parallels the general education curricula of the first two years required by most four-year colleges and universities.

Visit MWCC’s transfer services website: http://transfer.mwcc.edu.

Special requirements: Technical standards must be met with or without accommodations.

Career options: After earning a bachelor’s degree, students can pursue communications careers in journalism, electronic media, advertising, and graphic design fields.

* See page 45 for MassTransfer information.

See page 131 of the college catalog for program competencies and technical standards.
Complementary Health Care Certificate (CHC)

This program focuses on complementary health care philosophy, theories, and practices, offering an innovative opportunity to study complementary/holistic approaches to maintaining health and supporting recovery from injury or illness. Training in several modalities such as Reiki, Reflexology, Yoga, and stress management are offered. This program is an excellent option for those who are working in healthcare, human resources, teaching, or other professions and wish to enhance their skills; professionals who need college credits to meet Continuing Education Unit requirements to maintain licensure in nursing, physical therapy, counseling, teaching, or other careers; students who wish to gain a comprehensive background in complementary health care as a focus toward a future degree; and those who are interested in complementary health care for their own personal growth. Benefits of MWCC’s program include a comprehensive, leading edge curriculum; highly-skilled instructors; courses that award academic credit; practicum experience; networking opportunities; and job placement assistance.

Students completing this certificate program may want to consider advancing to the Complementary Health Care Degree program.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>BIO115</td>
<td>Human Biology</td>
<td>4</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>CHC101</td>
<td>Complementary Health Care</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>PSY105</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td></td>
<td>Professional Elective</td>
<td>3/4</td>
<td></td>
<td></td>
<td>Electives: Any CHC course that is not required. EXS201, HUM212, MTC101, PHL210, PSY280</td>
</tr>
<tr>
<td>CHC220</td>
<td>Mind-Body-Spirit Connection</td>
<td>3</td>
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<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>BIO101</td>
<td>Introduction to Nutrition</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, MAT092, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
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<td>ENG 101</td>
</tr>
<tr>
<td>HST140</td>
<td>Counseling Methods and Interviewing Techniques</td>
<td>3</td>
<td></td>
<td></td>
<td>PSY105 strongly recommended; may be taken concurrently</td>
</tr>
<tr>
<td></td>
<td>Professional Elective</td>
<td>3/4</td>
<td></td>
<td></td>
<td>Note: See above Professional Electives</td>
</tr>
</tbody>
</table>

Total: 30/32 credits

See page 95 of the college catalog for technical standards.

Campus/format: A majority of this program can be completed during the day or evening at the Gardner Campus.

Transfer options: Courses may be applied to MWCC’s Complementary Health Care Degree (CHD). Consult with an academic advisor.

Special requirements: Students must meet technical standards and additional requirements including immunizations, CPR certification, liability insurance, and a Criminal/Sexual Offender Records Information (CORI/SORI) check (see page 22 of the college catalog).

Career options: Coordinating programs at wellness centers, health centers, or spas. This certificate is a valuable addition to a degree in human services, nursing, physical therapy, or massage therapy.

Earning potential: $40,050 to $59,976 as listed by salary.com.

Go to the academic program page at www.mwcc.edu to view gainful employment disclosure information.
Complementary Health Care Degree (CHD)
An innovative opportunity to study complementary/holistic approaches to maintaining health and supporting recovery from injury or illness, orienting students to complementary health care theories, principles, and practices. This two-year degree program provides a comprehensive background in various modalities.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>BIO115</td>
<td>Human Biology</td>
<td>4</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>CHC101</td>
<td>Complementary Health Care</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>PSY105</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>FYE101</td>
<td>First Year Experience</td>
<td>3</td>
<td></td>
<td>ENG099, RDG099, or placement</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>CHC Professional Elective</th>
<th>Electives: CHC102, CHC104, CHC105, CHC108, CHC110, CHC202, CHC204, CHC221, PHL210, PSY280, HUM212, MTC101, EXS102, EXS201, EXS203</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC220</td>
<td>Mind-Body-Spirit Connection</td>
</tr>
<tr>
<td>EN102</td>
<td>English Composition II</td>
</tr>
<tr>
<td>HST140</td>
<td>Counseling Methods and Interviewing Techniques</td>
</tr>
<tr>
<td>MAT126</td>
<td>Topics in Mathematics (or higher)</td>
</tr>
<tr>
<td>Business Elective</td>
<td>Electives: ACC, BUS, CIS, ECO, MAS, MGT, MGT, MGT, PLS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHC Professional Elective</th>
<th>Note: CIS127 is recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities Elective</td>
<td>Note: See above for CHC electives</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>Electives: ART, ASL, ENG, FRE, HUM, MUS, PHL, SPA, THE</td>
</tr>
<tr>
<td>General Elective</td>
<td>Electives: Any course (see page 66 for exceptions)</td>
</tr>
<tr>
<td>BIO101</td>
<td>Introduction to Nutrition</td>
</tr>
<tr>
<td>CHC230</td>
<td>Professional Issues and Ethics in Complementary Health Care</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHC Professional Elective</th>
<th>CHC101, CHC220 co-requisite restricted to CHC degree seeking students who have completed 45 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health, Fitness, Wellness Elective, and General Elective</td>
<td>Note: See above for Professional Electives</td>
</tr>
<tr>
<td>Professional Elective</td>
<td>Note: See above General Elective</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

Total: 60/62 credits

See page 95 of the college catalog for program competencies and technical standards.

Campus/format: A majority of this program can be completed during the day or evening at the Gardner Campus.

Transfer options: Some CHC courses may transfer to Fitchburg State University. Check with the transfer advisor. Transfer agreements exist with Charter Oak State College and the University of Phoenix.

Visit the MWCC transfer services website at http://transfer.mwcc.edu.

Special requirements: Students must meet technical standards and additional requirements including immunizations, CPR certification, liability insurance, and a Criminal/Sexual Offender Records Information (CORI/SORI) (see page 22 of the college catalog).

3 Plus ONE eligible—go to: www.mwcc.edu/3PlusONE.

Career options: Coordinating programs at fitness centers, wellness centers, hospitals and spas. Many practitioners may be self employed or combine training with certification in other health disciplines.

Earning potential: Varies according to industry.

Please Note: Students who may be seeking an administrative career in the complementary and alternative medical field are encouraged to take the following course as their general electives: CIS127, MAS202, MAS102, ACC101.
Program Competencies for CHD and CHY

Upon graduation from these programs, students shall have demonstrated the ability to:

1. Demonstrate information literacy through integrating information obtained from professional literature review into existing body of knowledge.
2. Demonstrate knowledge of various types of bodywork modalities that comprise a holistic and complementary approach to maintaining health and/or treating injury.
3. Demonstrate an understanding of the broad spectrum of complementary and alternative modalities available to individuals interested in integrative medicine.
4. Complete an introductory study of one holistic modality through coursework, research, and portfolio review.
5. Communicate effectively and accurately through oral, written, and electronic means.
6. Demonstrate professional skills including presentation skills, and understanding ethical standards in the field.

Yoga Concentration:
1. Attain the practical skills necessary to work as a yoga instructor.
2. Identify the steps and meet the criteria to become registered as a yoga instructor through Yoga Alliance.

Technical Standards* for CHD, CHY, and CHC

* For general information about technical standards and accommodation, see page 67.

Students entering one of these programs must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Continuously (2-4 hours) stand in place, twist, stoop, bend at the waist, pinch or grasp with hands, and reach with arms overhead.
5. Manipulate clients for positioning requiring lifting up to 40 lbs.
6. Demonstrate tactile ability commensurate with assessing muscle tonicity, in addition to tactile sensitivity to hotness/coldness, wetness/dryness, and hardness/softness.
7. Demonstrate fine and gross motor skills commensurate with sustained pressure using thumbs, wrist, and hands for up to 60 minutes.
8. Respond to spoken verbal communication, as well as sounds that indicate changes in the patient’s physiological condition (i.e., breath sounds, slurred speech).
9. Identify behaviors that would endanger a person’s life or safety, and intervene quickly in a crisis situation with an appropriate solution.
10. Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
11. Exhibit behavioral and ethical skills appropriate to professional interactions.
12. Maintain cleanliness and personal grooming consistent with close personal contact.
13. Function without causing harm to self or others if under the influence of prescription or over-the-counter medications.
**Computer Graphic Design—Print Certificate (CGDC)**

This certificate is for students with prior computer knowledge, business experience, or a degree in a computer-related field who wish to upgrade their skills for personal or professional use. You will learn basic techniques for creating effective promotional pieces such as advertisements, brochures, flyers, logos, and digital artwork through the use of state-of-the-art computer technology and the latest graphic design software. In addition to learning page layout software, design theory and techniques, and preparing design work for print, you’ll learn advanced computer skills such as digital imaging and electronic illustration.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGD101</td>
<td>Design Theory</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CGD104</td>
<td>Digital Imaging</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CGD109</td>
<td>Intro to Web Media</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CGD235</td>
<td>Typography in Visual Communication</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CGD105</td>
<td>Electronic Illustration</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CGD240</td>
<td>Creative Web Design</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CGD103</td>
<td>Print Production for Designers</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CGD Professional Elective *</td>
<td>3</td>
<td></td>
<td></td>
<td>See professional electives listed below</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGD101 and CGD104 or permission of division dean Note: CGD235 should be taken in the spring</td>
</tr>
<tr>
<td>CGD101 or permission of division dean Note: CGD105 should be taken in the spring</td>
</tr>
<tr>
<td>CGD109 (grade C or better) or permission of division dean Note: CGD240 should be taken in the spring</td>
</tr>
<tr>
<td>CGD101, 104, 105, 235 Note: CGD103 should be taken in the spring</td>
</tr>
</tbody>
</table>

**Total: 24 credits**

See page 100 of the college catalog for technical standards.

*CGD Professional Electives (Please consult with your advisor)*

- ART251 Two-Dimensional Design
- ART263 Drawing I
- BCT235 DVD Authoring
- CGD102 Publication Design
- CGD110 Introduction to Animation
- CGD112 Communication in Multimedia Design
- CGD204 Advanced Digital Imaging
- CGD205 Digital Photo Art
- CGD225 Advanced Electronic Illustration
- CGD241 Integrated Website Design
- MGT110 Small Business Management
- PHO115 Digital Photography
- THE113 Speech

**Campus/format:** A majority of this program can be completed during the day at the Gardner Campus.

**Transfer options:** Courses in this program can be applied to MWCC’s Computer Graphic Design—Print Degree.

**Special requirements:** CGDC students should either have a computer at home with Internet access and the Adobe Creative Suite, or be able to spend time outside of class in the graphic design computer labs where Internet access and the Creative Adobe Suite are provided. A grade of C or higher is recommended for students taking CGD courses. Students should follow suggested course sequence since most courses are not offered out of sequence. Some courses in the CGDC Print Certificate may be applied to the CGD Print Degree. Technical standards must be met with or without accommodations.

**Career options:** Graphic designers may be employed by advertising agencies, design firms, marketing departments, commercial art, reproduction firms, or printing and publishing companies. Also, according to the Bureau of Labor Statistics, many graphic designers are self-employed.

**Earning potential:** $30,600 to $53,310.

Go to the academic program page at www.mwcc.edu to view gainful employment disclosure information.
Computer Graphic Design—Print Degree (CGD)

This program provides students with the visual design, communication, and computer graphic skills necessary to obtain an entry-level position in this field or to continue their education at a four-year college or university. For those already employed, they can enroll in this career program to upgrade their skills for potential advancement. You will learn basic and advanced techniques for creating effective promotional and collateral pieces, publications, packaging design, corporate identity and digital artwork through the use of state-of-the-art computer technology and the latest graphic design software. In addition to learning page layout software, design theory and techniques, and preparing design work for print, you’ll learn advanced computer skills, such as digital imaging, electronic illustration, and web design. The most current graphic and web design software is used in the CGD program. This includes: the Adobe Creative Suite 4 (Photoshop, Illustrator, InDesign, Acrobat, Dreamweaver and Flash), QuarkXPress 8.0, and the latest web browsers (Internet Explorer, Safari, Firefox, and Opera).

Transfer options:
Transfer agreements exist with Charter Oak State College, and the University of Phoenix. Students are encouraged to continue their education in areas such as electronic media, marketing, or communications. Visit MWCC’s transfer services website: http://transer.mwcc.edu.

Earning potential: $30,600 to $53,310.

CGD Restrictive Electives for Print Majors:
- CGD111 Introduction to Animation
- CGD112 Communication in Multimedia Design
- CGD205 Digital Photo Art
- CGD225 Advanced Electronic Illustration
- CGD241 Integrated Website Design
- CGD242 Advanced Website Animation
- CGD244 Designing for E-commerce

CGD Professional Electives for Print Majors:
(CGD Professional electives also include the
Restrictive Electives listed above.)

**CGD Professional Electives for Print Majors:**
- BUS125 Communication for Business and Industry
- MGT110 Small Business Management
- MKT142 Marketing
- PHO115 Digital Photography
- THE113 Speech

*CGD Restrictive Electives for Print Majors:
- CGD110 Introduction to Animation
- CGD112 Communication in Multimedia Design
- CGD205 Digital Photo Art
- CGD225 Advanced Electronic Illustration
- CGD241 Integrated Website Design
- CGD242 Advanced Website Animation
- CGD244 Designing for E-commerce

**CGD Professional Electives for Print Majors:**
(CGD Professional electives also include the
Restrictive Electives listed above.)

**CGD Professional Electives for Print Majors:**
- BUS125 Communication for Business and Industry
- MGT110 Small Business Management
- MKT142 Marketing
- PHO115 Digital Photography
- THE113 Speech

See page 100 of the college catalog for program competencies and technical standards.

MWCC 2011-2012 College Catalog & Student Handbook
Computer Graphic Design—Web Design Certificate (CGWC)

This certificate is for students with prior computer knowledge, business experience, or a degree in a computer-related field who wish to upgrade their skills designing interactive websites for personal or professional use. You will learn how to create well-designed websites using state-of-the-art multimedia labs and the most powerful web production tools including: HTML, DHTML, XML, Photoshop, Flash, Fireworks, and Dreamweaver.

See page 100 of the college catalog for technical standards.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGD101</td>
<td>Design Theory</td>
<td>3</td>
<td></td>
<td></td>
<td>Prerequisites: ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td>Pre requisite or co-requisite: CGD104</td>
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<td></td>
<td>Note: CGD101 should be taken in the fall</td>
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<td>CGD104</td>
<td>Digital Imaging</td>
<td>3</td>
<td></td>
<td></td>
<td>Prerequisites: Basic computer skills, ENG100,</td>
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<td></td>
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<td></td>
<td>RDG100, FYE101, or placement</td>
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<td>Note: CGD104 should be taken in the fall</td>
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<tr>
<td>CGD109</td>
<td>Introduction to Web Media</td>
<td>3</td>
<td></td>
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<td>Prerequisites: Basic computer skills, RDG100 or</td>
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<td>Note: CGD109 should be taken in the fall</td>
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<tr>
<td>CGD110</td>
<td>Introduction to Animation</td>
<td>3</td>
<td></td>
<td></td>
<td>Prerequisites: Basic computer skills; RDG100 or</td>
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<td>placement</td>
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<td>Note: CGD110 should be taken in the fall</td>
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<tr>
<td>CGD112</td>
<td>Communication in Multimedia Design</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement, CGD109 or</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>beginning HTML and CSS</td>
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<tr>
<td>CGD240</td>
<td>Creative Web Design</td>
<td>3</td>
<td></td>
<td></td>
<td>Prerequisites: CGD109 (grade C or better) or permission of division dean</td>
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<tr>
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<td></td>
<td>Note: CGD240 should be taken in the spring</td>
</tr>
<tr>
<td>CGD204/</td>
<td>Advanced Digital Imaging</td>
<td>3</td>
<td></td>
<td></td>
<td>Prerequisites: Basic computer skills; CGD104 or</td>
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<tr>
<td>PHO115</td>
<td>Digital Photography</td>
<td></td>
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<td></td>
<td>permission of division dean</td>
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<td>Note: CGD240 should be taken in the spring</td>
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<tr>
<td>CGD242</td>
<td>Advanced Website Animation</td>
<td>3</td>
<td></td>
<td></td>
<td>Prerequisites: CGD 109, CGD110</td>
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<tr>
<td></td>
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<td></td>
<td>Pre requisite or co-requisite: CGD240 or permission of division dean</td>
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<tr>
<td></td>
<td>CGW Professional Elective**</td>
<td>3</td>
<td></td>
<td></td>
<td>See Professional Electives listed below</td>
</tr>
</tbody>
</table>

Total: 27 credits

See page 100 of the college catalog for technical standards.

*CGW Professional Electives (Please consult with an advisor)

BIS125 Communication for Business and Industry
CGD105 Electronic Illustration
CGD205 Digital Photo Art
CGD235 Typography in Visual Communication
CGD241 Integrated Website Design
CGD244 Designing for E-Commerce
CIS109 Programming in Basic
CIS120 Microcomputer Applications
CIS218 E-Commerce Systems
CIS130 Programming for the Web
MGT110 Small Business Management
PHO115 Digital Photography (if not taken previously)

Campus/format: A majority of this program can be completed during the day at the Gardner Campus.

Transfer options: Courses in this program may be applied to MWCC’s Computer Graphic Design – Web Design Degree.

Special requirements: CGWC students should either have a computer at home with Internet access and the Adobe Creative Suite, or be able to spend time outside of class in the graphic design computer labs where Internet access and the Creative Adobe Suite are provided. A grade of C or higher is recommended for students taking CGD courses. Students should follow suggested course sequence since most courses are not offered out of sequence. Technical standards must be met with or without accommodations.

Career options: Web designers may be employed by advertising agencies, design firms, marketing departments, commercial art, reproduction firms, and other businesses that maintain websites. Also, many web designers are self-employed.

Earning potential: $30,600 to $53,310.

Go to the academic program page at www.mwcc.edu to view gainful employment disclosure information.
**Computer Graphic Design—Web Design Degree (CGW)**

This program provides students with the visual design, communication, and computer graphic skills necessary to obtain an entry-level position in this field or to continue their education at a four-year college or university. For those already employed, they can enroll in this career program to upgrade their skills for potential advancement. Students learn basic and advanced techniques for creating effective, well-designed, and interactive websites.

Students are taught basic design theory, digital imaging and electronic illustration skills and techniques, in addition to learning basic hypertext markup languages and top level authoring software using what you see is what you get (WYSIWYG) technology. The most current graphic and web design software is used in the CGW program. This includes: the Adobe Creative Suite 4 (Photoshop, Illustrator, InDesign, Acrobat, Fireworks, Dreamweaver and Flash), QuarkXPress 8.0, and the latest web browsers (Internet Explorer, Safari, Firefox, Opera).

**Transfer options:** Transfer agreements exist with Charter Oak State College, and the University of Phoenix. Students are encouraged to continue their education in areas such as electronic media, marketing, or communications. Visit MWCC’s transfer services website: http://transer.mwcc.edu.

3 Plus ONE eligible—go to: www.mwcc.edu/3PlusONE.

**Special requirements:** CGW students should either have a computer at home with Internet access and the Adobe Creative Suite, or be able to spend time outside of class in the graphic design computer labs where Internet access and the Creative Adobe Suite are provided. A grade of C or higher is recommended for students taking CGD courses. Students should follow suggested course sequence since most courses are not offered out of sequence. Technical standards must be met with or without accommodations.

**Career options:** Web designers may be employed by advertising agencies, design firms, marketing departments, commercial art, reproduction firms, and other businesses that maintain websites. Also, many web designers/coordinators are self-employed.

**Earning potential:** $30,600 to $53,310.

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### Number Suggested Course Order | Cr | Semester | Grade | Prerequisites/Notes
--- | --- | --- | --- | ---
CGD101 Design Theory | 3 |  |  | Prerequisites: ENG100, RDG100, FYE101, or placement. Prerequisite or co-requisite: CGD104. Note: CGD101 should be taken in the fall.
CGD104 Digital Imaging | 3 |  |  | Prerequisites: Basic computer skills; ENG100, RDG100, FYE101, or placement. Note: CGD104 should be taken in the fall.
CGD109 Introduction to Web Media | 3 |  |  | Prerequisites: Basic computer skills; RDG100 or placement. Note: CGD109 should be taken in the fall.
ART283 Drawing I | 3 |  | ENG100, RDG100, FYE101, or placement |
ENG101 English Composition I | 3 |  | ENG100, RDG100, FYE101, or placement |
CGD105 Electronic Illustration | 3 |  | Prerequisite: CGD101 or permission of division dean. Note: CGD105 should be taken in the spring.
CGD112 Communication in Multimedia Design | 3 |  | Prerequisites: ENG100, RDG100, FYE101, or placement; CGD109 or beginning HTML and CSS |
CGD240 Creative Web Design | 3 |  | Prerequisite: CGD109 (grade C or better) or permission of division dean. Note: CGD240 should be taken in the spring.
ENG102 English Composition II | 3 |  | ENG101 |
CGD110 Introduction to Animation | 3 |  | Prerequisites: Basic computer skills; RDG100 or placement. Note: CGD110 should be taken in the fall.
CGD204 Advanced Digital Imaging or Digital Photography | 3 |  | Prerequisites: Basic computer skills; CGD104 or permission of division dean. |
CGD241 Integrated Website Design | 3 |  | Prerequisites: CGD109 and CGD240 (grade C or better) or permission of division dean. Note: CGD241 should be taken in the fall. |
MAT126 Topics in Mathematics (or higher) | 3 |  | MAT096 or placement |
CGD270 Advanced Website Portfolio | 3 |  | Prerequisites: CGD101, 104, 109, 110 112, 204, 240, 241, 244, or permission of division dean. Note: CGD210 should be taken in the spring. |
CGD242 Advanced Website Animation | 3 |  | Prerequisite: CGD109, CGD110. Prerequisite or co-requisite: CGD240 or permission of division dean. |
Business Elective | 3 |  | See Business Electives listed to the right |
Humanities Elective | 3 |  | Electives: ART, ASL, ENG, FRE HUM, MUS, PHI, SPA, THE |
Science Elective | 3/4 |  | Electives: BIO, BTC, CHE, EAS, EGM, NRD, PHY |

Total: 62/64 credits

See page 100 of the college catalog for program competencies and technical standards.
Computer Graphic Design Print Certificate (CGDC), Print Degree (CGD), Web Design Certificate (CGWC), and Web Design Degree (CGW)— continued

Program Competencies for CGD, CGDC

Upon graduation from this program, students shall have demonstrated the ability to:

1. Exhibit a solid understanding of the fundamentals of design, including the elements and principles of design and typography as they are applied to the development of effective communication pieces for both print and web design. Students will have an understanding of the concepts of copyrights and intellectual property.
2. Possess a working knowledge of the design process especially how it relates to: audience definition, research, analysis, and concept development; the production of thumbnail sketches, rough drafts, and the preparation of final comprehensive print layouts and websites.
3. Transform digital images into new pieces of art through the use of Adobe Photoshop with emphasis on the creation of high-quality graphics for print and the web.
4. Create complex electronic illustrations and single page layouts with a solid understanding of the complex functions of Adobe Illustrator.
5. Have a solid working knowledge of the fundamentals of building websites using HTML, XHTML, CSS and Dreamweaver in code view, with the ability to design structurally as well as aesthetically.
6. Exhibit the ability to work with advanced graphic design principles, grids, typography, and advanced layout techniques while utilizing QuarkXPress and Adobe InDesign.
7. Possess a working knowledge of print capabilities, the printing process, and understanding pre-press techniques.
8. Prepare for the job market with career planning, skill assessment, resume writing, and interviewing, as well as compile a professional-quality portfolio for entering the job market or for transferring to a four-year program.
9. Manage and development client-based visual communication pieces with the use of effective design and layout while meeting strict deadlines.

Program Competencies for CGW, CGWC

Upon graduation from this program, students shall have demonstrated the ability to:

1. Exhibit a solid understanding of the fundamentals of design, including the elements and principles of design and typography as they are applied to the development of effective communication pieces for both print and web design. Students will have an understanding of the concepts of copyrights and intellectual property.
2. Possess a working knowledge of the design process especially how it relates to: audience definition, research, analysis, and concept development; the production of thumbnail sketches and rough drafts; and the preparation of final comprehensive print layouts and websites.
3. Transform digital images into new pieces of art through the use of Adobe Photoshop and Fireworks with emphasis on the creation of high-quality graphics for print and the web.
4. Create complex electronic illustrations and single page layouts while exhibiting a solid understanding of the complex functions of Adobe Illustrator.
5. Plan and design websites utilizing basic and advanced web authoring techniques while exhibiting proficiency in the use of HTML, XHTML, CSS layouts and techniques, and Dreamweaver in code view, with the ability to design structurally as well as aesthetically.
6. Exhibit a solid understanding of the principles of visual communication coupled with an understanding of current web and multimedia tools, concepts, terminology, and techniques.
7. Create dynamic, animated computer art, web motion graphics, and websites through the use of Adobe Flash.
8. Prepare for the job market with career planning, skill assessment, resume writing, and interviewing, as well as compile a professional-quality portfolio for entering the job market or for transferring to a four-year program.
9. Manage and develop client-based websites with the use of effective navigational architecture and interface design while meeting strict deadlines.
Technical Standards* for CGDC, CGD, CGWC, and CGW

* For general information about technical standards and accommodation, see page 67.

Students entering these programs must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Write at a college level as evidenced by completion of ENG100 or placement into ENG101.
5. Read and proof printed text from a computer screen, with or without corrective adaptive devices.
6. Exhibit social skills appropriate to professional interactions.
7. Perceive, interpret, and use graphic images in their entirety from a computer screen.
8. Perceive and use computer screen RGB colors.
9. Learn to operate a computer with sufficient manual dexterity to manipulate peripherals such as keyboard, mouse, and graphics tablets.
10. Be physically capable to work at a computer for a minimum of several hours.
Computer Information Systems Degree (CIS)
This degree will prepare students for the information technology field especially related to IT Support Specialist and Helpdesk entry positions. Students will utilize software applications, networks, and web servers; query database applications to locate, evaluate, and use data; create web pages and web graphics; create written documentation and oral presentations; configure, monitor, secure, and administer network resources; as well as demonstrate technical skills and ability in analyzing, assessing, diagnosing, and trouble-shooting hardware, software, network, and other desktop issues. Additionally, students will gain knowledge related to a broad overview of information security.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS109</td>
<td>Programming in Basic</td>
<td>3</td>
<td></td>
<td></td>
<td>MAT092, RDG100, or placement</td>
</tr>
<tr>
<td>CIS127</td>
<td>Social Science Elective</td>
<td>3</td>
<td></td>
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<td>Electives: ECO, GEO, HIS, POL, PSY, SOC, SSC</td>
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<tr>
<td>ENG101</td>
<td>English Composition I</td>
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<td>MAT092, RDG100, FYE101, or placement</td>
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<td>CIS140</td>
<td>Microcomputer Networking Applications</td>
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<td>MAT092, RDG100, or placement</td>
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<td>CIS123</td>
<td>Microcomputer Database Management</td>
<td>3</td>
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<td>Electives: BUS112, BUS125, ENG106</td>
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<tr>
<td>CIS Elective</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>Notes: THE113 recommended for the IT Support/Helpdesk field</td>
</tr>
<tr>
<td>CIS Elective</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>Recommended Programming or Transfer Electives: CIS130, 290, 292</td>
</tr>
<tr>
<td>CIS Elective</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: See above CIS Electives</td>
</tr>
<tr>
<td>CIS Elective</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>Note: CED203 recommended</td>
</tr>
<tr>
<td>CIS Elective</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: See above CIS Electives; any CGD course</td>
</tr>
<tr>
<td>CIS Elective</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: BUS112, BUS125, ENG106</td>
</tr>
<tr>
<td>CIS Elective</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>Note: MAT090, RDG100, or placement</td>
</tr>
<tr>
<td>CIS Elective</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: BUS112, BUS125, ENG106</td>
</tr>
<tr>
<td>CIS Elective</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>Note: Any course (see page 66 for exceptions)</td>
</tr>
<tr>
<td>CIS Elective</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: ART, ASL, ENG, FRE, HUM, MUS, PHL, SPA, THE</td>
</tr>
<tr>
<td>MKT/BUS/ACC/MGT Elective</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: BUS112, BUS125, ENG106</td>
</tr>
<tr>
<td>CIS219</td>
<td>Principles of Information Security</td>
<td>3</td>
<td>Completion of 24 CIS credits or permission of division dean</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS Elective</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: BIOS, BUS112, BUS125, ENG106</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: BUS112, BUS125, ENG106</td>
</tr>
<tr>
<td>Health Elective</td>
<td></td>
<td>2/3</td>
<td></td>
<td></td>
<td>Electives: BUS112, BUS125, ENG106</td>
</tr>
<tr>
<td>General Elective</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: Any course (see page 66 for exceptions)</td>
</tr>
</tbody>
</table>

Total: 59/61 credits

See page 103 of the college catalog for program competencies and technical standards.

Campus/format: A majority of this program can be completed online or during the day at the Gardner Campus.

Helpful hints: To be successful, students must spend additional time outside of class completing assignments. Access to a computer with the appropriate software is essential. MWCC provides computer access in various labs and in the library, as available.

Transfer options: Although this program prepares students for entry-level positions, students also transfer to four-year colleges and universities. Transfer agreements exist with Charter Oak State College and the University of Phoenix. Visit MWCC’s transfer services website: http://transer.mwcc.edu.

Special requirements: Students are required to complete the CIS courses as listed. Prior to enrolling in each course, students must ensure they meet the course prerequisites. The Principles of Information Security course serves as the program’s final, or capstone, course. The college’s adaptive computer lab, providing assistive technology for students with disabilities, is available. Technical standards must be met with or without accommodations.

Earning potential: $32,110 to $53,640 per year.
Program Competencies for CIS

Upon graduation from this program, students shall have demonstrated the ability to:

1. Demonstrate excellent presentation skills.
2. Demonstrate excellent written skills for technical documentation, reports, and instructions.
3. Develop skills to gather accurate and relevant information to solve a problem.
4. Develop the ability to work productively with others in a team environment.
5. Develop skills to work with constantly changing technologies.
6. Demonstrate technical skills and ability in analyzing, assessing, diagnosing, and troubleshooting hardware, software, network, and other desktop issues.
7. Develop technical skills in maintaining hardware systems, software systems, and user accounts.
8. Acquire basic knowledge of computer and network security.
9. Communicate effectively and appropriately with customers, peers, staff, and vendors.

Technical Standards* for CIS, ITC, and OAC

* For general information about technical standards and accommodation, see page 67.

Students entering these programs must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Read from a computer screen.
5. Learn to operate a computer.
6. Possess manual dexterity to operate computer devices such as a keyboard and mouse.
7. Work at a computer for a minimum of two hours.
Criminal Justice Degree–Corrections Concentration (CJCD)

There are several good reasons to pursue or continue your education in criminal justice: 1. it is one of the fastest growing job markets in the nation; 2. as crime changes and criminals become more sophisticated, criminal justice professionals must increase their knowledge, skills, and sophistication in enforcing laws; 3. the public continues to demand higher standards and effectiveness of criminal justice officials; 4. through various pay incentive programs, corrections personnel may receive salary increases by pursuing higher education; and 5. Criminal Justice is a good foundation for those pursuing a career in law. The Criminal Justice program is approved as a Police Career Incentive Program by the Massachusetts Department of Higher Education.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>SOC103</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td></td>
<td></td>
<td>Note: SOC103 is a prerequisite to CJU232 and is recommended for first semester</td>
</tr>
<tr>
<td>MAT126</td>
<td>Topics in Mathematics (or higher)</td>
<td>3</td>
<td></td>
<td></td>
<td>MAT096 or placement</td>
</tr>
<tr>
<td>CJU131</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
<td></td>
<td></td>
<td>Prerequisites: ENG100, RDG100, FYE101, or placement Note: CJU131 should be taken during the first semester</td>
</tr>
<tr>
<td>CJU133</td>
<td>Criminal Law</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>PSY105</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>CIS127</td>
<td>Computer Technologies</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>CJU134</td>
<td>Criminal Procedure</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>CJU232</td>
<td>Introduction to Criminology</td>
<td>3</td>
<td></td>
<td></td>
<td>SOC103 should be taken during second semester</td>
</tr>
<tr>
<td>POL211</td>
<td>Massachusetts and the Federal System</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td></td>
<td>Restrictive Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: BIO, BTC, CHE, EAS, EGM, NRD, PHY Note: Lab science required for transfer</td>
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<tr>
<td>CJU254</td>
<td>Counseling and Rehabilitation of the Offender</td>
<td>3</td>
<td></td>
<td></td>
<td>PSY105 preferred and either CJU131, CJU250, CJU232, or permission of division dean</td>
</tr>
<tr>
<td>CJU250</td>
<td>Introduction to Corrections</td>
<td>3</td>
<td></td>
<td></td>
<td>CJU131</td>
</tr>
<tr>
<td>CJU220</td>
<td>Technical Writing for the Criminal Justice Professional</td>
<td>3</td>
<td></td>
<td></td>
<td>Prequisite: ENG101 Note: Should be taken in semester preceding CJU255</td>
</tr>
<tr>
<td>THE113</td>
<td>Speech</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>PSY240 or SOC205 or HIS125</td>
<td>Abnormal Psychology or Social Problems or American Ethnic History</td>
<td>3</td>
<td></td>
<td></td>
<td>PSY105 SOC103 ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>PER126/130</td>
<td>Health, Fitness, and Wellness Elective</td>
<td>2/3</td>
<td></td>
<td></td>
<td>Prerequisites: MAT092, RDG100, or placement Note: PER130 is recommended for transfer</td>
</tr>
<tr>
<td></td>
<td>Restrictive Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Note: See above Restrictive Elective</td>
</tr>
<tr>
<td>CJU260</td>
<td>Probation, Parole, and Community Corrections</td>
<td>3</td>
<td></td>
<td></td>
<td>CJU131, 250 recommended</td>
</tr>
<tr>
<td>CJU255</td>
<td>Seminar in Criminal Justice</td>
<td>3</td>
<td></td>
<td></td>
<td>Prequisite: ENG102, completion of all required Criminal Justice courses, or one to two concurrently, or permission of division dean Note: This course should be taken in the semester immediately preceding graduation</td>
</tr>
</tbody>
</table>

Total: 63/65 credits

See page 106 of the college catalog for program competencies and technical standards.

Campus/format: A majority of this program can be completed during the day at the Gardner Campus.

Helpful hints: Academic and career advising sessions with a Criminal Justice advisor are highly recommended. Cooperative education, volunteer, and/or service learning experiences may increase chances of employment.

Transfer options: Transfer agreements exist with Charter Oak State College, Hesser College, UMASS Lowell and the University of Phoenix. Check with your advisor to ensure proper course selections.

Visit MWCC’s transfer services website: http://transfer.mwcc.edu.

3 Plus ONE eligible--go to: www.mwcc.edu/3PlusONE.

Special requirements: Students enrolled in the Criminal Justice program are not eligible for life experience, police academy, armed services, or Tech Prep credits and are limited to six credits total in CLEP, DANTES, and challenge exams. Only courses completed at institutions accredited by the New England Association of Schools and Colleges at MWCC. A Criminal and Sexual Offender Records Information (CORI/SORI) check is required for student interns. Technical standards must be met with or without accommodations.

Career options: Correctional officers; correctional counselors; parole officers; probation officers; and specialized counselors in areas such as victims’ services, juvenile services, substance abuse, domestic violence, sex offender treatment, rape crisis, and community corrections programs.

Earning potential: $28,320 to $46,500.
## Criminal Justice Degree—Law Enforcement Concentration (CJL)

There are several good reasons to pursue or continue your education in criminal justice: 1. it is one of the fastest growing job markets in the nation; 2. as crime changes and criminals become more sophisticated, criminal justice professionals must increase their knowledge, skills, and sophistication in enforcing laws; 3. the public continues to demand higher standards and effectiveness of law enforcement officials; 4. through various pay incentive programs, police officers may receive salary increases by pursuing higher education; and 5. Criminal Justice is also a good foundation for those pursuing a career in law. The law enforcement concentration emphasizes areas such as community policing, investigation, criminalistics, and the administration of justice. For Massachusetts police officers who qualify for the benefit, the Criminal Justice program is approved as a Police Career Incentive Program by the Massachusetts Department of Higher Education.

### Transfer agreements

Transfer agreements exist with Charter Oak State College, Hesser College, UMASS Lowell, and the University of Phoenix. Check with your advisor to ensure proper course selections.

### Career Incentive Program

For Massachusetts police officers who qualify for the benefit, the Criminal Justice program is approved as a Police Career Incentive Program by the Massachusetts Department of Higher Education.

### Career options:
- Municipal police officer
- State trooper
- Special agent with the Federal Bureau of Investigation, Drug Enforcement Administration, Bureau of Alcohol, Tobacco and Firearms, and Department of Treasury
- Private or public security officer
- Private investigator
- Work with victims or advocacy groups

### Earning potential:
$35,600 to 59,800.

### Campus/format:
A majority of this program can be completed during the day at the Gardner Campus.

### Helpful hints:
Academic and career advising sessions with a Criminal Justice advisor are highly recommended. Cooperative education, volunteer, and/or service learning experiences may increase chances of employment.

### Transfer options:
Visit MWCC’s transfer services website: http://transfer.mwcc.edu.

### Special requirements:
Students enrolled in the Criminal Justice program are not eligible for life experience, police academy, armed services, or Tech Prep credits and are limited to six credits total in CLEP, DANTES, and challenge exams. Only courses completed at institutions accredited by the New England Association of Schools and Colleges may be transferred into the program. Transfer students are required to complete at least three of their required Criminal Justice courses (nine credits) at MWCC. A Criminal and Sexual Offender Records Information (CORI/SORI) check is required for student interns. Technical standards must be met with or without accommodations.

### Number Suggested Course Order Cr Semester Grade Prerequisites/Notes

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>SOC103</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td></td>
<td></td>
<td>Prerequisites: ENG100, RDG100, FYE101, or placement Note: SOC103 is a prerequisite to CJU232 and is recommended in the first semester</td>
</tr>
<tr>
<td>MAT126</td>
<td>Topics in Mathematics (or higher)</td>
<td>3</td>
<td></td>
<td></td>
<td>MAT096 or placement</td>
</tr>
<tr>
<td>CJU131</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
<td></td>
<td></td>
<td>Prerequisites: ENG100, RDG100, FYE101, or placement Note: CJU131 should be taken during the first semester</td>
</tr>
<tr>
<td>CJU133</td>
<td>Criminal Law</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>PSY105</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td></td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<td>CJT127</td>
<td>Computer Technologies</td>
<td>3</td>
<td></td>
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<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>CJU134</td>
<td>Criminal Procedure</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>CJU232</td>
<td>Introduction to Criminology</td>
<td>3</td>
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<td>SOC103 should be taken during second semester</td>
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<tr>
<td>Science Elective</td>
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<td>Electives: BIO, BTC, CHE, EAS, EGM, NRD, PHY Note: Lab science required for transfer</td>
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<tr>
<td>POL211</td>
<td>Massachusetts and the Federal System</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>Restrictive Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Electives: CJU234, CJU252, SOC129, SOC208, SOC212, SPA109 (or higher) Note: CJU234, CJU252 recommended</td>
</tr>
<tr>
<td>CJU233</td>
<td>Criminal Investigation</td>
<td>3</td>
<td></td>
<td></td>
<td>CJU134 or permission of division dean</td>
</tr>
<tr>
<td>CJU250</td>
<td>Introduction to Corrections</td>
<td>3</td>
<td></td>
<td></td>
<td>CJU131</td>
</tr>
<tr>
<td>CJU220</td>
<td>Technical Writing for the Criminal Justice Professional</td>
<td>1</td>
<td></td>
<td></td>
<td>Prerequisite: ENG101 Note: ENG101 (should be taken in semester preceding CJU220)</td>
</tr>
<tr>
<td>THE113</td>
<td>Speech</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>PSY240 or SOC205 or HIS125</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>PSY105 SOC103 ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>PER128/130</td>
<td>Health, Fitness, and Wellness Elective</td>
<td>2/3</td>
<td></td>
<td></td>
<td>Prerequisites: MAT092, RDG100, or placement Note: PER130 is recommended for transfer Electives: CJU234, CJU252, SOC129, SOC208, SOC212, SPA109 (or higher) Note: CJU234, CJU252 recommended</td>
</tr>
<tr>
<td>Restrictive Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Electives: CJU234, CJU252, SOC129, SOC208, SOC212, SPA109 (or higher) Note: CJU234, CJU252 recommended</td>
</tr>
<tr>
<td>CJU140</td>
<td>American Policing</td>
<td>3</td>
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<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>CJU255</td>
<td>Seminar in Criminal Justice</td>
<td>3</td>
<td></td>
<td></td>
<td>Prerequisites: ENG102, completion of all required Criminal Justice courses, or one to two concurrently, or permission of division dean Note: This course should be taken in the semester immediately preceding graduation</td>
</tr>
</tbody>
</table>

Total: 63/65 credits

See page 106 of the college catalog for program competencies and technical standards.
Program Competencies for CJCD and CJL

Upon graduation from these programs, students shall have demonstrated the ability to:

1. Apply skills and knowledge necessary for entry-level positions and/or continued study in criminal justice or related fields.
2. Explain the basic concepts, operations, and services of the primary agencies that make up the criminal justice system.
3. Analyze theoretical perspectives on criminality and social deviance, and identify specific crime typologies and offender profiles.
4. Demonstrate proficiency in identification and explanation of Constitutional processes, substantive law content, and application of appropriate techniques in the investigation, apprehension, prosecution, adjudication, punishment, and rehabilitation of criminal offenders.
5. Demonstrate essential skills including reading, writing, communications, critical thinking, reasoning, and knowledge and use of terminology of a criminal justice professional.
6. Analyze current issues facing the criminal justice system and ethical choices confronting criminal justice practitioners.
7. Analyze career opportunities and assess skills and abilities in relationship to specific positions.

Technical Standards* for CJLC, CJCD, and CJL

* For general information about technical standards and accommodation, see page 67.

Students entering these programs must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information in either printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Observe, investigate, make appropriate determinations at mock crime scenes, and problem solve.
5. Function as a team leader, including giving directions and providing advocacy.
6. Maintain cleanliness and personal grooming consistent with close personal contact.
7. Learn to operate a computer, with or without adaptation.
Dental Assisting Certificate—(DAC) (January)

The certified Dental Assistant is an auxiliary in the dental office who assists the dentist in dental procedures and in the performance of generalized tasks. This would include; chairside/instrument transfer, radiography and laboratory functions, clerical office operations such as recordkeeping, billing, and appointment management and reception duties. Students will take the Dental Assisting National Board Examination, (DANBE), upon successful completion of the Dental Assisting program.

Application deadline: The application is rolling until filled.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO203</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
<td></td>
<td>ENG100, MAT096, RDG100, FYE101, or placement; BIO109 or BIO115 is strongly encouraged</td>
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</tr>
<tr>
<td>MAT126</td>
<td>Topics in Mathematics (or higher)</td>
<td>3</td>
<td></td>
<td>MAT096 or placement</td>
<td></td>
</tr>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement.</td>
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<tr>
<td>PSY105</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement.</td>
<td></td>
</tr>
<tr>
<td>DAC101</td>
<td>Dental Assisting</td>
<td>3</td>
<td>Spring</td>
<td>Admission into the Dental Assisting program current CPR; BIO203, MAT126, ENG101</td>
<td></td>
</tr>
<tr>
<td>DAC102</td>
<td>Dental Science I</td>
<td>4</td>
<td>Spring</td>
<td>Admission into the Dental Assisting program current CPR; BIO203, MAT126, ENG101</td>
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<tr>
<td>DAC104</td>
<td>Practice Management</td>
<td>2</td>
<td>Maymester</td>
<td>DAC101, 102, current CPR</td>
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</tr>
<tr>
<td>DAC105</td>
<td>Dental Science II</td>
<td>4</td>
<td>Summer</td>
<td>DAC101, 102, 104, current CPR</td>
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</tr>
<tr>
<td>DHY106</td>
<td>Dental Materials</td>
<td>3</td>
<td>Summer</td>
<td>Prerequisites: DAC101, 102, 104, Co-requisite: DAC105, current CPR</td>
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<tr>
<td>DHY103</td>
<td>Dental Radiology</td>
<td>3</td>
<td>Fall</td>
<td>DAC101, 102, 104, current CPR</td>
<td></td>
</tr>
<tr>
<td>DAC110</td>
<td>Prevention</td>
<td>3</td>
<td>Fall</td>
<td>DAC101, 102, 104, current CPR</td>
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<tr>
<td>DAC115</td>
<td>Clinical Rotation</td>
<td>7</td>
<td>Spring</td>
<td>Prerequisites: DAC101, DAC102, DAC104, DAC105, DHY106, DHY103; DAC110,</td>
<td></td>
</tr>
</tbody>
</table>

Note: The clinical rotation may be scheduled during the daytime office hours.

Total: 42 credits

See page 109 of the college catalog for technical standards.

Campus/format: A majority of this program will be held on the Fitchburg Campus in the evenings on a part-time basis for all coursework but the last semester. Clinical sites may require travel and may be scheduled during days or weekends.

Helpful hints: Students are encouraged to complete all the general education requirements before entry into the Program.

Transfer options: With successful completion of Dental Materials and Dental Radiology (C+ or higher), CDAs can transfer courses to the Dental Hygiene program within 2 years.

Special requirements: Prior to taking DAC courses, the following general education courses are required (at a level of C+ or higher). MAT126, BIO203, ENG101. The clinical rotation in the last semester may be scheduled during daytime office hours.

Career options: CDAs can work in private practice, hospitals, clinics, schools, and sales.

Earning potential: $15.00 - $23.00 per hour.

Go to the academic program page at www.mwcc.edu to view gainful employment disclosure information.
Dental Hygiene Degree (DHY) (selective—day only)

The registered dental hygienist is the member of the dental health care team who provides preventive oral health care services including oral prophylaxis, dental health education, dental x-rays, nutritional counseling, dental sealants, preliminary examinations, and other preventive measures in dentistry. Students will take the National Dental Hygiene Board Examination and the Northeast Regional Board Exam at the successful completion of the Dental Hygiene program. The program is accredited by the Commission on Dental Accreditation, which is a specialized accreditation body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653 or 211 East Chicago Ave., Chicago, Illinois.

Application deadline: The application deadline is February 1. This selective enrollment program requires additional application components. The selection process is competitive and space is limited (see page 17 of the college catalog).

Requirements for consideration: Applicants must meet certain academic standards. See page 17 of the college catalog for specific details, or refer to the program application available on the MWCC website or through the admissions office. Prior to admission, prerequisite courses needed are ENG101, PER130; MAT125, BIO203, BIO204 with a C+ or higher.

Helpful hints: Because of an extensive classroom/clinical commitment, students are encouraged to complete some of the general education requirements prior to beginning dental hygiene courses.

Transfer options: Transfer agreements are currently being explored and developed for a bachelor’s degree in dental hygiene. Transfer agreements exist with Charter Oak State College and the University of Phoenix.

Visit MWCC’s transfer services website: http://transfer.mwcc.edu.

3 Plus ONE eligible—go to: www.mwcc.edu/3PlusONE.

Special requirements: Applicants must meet all requirements for consideration before entering the program. Students must meet technical standards and additional requirements including immunizations, CPR certification, liability insurance, and a Criminal/Sexual Offender Records Information (COR/SORI) check (see page 18 of the college catalog). All BIO, MAT (prerequisite) and DHY courses require a minimum grade of C+ or better to be eligible for promotion to the next level. Also, BIO203, 204 and 205 credits cannot be more than five years old.

Career options: Registered dental hygienists can work in private practice, hospitals, clinics, health departments, schools, sales, or research. They can also pursue careers as educators employed at dental hygiene and dental schools.

Earning potential: $65,000-$70,000 per year based on full-time employment.

See page 109 of the college catalog for program competencies and technical standards.
**Program Competencies for DHY**

Upon graduation from this program students shall have demonstrated the ability to:

1. Communicate effectively and accurately through oral, written and electronic means.
2. Demonstrate the application of theory to practice in achieving optimal patient care.
3. Use methods of scientific investigation in developing a comprehensive plan of care.
4. Implement comprehensive education plans that promote health and identify risk behaviors in individuals and groups of patients for both community and clinic settings.
5. Practice within the legal, ethical and regulatory framework of dental hygiene in accordance with the standards set by the State Practice Act and Code of Ethics for Dental Hygienists.
6. Demonstrate a commitment to the dental hygiene profession through assuming responsibility for lifelong learning and professional growth.

**Technical Standards for DHY and DAC**

*For general information about technical standards and accommodation, see page 67.*

Students entering these programs must be able to have/demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information in either printed, signed or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Have the visual acuity with corrective lenses to identify changes in oral tissues.
5. Discern changes in color, texture and shape of tissues. Ability to differentiate among subtle shades of gray as seen on radiographs.
6. Have sufficient physical ability to perform cardiopulmonary resuscitation in the handling of a medical emergency.
7. Have sufficient communication (oral and/or written) ability to question the patient about his/her medical condition and to relay information about the patient to others in English.
8. Have sufficient manual dexterity with two hands to manipulate instruments with precision and control in the oral cavity without causing damage to tissues. This skill may not be fully evaluated until the preclinical portion of the curriculum.
9. Have a sense of touch that allows for assessment and palpation of oral tissues.
10. Sit for prolonged (up to four hours) periods of time.
11. Operate and manipulate mechanical equipment, e.g.: dials, switches, push buttons, syringes, and blood pressure measurement devices.
12. Pick up items of very small (2mm in width, 21 mm in length minimum) and varying diameters.
13. Use upper body movements (up to five feet) to grasp, push/pull, reach overhead equipment, and to rotate and reach laterally.
14. Lift, carry, and move equipment and supplies up to 10 pounds.
15. Wear protective equipment such as gloves, face masks, face shields, and protective eye wear.

**Program Competencies for DAC**

Upon graduation, students completing the certificate program in Dental Assisting would be expected to have the following competencies:

1. Communicate effectively and accurately through oral, written and electronic means.
2. Demonstrate the application of theory to practice in achieving optimal patient care.
3. Practice within the legal, ethical and regulatory framework of dental assisting in accordance with the standards set by the State Practice Act and Code of Ethics for Dental Assistants.
4. Demonstrate a commitment to the dental assisting profession through assuming responsibility for lifelong learning and professional growth.
# Early Childhood Education—Career Degree (ECC)

In addition to attending to children’s basic needs, early childhood education professionals organize activities that stimulate children’s physical, emotional, intellectual, and social growth. They help children explore interests, develop independence, foster creativity, build self-esteem, and learn how to behave with others. MWCC’s program will prepare you to begin a career working with children ages 0-5. Benefits of MWCC’s program include a great job placement rate (90 percent of students find jobs), the option of both day and evening classes, day classes scheduled conveniently for parents of school-age children, opportunities to gain real world experience, and many excellent, local practicum sites.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE101</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>PSY105</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>CIS127</td>
<td>Computer Technologies</td>
<td>3</td>
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<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>BIO103</td>
<td>Human Health and Disease</td>
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</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>PSY108</td>
<td>Child Development</td>
<td>3</td>
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<td>PSY105</td>
</tr>
<tr>
<td>THE113</td>
<td>Speech</td>
<td>3</td>
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<td></td>
<td>ENG101</td>
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<tr>
<td>SOC206</td>
<td>Marriage and the Family</td>
<td>3</td>
<td></td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>MAT140</td>
<td>Elements of Mathematics I</td>
<td>3</td>
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<td>MAT096 or placement</td>
</tr>
<tr>
<td>ECE134</td>
<td>Guiding Children’s Behavior</td>
<td>3</td>
<td></td>
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<td>PSY108</td>
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<tr>
<td>ECE114</td>
<td>Early Childhood Education Practicum I</td>
<td>4</td>
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<td>PSY108, ECE102 co-requisite or prerequisite, or permission of division dean</td>
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<tr>
<td>PSY244</td>
<td>Children With Special Needs</td>
<td>3</td>
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<td>PSY108 or PSY110</td>
</tr>
<tr>
<td>ECE102</td>
<td>Early Childhood Curriculum and Program Planning</td>
<td>3</td>
<td></td>
<td></td>
<td>PSY108 or permission of division dean</td>
</tr>
<tr>
<td>ECE104 or ECE132 or ECE105 or ECE 250</td>
<td>Infant and Toddler Development and Curriculum or Observation and Assessment or Applying Theories of Curriculum or Day Care Administration</td>
<td>3</td>
<td></td>
<td></td>
<td>PSY108 PSY108, ECE102 Lead Teacher certified or permission of division dean</td>
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<tr>
<td>ECE124</td>
<td>Early Childhood Education Practicum II</td>
<td>4</td>
<td></td>
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<td>ECE114 or permission of division dean</td>
</tr>
<tr>
<td>ENG235</td>
<td>Children’s Literature</td>
<td>3</td>
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<td>ENG102 or permission of division dean</td>
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<tr>
<td>ECE103</td>
<td>Home, School, and Community Relations</td>
<td>3</td>
<td></td>
<td></td>
<td>ECE101 or permission of division dean</td>
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<tr>
<td>PER126/130</td>
<td>Health, Fitness, and Wellness Elective</td>
<td>2/3</td>
<td></td>
<td></td>
<td>Prerequisites: MAT092, RDG100, or placement Note: PER130 is recommended for transfer</td>
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<td>ECE260</td>
<td>Leadership in Education Seminar</td>
<td>3</td>
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<td>Prerequisites: ECE101, ECE102, ECE103, ECE114, ENG101, ENG102, PSY108, 244 Co-requisite: ECE124</td>
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</table>

**Total: 61/62 credits**

See page 112 of the college catalog for program competencies and technical standards.
Early Childhood Education—Transfer Degree (ECT)

This program satisfies the requirements of the Massachusetts Department of Higher Education—Early Childhood Education Transfer Compact for transfer to a state college or university bachelor degree program (nursery school to grade 2). Preschool, kindergarten, and elementary school teachers play a vital role in the development of children, introducing them to numbers, language, science, and social studies. They facilitate student learning through interactive class discussions, educational activities, "hands-on" learning, and one-on-one assistance. The need for qualified teachers continues to grow because of retirements, increasing student numbers, and demands for smaller class sizes. Benefits of MWCC’s program include: day, evening, and distance learning options; day classes scheduled conveniently for parents of school-age children; opportunities to gain real world experience; and a strong liberal arts & sciences curriculum for more effective transfer.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE101</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>ENG101</td>
<td>English Composition I</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>PSY105</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>BIO109, EAST115, or EAST125</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<td>CIS127</td>
<td>Computer Technologies</td>
<td>3</td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
<td>ENG101</td>
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<tr>
<td>PSY108</td>
<td>Child Development</td>
<td>3</td>
<td>PSY101</td>
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</tr>
<tr>
<td>ECE103</td>
<td>Home, School, and Community Relations</td>
<td>3</td>
<td>ECE101 or permission of division dean</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT140</td>
<td>Elements of Mathematics I</td>
<td>3</td>
<td>MAT096 or placement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY244</td>
<td>Children With Special Needs</td>
<td>3</td>
<td>Prerequisites: PSY108 or PSY110</td>
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<td></td>
</tr>
<tr>
<td>ECE102</td>
<td>Early Childhood Curriculum and Program Planning</td>
<td>3</td>
<td>PSY108 or permission of division dean</td>
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<td></td>
</tr>
<tr>
<td>THE113</td>
<td>Speech</td>
<td>3</td>
<td>ENG101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECE114</td>
<td>Early Childhood Practicum I</td>
<td>4</td>
<td>PSY108, ECE102 or co-requisite, or permission of division dean</td>
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<tr>
<td>MAT141 or higher</td>
<td>Elements of Math II or higher</td>
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<td>MAT140 for MAT141; MAT096 for MAT143 or MAT128 for MAT163 or higher</td>
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<tr>
<td>ART109 or ART110 or MUS103</td>
<td>Art History I or Art History II or Music Skills and Theory I</td>
<td>3</td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>PHY101 or PHY105</td>
<td>Introduction to Physical Science or College Physics I</td>
<td>4</td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>SOC206</td>
<td>Marriage and the Family</td>
<td>3</td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>ENG235</td>
<td>Children's Literature</td>
<td>3</td>
<td>ENG102 or permission of division dean</td>
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<tr>
<td>HIS201</td>
<td>History of United States I</td>
<td>3</td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>PER126/130</td>
<td>Health, Fitness, and Wellness Elective</td>
<td>2/3</td>
<td>Prerequisites: MAT092, RDG100, or placement</td>
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</tr>
<tr>
<td>ECE124</td>
<td>Early Childhood Education Practicum II</td>
<td>4</td>
<td>Prerequisites: ECE114 or permission of division dean</td>
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</table>

Total: 69-70 credits

See page 112 of the college catalog for program competencies and technical standards.

MWCC 2011-2012 College Catalog & Student Handbook
Early Childhood Education—Career Degree (ECC) and Transfer Degree (ECT)—continued

Program Competencies for ECC and ECT

Upon graduation from these programs, students shall have demonstrated the ability to:

1. Create an environment that is healthy, respectful, supportive, and challenging for each child.
2. Design, implement, and evaluate experiences that promote positive development and learning for every young child.
3. Demonstrate an understanding of the importance of developmental domains and content in early childhood curriculum.
4. Demonstrate experience in using developmentally effective approaches based on children’s ages, characteristics, and culture.
5. Explain and analyze the importance of creating respectful, reciprocal relationships that support and involve families in their children’s development and learning.
6. Demonstrate skill and knowledge in child observation, documentation, and effective assessment strategies that positively influence the development of children.
7. Conduct themselves as members of the early childhood profession, upholding ethical guidelines and professional standards related to early childhood practice.
8. Show ability to be reflective learners who integrate knowledge from a variety of sources.

Technical Standards* for ECC and ECT

* For general information about technical standards and accommodation, see page 67.

Students entering these programs must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Work as part of a team, as in team teaching or parent meetings.
5. Function as a team leader, including planning curriculums and daily schedules.
6. Maintain cleanliness and personal grooming consistent with close personal contact.
7. Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
8. Identify behaviors that would endanger a person’s safety, and intervene quickly in a crisis situation with an appropriate solution.
9. Exhibit social skills appropriate to professional interactions.
10. Function without causing harm to self or others if under the influence of prescription or over-the-counter medications.
11. Respond to distress sounds or visual distress cues of children and emergency alarms.
Elementary Education Track (LAEL)
A Degree in Liberal Arts and Science

This program satisfies the requirements of the Massachusetts Department of Higher Education Elementary Education Transfer Compact for transfer to a state college or university bachelor degree program. Elementary school teachers play a vital role in the development of children, introducing them to numbers, language, science, and social studies. They facilitate student learning through interactive class discussions, educational activities, “hands-on” learning, and one-on-one assistance. The need for qualified teachers continues to grow because of retirements, increasing student numbers, and demands for smaller class sizes.

Transfer options: This program qualifies for MassTransfer.* Completion of this program will meet the Massachusetts Elementary Education Transfer Compact (some restrictions apply; check with your advisor or transfer services). Transfer agreements exist with Becker College, Charter Oak State College, and the University of Phoenix. A partnership exists with Amherst College.

Visit MWCC’s transfer services website: http://transfer.mwcc.edu.

Special requirements: Most four-year colleges and universities (including all Mass public institutions) require satisfactory completion of the Communication and Literacy section of the MA Tests of Educator Licensure (MTEL) prior to entrance to junior-level courses. The exam is NOT a prerequisite to enter MWCC’s program. Students may be able to transfer into bachelor degree education programs, but may not be able to take upper-level education courses until they pass the exam. Technical standards must be met with or without accommodations.

Career options: After earning a bachelor’s degree and meeting Mass Department of Education teacher requirements, graduates can pursue careers as teachers in grades one through six.

Earning potential: $43,580 to $48,690.

* See page 45 for MassTransfer information.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
</tr>
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<td>HIS105 or HIS106</td>
<td>Introduction to World Civilization I or Introduction to World Civilization II</td>
<td>3</td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<td>ENG101</td>
<td>English Composition I</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>PSY105</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>BIO109</td>
<td>Biology I</td>
<td>4</td>
<td>ENG100, MAT092, RDG100, FYE101, or placement</td>
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<td>CIS127</td>
<td>Computer Technologies</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<td>ENG102</td>
<td>English Composition II</td>
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<td>EDU101</td>
<td>Introduction to Education</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<td>EAST15 or EAS125</td>
<td>Biogeology: History of Life or Physical Geology of the Dynamic Earth or Introduction to Physical Science</td>
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<td>PHY101</td>
<td>Introduction to World Civilization I or Introduction to World Civilization II</td>
<td>3</td>
<td>ENG101</td>
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<tr>
<td>THE113</td>
<td>Speech</td>
<td>3</td>
<td>ENG101</td>
<td></td>
</tr>
<tr>
<td>MAT140</td>
<td>Elements of Mathematics I</td>
<td>3</td>
<td>MAT096 or placement</td>
<td></td>
</tr>
<tr>
<td>ENG235</td>
<td>Children's Literature</td>
<td>3</td>
<td>ENG102 or permission of division dean.</td>
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<tr>
<td>HIS201 or HIS202</td>
<td>History of United States I or History of United States II</td>
<td>3</td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>PER126/130</td>
<td>Health, Fitness, and Wellness Elective</td>
<td>2/3</td>
<td>Prerequisites: MAT092, RDG100, or placement</td>
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<tr>
<td>PSY108 or PSY110</td>
<td>Child Development or Human Growth and Development</td>
<td>3</td>
<td>PSY105</td>
<td></td>
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<tr>
<td>SC210</td>
<td>Critical Thinking</td>
<td>3</td>
<td>Prerequisites: ENG102; completion of 45 credits; or permission of dean.</td>
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<td>MAT141</td>
<td>Elements of Math II or higher</td>
<td>3</td>
<td>Note: Capstone Course.</td>
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<td>MUS101 or MUS103</td>
<td>World Language or a designated culturally diverse course</td>
<td>3</td>
<td>Note: See above World Language or a designated culturally diverse course.</td>
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<tr>
<td>General Elective</td>
<td>3</td>
<td>Note: Any course (see page 66 for exceptions)</td>
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</table>

Total: 61/62 credits

See page 131 of the college catalog for program competencies and technical standards.
Emergency Medical Technician Training
(non-degree program)

People’s lives often depend on the quick reaction and competent care of emergency medical technicians (EMTs). EMTs and paramedics provide vital attention, caring for and transporting the sick or injured to medical facilities. In an emergency, EMTs and paramedics typically are dispatched to the scene, where they determine the nature and extent of the patient’s condition. Following strict rules and guidelines, they give appropriate emergency care and, when necessary, transport the patient. For more information, please call 978-630-9273.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
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<tr>
<td>HCC111</td>
<td>Emergency Medical Technician I</td>
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<tr>
<td>HCC112</td>
<td>Emergency Medical Technician II</td>
<td>4</td>
<td></td>
<td></td>
<td>HCC111 or placement</td>
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</table>

Total: 8 credits

Technical Standards* EMT

EMT students enrolling in EMT courses (HCC111 and 112) must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate in a verbal and written format.
4. Lift heavy loads (patients or equipment) that may exceed 100 pounds.
5. Manipulate gauges and valves associated with, for example, oxygen delivery.
6. Manipulate small devices such as syringes, IVs, resuscitation equipment, etc.

Program length: This course can potentially be completed in one semester. HCC111 meets the first seven weeks of a semester and HCC112 meets the second seven weeks.

Certification: Upon successful completion of HCC111 and 112, students are eligible to take the state certification exam (the practical exam costs $150 and the written exam costs $40). Exams are not given through MWCC, however the instructor will assist students in registering for exams.

Career options: Certified emergency medical technician (EMT) (after taking and passing the state certification exam).

**Energy Management Certificate (EGC)**
This program will help students gain skills needed to work in energy services industries. Employment opportunities are expected to grow due to increased federal funding in energy management. Courses will focus on a variety of content areas such as energy auditing, renewable energy, building performance, and sustainability.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENGL100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>EGM105</td>
<td>Introduction to Energy Management Principles</td>
<td>3</td>
<td></td>
<td></td>
<td>ENGL100, MAT092, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>EGM104</td>
<td>Renewable Energy Sources</td>
<td>4</td>
<td></td>
<td></td>
<td>ENGL100, MAT092, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>EGM100</td>
<td>Engineering and Architectural Graphics</td>
<td>3</td>
<td></td>
<td></td>
<td>ENGL100, MAT092, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>EGM106</td>
<td>Energy Efficiency and Conservation Methods</td>
<td>3</td>
<td></td>
<td></td>
<td>ENGL100, MAT092, RDG100, FYE101, or placement</td>
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<tr>
<td>EGM115</td>
<td>Sustainability and the Built Environment</td>
<td>4</td>
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<td>ENGL100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>EGM140</td>
<td>Energy Project Costs and Funding Solutions</td>
<td>3</td>
<td></td>
<td></td>
<td>EGM105</td>
</tr>
<tr>
<td>EGM125</td>
<td>Energy Analysis and Auditing</td>
<td>4</td>
<td></td>
<td></td>
<td>ENGL100, MAT092, RDG100, FYE101, or placement</td>
</tr>
</tbody>
</table>

**Total: 27 credits**

See page 117 of the college catalog for technical standards.

**Campus/format:** A majority of this program can be completed during the evening at the Devens Campus.

**Special requirements:** Students must meet technical standards with or without accommodations.

**Transfer options:** This program is intended for immediate career entry. Courses completed as part of this certificate program can be applied to the Energy Management Degree.

**Career options:** Entry-level employment as energy auditors.

**Earning potential:** $18.31 per hour.

Go to the academic program page at www.mwcc.edu to view gainful employment disclosure information.
Energy Management Degree (EGD)

This program will help students gain skills needed to work in energy services industries. Employment opportunities are expected to grow due to increased federal funding in energy management. Courses will focus on a variety of content areas such as energy auditing, renewable energy, building performance, and sustainability.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>MAT126</td>
<td>Topics in Mathematics (or higher)</td>
<td>3</td>
<td></td>
<td></td>
<td>MAT096 or placement</td>
</tr>
<tr>
<td>EGM104</td>
<td>Renewable Energy Sources</td>
<td>4</td>
<td></td>
<td></td>
<td>ENG100, MAT092, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>EGM100</td>
<td>Engineering and Architectural Graphics</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, MAT092, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>EGM105</td>
<td>Introduction to Energy Management Principles</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, MAT092, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
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<tr>
<td>EGM106</td>
<td>Energy Efficiency and Conservation Methods</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, MAT092, RDG100, FYE101, or placement</td>
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<tr>
<td>EGM125</td>
<td>Energy Analysis and Auditing</td>
<td>4</td>
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<td>ENG100, MAT092, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>EGM140</td>
<td>Energy Project Costs and Funding Solutions</td>
<td>3</td>
<td></td>
<td></td>
<td>EGM105</td>
</tr>
<tr>
<td>EGM115</td>
<td>Sustainability and the Built Environment</td>
<td>4</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Computer Technologies</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>Professional Elective</td>
<td>3/4</td>
<td></td>
<td></td>
<td></td>
<td>Electives: EET103, EGM110, EGM220 or by approval of division dean</td>
</tr>
<tr>
<td>Professional Elective</td>
<td>3/4</td>
<td></td>
<td></td>
<td></td>
<td>Electives: EET103, EGM110, EGM220 or by approval of division dean</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Electives: ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO, SSC</td>
</tr>
<tr>
<td>Professional Elective</td>
<td>3/4</td>
<td></td>
<td></td>
<td></td>
<td>Electives: EET103, EGM110, EGM220 or by approval of division dean</td>
</tr>
<tr>
<td>EGM130</td>
<td>Energy Control Strategies</td>
<td>3</td>
<td></td>
<td></td>
<td>MAT096 or placement, EGM115 (or co-requisite)</td>
</tr>
<tr>
<td>EGM280</td>
<td>Sustainable Building Operations and Maintenance</td>
<td>4</td>
<td></td>
<td></td>
<td>EGM104, EGM105, EGM106, EGM115, EGM130 (or co-requisite)</td>
</tr>
<tr>
<td>EGM290</td>
<td>Energy Industry Internship</td>
<td>3</td>
<td></td>
<td></td>
<td>24 credits in Energy Management program</td>
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<tr>
<td>Health Elective</td>
<td>2/3</td>
<td></td>
<td></td>
<td></td>
<td>Electives: BIO101, BIO103, BIO123, BIO230, CHC101, CHC108, CHC220, EXS201, PER126, PER127, PER130</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Electives: ART, ASL, ENG, FRE HUM, MUS, PHL, SPA, THE</td>
</tr>
</tbody>
</table>

Total: 63/67 credits

See page 117 of the college catalog for program competencies and technical standards.

Campus/format: A majority of this program can be completed during the evening at the Devens Campus.

Special requirements: Students must meet technical standards with or without accommodations.

Transfer options: This program is intended for immediate career entry.

Career options: Entry-level employment as energy auditors, energy management specialists, and building performance specialists.

Earning potential: $18.31 per hour.
Program Competencies for EGC and EGD

Upon graduation from this program, students shall have demonstrated the ability to:

1. Be familiar with the language of alternative energy in relation to technician level employment.
2. Evaluate the energy use patterns for residential and commercial buildings and recommend energy efficiency and alternative energy solutions for high-energy consuming buildings.
3. Understand the interaction among energy-consuming building systems and make recommendations associated with appropriate types of energy audits.
4. Demonstrate an understanding of fundamental control systems for commercial and residential energy applications.
5. Construct energy evaluation technical reports and make presentations for potential project implementation.
6. Use appropriate library and information resources to research professional issues and support lifelong learning.
7. Access library, computing, and communications services, and obtain information and data from regional, national, and international networks.
8. Collect and display data as lists, tables, and plots using appropriate technology (e.g., calculators, computer software).
9. Interpret and analyze applicable codes and guidelines promulgated by agencies such as the EPA (Environmental Protection Agency) and the American Society of Heating, Refrigeration and Air Conditioning Engineers.

Technical Standards* for EGC and EGD

* For general information about technical standards and accommodation, see page 67.

Students entering these programs must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Stand, stoop, and walk for a minimum of three hours.
5. Lift 25 pounds to waist high, shoulder high, and above the head.
6. Manipulate small objects without dropping or damaging them.
7. Determine by touch hotness/coldness, wetness/dryness, or motion/non-motion.
8. Distinguish all colors.
9. Work indoors and outdoors in the presence of loud, repetitious noise levels (not to exceed regulatory standards).
Fire Science Technology Degree (FS)

Often first at the scene of a fire, traffic accident, or medical emergency, firefighters protect the public by fighting fires, treating injuries, and performing other vital functions. This program meets the needs of firefighters with relevant coursework in building construction, fire prevention, fire investigation, and more. The Fire Science program accepts certain courses in transfer from the Mass. Fire Academy. This program is for those working in the field as well as those interested in pursuing it.

MWCC has adopted the Fire and Emergency Services Higher Education (FESHE) Model curriculum. These courses form a national curriculum with recognition from the National Fire Academy.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS127</td>
<td>Computer Technologies</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>FST153</td>
<td>Fire Protection Systems</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>FST159</td>
<td>Fire Behavior and Combustion</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>FST155</td>
<td>Principles of Emergency Services</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>FST158</td>
<td>Principles of Firefighter Safety and Survival</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>FST157</td>
<td>Fire Prevention</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>FST151</td>
<td>Building Construction</td>
<td>3</td>
<td></td>
<td></td>
<td>FST155 or permission of division dean</td>
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<tr>
<td>FST154</td>
<td>Hazardous Materials Chemistry</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>FST152</td>
<td>Strategy and Tactics</td>
<td>3</td>
<td></td>
<td></td>
<td>FST159</td>
</tr>
<tr>
<td>FST162</td>
<td>Fire Hydraulics and Water Supply</td>
<td>3</td>
<td></td>
<td></td>
<td>MAT096 or placement, FST155</td>
</tr>
<tr>
<td>FST161</td>
<td>Legal Aspects of Emergency Services</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>FST163</td>
<td>Fire Investigation I (First Responder)</td>
<td>3</td>
<td></td>
<td></td>
<td>FST151, 155, 159; or permission of instructor</td>
</tr>
<tr>
<td>FST160</td>
<td>Fire and Emergency Services</td>
<td>3</td>
<td></td>
<td></td>
<td>FST155</td>
</tr>
<tr>
<td>MAT126</td>
<td>Topics in Mathematics (or higher)</td>
<td>3</td>
<td></td>
<td></td>
<td>MAT096 or placement</td>
</tr>
<tr>
<td>HCC111</td>
<td>Emergency Medical Technician I</td>
<td>4</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>HCC112</td>
<td>Emergency Medical Technician II</td>
<td>4</td>
<td></td>
<td></td>
<td>HCC111 or placement</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Electives: ART, ASL, ENG, FRE, HUM, MUS, PHL, SPA, THE</td>
</tr>
<tr>
<td>Science Elective</td>
<td>3/4</td>
<td></td>
<td></td>
<td></td>
<td>Electives: BIO, BTC, CHE, EAS, EGM, NRD, PHY</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Electives: ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO, SOC</td>
</tr>
<tr>
<td>Professional Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Includes any FST course and SOC212, CJU133, or CJU134</td>
</tr>
</tbody>
</table>

**Total: 67/69 credits**

See page 119 of the college catalog for program competencies and technical standards.

**Campus/format:** A majority of this program can be completed during the evening at the Gardner Campus or online.

**Helpful hints:** Many fire departments require the civil service exam. Also, student should consider completing EMT certification since fire departments respond to non-fire emergencies.

**Transfer options:** Many remain in or enter the fire science field. However, students have also transferred to Anna Maria College, which has a related program in Fire Science. Transfer agreements exist with Anna Maria College, Charter Oak State College, and the University of Phoenix (some restrictions apply; check with your advisor or transfer services).

Visit MWCC’s transfer services website: http://transfer.mwcc.edu.

3 Plus ONE eligible—go to: www.mwcc.edu/3PlusONE

**Special requirements:** Technical standards must be met with or without accommodations.

**Career options:** After passing the required exams, graduates can become fire fighters, and/or higher (i.e., fire lieutenant, fire captain, fire prevention/code inspector). Careers in the insurance industry, loss prevention, and occupational safety may also be options.

**Earning potential:** $31,991 to $56,808 per year.
Program Competencies for FS

Upon graduation from this program, students shall have demonstrated the ability to:

1. Demonstrate knowledge of the principles of fire prevention.
2. Use theory and practice relative to fire hydraulics in relation to fire suppression.
3. Articulate fundamental codes and ordinances specific to building construction.
4. Demonstrate fundamental knowledge of the principles of arson investigation.
5. Use principles of hazardous chemicals in containment of toxic spills.
6. Use equipment typical of a traditional fire company.
7. Exhibit the use of principles specific to managing a fire or some other type of incident.

Technical Standards* for FS

*For general information about technical standards and accommodation, see page 67.

Students entering this program must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Stand for long periods of time.
5. Lift a minimum of 75 pounds.
6. Traverse small spaces.
7. Climb to extended heights.
8. Manipulate gauges and valves associated with fire control.
Fitness Leadership & Exercise Science Track (LAX)
A Degree in Liberal Arts and Sciences

This program is for those students who would like to transfer to a four-year college or university to pursue a bachelor’s degree in exercise science, exercise physiology, fitness management, or other health-related fields. With a bachelor’s degree, students may pursue fitness management careers at private and corporate fitness centers. Upon graduation from MWCC, students may pursue immediate employment at wellness or recreational agencies. In this program, students will learn in a state-of-the-art fitness and wellness center and gain in-depth knowledge of exercise science to increase their skills and make them more marketable to prospective employers.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>MAT163</td>
<td>Pre-Calculus</td>
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<td>MAT128</td>
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<tr>
<td>PSY105</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>EXS102 or PTA104</td>
<td>Principles of Anatomy and Kinesiology or Applied Anatomy and Kinesiology</td>
<td>3</td>
<td></td>
<td></td>
<td>Prerequisites: ENG100, RDG100, FYE101, MAT1092, or placement, MAT1096 or placement Note: BIO115 or BIO203 for PTA; fall only</td>
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<tr>
<td>CHC101</td>
<td>Complementary Health Care</td>
<td>3</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>EXS201</td>
<td>Exercise Science and Nutrition</td>
<td>4</td>
<td></td>
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<td>Prerequisites: ENG100, MAT1092, RDG100, FYE101, or placement Note: fall only</td>
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<tr>
<td>PER126/130</td>
<td>Health, Fitness, and Wellness</td>
<td>2/3</td>
<td></td>
<td></td>
<td>Prerequisites: MAT1092, RDG100, or placement Note: PER130 is recommended for transfer</td>
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<tr>
<td>EXS203</td>
<td>Exercise Testing and Program Design</td>
<td>4</td>
<td></td>
<td></td>
<td>Prerequisites: EXS102 or PTA104, EXS201 Co-requisite: MAT1096 or placement Note: spring only</td>
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<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
<td></td>
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<td>ENG101</td>
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<tr>
<td>THE113</td>
<td>Speech</td>
<td>3</td>
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<td>ENG101</td>
</tr>
<tr>
<td>CIS127</td>
<td>Computer Technologies</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>BIO109 or BIO115</td>
<td>Biology I or Human Biology</td>
<td>4</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>PSY110</td>
<td>Human Growth and Development</td>
<td>3</td>
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<td></td>
<td>PSY105</td>
</tr>
<tr>
<td>BIO203</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
<td></td>
<td></td>
<td>ENG100, MAT1096, RDG100, FYE101, or placement, BIO109 or BIO115 strongly encouraged</td>
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<tr>
<td>Art Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: ART101, 105, 113</td>
<td></td>
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<tr>
<td>History Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: HIS105, 106, 201, 202</td>
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<tr>
<td>ENG236</td>
<td>Modern Drama (designated culturally diverse course)</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG102 or permission of division dean</td>
</tr>
<tr>
<td>History Elective (designated culturally diverse course)</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: HIS105,106,125</td>
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</tr>
<tr>
<td>SC210</td>
<td>Critical Thinking</td>
<td>3</td>
<td></td>
<td></td>
<td>Prerequisite: ENG102; completion of 45 credits Note: Capstone course</td>
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<tr>
<td>BIO204</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
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<td>BIO203</td>
</tr>
<tr>
<td>ECO102</td>
<td>Microeconomics</td>
<td>3</td>
<td></td>
<td></td>
<td>Prerequisites: ENG100, RDG100, FYE101, or placement Note: ECO101 strongly recommended</td>
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</tbody>
</table>

Total: 72/73 credits

See page 131 of the college catalog for program competencies and technical standards.

Campus/format: A majority of this program can be completed during the day only at the Gardner Campus.

Helpful hints: Focusing on a particular area of study in biological sciences and exercise skills may be helpful when pursuing a career. Students should have a commitment to their own physical fitness.

Transfer options: This program qualifies for MassTransfer.* Transfer agreements exist with Charter Oak State College, Fitchburg State University, and the University of Phoenix. A partnership exists with Amherst College. Most courses will also transfer to the following four-year colleges with comparable programs in exercise science and/or coaching: Springfield College, Worcester State and Northeastern University, and others.

The Liberal Arts curricula closely parallel the general education curricula of the first two years required by most four-year colleges and universities.

Visit MWCC’s transfer services website: http://transfer.mwcc.edu.

Special requirements: Technical standards must be met with or without accommodations.

Career options: After earning a bachelor’s degree, students can pursue fitness management careers at private and corporate fitness centers. For more program information contact the program chair, 978-630-9261, or the dean of Health Sciences and Community Service programs at, 978-630-9265.

Earning potential: $33,730 to $56,130.

* See page 45 for MassTransfer information.
# General Studies Degree (GS)

If your career and educational goals are not yet firmly defined, the General Studies program provides a flexible curriculum allowing you to explore many different disciplines.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td></td>
<td>Behavioral Social Sciences Elective</td>
<td>3</td>
<td></td>
<td>Electives: ANT, DSI, PSY, SOC, SSC</td>
</tr>
<tr>
<td>MAT126</td>
<td>Topics in Mathematics (or higher)</td>
<td>3</td>
<td></td>
<td>MAT096 or placement</td>
</tr>
<tr>
<td></td>
<td>Science Elective</td>
<td>3/4</td>
<td></td>
<td>Electives: BIO, BTC, CHE, EAS, EGM, NRD, PHY</td>
</tr>
<tr>
<td>FYE 101</td>
<td>First Year Seminar</td>
<td>3</td>
<td></td>
<td>ENG099, RDG100</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td></td>
<td>Behavioral Social Sciences Elective</td>
<td>3</td>
<td></td>
<td>Note: See above Behavioral Electives</td>
</tr>
<tr>
<td>PER126/130</td>
<td>Health, Fitness, and Wellness Elective</td>
<td>2/3</td>
<td></td>
<td>Prerequisites: MAT092, RDG100, or placement</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
<td>Electives: ART, ASL, ENG, FRE HUM, MUS, PHL, SPA, THE</td>
</tr>
<tr>
<td></td>
<td>Science Elective</td>
<td>3/4</td>
<td></td>
<td>Note: See above Science Electives</td>
</tr>
<tr>
<td></td>
<td>General Elective</td>
<td>3</td>
<td></td>
<td>Electives: Any course (see page 66 for exceptions)</td>
</tr>
<tr>
<td></td>
<td>Business Elective</td>
<td>3</td>
<td></td>
<td>Electives: ACC, BUS, CIS, ECO, FIN, MAS, MGT, MKT, PLS</td>
</tr>
<tr>
<td>CIS127</td>
<td>Computer Technologies</td>
<td>3</td>
<td></td>
<td>Prerequisites: ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td></td>
<td>Literature Elective</td>
<td>3</td>
<td></td>
<td>Electives: ENG201, 203, 205, 210, 213, 214, 221, 224, 227, 228, 233, 235, 236, 237, 259, 260, 261, 265</td>
</tr>
<tr>
<td></td>
<td>Non-behavioral Social Sciences Elective</td>
<td>3</td>
<td></td>
<td>Electives: GEO, HIS, POL, ECO, SSC</td>
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<tr>
<td></td>
<td>General Elective</td>
<td>3</td>
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<td>Note: see above General Electives</td>
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<tr>
<td></td>
<td>Health Elective</td>
<td>3</td>
<td></td>
<td>Electives: BIO101, BIO103, BIO112, BIO230, CHC101, CHC108, CHC220, EXS102, EXS201; PER126, PER127, PER130</td>
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<td>Non-behavioral Social Sciences Elective</td>
<td>3</td>
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<tr>
<td>THE113</td>
<td>Speech</td>
<td>3</td>
<td></td>
<td>ENG101</td>
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<td></td>
<td>General Elective</td>
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<td>Note: see above General Electives</td>
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<td></td>
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<td>Note: see above General Electives</td>
</tr>
</tbody>
</table>

**Total: 62/65 credits**

See page 122 of the college catalog for program competencies and technical standards.

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**Campus/format:** A majority of this degree can be completed online, or during the day or evening at the Gardner, Leominster, or Devens Campus.

**Helpful hints:** General Studies is a good alternative if you have not decided on a career or transfer program. However, once you have decided, it is suggested that you change your program of study as soon as possible.

**Transfer options:** Transfer agreements exist with Charter Oak State College, Hesser College, and the University of Phoenix.

Visit MWCC’s transfer services website: [http://transfer.mwcc.edu](http://transfer.mwcc.edu).

3 Plus ONE eligible—go to: [www.mwcc.edu/3PlusONE](http://www.mwcc.edu/3PlusONE).

General Studies students interested in transferring should consider changing their program of study to one of the Liberal Arts & Sciences (LAS) Degree programs. LAS allows students to explore different disciplines while taking courses that transfer. Consult with your advisor for more information.

**Special requirements:** Technical standards must be met with or without accommodations.

**Earning potential:** Varies according to industry.
Program Competencies for GS

Program Competencies are those outcomes outlined in the Institutional Effectiveness and Learning Outcomes Assessment section.

Upon graduation from this program, students shall have demonstrated the ability to:

1. Demonstrate an understanding of complex written texts that demand an appreciation of subtext, irony, metaphor, and the subtlety and nuances of language.
2. Successfully complete a substantial research paper that demonstrates the ability to formulate a research question, conduct research using the library’s databases, and synthesize information from a variety of sources into a cohesive and in-depth analysis of a topic.
3. Demonstrate knowledge of historic, social, and cultural backgrounds necessary for understanding their own and other societies with an emphasis on important ideas and events that have shaped, and continue to shape, their world.
4. Demonstrate scientific literacy, which can be defined as the matrix of knowledge needed to understand enough about the universe to deal with issues that come across the horizon of the average citizen, in the news or elsewhere.
5. Demonstrate a broad exposure and clear understanding of the various disciplines and the proper foundation to pursue a variety of career choices.

Technical Standards for GS, GSAH and AHC

1. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
2. Stand for a minimum of two hours.
3. Walk for a minimum of six hours, not necessarily consecutively.
4. Stoop, bend, and twist for a minimum of 30 minutes at a time and be able to repeat this activity at frequent intervals.
5. Use the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on machinery.
6. Respond to spoken words, monitor signals, call bells, and vital sign assessment equipment.
7. Identify behaviors that would endanger a person’s life or safety and intervene quickly, with an appropriate solution, in a crisis situation.
8. Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
9. Exhibit social skills appropriate to professional interactions.
10. Maintain cleanliness and personal grooming consistent with close personal contact.
History and Political Science Track (LAHP)
A Degree in Liberal Arts and Sciences
This program is for those who want a strong background in history and political science, and plan to transfer to a four-year college or university to pursue a degree in history, political science, or government. With a bachelor’s degree in history/political science, students may pursue a career in government and politics, teaching history/political science, or go on to earn a master’s degree in public policy, management, or a JD to practice law.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
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<tr>
<td>ENG101</td>
<td>English Composition I</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>MAT163</td>
<td>Pre-Calculus</td>
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<td>Prerequisite: MAT128</td>
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<td>CIS127</td>
<td>Computer Technologies</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<td>HIS201</td>
<td>History of the United States I</td>
<td>3</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<td>Speech</td>
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<td>ENG101</td>
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<td>History of the United States II</td>
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<td>Lab Science Elective</td>
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<td></td>
<td>Electives: BIO, BTC, CHE, EAS, EGM, NRD, PHY</td>
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<td>Concentration Elective</td>
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<td>Electives: HIS123, HIS125, HIS140, HIS240, POL205, POL210, POL250</td>
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<tr>
<td>HIS105</td>
<td>History of World Civilization I</td>
<td>3</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>PER126/130</td>
<td>Health, Fitness, and Wellness Elective</td>
<td>2/3</td>
<td></td>
<td></td>
<td>Prerequisites: MAT092, RDG100, or placement</td>
</tr>
<tr>
<td></td>
<td>Lab Science Elective</td>
<td>4</td>
<td></td>
<td></td>
<td>Electives: ENG201, 203, 205, 210, 213, 214, 221, 224, 227, 228, 233, 235, 236, 237, 259, 260, 261, 265</td>
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<td></td>
<td>Literature Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: ENG201, 203, 205, 210, 213, 214, 221, 224, 227, 228, 233, 235, 236, 237, 259, 260, 261, 265</td>
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<tr>
<td>HIS106</td>
<td>History of World Civilization II</td>
<td>3</td>
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<td>ENG100, RDG100, or placement</td>
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<tr>
<td>ISC210</td>
<td>Critical Thinking</td>
<td>3</td>
<td></td>
<td></td>
<td>Prerequisites: ENG102, completion of 45 credits</td>
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<tr>
<td></td>
<td>Literature Elective</td>
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<td></td>
<td></td>
<td>Note: Capstone course</td>
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<tr>
<td></td>
<td>Note: See above Literature Electives</td>
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<td>POL211</td>
<td>Massachusetts and the Federal System</td>
<td>3</td>
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<td></td>
<td>Concentration Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: see above Concentration Electives</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
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<td></td>
<td></td>
<td>Electives: ART, ASL, ENG, FRE, HUM, MUS, PHL, SPA, THE</td>
</tr>
</tbody>
</table>

Total: 65/66 credits

See page 131 of the college catalog for program competencies and technical standards.

Campus/format: A majority of this program can be completed during the day or evening at the Gardner Campus.

Helpful hints: Eligible LAS students should consider entering MWCC’s Honors Program. Honors Program students benefit from a challenging, highly individualized academic experience, a tuition waiver during their final semester, active recruitment by four-year colleges and universities, and the use of the Honors Center. Also, because of the program’s Commonwealth Honors Program status, all MWCC Honors courses are transferable as Honors courses within the Massachusetts public higher education system, and MWCC graduates are guaranteed acceptance into the Honors Programs of these colleges and universities. See page 124 of the college catalog for more information.

Transfer options: This program qualifies for MassTransfer.* Transfer agreements exist with Charter Oak State College and the University of Phoenix. A partnership exists with Amherst College.

Visit MWCC’s transfer services website: http://transfer.mwcc.edu.

Special requirements: Technical standards must be met with or without accommodations.

Career options: After earning a bachelor’s degree in history/political science, students may pursue a career in government and politics, teaching history/political science, or go on to earn a master’s degree in public policy, management, or a JD to practice law.

* See page 45 for Mass Transfer information.
The Honors Program offers students the opportunity to study and learn in a challenging educational environment. Students benefit from a learning community with small class sizes, teacher-student mentoring, team-taught interdisciplinary courses, and access to a fully-equipped Honors Center. Honors students receive a tuition waiver during their final semester, special recognition at graduation, and “Commonwealth Honors Program Scholar” designation on official transcripts. The Honors Program is perfect for students seeking transfer to a competitive four-year college or additional intellectual challenges. The Honors Program is affiliated with the National Collegiate Honors Council (NCHC), the Northeast Regional NCHC, and is approved as a Commonwealth Honors Program.

Commonwealth Honors Program Status
All MWCC Honors courses are transferable as Honors courses within the Massachusetts public higher education system, and graduates of the Honors Program are guaranteed acceptance into the Honors Programs at four-year Massachusetts public colleges and universities.

Admissions Requirements

Incoming students – You are welcome to commence your academic program as a member of the college’s selective Honors Program. If you are entering MWCC with an exemplary high school record that includes:

- Combined (critical reading, mathematics, and writing) SAT Reasoning Test scores above 1650 or combined (critical reading and mathematics) SAT Reasoning Test scores above 1100, a high school QPA of 3.3 or higher, and/or a high school class rank in the top 15 percent.*

Candidates must schedule an interview with the Honors Program coordinator for consideration.

Students interested in exploring the Honors Program may consider enrolling in Honors English 102. The course is open to interested students who have completed English 101 with a B+ or better. Students are also required to obtain a letter of recommendation from their ENG101, English Composition I, faculty member. Enrollment in the Honors Program is not required to enroll in this course, but is encouraged. The course is an Honors level version of the standard ENG102.

Currently enrolled students – Students should make an appointment to meet with the Honors coordinator to discuss academic preparation and the following requirements:

- QPA of 3.3 based on a minimum of 12 credits; and
- Two recommendations from MWCC faculty.

Program Requirements

- Maintain a 3.3 QPA. If QPA drops, Honors students are allowed one probationary semester to continue in the program and raise their cumulative average.
- Maintain a minimum “B” in all designated Honors courses.
- Complete a math (MAT143 or higher) and a lab science course.
- Complete Honors English (ENG201), after completing ENG101 and ENG102. Honors English is offered exclusively to Honors students.
- Two Honors courses:
  These may be “component” courses already required by a student’s degree program (must be approved as component courses), or specifically designed Honors courses. A component course requires additional activities such as independent research, one-on-one tutorials, and/or a special project. Component courses result from a written agreement between a faculty member and a student, approval of the division dean, and the Honors Program coordinator.
- One Honors Colloquium course:
  Honors students enroll in the colloquium course after completing ENG201 and one of the two required Honors courses. Exclusively for Honors students, the colloquium is interdisciplinary in nature and designed by MWCC faculty and approved by the Honors Committee.

Under certain circumstances, Honors Program requirements may be substituted with the approval of the Honors Program Committee.
Human Services Technician Certificate (HSC)
This program is for those who wish to build a rewarding career helping others who are experiencing personal and socialization problems. Opportunities in this field are excellent. According to the Bureau of Labor Statistics, human services is one of the fastest growing fields. The Human Services Technician Certificate prepares students for immediate employment in entry-level human services positions. It also provides individuals currently working in entry-level positions an opportunity to enhance their skills.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>CrSemester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>HST101</td>
<td>Introduction to Human Services</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>PSY101</td>
<td>Psychology of Self</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>PSY105</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>HST140</td>
<td>Counseling Methods and Interviewing Techniques</td>
<td>3</td>
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<td>PSY105</td>
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<tr>
<td>HST150</td>
<td>Cultural Awareness</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>PSY240</td>
<td>Abnormal Psychology</td>
<td>3</td>
<td></td>
<td>PSY105</td>
</tr>
</tbody>
</table>

See page 127 of the college catalog for technical standards.

Campus/format: A majority of this certificate can be completed during the day or evening at the Gardner or Leominster Campuses.

Helpful hints: Volunteer opportunities, service learning, and civic engagement components are suggested as ways of enhancing classroom learning.

Transfer options: All courses in this program may be applied to MWCC’s Human Services Degree. Consult with your academic advisor.

Special requirements: Technical standards must be met with or without accommodations.

Career options: Mental health/mental retardation technician, case manager, child care specialist, direct care worker, residential counselor, job coach, and other entry-level human services positions.

Earning potential: $20,350 to $32,440.

Go to the academic program page at www.mwcc.edu to view gainful employment disclosure information.
Human Services Degree (HS)

This program is for those who wish to build a rewarding career helping others who are experiencing personal and socialization problems. Opportunities in this field are excellent. According to the Bureau of Labor Statistics, human services is one of the fastest growing fields. The Human Services Degree program will prepare you for entry-level positions in social services or for transfer to four-year colleges or universities to pursue human services, psychology, social work, sociology, or other related majors.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
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<tbody>
<tr>
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<td></td>
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<tr>
<td>HST101</td>
<td>Introduction to Human Services</td>
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<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>PSY105</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>CST127</td>
<td>Computer Technologies</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>HST150</td>
<td>Cultural Awareness</td>
<td>3</td>
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<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
<td></td>
<td></td>
<td>PSY105 strongly recommended, may be taken concurrently</td>
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<tr>
<td>HST140</td>
<td>Counseling Methods and Interviewing Techniques</td>
<td>3</td>
<td></td>
<td>PSY105</td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>PER126/130</td>
<td>Health, Fitness, and Wellness Elective</td>
<td>2/3</td>
<td></td>
<td></td>
<td>Prerequisite: MAT092, RDG100, or placement</td>
</tr>
<tr>
<td>PSY101</td>
<td>Psychology of Self</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>PSY110</td>
<td>Human Growth and Development</td>
<td>3</td>
<td></td>
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<td>PSY105 Strongly recommended</td>
</tr>
<tr>
<td>MAT126</td>
<td>Topics in Mathematics (or higher)</td>
<td>3</td>
<td></td>
<td></td>
<td>MAT096 or placement</td>
</tr>
<tr>
<td>PSY240</td>
<td>Abnormal Psychology</td>
<td>3</td>
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<td>PSY105</td>
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<tr>
<td>THE113</td>
<td>Speech</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>SOC103</td>
<td>Introduction to Sociology</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<td>Professional Elective</td>
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<td>Electives: ASL101, ASL102, CHC101, CHC105, CHC108, CHC110, CHC220, CJU131, CJU232, CJU250, CJU254, ECE101, HST142, HST145, HST147, PSY143, PSY244, PSY246, PSY280, PSY290, SOC125, SOC129, SOC206, SOC208, SOC210, SOC212, SPA109, SPA110</td>
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<td>BIO103 or Lab Science</td>
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<td>POL211</td>
<td>Massachusetts and the Federal System</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>SOC205</td>
<td>Social Problems</td>
<td>3</td>
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<td></td>
<td>SOC103</td>
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<td>HST260</td>
<td>Human Services Seminar (capstone)</td>
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<td></td>
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<td>45 credits earned toward the Human Services Degree including ENG102, HST101, HST140, PSY105, PSY110, PSY240, SOC103, or permission of division dean</td>
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<td>HST250</td>
<td>Human Services Internship Experience</td>
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<td>General Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: Any course (see page 66 for exceptions)</td>
</tr>
</tbody>
</table>

Total: 63/65 credits

See page 127 of the college catalog for program competencies and technical standards.

Campus/format: A majority of this degree can be completed online, during the day or evening at the Gardner or Leominster Campuses.

Helpful hints: Volunteer opportunities, service learning, and civic engagement components are suggested as ways of enhancing classroom learning.

Transfer options: Transfer agreements exist with Cambridge College, Charter Oak State College, Hesser College, Becker College, and the University of Phoenix. Other popular transfer choices include Anna Maria College and Worcester State University. Consult with the transfer advisor early to maximize your transfer options.

Visit MWCC’s transfer services website: http://transfer.mwcc.edu.

Special requirements: A Criminal/Sexual Offender Record Information (CORI/SORI) check and liability insurance are required for student interns. Technical standards must be met with or without accommodations.

Career options: Mental health assistant, case manager, intake specialist, community organizer, counselor, domestic violence worker, residential staff and house manager, advocate, substance abuse worker, social service aide, and a wide variety of related careers.

Earning potential: $20,350 to $32,440.
Human Services Degree (HS) and Human Services Technician Certificate—continued

Program Competencies for HS

Upon graduation from this program, students shall have demonstrated the ability to:

1. Demonstrate knowledge of the historical development of human services as a profession and the implications of social policy.
2. Demonstrate an understanding of the major models of causation of normal and abnormal development and the conditions which promote or limit optimal functioning.
3. Develop and demonstrate effective intervention strategies that include counseling and interviewing skills, assessment, advocacy, outreach, and referral.
4. Demonstrate knowledge of the formal and informal supports, resources available in the community, and skill in gaining access to them.
5. Demonstrate an awareness of one’s individual strengths, attitudes, values, and belief systems on both a personal and professional level.
6. Develop and demonstrate the oral and written skills required for an effective communicator.
7. Develop an awareness of cultural diversity and a working knowledge of, and respect for, peoples’ history, traditions, values, and social organizations such as family, community, and political structures.
8. Exercise professional ethics in all matters related to the helping relationship and the workplace.

Technical Standards* for HS and HSC

* For general information about technical standards and accommodation, see page 67.

Students entering these programs must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Comprehend the spoken word.
5. Perceive and differentiate individual behaviors.
6. Maintain cleanliness and personal grooming consistent with close personal contact.
7. Exhibit social skills appropriate to professional interactions.
**IT Support Specialist Certificate (ITC)**

This certificate will prepare students for the information technology field especially related to IT Support Specialist and Helpdesk entry positions. Students will utilize software applications, networks, and web servers; query database applications to locate, evaluate, and use data; create web pages and web graphics; create written documentation and oral presentations; configure, monitor, secure, and administer network resources; as well as demonstrate technical skills and ability in analyzing, assessing, diagnosing, and troubleshooting hardware, software, network, and other desktop issues. Additionally, students may apply this certificate as a step toward Computer Information Systems Degree.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS127</td>
<td>Computer Technologies</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>CIS140</td>
<td>Microcomputer Networking Applications</td>
<td>3</td>
<td></td>
<td>MAT092, RDG100, or placement</td>
</tr>
<tr>
<td>CIS143</td>
<td>Computer Service and Repair</td>
<td>3</td>
<td></td>
<td>ENG100, MAT092, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>CIS123</td>
<td>Microcomputer Database Management</td>
<td>3</td>
<td></td>
<td>MAT092 or placement, CIS127 or CIS120</td>
</tr>
<tr>
<td>CIS Elective</td>
<td></td>
<td>3</td>
<td></td>
<td>Any CIS course</td>
</tr>
<tr>
<td>CIS Elective</td>
<td></td>
<td>3</td>
<td></td>
<td>See above CIS elective</td>
</tr>
<tr>
<td>Professional Elective</td>
<td></td>
<td>3</td>
<td></td>
<td>Electives: BUS112, BUS125; ENG106, THE113</td>
</tr>
</tbody>
</table>

**Total: 24 credits**

See page 103 of the college catalog for technical standards.

**Campus/format:** A majority of this program can be completed during the day at the Gardner Campus. Many courses do, however, have alternative options such as with evening or online sections.

**Helpful hints:** To be successful, students must spend additional time outside of class completing assignments. Access to a computer with the appropriate software is essential. MWCC provides computer access in various labs and in the library, as available.

**Special requirements:** Students are required to complete the CIS courses as listed. Prior to enrolling in each course, students must ensure they meet the course prerequisites. The college’s adaptive computer lab, providing assistive technology for students with disabilities, is available. Technical standards must be met with or without accommodations.

**Career options:** This program prepares students for entry level Help Desk/IT Support positions as well entry into as the Computer Information Systems Degree.

**Earning potential:** $32,110 to $53,640.

Go to the academic program page at www.mwcc.edu to view gainful employment disclosure information.
Law Enforcement Certificate (CJLC)
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 an associate’s degree in criminal justice, which may result in increased compensation under the Quinn Bill.

There are several good reasons to pursue or continue your education in criminal justice: 1. it is one of the fastest growing job markets in the nation; 2. as crime changes and criminals become more sophisticated, criminal justice professionals must increase their knowledge, skills, and sophistication in enforcing laws; 3. the public continues to demand higher standards and effectiveness of law enforcement officials; 4. through various pay incentive programs, police may receive salary increases by pursuing higher education; 5. and, Criminal Justice is a good foundation for those pursuing a career in law. MWCC’s outstanding Criminal Justice faculty includes working practitioners and instructors with expertise in law enforcement, prosecutorial systems, and corrections.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJU131</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement. This course should be taken during a student’s first semester in the program.</td>
</tr>
<tr>
<td>CJU133</td>
<td>Criminal Law</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>SOC103</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>CJU220</td>
<td>Technical Writing for the Criminal Justice Professional</td>
<td>1</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>PSY105</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>CJU134</td>
<td>Criminal Procedure</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>CJU140</td>
<td>American Policing</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>CJU232</td>
<td>Introduction to Criminology</td>
<td>3</td>
<td></td>
<td></td>
<td>SOC103</td>
</tr>
<tr>
<td>THE113</td>
<td>Speech</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
</tbody>
</table>

Total : 28 credits

See page 106 of the college catalog for technical standards.

Campus/format: A majority of this program can be completed during the day at the Gardner Campus.

Helpful hints: Academic and career advising sessions with a criminal justice advisor are highly recommended. Cooperative education, volunteer, and/or service learning experiences may increase chances of employment. Students who are pursuing a career in law enforcement or police services are encouraged to complete the associate’s degree in Criminal Justice.

Transfer options: All courses may be applied toward MWCC’s Criminal Justice degree. Consult with your academic advisor.

Special requirements: Students enrolled in this certificate are not eligible for life experience, police academy, armed services, or Tech Prep credits and are limited to six credits total in CLEP, DANTES, and challenge exams. Only courses completed at institutions accredited by appropriate Regional Institutional Accrediting organizations may be transferred into the program. A Criminal and Sexual Offender Records Information (CORI/SORI) check is required for student interns. Technical standards must be met with or without accommodations.

Earning potential: $35,600 to $59,880.

Go to the academic program page at www.mwcc.edu to view gainful employment disclosure information.
Liberal Arts and Sciences (LAS)
This program is for those who would like a strong educational background to transfer to a four-year institution or immediately enter professional employment by carefully selecting electives. Students may choose to major in virtually any academic discipline such as biology, English, history, or physical science. Students are encouraged to discuss majoring in any specific area of study with their academic advisor. LAS students can transfer to many four-year colleges or universities and start as a junior.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>MAT143 or MAT163</td>
<td>Statistics or Pre-Calculus</td>
<td>3/4</td>
<td></td>
<td></td>
<td>MAT096 or higher</td>
</tr>
<tr>
<td></td>
<td>Behavioral Social Science Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: ANT, PSY, SOC, SSC</td>
</tr>
<tr>
<td></td>
<td>General Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: Any course (see page 66 for exceptions)</td>
</tr>
<tr>
<td></td>
<td>Lab Science Elective</td>
<td>4</td>
<td></td>
<td></td>
<td>Electives: BIO, BTC, CHE, EAS, EMG NRD, PHY</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>THE113</td>
<td>Speech</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: ART, ASL, ENG, FRE, HUM, MUS, PHL, SPA, THE</td>
</tr>
<tr>
<td>CIS127</td>
<td>Computer Technologies</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td></td>
<td>Lab Science Elective</td>
<td>4</td>
<td></td>
<td></td>
<td>Note: See above Lab Science Electives</td>
</tr>
<tr>
<td>PER126/130</td>
<td>Health, Fitness, and Wellness Elective</td>
<td>2/3</td>
<td></td>
<td></td>
<td>Prerequisites: MAT092, RDG100, or placement</td>
</tr>
<tr>
<td></td>
<td>Behavioral Social Science Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Note: See above Behavioral Social Science Electives</td>
</tr>
<tr>
<td></td>
<td>World language or a designated culturally diverse course</td>
<td>3</td>
<td></td>
<td></td>
<td>Note: All ASL, FRE, SPA courses; ANT111, ENG236, ENG237, ENG265, GEO129, HIS105, HIS106, HIS125, HUM240, HUM260, HST150, SOC125</td>
</tr>
<tr>
<td></td>
<td>General Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Note: See above General Elective</td>
</tr>
<tr>
<td></td>
<td>Non-behavioral Social Science Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: GEO, HIS, POL, ECO, SSC</td>
</tr>
<tr>
<td></td>
<td>Literature Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: ENG201, 203, 205, 210, 213, 214, 221, 224, 227, 228, 233, 235, 236, 237, 259, 260, 261, 265</td>
</tr>
<tr>
<td></td>
<td>Non-behavioral Social Science Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Note: See above Non-behavioral Social Science Electives</td>
</tr>
<tr>
<td></td>
<td>Literature Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>See above Literature Electives</td>
</tr>
<tr>
<td>ISC210</td>
<td>Critical Thinking</td>
<td>3</td>
<td></td>
<td></td>
<td>Prerequisite: ENG102, completion of 45 credits</td>
</tr>
<tr>
<td></td>
<td>World language or a designated culturally diverse course</td>
<td>3</td>
<td></td>
<td></td>
<td>Note: See above World Language or a designated culturally diverse course</td>
</tr>
<tr>
<td></td>
<td>General Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Note: See above General Elective</td>
</tr>
</tbody>
</table>

Total: 64/66 credits

See page 131 of the college catalog for program competencies and technical standards.

Campus/format: A majority of this program can be completed online or during the day or evening at the Gardner Campus.

Helpful hints: Students are encouraged to discuss majoring in any specific area of study with their academic advisor. Eligible LAS students should consider entering MWCC’s Honors Program. Honors Program students benefit from a challenging, highly individualized academic experience, a tuition waiver during their final semester, active recruitment by four-year colleges and universities, and the use of the Honors Center. Also, because of the program’s Commonwealth Honors Program status, all MWCC Honors courses are transferable as Honors courses within the Mass public higher education system, and MWCC graduates are guaranteed acceptance into the Honors Programs of these colleges and universities. See page 124 of the college catalog for more information.

Transfer options: This program qualifies for MassTransfer.* Transfer agreements also exist with Becker College, Cambridge College, Charter Oak State College, Framingham State College (with an online option in social sciences and humanities), Hesser College, The American College of History and Legal Studies, The University of Phoenix and, Amherst College.

Visit MWCC’s transfer services website: http://transfer.mwcc.edu.

The Liberal Studies curricula closely parallel the general education curricula of the first two years required by most four-year colleges and universities.

3 Plus ONE eligible—go to: www.mwcc.edu/3PlusONE.

Special requirements: Technical standards must be met with or without accommodations.

* See page 45 for MassTransfer information.
Program Competencies for LAC, LAEL, LAER, LAS, LAX, LAHP, and LAT

Upon graduation from these programs, students shall have the ability to:

1. Formulate clear and precise questions about complex problems and ideas relevant to a variety of disciplines—math, science, the humanities, and the social sciences—and gather, assess, and interpret information to arrive at well-reasoned conclusions and solutions.

2. Demonstrate an understanding of complex written texts that demand an appreciation of subtext, irony, metaphor, and the subtlety and nuances of language.

3. Successfully complete a substantial research paper that demonstrates the ability to formulate a research question, conduct research using the library’s databases, and synthesize information from a variety of sources into a cohesive and in-depth analysis of a topic.

4. Demonstrate knowledge of historic, social, and cultural backgrounds necessary for understanding their own and other societies with an emphasis on important ideas and events that have shaped, and continue to shape, their world.

5. Demonstrate scientific literacy, which can be defined as the matrix of knowledge needed to understand enough about the universe to deal with issues that come across the horizon of the average citizen, in the news or elsewhere.

6. Demonstrate a broad exposure to, and an understanding of, the differences and similarities in the various academic disciplines within their Liberal Arts education.

7. Successfully transfer to a baccalaureate degree granting institution if desired, with the proper educational foundation for transition into a chosen field of study.

Capstone Course for LAC, LAEL, LAER, LAS, LAX, LAHP, and LAT

ISC210 Critical Thinking is the required capstone course for all liberal arts majors and is to be taken after successfully completing English Composition II and 45 credits.

Additional Program Competencies for LAX

In addition to the above program competencies, upon graduation from the Liberal Arts & Sciences—Fitness Leadership & Exercise Science Concentration program, students shall have the ability to:

1. Demonstrate a basic knowledge of exercise physiology and kinesiology.

2. Demonstrate a basic knowledge of nutrition and the guidelines.

3. Demonstrate the ability to do a thorough client assessment for designing a complete exercise program.

4. Demonstrate an understanding of the professional responsibilities surrounding safety, liability, and code of ethics.

5. Demonstrate an understanding of the fitness leadership certifications and the need for continuing education.
Technical Standards* for LAX

* For general information about technical standards and accommodation, see page 67.

Students entering into this program must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information in either spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Exhibit social skills appropriate to professional interactions.
5. Maintain cleanliness and personal grooming consistent with close personal contact.

Technical Standards* for LAC, LAEL, LAS, LAHP, and LAT

* For general information about technical standards and accommodation, see page 67.

Students entering these programs must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
Manufacturing Technology—Plastics Degree (PT)

Current industry trends indicate that the rapidly growing plastics industry will continue to expand well into the 21st century. Customers’ expectations and product design complexities are challenging today’s limited number of experienced process technicians and engineers. Many plastics companies are seeking to hire experienced production employees but cannot find enough experienced people to meet market demand. Furthermore, few colleges worldwide offer plastics programs. This program is a cooperative venture among Nypro, Inc., Fitchburg State University, and MWCC. Students first complete a set of core technical courses at Nypro, Inc.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLT220</td>
<td>Statistical Process Control</td>
<td>3</td>
<td></td>
<td></td>
<td>Courses not limited to Nypro employees.</td>
</tr>
<tr>
<td>PLT221</td>
<td>Injection Molding</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLT222</td>
<td>Electrical Maintenance</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLT225</td>
<td>Measurement Techniques and Blueprint Reading</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>PLT226</td>
<td>Polymeric Materials Design and Application</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLT223</td>
<td>Mold Design</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLT224</td>
<td>Principles of Supervision</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLT227</td>
<td>Hydraulics and Pneumatics</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>MAT126</td>
<td>Topics in Mathematics (or higher)</td>
<td>3</td>
<td></td>
<td></td>
<td>MAT096 or placement</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101, General Elective</td>
</tr>
<tr>
<td>THE113</td>
<td>Speech</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101, Electives: Any course (see page 66 for exceptions)</td>
</tr>
<tr>
<td>MGT210</td>
<td>Principles of Management</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, MAT092, RDG100, FYE101, or placement.</td>
</tr>
<tr>
<td>PER126/130</td>
<td>Health, Fitness, and Wellness Elective</td>
<td>2/3</td>
<td></td>
<td></td>
<td>Prerequisites: MAT092, RDG100, or placement. Note: PER130 is recommended for transfer</td>
</tr>
<tr>
<td>CIS127</td>
<td>Computer Technologies</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Electives: ART, ASL, ENG, FRE HUM, MUS, PHL, SPA, THE</td>
</tr>
<tr>
<td>Lab Science Elective</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td>Electives: BIO, BTC, CHE, EAS, EMG NRD, PHY Note: CHE107 recommended</td>
</tr>
<tr>
<td>Lab Science Elective</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td>See above Lab Science electives</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Electives: ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO, SCC</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Note: See above General Elective</td>
</tr>
</tbody>
</table>

Total: 64/65 credits

See page 134 of the college catalog for program competencies and technical standards.

Campus/format: All technical courses (PT) are offered evenings only at Nypro Institute of Technology.

Helpful hints: Information for the technical courses (PT), must be obtained from Nypro, Inc. of Clinton MA 978-365-8411.

Transfer options: MWCC accepts Nypro courses as transfer credit. MWCC graduates of this program can transfer into Fitchburg State University’s Industrial Technology bachelor’s degree program.

3 Plus ONE eligible–go to: www.mwcc.edu/3PlusONE.

Special requirements: Students enrolled in this program must adhere to the 30-credit MWCC residency requirement.

Technical standards must be met with or without accommodations.

Career options: Design, development, testing, troubleshooting, and production in electronics, health care, automotive, and telecommunications industries.

Earning potential: $24,347 to $34,517 as listed by salary.com.
Manufacturing Technology—Plastics (PT)

Program Competencies for PT

Upon graduation from this program, students shall have demonstrated the ability to:

1. Communicate technical information in written and oral form.
2. Participate as a contributing member of a small work team as well as the larger factory team—including problem solving.
3. Solve practical production mathematical problems requiring basic skills in algebra, geometry, trigonometry, and statistics.
4. Communicate in the graphic language of engineering by interpreting technical blueprints used in industry and preparing two- and three-dimensional technical sketches.
5. Understand and apply the fundamentals of the basic sciences that underlie the machines used in manufacturing.
6. Understand and apply the fundamentals of the many manufacturing processes used in industry to manufacture products.
7. Understand and apply computer skills in the manufacturing environment.
8. Understand and apply modern operations principles to manufacturing operations, including total quality management, statistical process control, and continuous quality improvement and just-in-time.
9. Use a current personal computer workstation for word processing, spreadsheets, database management, email, www searching, and simple drawing, including integration into a single coherent document (report).

Technical Standards* for PT

* For general information about technical standards and accommodation, see page 67.

Students entering these programs must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Stand for two hours.
5. Manipulate small parts, and make fine hand adjustments to machines and test equipment.
6. Use appropriate tools found in the manufacturing environment.
7. Work indoors in the presence of low, repetitious noise levels (not to exceed regulatory standards).
8. Work indoors in a non-air-conditioned environment with exposure to oil vapors.
9. Visualize in two and three dimensions.
10. Lift 40 pounds.
11. Learn to operate a computer.
Medical Assisting Degree (MAS)

Medical assistants perform a combination of clinical and administrative duties in a medical setting. Clinical duties include assisting doctors with examinations, drawing blood, placing patients in rooms, administering immunizations, removing sutures, assessing vital signs, and applying wound care. Administrative duties include scheduling appointments, answering phones, billing insurance companies, making referrals, and phoning in prescriptions. Because medical assistants work in an office environment, most work regular day-time hours. The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP), on recommendation of the Medical Assisting Review Board: CAAHEP, 1361 Park Street, Clearwater, FL 33756; phone 727 210-2350. Clinical courses are offered only during the day at the Gardner campus. For more information, please call 978-630-9357.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>MAS101</td>
<td>Medical Secretarial Procedures</td>
<td>3</td>
<td>RDG100 or placement, CIS101 (co-requisite) or placement</td>
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<tr>
<td>MAS102</td>
<td>Medical Terminology</td>
<td>3</td>
<td>RDG100 or placement</td>
<td></td>
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<tr>
<td>BIO115</td>
<td>Human Biology</td>
<td>4</td>
<td>ENG100, RDG100, FYE101, or placement</td>
<td></td>
</tr>
<tr>
<td>MAT126</td>
<td>Topics in Mathematics (or higher)</td>
<td>3</td>
<td>MAT096 or placement</td>
<td></td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
<td>ENG101</td>
<td></td>
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<tr>
<td>MAS201</td>
<td>Medical Machine Transcription</td>
<td>3</td>
<td>CIS101 or placement, MAS102</td>
<td></td>
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<tr>
<td>MAS202</td>
<td>Medical Coding and Billing I</td>
<td>3</td>
<td>MAS102 (or co-requisite)</td>
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<tr>
<td>CIS103</td>
<td>Word Processing Applications</td>
<td>3</td>
<td>RDG100 or placement</td>
<td></td>
</tr>
<tr>
<td>PER126/130</td>
<td>Health, Fitness, and Wellness Elective</td>
<td>2/3</td>
<td><strong>Prerequisite:</strong> MAT092, RDG100, or placement <strong>Note:</strong> PER130 is recommended for transfer</td>
<td></td>
</tr>
<tr>
<td>MAS203</td>
<td></td>
<td>3</td>
<td>RDG100 or placement, MAS102 (or co-requisite)</td>
<td></td>
</tr>
<tr>
<td>May or June</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAS210</td>
<td>Externship I</td>
<td>1</td>
<td></td>
<td>MAS101, MAS102, MAS201, MAS202, MAS203, CIS103</td>
</tr>
<tr>
<td>MAS206</td>
<td>Medical Assisting Lab Procedures</td>
<td>4</td>
<td>BIO115, MAS102</td>
<td></td>
</tr>
<tr>
<td>MAS208</td>
<td>Principles of Pharmacology</td>
<td>3</td>
<td>BIO115 or permission of division dean</td>
<td></td>
</tr>
<tr>
<td>MAS207</td>
<td>Medical Assisting Clinical Procedures</td>
<td>4</td>
<td>BIO115, MAS102</td>
<td></td>
</tr>
<tr>
<td>PSY105</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<td></td>
<td>Humanities Elective</td>
<td>3</td>
<td>Electives: ART, ASL, ENG, FRE HUM, MUS, PHL, SPA, THE</td>
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<tr>
<td>MAS209</td>
<td>Medical Legal Concepts, Practices, and Ethics</td>
<td>3</td>
<td>MAS101, MAS102</td>
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<tr>
<td>MAS250</td>
<td>Externship II</td>
<td>4</td>
<td>MAS210, 206, 207, 208, 209 (or co-requisite)</td>
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<tr>
<td>MAS240</td>
<td>Medical Assisting Seminar</td>
<td>3</td>
<td>Completion of first 3 semesters of Medical Assisting program.</td>
<td></td>
</tr>
</tbody>
</table>

Total: 61/62 credits

See page 138 of the college catalog for program competencies and technical standards.

Campus/format: A majority of this program can be completed during the day at the Gardner Campus.

Helpful hints: Some courses are offered only in the semester they are shown in the guide; students must register for these courses when they are offered.

Transfer options: This program prepares students for immediate career entry. However, transfer agreements exist with Charter Oak State College and the University of Phoenix.

Visit MWCC’s transfer services website: http://transfer.mwcc.edu.

3 Plus ONE eligible—go to: www.mwcc.edu/3PlusONE.

Special requirements: Students must demonstrate keyboarding proficiency by either successfully completing CIS101 or successfully passing the keyboarding placement exam. Immunizations, additional liability insurance, and a Criminal/Sexual Offender Records Information (CORI/SORI) check are required for student externs. Technical standards must be met with or without accommodations. Students must pass all MAS and BIO courses with a C+ or better to remain in good standing in the MAS program.

Certification: Graduates of MWCC’s accredited program can become certified by taking and passing the national Certified Medical Assistant (CMA) Exam (only students who graduate from an accredited program are allowed to sit for this exam).

Career options: Most medical assistants work in the offices of physicians, chiropractors, optometrists, and podiatrists. Others find employment in hospitals, insurance companies, and other health care facilities.

Medical Coding & Billing Certificate (MCC)

The Medical Coding and Billing Certificate program provides students with an understanding of the principles and methodology of ICD-9/10 and CPT-4 coding to access gainful employment in the healthcare industry. Medical coders assign codes to medical diagnoses, procedures, and services for which the healthcare providers will be reimbursed. Medical billers facilitate the claims paying process from the time a service is rendered by a healthcare provider until the balance is paid. If you are detail-oriented, have strong computer skills, and are seeking a career in healthcare, the Certificate in Medical Coding & Billing may be for you. For more information, please call 978-630-9357.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
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</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>BIO115</td>
<td>Human Biology</td>
<td>4</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
<td></td>
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<tr>
<td>MAS102</td>
<td>Medical Terminology</td>
<td>3</td>
<td></td>
<td>RDG100 or placement</td>
<td></td>
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<tr>
<td>MAS202</td>
<td>Medical Coding and Billing I</td>
<td>3</td>
<td></td>
<td>MAS102 (or co-requisite)</td>
<td></td>
</tr>
<tr>
<td>MAS208</td>
<td>Principles of Pharmacology</td>
<td>3</td>
<td></td>
<td>BIO115 or permission of division dean</td>
<td></td>
</tr>
<tr>
<td>MAS212</td>
<td>Medical Coding and Billing II</td>
<td>3</td>
<td></td>
<td>BIO115, MAS202, MAS208 (or co-requisite)</td>
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<tr>
<td>MAS220</td>
<td>Advanced Medical Coding</td>
<td>3</td>
<td></td>
<td>BIO115, MAS202, BIO240 (or co-requisite), and MAS208 (or co-requisite)</td>
<td></td>
</tr>
<tr>
<td>BIO240</td>
<td>Survey of Diseases</td>
<td>3</td>
<td></td>
<td>BIO115 or BIO203</td>
<td></td>
</tr>
<tr>
<td>MAS203</td>
<td>Computers in the Healthcare Setting</td>
<td>3</td>
<td></td>
<td>RDG100 or placement, MAS102 (or co-requisite)</td>
<td></td>
</tr>
</tbody>
</table>

Total: 28 credits

See page 138 of the college catalog for technical standards.

**Campus/format:** A majority of this program can be completed during the day at the Gardner campus. General courses can be completed day or evening at multiple Campuses.

**Helpful hints:** Some courses are offered only in the semester they are shown in the guide; students must register for these courses when they are offered. It is suggested that students meet with the director for class selection.

**Transfer options:** This program prepares students for immediate career entry.

**Special requirements:** Technical standards must be met with or without accommodations.

**Career options:** Graduates will have the ability to do coding and billing in the following areas: physician practices (large and small), hospital health information management and patient financial services departments, medical billing companies, technology companies that service the healthcare industry (e.g. Meditech, 3M, Genzyme, eClinical), insurance companies, and government (Medicare auditing), etc.

**Earning potential:** $30,266 to $36,698 per year according to www.salary.com.

Go to the academic program page at www.mwcc.edu to view gainful employment disclosure information.
**Medical Office Certificate (MOC)**

The Medical Office Certificate program provides students with the skills and knowledge needed in a medical office environment: medical secretarial procedures, medical terminology, coding and billing, word processing, and medical machine transcription. For more information, please call 978-630-9357.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
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</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>MAS101</td>
<td>Medical Secretarial Procedures</td>
<td>3</td>
<td></td>
<td></td>
<td>RDG100 or placement; CIS101 or placement (or co-requisite)</td>
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<tr>
<td>MAS102</td>
<td>Medical Terminology</td>
<td>3</td>
<td></td>
<td></td>
<td>RDG100 or placement</td>
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<tr>
<td>CIS101</td>
<td>Keyboarding</td>
<td>3</td>
<td></td>
<td></td>
<td><strong>Prerequisite:</strong> RDG100 or placement</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> A placement (proficiency) exam is offered. Proficiency exempts students from CIS101; credit is not awarded and another course must be taken. There is no charge for the placement exam.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAS201</td>
<td>Medical Machine Transcription</td>
<td>3</td>
<td></td>
<td></td>
<td>CIS101 or placement, MAS102</td>
</tr>
<tr>
<td>MAS202</td>
<td>Medical Coding and Billing I</td>
<td>3</td>
<td></td>
<td></td>
<td>MAS102</td>
</tr>
<tr>
<td>CIS103</td>
<td>Word Processing Applications</td>
<td>3</td>
<td></td>
<td></td>
<td>RDG100 or placement</td>
</tr>
<tr>
<td>MAS203</td>
<td>Computers in the Healthcare Setting</td>
<td>3</td>
<td></td>
<td></td>
<td>RDG100 or placement, MAS102 (or co-requisite)</td>
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</tbody>
</table>

**Total: 24 credits**

See page 138 of the college catalog for technical standards.

**Campus/format:** A majority of this program can be completed during the day or evening at the Devens or Gardner Campuses.

**Helpful hints:** Students will benefit from having some ability in mathematics and being detail-oriented. MAS102 and MAS201 are available in a convenient modular format for students who wish to learn at their own pace.

**Transfer options:** This program prepares students for immediate career entry.

**Special requirements:** Students must have excellent oral and written communication skills as well as keyboarding skills or the ability to acquire them. Technical standards must be met with or without accommodations.

**Career options:** Graduates are typically employed in a variety of health care settings such as physicians' offices, hospitals, insurance companies, third party billing services, and HMOs. Some positions to consider include claims benefit advisor and insurance specialist.

**Earning potential:** $23,250 to $34,210.

Go to the academic program page at www.mwcc.edu to view gainful employment disclosure information.
Program Competencies for MAS

Upon graduation from this program, students shall have demonstrated the ability to perform the following administrative, clinical, and transdisciplinary competencies:

1. Clerical functions
2. Bookkeeping procedures
3. Special accounting entries
4. Insurance claims
5. Fundamental principles
6. Specimen collections
7. Diagnostic testing
8. Patient care
9. Communication
10. Legal concepts
11. Patient instruction
12. Operational functions

Technical Standards* for MAS, MOC and MCC

* For general information about technical standards and accommodation, see page 67.

All technical standards listed apply to MAS. Technical standards that apply to MOC & MCC are indicated by **

Students entering this program must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level. **
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format. **
3. Gather, analyze, and draw conclusions from data. **
4. Be able to type 30 words per minute for three minutes with three or fewer errors using the "touch" method of typing. **
5. Write at a college level as evidenced by completion of ENG100 or placement into ENG101. **
6. Distinguish shapes and colors under a microscope.
7. Read typewritten text and patient data from a computer screen with or without corrective devices. **
8. Discriminate color in order to identify reagents and other materials such as laboratory media, stained preparations, and the physical properties of various body fluids.
9. Possess the manual dexterity required in such tasks as performing phlebotomy; operating blood analyzers and laboratory information systems; handling small containers of potentially biohazardous specimens (one inch by one inch); using sample measuring devices such as pipettes; giving injections and being able to adequately focus and manipulate a microscope and, using the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on machinery.
10. Traverse the hospital and laboratory corridors, passageways, and doorways (minimum width, three feet).
11. Communicate with patients and staff in the English language.**
12. Maintain cleanliness and personal grooming consistent with close personal contact. **
13. Possess hearing with or without corrective devices to be able to transcribe medical dictation from recorded media. **
14. Comprehend and respond to the spoken word of all age-specific groups.**
15. Function without causing harm to self or others if under the influence of prescription or over-the-counter medications. **
16. Function without causing harm to others. This would include situations that may result from chronic mental or physical conditions. **
17. React quickly, both mentally and physically. **
18. Work as a member of a team. **
19. Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
20. Identify behaviors that would endanger a person’s safety and intervene quickly, with an appropriate solution, in a crisis situation.
21. Exhibit social skills appropriate to professional interactions. **
22. Respond to distress sounds, visual distress cues, emergency alarms, and vital sign assessment equipment.
Natural Resources Degree (NRD)

Natural resources covers a range of environmental occupations in horticulture/floriculture, agriculture, forestry, recycling, and materials handling fields. Because of a growing appreciation and heightened awareness of the nation’s natural resources, opportunities in these fields are growing. The Natural Resources degree program provides students with a background in practical plant and animal science, basic ecology, and other environmentally-oriented subjects. Along with courses that examine the structure and function of ecosystems, and the state laws and regulations designed to protect them, students will learn about the principles of soils as they relate to biological systems, environmental chemistry, and materials management and recycling. MWCC offers the perfect setting for the natural resources program by providing hundreds of acres of undeveloped plant communities and forested areas, two pond ecosystems, and a life studies center consisting of a greenhouse, potting area, and lecture facility.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
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</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>MAT126</td>
<td>Topics in Mathematics (or higher)</td>
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<tr>
<td>BIOT16</td>
<td>Ecology</td>
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<td>ENG100, MAT092, RDG100, FYE101, or placement</td>
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<td>BIO130</td>
<td>Plant Science</td>
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<tr>
<td>EAS125</td>
<td>Dynamic Earth</td>
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<tr>
<td>ENG102</td>
<td>English Composition II</td>
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<td>ENG101</td>
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<tr>
<td>BIO140</td>
<td>Introduction to Greenhouse Management</td>
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<tr>
<td>CIS127</td>
<td>Computer Technologies</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>BIO220</td>
<td>Soil Science</td>
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<td>ENG100, MAT092, RDG100, FYE101, or placement; BIO130, CHE107 or CHE120 (pre or corequisite)</td>
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<tr>
<td>CHE120</td>
<td>Environmental Chemistry</td>
<td>4</td>
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<td>MAT096, ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>BIO102</td>
<td>Introduction to Forestry</td>
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<td>BIO120</td>
<td>Horticulture</td>
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<td>Humanities Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: ART, ASL, ENG, FRE, HUM, MUS, PHL, SPA, THE Note: THE113 recommended</td>
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<td></td>
<td>Health Elective</td>
<td>2/3</td>
<td></td>
<td></td>
<td>Electives: BIO101, BIO103, BIO112, BIO230, CHC101, CHC108, CHC220, EXS201, PER126, PER127, PER130</td>
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<tr>
<td>BIO122</td>
<td>Zoology; The Biology of Animals</td>
<td>4</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<td></td>
<td>General Elective</td>
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<td>Note: MGT110, BIO104, EGM105, EGM106 recommended</td>
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<tr>
<td></td>
<td>Social Science Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO, SSC</td>
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<tr>
<td>NRD232</td>
<td>Global Environmental Issues (Capstone Course)</td>
<td>3</td>
<td></td>
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<td>Note: Required after completing all “major” courses.</td>
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<tr>
<td>NRD220</td>
<td>Practicum in Natural Resources</td>
<td>3/4</td>
<td></td>
<td></td>
<td>Note: Completed in final semester</td>
</tr>
</tbody>
</table>

Total: 65/67 credits

See page 140 of the college catalog for program competencies and technical standards.

Campus/format: A majority of this program can be completed during the day at the Gardner Campus.

Helpful hints: Since the Natural Resources program is a rigorous curriculum in the sciences, students who have taken previous high school or college science courses or have a background in the sciences will be best prepared. Also, since the focus of the curriculum is on plant science, an interest in horticulture and plant biology is recommended.

Transfer options: Many graduates seek immediate career entry. Students should check with individual colleges and universities to examine transfer options. Transfer agreements exist with Charter Oak State College, University of Phoenix, and UMass Amherst. Visit MWCC’s transfer services website: http://transfer.mwcc.edu.

Special requirements: A 120-hour practicum is required. Technical standards must be met with or without accommodations.

Career options: Students can pursue entry-level jobs in horticulture/floriculture, agriculture, forestry, recycling, or materials handling. Graduates can also work for golf courses or landscaping firms.

Earning potential: $34,000.
Natural Resources Degree (NRD)—continued

Program Competencies for NRD

Upon graduation from this program, students shall have demonstrated the ability to:

1. Apply mathematical models, including algebra, to natural resources concepts and models.
2. Demonstrate knowledge of ecological principles.
3. Use computer technology as it applies to biology and natural resources principles.
4. Analyze soil samples for pH, chemicals, bacteria, mold, growth potential, etc.
5. Sample water and air, analyze data, report in proper format, and determine cause of abnormal data.
6. Analyze growth requirements of a variety of animal types.
7. Organize and apply knowledge applicable to management of a greenhouse.
8. Employ principles of plant science and pathology to greenhouse procedures and forestry management.
9. Access pertinent environmental laws and regulations as applied to hazardous materials, wetlands, recycling, and others applicable to natural resources management.
10. Exhibit employment skills applicable to a variety of technician level titles.

Technical Standards* for NRD

* For general information about technical standards and accommodation, see page 67.

Students entering this program must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Complete repetitive tasks such as transplanting and trimming while maintaining attention to detail.
5. Work at tasks with minimum supervision and with constant awareness of the development of impending problems, such as insect/mold infestations.
6. Purchase, store, apply, and properly dispose of materials such as fertilizers and pesticides, with regard to the law and with respect.
7. Work as part of a team in areas often cramped for space such as greenhouse workstations.
8. Function well in outdoor natural settings such as bogs/swamps while dressed in suitable/uncomfortable gear and under less than ideal conditions of temperature, moisture, and insects.
9. Possess an adequate level of physical dexterity and strength to lift/maneuver bags of soil/fertilizer and to properly and safely operate equipment such as saws, sprayers, and trimmers.
### Nursing Degree (NU) and (NUE) (selective)

Registered nurses (RNs) work to promote health, prevent disease, and help patients cope with illness. They are advocates and health educators for patients, families, and communities. MWCC nursing graduates have historically achieved a high passing rate on the National Council Licensure Exam for Registered Nurses (NCLEX-RN) and have been successful in obtaining employment. The program is approved by the Massachusetts Board of Nursing and accredited by the National League for Nursing Accrediting Commission: NLNAC; 343 Peachtree Road, NE, Suite 500, Atlanta, GA 30326 800-669-1656, ext. 153 or website www.nlnac.org.

**Campus/format:** A majority of this program is selective and can be completed during the day or evening at the Gardner Campus.

**Application deadline:** The application deadline is January 15.

This selective enrollment program requires additional application components. The selection process is competitive and space is limited. (See page 19 of the college catalog.)

### Requirements for consideration:
Applicants must meet certain academic standards. See page 19 of the college catalog for specific details, or refer to the program application available on our website or through the admissions office.

### Helpful hints:
Because of an extensive classroom/clinical commitment, students are encouraged to complete some of the general education requirements prior to beginning nursing courses.

### Transfer options:
An online transfer agreement exists with Drexel University. Transfer agreements exist with Charter Oak State College, Fitchburg State University, Framingham State University, UMass Lowell, and the University of Phoenix. Other popular transfer choices include Anna Maria, Emmanuel, Massachusetts College of Pharmacy and Health Sciences/Worcester, Regis College, and UMASS Amherst (online program only). Students should obtain information on the program they wish to transfer into to determine if MWCC courses will be accepted as transfer credit.

Visit MWCC's transfer services website: [http://transfer.mwcc.edu](http://transfer.mwcc.edu).

3 Plus ONE eligible—go to: [www.mwcc.edu/3PlusONE](http://www.mwcc.edu/3PlusONE).

### Special requirements:
Applicants must meet all requirements for consideration before entering the program. Admitted students must meet technical standards and additional requirements including immunizations, CPR certification, liability insurance, health insurance, and a Criminal/Sexual Offender Records Information (CORI/SORI), check (see page 21). Drug testing may be mandatory at some clinical sites. Additional tuition applies for the evening Nursing program (see page 23).

Please note: All BIO, MAT (prerequisite), and NUR courses require a grade of C+ to be eligible for promotion to the next level. Also, BIO203, 204, and 205 credits cannot be more than five years old.

### Career options:
RNs in hospitals, sub acute units, extended care facilities, medical offices, rehabilitation centers, and home care.

### Earning potential:
$47,710 to $69,850.

*These courses must be taken concurrent with or prior to, the nursing courses specified for that particular semester.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO203</td>
<td>Anatomy and Physiology I*</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG101</td>
<td>English Composition I*</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>NUR111</td>
<td>Foundations of Nursing</td>
<td>7</td>
<td></td>
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</tr>
<tr>
<td>PSY105</td>
<td>Introduction to Psychology*</td>
<td>3</td>
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<td></td>
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</tr>
<tr>
<td>BIO204</td>
<td>Anatomy and Physiology II*</td>
<td>4</td>
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<tr>
<td>BIO205</td>
<td>Microbiology*</td>
<td>4</td>
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<tr>
<td>NUR113</td>
<td>Nursing Care of Children and Family</td>
<td>4</td>
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<tr>
<td>NUR114</td>
<td>Nursing Care of the Childbearing Family</td>
<td>4</td>
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<tr>
<td>PSY110</td>
<td>Human Growth and Development*</td>
<td>3</td>
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<tr>
<td>ENG102</td>
<td>English Composition II*</td>
<td>3</td>
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</tr>
<tr>
<td>NUR220</td>
<td>Medical Surgical Nursing, Part I</td>
<td>6</td>
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<tr>
<td>NUR230</td>
<td>Psychiatric Nursing</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC103</td>
<td>Introduction to Sociology*</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR204</td>
<td>Trends in Nursing</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR222</td>
<td>Medical Surgical Nursing, Part II</td>
<td>9</td>
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</tr>
<tr>
<td>PER126</td>
<td>Fitness and Wellness *</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Humanities Elective*</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Business Elective*</td>
<td>3</td>
<td></td>
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</tr>
</tbody>
</table>

Total: 72 credits

See page 143 of the college catalog for program competencies and technical standards.
**LPN Bridge Option (NUP)**

**A Degree in Nursing**

MWCC offers currently licensed LPNs a bridge program to complete requirements for the Associate Degree in Nursing. Credit is given for the first semester (NUR111) of the associate degree program allowing applicants to enter second semester nursing courses. Interested candidates must meet minimum requirements for consideration and apply by the deadline. The program is approved by the Massachusetts Board of Nursing and accredited by the National League for Nursing Accrediting Commission: NLNAC; Peachtree Lane, Atlanta, GA 30319-1635, ext. 153 or website www.nlnac.org. Applicants must hold current licensure as an LPN with one year work experience. Student’s selected for the LPN to ADN Bridge Program will be given an ATI exam on Maternity and Pediatrics. Those not meeting the required level will be required to take NUR115 in May/June.

**Application deadline:** The application deadline for May enrollment is Jan. 15. This selective enrollment program requires additional application components. The selection process is competitive and space is limited (see page 20 of the college catalog).

**Requirements for consideration:** Applicants must meet certain academic standards. See page 20 of the college catalog for specific details, or refer to the program application available on our website or through the admissions office.

**Helpful hints:** Because of an extensive classroom/clinical commitment, students are encouraged to complete some of the general education requirements prior to beginning nursing courses.

**Transfer options:** An online transfer agreement exists with Drexel University. Articulation agreements exist with Charter Oak State College, Fitchburg State University, Framingham State University, Massachusetts College of Pharmacy and Health Sciences/Worcester, Regis, UMASS Lowell, and the University of Phoenix. Other popular transfer choices include Anna Maria, Emmanuel, and UMASS Amherst (online program only). Students should obtain information on the program they wish to transfer in to determine if MWCC courses will be accepted as transfer credit. Visit MWCC’s transfer services website: http://transfer.mwcc.edu. 3 Plus ONE eligible go to: www.mwcc.edu/3PlusONE.

**Special requirements:** Applicants must meet all requirements for consideration before entering the program. Students must meet technical standards and additional requirements including immunizations, CPR certification, liability insurance, and a Criminal/Sexual Offender Records Information (CORI/SORI) check (see page 21). Some clinical facilities may require drug testing. Additional tuition applies for the evening Nursing program (see page 23). PLEASE NOTE: All BIO, MAT (prerequisite) and NUR courses require a grade of C+ to be eligible for promotion to the next level. Also, BIO203, 204, 205 credits should not be more than five years old.

**Career options:** RNs in hospitals, sub acute units, extended care facilities, medical offices, rehabilitation centers, and home care.

**Earning potential:** $47,710 to $69,850.

*These courses must be taken concurrent with or prior to, the nursing courses specified for that particular semester.

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### Suggested Course Order

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Order</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR111</td>
<td>Foundations of Nursing</td>
<td>7</td>
<td>MAT126 or placement; Co-requisites: BIO203, ENG101, PSY105 Note: Credit awarded for NUR111 with proof of LPN license</td>
</tr>
<tr>
<td>ENG101</td>
<td>English Composition I*</td>
<td>3</td>
<td>Prerequisites: ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>BIO203</td>
<td>Anatomy and Physiology I*</td>
<td>4</td>
<td>Prerequisites: ENG100, RDG100, FYE101, MAT096, or placement Note: BIO109 or BIO115 is strongly encouraged</td>
</tr>
<tr>
<td>PSY105</td>
<td>Introduction to Psychology*</td>
<td>3</td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>NUR116</td>
<td>LPN to RN &quot;Transitions&quot;</td>
<td>4</td>
<td>NUR115</td>
</tr>
<tr>
<td>NUR230</td>
<td>Psychiatric Nursing</td>
<td>4</td>
<td>Prerequisites: NUR113 &amp; NUR114 or NUR115 &amp; NUR116; BIO204, BIO205; PSY110 Co-requisites: NUR220, ENG102, SOC103</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II*</td>
<td>3</td>
<td>Prerequisites: ENG101 Note: Must be taken prior to or concurrently with NUR115 or NUR116. Recommended completion prior to program application</td>
</tr>
<tr>
<td>NUR220</td>
<td>Medical Surgical Nursing, Part I</td>
<td>6</td>
<td>Prerequisites: NUR113 &amp; NUR114 or NUR115 &amp; NUR116; BIO204, BIO205, PSY110 Co-requisites: NUR230, ENG102, SOC103</td>
</tr>
<tr>
<td>SOC103</td>
<td>Introduction to Sociology*</td>
<td>3</td>
<td>Prerequisites: ENG100, RDG100, FYE101, or placement Note: Must be taken prior to or concurrently with NUR220 &amp; 230 Recommended completion prior to program application</td>
</tr>
<tr>
<td>NUR222</td>
<td>Medical Surgical Nursing, Part II</td>
<td>9</td>
<td>Prerequisites: NUR220, NUR230, SOC103, ENG102, PER126 Co-requisites: PER126/130, NUR204, Humanities and Business elective</td>
</tr>
<tr>
<td>NUR204</td>
<td>Trends in Nursing</td>
<td>3</td>
<td>Prerequisites: NUR220, 230, SOC103, ENG102, Co-requisites: PER126/130, NUR220, Humanities and Business elective</td>
</tr>
<tr>
<td>PER126</td>
<td>Fitness and Wellness</td>
<td>2</td>
<td>Prerequisites: MAT092, RDG100, or placement Note: Must be taken prior to or concurrently with NUR204 &amp; 222 PER130 is recommended for transfer</td>
</tr>
<tr>
<td>Humanities Elective*</td>
<td>3</td>
<td>Prerequisites: ART, ASL, ENG, FRE HUM, MUS, PHIL, SPA, THE Note: Preferred elective HUM212 Must be taken prior to or concurrently with NUR210 or NUR220</td>
<td></td>
</tr>
<tr>
<td>Business Elective*</td>
<td>3</td>
<td>Prerequisites: ACC, BUS, CIS, ECO, FIN, MAS, MGT, MKT, PLS Note: Preferred electives include CIS127 or MAS102, MGT105 Must be taken prior to or concurrently with NUR204 &amp; NUR222</td>
<td></td>
</tr>
</tbody>
</table>

**Total: 72 credits**

See page 143 of the college catalog for program competencies and technical standards.
Nursing Degree—Day and Evening (NU and NUE) and Practical Nursing Certificate (PN)—continued

Program Competencies for NU, NUE, and NUP

Upon graduation from this program students shall have demonstrated the ability to:

1. Provide nursing care through independent and collaborative application of the nursing process.
2. Use caring interventions when providing nursing care to a diverse population across the lifespan.
3. Manage the delivery of nursing care to groups of clients.
4. Communicate accurately and effectively by oral, written, and/or electronic means.
5. Use therapeutic skill in all aspects of nursing practice.
6. Implement a teaching plan based on the learning needs of the client and/or significant others.
7. Advocate for the rights of clients.
9. Function within the ethical and legal framework of the Associate Degree in Nursing.

Program Competencies for PN

Upon graduation from this program students shall have demonstrated the ability to:

1. Use the nursing process in meeting self-care requisites of culturally diverse groups of clients with defined self-care deficits.
2. Collaborate with interdisciplinary health team members in meeting the needs of culturally diverse groups of clients with defined self-care deficits.
3. Modify strategies to advocate for culturally diverse groups of clients with defined self-care deficits.
4. Use knowledge of nursing to deliver safe, individualized care to culturally diverse groups of clients with defined self-care deficits.
5. Employ health education plans based on the learning needs of the culturally diverse groups of clients experiencing self-care deficits.
6. Apply principles of therapeutic communication skills in interactions with culturally diverse populations and the health care team.
7. Practice within the legal and ethical framework of practical nursing in the management of groups of culturally diverse clients with defined self-care deficits.
8. Assess own actions in meeting the practical nursing program outcomes as evidenced by journaling and submission of anecdotal records.
9. Demonstrate accountability for personal and professional conduct within the practical nurse student role.

Technical Standards* for NU, NUE, NUP, and PN

*For general information about technical standards and accommodation, see page 67.

Students entering these programs must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information verbally or in a printed format.
3. Gather, analyze, and draw conclusions from data.
4. Stand for a minimum of two hours.
5. Walk for a minimum of six hours, not necessarily consecutively.
6. Stoop, bend, and twist for a minimum of 30 minutes at a time and be able to repeat this activity at frequent intervals.
7. Lift a 40-pound person or assist with a larger person and transfer the person from one location to another.
9. Use the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on machinery.
10. Respond to spoken words, monitor signals, call bells, and vital sign assessment equipment.
11. Identify behaviors that would endanger a person’s life or safety and intervene quickly, with an appropriate solution, in a crisis situation.
12. Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
13. Exhibit social skills appropriate to professional interactions.
14. Maintain cleanliness and personal grooming consistent with close personal contact.
15. Function without causing harm to self or others if under the influence of prescription or over-the-counter medications.
**Office Assistant Certificate (OAC)**

This program provides students with the skills necessary for entry-level positions in the professional office environment.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>CIS101</td>
<td>Keyboarding</td>
<td>3</td>
<td></td>
<td>RDG100 or placement</td>
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<tr>
<td>BUS113</td>
<td>Business Etiquette and Protocol</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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</tr>
<tr>
<td>CIS127</td>
<td>Computer Technologies</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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</tr>
<tr>
<td>CIS103</td>
<td>Word Processing Applications</td>
<td>3</td>
<td></td>
<td>RDG100 or placement</td>
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<tr>
<td>CIS121</td>
<td>Spreadsheet Applications</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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</tr>
<tr>
<td>BUS125</td>
<td>Communication for Business and Industry</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professional Elective</td>
<td>3</td>
<td></td>
<td>Electives: ACC101, BUS105, BUS112, CIS123, MAS101, PLS101</td>
<td></td>
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</tbody>
</table>

**Total: 24 credits**

See page 103 of the college catalog for technical standards.

**Campus/format:** A majority of this program can be completed online, during the day, and evening at the Gardner or Leominster Campuses.

**Transfer options:** This program is designed for immediate career entry.

**Special requirements:** Technical standards must be met with or without accommodations.

**Career options:** Office assistant, administrative support, customer service representative, and receptionist.

**Earning potential:** $21,830 to $34,250.

Go to the academic program page at www.mwcc.edu to view gainful employment disclosure information.
**Paralegal Certificate (PLS)**

Students will learn the fundamental skills necessary for an entry-level position in a legal setting such as a law office, courthouse, administrative agency, corporate in-house counsel office, or insurance company. This certificate introduces students to the paralegal field, to several areas of substantive law, to the basics of legal analysis and research, and is a good introduction to MWCC’s Paralegal Studies Degree.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLS101</td>
<td>Introduction to Law</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>CIS127</td>
<td>Computer Technologies</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>BUS211</td>
<td>Business Law I</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>PLS110</td>
<td>Litigation</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>PLS250</td>
<td>Legal Research and Writing I</td>
<td>4</td>
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<td>ENG101</td>
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<tr>
<td></td>
<td>Restrictive Elective</td>
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<td></td>
<td>Electives: All PLS courses, ACC101, ACC102, BUS212, CIS121, CIS123, CJU133, CJU134, ECO101, ECO102, ENG106, ENG239, ENG240, HIS121, MKT142, MKT241, POL250, PSY246</td>
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<td>Restrictive Elective</td>
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<td>Note: See above Restrictive Elective</td>
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<tr>
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<td>3</td>
<td></td>
<td>Note: See above Restrictive Elective</td>
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</tbody>
</table>

**Total: 28 credits**

See page 147 of the college catalog for technical standards.

**Campus/format:** A majority of this program can be completed online or during the day or evening at the Gardner or Leominster Campuses.

**Helpful hints:** Students enrolling in the Paralegal Practicum must contact the program coordinator for approval and available options by calling 978-630-9359.

**Transfer options:** Some courses may be applied to MWCC’s Paralegal or General Studies Degree. Consult with your academic advisor.

**Special requirements:** Technical standards must be met with or without accommodations.

**Career options:** Administrative assistant, paralegal, law clerk, document clerk, or legal assistant in the private or public sector.

**Earning potential:** $33,920 to $54,690.

Go to the academic program page at www.mwcc.edu to view gainful employment disclosure information.
## Paralegal Studies Degree (PLD)

This degree prepares students for a paralegal position in a legal setting such as a law office, courthouse, administrative agency, corporate in-house counsel office, or insurance company. Students will learn to gather and analyze facts relevant to legal disputes, perform legal research, draft legal documents, and prepare witnesses and evidence for presentation at legal proceedings. An effective paralegal must have a firm grasp on both substantive and procedural law, excellent communication skills, and the ability to think analytically and logically. This program provides you with the skills necessary to perform specifically delegated substantive legal work under the supervision of a lawyer.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
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<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>PLS101</td>
<td>Introduction to Law</td>
<td>3</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>CIS127</td>
<td>Computer Technologies</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>PLS104</td>
<td>Introduction to Family Law</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td></td>
<td>General Elective</td>
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<td>Electives: Any course (see page 66 for exceptions)</td>
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<tr>
<td>ENG102</td>
<td>English Composition II</td>
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<td>ENG101</td>
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<tr>
<td>MAT126</td>
<td>Topics in Mathematics (or higher)</td>
<td>3</td>
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<td>MAT096 or placement</td>
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<tr>
<td>BUS211</td>
<td>Business Law I</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
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<td>Restrictive Elective</td>
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<td></td>
<td></td>
<td>Electives: all PLS courses, ACC101, ACC102, ACC224, BUS212, CIS121, CIS123, CJU133, CJU134, ECO101, ECO102, ENG106, ENG239, ENG240, HIS121, MKT142, MKT241, POL250, PSY246</td>
</tr>
<tr>
<td></td>
<td>Restrictive Elective</td>
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<td>Note: See above Restrictive Elective</td>
</tr>
<tr>
<td>PLS110</td>
<td>Litigation</td>
<td>3</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>PLS250</td>
<td>Legal Research and Writing I</td>
<td>4</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>POL211</td>
<td>Massachusetts and the Federal System</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>PLS262</td>
<td>Estate Planning or General Elective</td>
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<td></td>
<td>Prerequisites: ENG100, RDG100, FYE101, or placement</td>
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<td></td>
<td>Health Elective</td>
<td>2/3</td>
<td></td>
<td></td>
<td>Electives: BIO101, BIO103, BIO112, BIO230, EXS201, CHC101, CHC108, CHC220, EXS201, PER126, PER127, PER130</td>
</tr>
<tr>
<td>PLS106</td>
<td>Introduction to Real Estate Law</td>
<td>3</td>
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<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td></td>
<td>Science Elective</td>
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<td></td>
<td>Electives: BIO, BTC, CHE, EAS, EGM, NRD, PHY</td>
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<td></td>
<td>Note: A four-credit lab science is highly recommended for transfer</td>
<td></td>
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<td></td>
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<tr>
<td>THE113</td>
<td>Speech</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td></td>
<td>Restrictive Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Note: See above Restrictive Elective</td>
</tr>
<tr>
<td>PLS270</td>
<td>Legal Studies Seminar</td>
<td>3</td>
<td></td>
<td></td>
<td>BUS211, ENG102, PLS101, PLS104, PLS110, PLS250</td>
</tr>
</tbody>
</table>

**Total: 60/62 credits**

See page 147 of the college catalog for program competencies and technical standards.

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**Campus/format:** A majority of this program can be completed online or during the day or evening at the Gardner or Leominster Campuses.

**Helpful hints:** Students enrolling in the Paralegal Practicum must contact the program coordinator for approval and available options by calling 978-630-9359.

**Transfer options:** This program prepares students for immediate career entry. Transfer agreements exist with Becker College, which has a related bachelor’s degree program in Legal Studies, Charter Oak State College, the American College of History and Legal Studies, and the University of Phoenix.

Visit MWCC’s transfer services website: http://transfer.mwcc.edu.

3 Plus ONE eligible—go to: www.mwcc.edu/3PlusONE.

**Special requirements:** Technical standards must be met with or without accommodations.

**Career options:** Paralegal, law clerk, document clerk, or legal assistant in the private or public sector.

**Earning potential:** $33,920 to $54,690.
Program Competencies for PLD

Upon graduation from this program, students shall have demonstrated the ability to:

1. Demonstrate knowledge of substantive and procedural legal principles.
2. Perform legal analysis, research, and writing.
3. Develop effective communication skills (oral and written).
4. Use computer technology as it applies to law.
5. Exhibit administrative and employment skills applicable in a law office setting.
6. Demonstrate ability to perform pre-trial tasks including interviewing, client intake, basic investigation, and drafting of pre-trial discovery.
7. Draft basic legal documents such as wills, mortgages, and leases.

Technical Standards* for PLS and PLD

* For general information about technical standards and accommodation, see page 67.

Students entering into this program must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information verbally and in a printed format.
3. Gather, analyze, and draw conclusions from data.
4. Complete forms using a typewriter or similar office machine.
5. Input data into a computer.
6. Comprehend data from a computer screen, transcribe notes (dictation), and conduct library and Internet research for a minimum of a three-hour period of time.
Phlebotomy Certificate of Completion (PLB)
(non-degree program)

A phlebotomist is skilled in blood collection and the preparation of certain specimens for diagnostic laboratory testing, as ordered by a physician. This program prepares individuals for careers as phlebotomists in various health care settings such as hospitals, physician offices, HMOs, surgical centers, and independent laboratories. Students study the profession’s history; medical terminology; venipuncture; arterial puncture; microsampling; special blood collection procedures; OSHA and safety procedures involving bloodborne pathogens; basic computer applications; basic pre-analytical and post-analytical laboratory procedures, and point of care testing; and electrocardiography procedures. Course objectives and competency are accomplished through formal coursework, laboratory practice, and a clinical practicum (a three week, 40 hour per week commitment). Starting in the fall 2011, a $150 fee for the practicum will be assessed. Upon completion of this certificate, students are eligible to sit for the certification exam. For more information, please call 978-630-9273.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>CrSemester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLB101</td>
<td>Introduction to Phlebotomy</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or permission of division dean</td>
</tr>
<tr>
<td>PLB203</td>
<td>Phlebotomy Clinical Practicum</td>
<td>4</td>
<td>PLB101</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total: 7 credits</td>
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<td></td>
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</tr>
</tbody>
</table>

**Technical Standards* for PLB**

*For general information about technical standards and accommodation, see page 67 of the college catalog.

Students entering this program, must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Stand for a minimum of two hours.
5. Walk for a minimum of six hours, not necessarily consecutively.
6. Stoop, bend, and twist for a minimum of 30 minutes at a time and be able to repeat this activity at frequent intervals.
7. Lift a 40-pound person or assist with a larger person and transfer the person from one location to another.
9. Use the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on machinery.
10. Respond to spoken words, monitor signals, call bells, and vital sign assessment equipment.
11. Identify behaviors that would endanger a person’s life or safety and intervene quickly, with an appropriate solution, in a crisis situation.

**Campus/format:** A majority of this certificate of completion can be completed during the evening at the Gardner Campus.

**Helpful hints:** This is a great professional development opportunity for those already in the health care field. Students can use three credits from this program as a general elective toward MWCC’s Medical Assisting Degree (MAS) program. PLB101 and 203 can also be used as career electives in the Allied Health programs (AHC & GSAH). Consult with your academic advisor.

**Transfer options:** Students can use three credits from this program as a general elective toward MWCC’s Medical Assisting Degree (MAS) program. Consult with your academic advisor.

**Special requirements:** Students must have proof of immunizations, liability insurance (for PLB203), and Criminal and Sexual Offender Records Information (CORI/SORI) checks (see page 22 of the college catalog). Drug testing may be required by individual clinical agencies. Technical standards must be met with or without accommodations. Due to the limited supply of practicum sites, students may be assigned a location that may require a special fee.

**Career options:** After passing the certification exam, graduates can become phlebotomists.

**Earning potential:** $11.25 to $12.15 per hour.
Photography Concentration (BCTP)
A Degree in Broadcasting & Electronic Media

This is a program that concentrates on the necessary skills for students to enter the field of professional digital photography. Today’s photographer is artistic, technically and technologically skilled, as well as business savvy. Photography Concentration degree holders can explore careers in studio/portrait photography, commercial photography, photojournalism, and digital imaging.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>BCT111</td>
<td>Media Theory and Practices</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>PHO115</td>
<td>Introduction to Digital Photography</td>
<td>3</td>
<td></td>
<td>Basic computer skills</td>
</tr>
<tr>
<td>CGD107</td>
<td>Designing Business Graphics</td>
<td>3</td>
<td></td>
<td>Prerequisite: Basic computer skills Note: CGD104 may be substituted</td>
</tr>
<tr>
<td>MAT126</td>
<td>Topics in Mathematics (or higher)</td>
<td>3</td>
<td></td>
<td>MAT096 or placement</td>
</tr>
<tr>
<td>PHO215</td>
<td>Advanced Digital Photography</td>
<td>3</td>
<td></td>
<td>PHO115</td>
</tr>
<tr>
<td>PHO245</td>
<td>Commercial Photography</td>
<td>3</td>
<td></td>
<td>PHO115</td>
</tr>
<tr>
<td>BCT208 or ENG241</td>
<td>Scriptwriting</td>
<td>3</td>
<td></td>
<td>ENG101, or permission or instructor/dean</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
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<td>ENG101</td>
</tr>
<tr>
<td>CIS127</td>
<td>Computer Technologies</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ENG245 or ART263</td>
<td>Film Appreciation</td>
<td>3</td>
<td></td>
<td>ENG102 or permission of division dean ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>PHO240</td>
<td>Portrait Photography</td>
<td>3</td>
<td></td>
<td>PHO115 or co-requisite</td>
</tr>
<tr>
<td>THE113</td>
<td>Speech</td>
<td>3</td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>MGT110</td>
<td>Small Business Management</td>
<td>3</td>
<td></td>
<td>ENG100, MAT092, RDG 100, FYE101, or placement</td>
</tr>
<tr>
<td></td>
<td>Non-behavioral Social Science Elective</td>
<td>3</td>
<td></td>
<td>Electives: GEO, HIS, POL, ECO, SSC</td>
</tr>
<tr>
<td>BCT214</td>
<td>Broadcast and Electronic Media Operations and Management</td>
<td>3</td>
<td></td>
<td>Prerequisite: BCT111 Note: This course must be completed during the last semester of student’s program of study</td>
</tr>
<tr>
<td>PHO250</td>
<td>Digital Photography Workflow</td>
<td>3</td>
<td></td>
<td>PHO245 or co-requisite</td>
</tr>
<tr>
<td>MKT142</td>
<td>Marketing</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, MAT092, or placement</td>
</tr>
<tr>
<td></td>
<td>Lab Science Elective</td>
<td>4</td>
<td></td>
<td>Electives: BIO, BTC, CHE, EAS, NRD, PHY</td>
</tr>
<tr>
<td></td>
<td>Behavioral Social Science Elective</td>
<td>3</td>
<td></td>
<td>Electives: ANT, DSI, PSY, SOC, SSC</td>
</tr>
<tr>
<td></td>
<td>Health Elective</td>
<td>2/3</td>
<td></td>
<td>Electives: BIO101, BIO103, BIO112, BIO230; CHC101, CHC108, CHC220, EXS201, PER126, PER127, PER130</td>
</tr>
</tbody>
</table>

Total: 63/64 credits

See page 151 of the college catalog for program competencies and technical standards.

Campus/format: A majority of this program can be completed during the day at the Gardner Campus. Some evening and online courses are available.

Helpful hints: Students should have a computer with Photoshop or Photoshop Elements at home with Internet access. Students must spend additional time outside of class completing assignments.

Special requirements: Students must have a digital camera with complete manual focus and exposure control (preferably a digital SLR). Students should also have a tripod. Technical standards must be met with or without accommodations.

Career Options: Photojournalist, Commercial Photographer, Portrait/Wedding Photographer

Potential earnings: $30,000 and above. (Depends a great deal on location and target market size.)
Photography-Professional Certificate (PHO)

This is a program that concentrates on the necessary skills for students to enter the field of professional digital photography. Today’s photographer is artistic, technically, and technologically skilled, as well as business savvy. Photography-Professional Certificate holders can explore careers in studio/portrait photography, commercial photography, photojournalism and digital imaging. They may also continue their education to obtain an associate’s degree.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>PHO115</td>
<td>Introduction to Digital Photography</td>
<td>3</td>
<td></td>
<td></td>
<td>Basic computer skills</td>
</tr>
<tr>
<td>PHO240</td>
<td>Portrait Photography</td>
<td>3</td>
<td></td>
<td></td>
<td>PHO115 or co-requisite</td>
</tr>
<tr>
<td>CGD107</td>
<td>Designing Business Graphics</td>
<td>3</td>
<td></td>
<td></td>
<td>Prerequisite: Basic computer skills Note: CGD104 may be substituted</td>
</tr>
<tr>
<td>MGT110</td>
<td>Small Business Management</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, MAT092, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>PHO215</td>
<td>Advanced Digital Photography</td>
<td>3</td>
<td></td>
<td></td>
<td>PHO115</td>
</tr>
<tr>
<td>PHO245</td>
<td>Commercial Photography</td>
<td>3</td>
<td></td>
<td></td>
<td>PHO115</td>
</tr>
<tr>
<td>PHO250</td>
<td>Digital Photography Workflow</td>
<td>3</td>
<td></td>
<td></td>
<td>PHO245 or co-requisite</td>
</tr>
<tr>
<td>MKT142</td>
<td>Marketing</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, MAT092, RDG100, FYE101, or placement</td>
</tr>
</tbody>
</table>

Total: 27 credits

**Technical Standards**

* For general information about technical standards and accommodation, see page 67 of the college catalog.

Students entering this program must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Read and proof printed text from a computer screen, with or without corrective adaptive devices.
5. Compose and focus a digital photograph with or without corrective adaptive devices.
6. Exhibit social skills appropriate to professional interactions.
7. Perceive, interpret, and use graphic images in their entirety from a computer screen.

**Campus/format:** A majority of this program can be completed during the day at the Gardner Campus. Some evening and online courses are available.

**Helpful hints:** Students should have a computer with Photoshop or Photoshop Elements at home with Internet access. Students must spend additional time outside of class completing assignments.

**Special requirements:** Students must have a digital camera with complete manual focus and exposure control (preferably a Digital SLR). Students should also have a tripod.

**Career options:** photojournalist, commercial photographer, portrait/wedding photographer.

**Potential earnings:** $30,000 and above. (Depends a great deal on location and target market size.)

Technical standards must be met with or without accommodations.

Go to the academic program page at www.mwcc.edu to view gainful employment disclosure information.
Program Competencies for BCTP

Upon graduation from this program, students shall have demonstrated the ability to:

1. Analyze and describe the component sectors, interrelationships, technology, and the legal and business practices of the current electronic media and communications industries, and apply this understanding to projections for future developments and opportunities.
2. Explain, analyze, and evaluate the media’s power and role in and on today’s society, and the legal and ethical issues that confront communications professionals.
3. Set up and operate video, audio, and photography equipment and explain signal flow and the working interrelationships of the technical components.
4. Practice oral and written presentation skills unique to the electronic communications industry.
5. Specify and design media solutions to fulfill identified communications objectives.
6. Work individually and as part of a production team in developing communications projects from initial conception to final completion, while meeting industry-standardized guidelines.
7. Employ media aesthetics to maximize communications effectiveness and create audience interest.
8. Analyze career opportunities and individual strengths, apply effective job search and acquisition skills, and promote their professional skills and services in today’s marketplace.

In addition, students concentrating in Photography shall have proven:

9. A command of the creative and effective use of lenses, apertures, and shutter speeds.
10. Mastery of the techniques for controlling the use of natural and artificial light.
11. An understanding of the different output demands of specific industry segments.
12. The ability to quickly and efficiently capture and initially edit raw and jpeg photos.

Technical Standards for BCTP

Students entering this program must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Distinguish the movement of needles on meters, the component parts on electronic boards, and visual images through a camera lens.
5. Differentiate content, tones, frequencies, and words in sound recordings.
6. Work as a member of a production team.
7. Function as a project manager, including decision making and scheduling.
8. Use appropriately tools/machines/equipment traditionally associated with audio, video, and photography courses such as cameras and camera supports, audio consoles, lighting equipment and digital editing stations (with or without accommodations).
Physical Therapist Assistant Degree (PTA) (selective)

Physical therapist assistants implement treatment procedures in the rehabilitation of injured, ill, or debilitated individuals. The Physical Therapist Assistant Degree program prepares individuals to work in the healthcare field under the direct supervision of a physical therapist in a variety of settings. The program also prepares students for the PTA licensure examination in the student's respective state of practice. The program is accredited by The Commission on Accreditation in Physical Therapy Education. For more information, please call 978-630-9292.

Application deadline: June 1, 2012 for the Gardner campus program starting fall 2012. Students applying after established deadlines will be considered for acceptance if seats are available. This selective enrollment program requires additional application components. The selection process is competitive and space is limited. (See page 21 of the college catalog.)

Requirements for consideration: Applicants must meet certain academic standards. See page 21 of the college catalog for specific details or refer to the program application available on our website or through the admissions office.

Helpful hints: Interested applicants are encouraged to register in the Allied Health Concentration so they can take courses needed to meet requirements for consideration. They can then apply for acceptance.

Transfer options: While there has traditionally been no direct transfer route for PTA graduates, they may choose from a variety of higher level degrees such as exercise physiology, pre-physical therapy, and massage therapy or other complementary health care programs. Consult with your academic advisor. Transfer agreements exist with Charter Oak State College and the University of Phoenix. Visit MWCC’s transfer services website: http://transfer.mwcc.edu.

Special requirements: PTA students are required to keep pace with the incoming class and must take courses in sequential order. Applicants must meet all requirements for consideration before entering the program. Students must meet technical standards and additional requirements including immunizations, CPR certification, liability insurance, and a Criminal/Sexual Offender Records Information (CORI/SORI) check (see page 22 of the college catalog). BIO203 and BIO204 must be completed within five years prior to or concurrently with PTA coursework in semesters I and II. Please Note: All BIO and PTA courses require a grade of “C+” in order to be eligible for promotion to the next level.

Career options: PTAs assist PTs in acute care and rehabilitation hospitals, long-term care, private practices, school systems, and home care/visiting nurse associations.

Earning potential: $33,840 to $49,010.

See page 153 of the college catalog for program competencies and technical standards

MWCC 2011-2012 College Catalog & Student Handbook 152
Program Competencies for PTA

Upon graduation from this program, students shall have demonstrated the ability to:

1. Consistently demonstrate appropriate role utilization of the physical therapist assistant in the application of established treatment interventions as directed by the primary physical therapist.
2. Integrate into practice the Guidelines of Ethical Conduct/Standards of Practice for PTAs in an effort to assure safe and proper conduct for all interactions within the profession.
3. Demonstrate entry-level competence and skill in the implementation of a comprehensive treatment plan including appropriate modifications according to patient response, patient practitioner interactions, and participation in discharge planning and follow-up.
4. Report and communicate regularly with supervising physical therapists regarding patient progress and treatment modifications in accordance with changes in patient status.
5. Perform with entry-level competence data collection procedures, integrating the findings of such procedures to the patient’s plan of care.
6. Identify and demonstrate consistent behavior of interactions and teaching with healthcare professionals, patients, and their families while providing the desired psycho-social support among diverse populations.
7. Demonstrate effective and accurate written and verbal communication skills in documenting the relevant aspects of patient care, including patient response and progress.
8. Integrate information obtained from professional literature review into clinical practice as evidenced-based practitioners of physical therapy interventions in keeping with the intent of the APTA’s Vision 2020 statement.
9. Demonstrate consistent commitment to lifelong learning through regular participation in continuing education.
10. Demonstrate successful performance on state licensure examination.
11. Obtain employment as entry-level physical therapist assistant.

Technical Standards* for PTA

*For general information about technical standards and accommodation, see page 67.

Students entering this program must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze and, draw conclusions from data.
4. Stand for a minimum of two hours.
5. Walk for a minimum of six hours, not necessarily consecutively.
6. Stoop, bend, and twist for a minimum of 30 minutes at a time and be able to repeat this activity at frequent intervals.
7. Lift a 40-pound person or assist with a larger person and transfer the person from one location to another.
9. Use the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on machinery.
10. Respond to spoken words, monitor signals, call bells, and vital sign assessment equipment.
11. Identify behaviors that would endanger a person’s life or safety and intervene quickly in a crisis situation with an appropriate solution.
12. Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
13. Exhibit social skills appropriate to professional interactions.
14. Maintain cleanliness and personal grooming consistent with close personal contact.
15. Function without causing harm to self or others if under the influence of prescription or over-the-counter medications.
Practical Nurse Certificate (PN) (selective) (January entrance)

A licensed practical nurse (LPN) participates in direct and indirect nursing care, health maintenance, teaching, counseling, collaborative planning, and rehabilitation. LPNs work under the direction of registered nurses, physicians, and/or dentists. MWCC’s Practical Nursing Certificate provides short-term education leading to a rewarding health care career. The college credits earned in this program may be applied toward a nursing degree. The PN Certificate is approved by the Massachusetts Board of Nursing. Graduates take the National Council Licensure Exam for Practical Nurses (NCLEX-PN). See the selective admissions section in the front of the college catalog for application requirements.

Requirements for consideration: The application deadline is September 1, with classes starting in January. This selective enrollment program requires additional application components. The selection process is competitive and space is limited. Applicants must have completed MAT126 (C+ or better) and meet certain academic standards. See page 20 of the catalog for specific details, or refer to the program application available on our website or through the admissions office.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| BIO115** | Human Biology* | 4 | | | Prerequisites: ENG100, RDG100, FYE101, or placement  
Note: Recommended completion prior to program application |
| PSY105 | Introduction to Psychology* | 3 | | | ENG100, RDG100, FYE101, or placement |
| NUR102 | Fundamentals of Practical Nursing | 11 | | | Co-requisite: BIO115 and admission into the Practical Nursing program |
| **Semester 2** | | | | | |
| NUR104 | Maternal-Child Nursing | 8 | | | Prerequisites: NUR102, BIO115, PSY105  
Co-requisites: ENG101, PSY110 |
| PSY110 | Human Growth and Development* | 3 | | | Prerequisite: PSY105  
Note: Recommended completion prior to program application |
| ENG101 | English Composition I* | 3 | | | Prerequisites: ENG100, RDG100, FYE101, or placement  
Note: Recommended completion prior to program application (advised within 3 years of application) |
| **Semester 3** | | | | | |
| NUR106 | Contemporary Nursing for Practical Nurses | 13 | | | ENG101, PSY110, NUR104 |

Total: 45 credits

See page 143 of the college catalog for technical standards.

*These courses must be taken concurrently or prior to the nursing courses specified for that particular semester  
**BIO203 and BIO204 may be taken in place of BIO115.

Campus/format: A majority of this program is a selective, day only program. All nursing classes are held at the Gardner Campus. Lab courses may be held at the Devens Campus. Other courses can be completed at different campuses.

Helpful hints: Because of an extensive classroom/clinical commitment, students are encouraged to complete some of the general education requirements prior to beginning nursing courses. Limitations of clinical sites necessitate traveling some distances.

Transfer options: With additional courses and acceptance, PNs can matriculate into the second semester of MWCC’s associate’s degree in nursing program. Consult with your academic advisor.

Special requirements: Applicants must meet all requirements for consideration before entering the program. Students must meet technical standards and additional requirements including mandatory math review (additional fee charged), immunizations, CPR certification, liability insurance, health insurance, and a Criminal/Sexual Offender Records Information (CORI/SORI) check (see page 21). Additional tuition applies for this program (see page 23). Some clinical facilities may require drug testing.

Career options: After passing the licensure exam, graduates can pursue careers as licensed practical nurses (LPNs) in hospitals, physician’s offices, rehabilitation centers, out-patient settings, residential care facilities, or in home care.

Earning potential: $36,434 to $43,241 per year.

Go to the academic program page at www.mwcc.edu to view gainful employment disclosure information.

Please note: All BIO (BIO115, 203 or 204), MAT126 (prerequisite), and NUR102, 104 and 106 courses require a grade of C+ to be eligible for promotion to the next level. Also, BIO115, 203, and 204 credits cannot be more than five years old.
Pre-engineering Track (LAER)
A Degree in Liberal Arts and Sciences

This program is designed to prepare students for acceptance into an engineering science program at a two- or four-year college. The pre-engineering program will provide students who may not have the appropriate academic preparation, a solid foundation in mathematics, chemistry, physics, and computer science. Upon completion of the pre-engineering program students will have the proper foundation and skills necessary to achieve success in any engineering science degree program.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>CHE107</td>
<td>General Chemistry I</td>
<td>4</td>
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<td>ENG100, MAT096, RDG100, FYE101, or placement</td>
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<tr>
<td>MAT163</td>
<td>Pre-Calculus</td>
<td>4</td>
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<td></td>
<td>MAT128</td>
</tr>
<tr>
<td>PSY105</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td>CIS127</td>
<td>Computer Technologies</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>CHE108</td>
<td>General Chemistry II</td>
<td>4</td>
<td></td>
<td></td>
<td>CHE107</td>
</tr>
<tr>
<td>MAT211</td>
<td>Calculus I</td>
<td>4</td>
<td></td>
<td></td>
<td>MAT163 or placement</td>
</tr>
<tr>
<td>PER130</td>
<td>Health, Fitness and Wellness</td>
<td>3</td>
<td></td>
<td></td>
<td>RDG100, MAT092, or placement</td>
</tr>
<tr>
<td></td>
<td>Programming Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: CIS109, 130, 232, 290, 292</td>
</tr>
<tr>
<td>PHY105</td>
<td>College Physics I</td>
<td>4</td>
<td></td>
<td></td>
<td>Prerequisites: ENG100, RDG100, FYE101, or placement Co-requisite: MAT096</td>
</tr>
<tr>
<td>MAT212</td>
<td>Calculus II</td>
<td>4</td>
<td></td>
<td></td>
<td>MAT211</td>
</tr>
<tr>
<td>THE113</td>
<td>Speech</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>SOC103</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
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<tr>
<td></td>
<td>Literature Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: ENG201, 203, 205, 210, 213, 214, 221, 224, 227, 228, 233, 235, 236, 237, 259, 260, 261</td>
</tr>
<tr>
<td>PHY106</td>
<td>College Physics II</td>
<td>4</td>
<td></td>
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<td>PHY105</td>
</tr>
<tr>
<td></td>
<td>Programming Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: See above Programming Electives</td>
</tr>
<tr>
<td></td>
<td>Non-Behavioral Social Science Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: ECO, GEO, HIS, POL, SSC</td>
</tr>
<tr>
<td>ISC210</td>
<td>Critical Thinking</td>
<td>3</td>
<td></td>
<td></td>
<td>Prerequisites: ENG102, completions of 45 credits Note: Capstone Course</td>
</tr>
</tbody>
</table>

Total: 64 credits

See page 131 of the college catalog for program competencies and technical standards.

Campus/format: A majority of this program can be completed online, during the day, or evening at the Gardner Campus.

Helpful hints: Eligible LAS students should consider entering MWCC’s Honors Program. Honors Program students benefit from a challenging, highly individualized academic experience, a tuition waiver during their final semester, active recruitment by four-year colleges and universities, and the use of the Honors Center. Also, because of the program’s Commonwealth Honors Program status, all MWCC Honors courses are transferable as Honors courses within the Massachusetts public higher education system, and MWCC graduates are guaranteed acceptance into the Honors Programs of these colleges and universities. See page 124 of the college catalog for more information.

This program is designed to equip students with a solid foundation for entry into an engineering program at any two-or four-year college/university.

Transfer options: This program qualifies for MassTransfer.* (Note: Approximately 40 credits transfer into select engineering programs at UMass Lowell)

Visit MWCC’s transfer services website: http://transfer.mwcc.edu.

Special Requirements: Technical standards must be met with or without accommodations.

* See page 45 for MassTransfer information.
Radiologic Technologist Articulation Agreement

This program is offered through an articulation agreement with Quinsigamond Community College.

Students may complete general education courses at MWCC though enrollment in the Allied Health Concentration Degree or Allied Health Certificate and apply for acceptance into the Radiologic Technologist program at Quinsigamond Community College (QCC). All radiologic technologist courses must be taken at QCC and students must meet the selective admission requirements of the QCC program.

The following courses may be taken at MWCC:
ENG101 English Composition I, ENG102 English Composition II, PSY105 Introduction to Psychology, MAT126 Topics in Math, THE113 Speech, BIO203 Anatomy and Physiology I, BIO204 Anatomy and Physiology II.

An essential member of the health care team, the radiologic technologist provides diagnostic services to patients in hospitals, clinics, private imaging centers, and medical offices. Graduates of this program are eligible to apply for the national certification through examination by the American Registry of Radiologic Technologists (ARRT) and licensing through the Massachusetts Department of Public Health, Radiation Control program. Credentialing by the ARRT certifies the graduate as a Registered Technologist in Radiography—R.T. (R). Licensing by the Massachusetts DPH is required to be employed as a radiographer.

QCC’s radiologic technologist program is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRC/ERT), 20 N. Wacker Drive, Suite 900, Chicago, IL 60606, 312-704-5300, email mail@jrcert.org.

Application deadline: The application deadline is February 1, 2012. Students applying after the deadline will be considered on a space available basis. This selective admissions program requires additional application components. Contact the Advising & Counseling Center at 978-630-9568.

Special requirements: QCC admission requirements for the Radiologic Technology program are as follows:

- Must have a high school diploma or GED.
- QPA of 3.0 or equivalent in high school or 3.0 in college with minimum of 10 credits or 550 Battery Average on GED.
- Must take the college placement test to determine math and English levels if no college level courses were previously completed.
- Required TEAS scores must be achieved within two attempts of taking the test.
  - English: 70 percent
  - Reading: 75 percent
  - Math: 50 percent
  - Science: 55 percent
- Math: minimum grade of B in MAT098, MAT099 (MWCC MAT126), or place into MAT092 level or above.
- Biology: minimum grade of B in high school biology or B in BIO101 (recommended) or other college biology class.
- English: minimum grade of B in ENG100 or place into ENG101.
- Math and science courses must be taken within five years of application. Required grade must be earned within two attempts of taking and completing the course.
- Review of program website and career video.
- *Four-hour clinical observation.
- *Interview with program/clinical faculty.

*Offered to academically qualified applicants only.

For more information about Quinsigamond Community College courses, prerequisites, and the college itself, go to their website: www.qcc.edu.
Small Business Management Certificate (SBC)
This program is a great option if you own your own business or are thinking of starting one. Learn the latest concepts in financing, staffing, organizing, and running a small business. Many enjoy the opportunities that come with owning their own business: the adventure, being their own boss, working in a field they enjoy and/or believe in, and fulfilling their own mission.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>CrSemester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ACC101</td>
<td>Principles of Accounting I</td>
<td>3</td>
<td></td>
<td>MAT092, RDG100, or placement</td>
</tr>
<tr>
<td>CIS127</td>
<td>Computer Technologies</td>
<td>3</td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>MAT126</td>
<td>Topics in Mathematics (or higher)</td>
<td>3</td>
<td></td>
<td>MAT096 or placement</td>
</tr>
<tr>
<td>MGT110</td>
<td>Small Business Management</td>
<td>3</td>
<td></td>
<td>ENG100, MAT092, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ECO101 or ECO102</td>
<td>Macroeconomics or Microeconomics</td>
<td>3</td>
<td></td>
<td>Prerequisites: ENG101, MAT096 Note: ECO101 strongly recommended</td>
</tr>
<tr>
<td>ACC102</td>
<td>Principles of Accounting II</td>
<td>3</td>
<td></td>
<td>ACC101</td>
</tr>
<tr>
<td>MKT142</td>
<td>Marketing</td>
<td>3</td>
<td></td>
<td>ENG100, MAT092, RDG100, FYE101, or placement</td>
</tr>
</tbody>
</table>

Total: 24 credits

See page 89 of the college catalog for technical standards.

Campus/format: A majority of this program can be completed online or during the day or evening at the Gardner or Leominster Campus.

Helpful hints: Students must spend additional time outside of class completing assignments. It is not advisable for full-time students to work full-time.

Transfer options: Some courses may be applied to MWCC’s Business Administration Career Degree and the Business Administration Transfer Degree. Consult with your academic advisor.

Special requirements: Technical standards must be met with or without accommodations.

Career options: This program prepares students with the skills necessary to competitively run a small business. Students may also find employment by small business owners.

Earning potential: Varies according to industry.

Go to the academic program page at www.mwcc.edu to view gainful employment disclosure information.
# Theatre Arts Track (LAT)
## A Degree in Liberal Arts and Sciences

This program places special emphasis on the performing arts and is an excellent foundation for transfer to theatre and music programs at four-year colleges and universities. Students will benefit from involvement in Theatre at the Mount’s extensive season of plays.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
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<td>ENG100, RDG100, or placement</td>
</tr>
<tr>
<td>MUS103</td>
<td>Music Skills and Theory I</td>
<td>3</td>
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<tr>
<td>THE101</td>
<td>Fundamentals of Acting</td>
<td>3</td>
<td></td>
<td></td>
<td>RDG100, ENG100, FYE101, or placement</td>
</tr>
<tr>
<td></td>
<td>Behavioral Social Science Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: ANT, DSI, PSY, SOC</td>
</tr>
<tr>
<td></td>
<td>Lab Science Elective</td>
<td>4</td>
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<td></td>
<td>Electives: BIO, BTC, CHE, EAS, EGM, NRD, PHY</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
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<tr>
<td>MUS120</td>
<td>Musical Theatre Dance Styles</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>THE284</td>
<td>Technical Theatre Practicum I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, MAT092, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td></td>
<td>Computer Science Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>CIS127 or above</td>
</tr>
<tr>
<td></td>
<td>Science Elective</td>
<td>3/4</td>
<td></td>
<td></td>
<td>BIO, BTC, CHE, EAS, EGM, NRD, PHY</td>
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<tr>
<td>MAT143 or MAT163</td>
<td>Statistics or Pre-Calculus</td>
<td>3/4</td>
<td></td>
<td></td>
<td>Prerequisite: MAT128 or higher</td>
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<tr>
<td>MUS111</td>
<td>Voice I</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>THE103</td>
<td>Introduction to Theatre</td>
<td>3</td>
<td></td>
<td></td>
<td>RDG100, ENG100, FYE101, or placement</td>
</tr>
<tr>
<td>THE285</td>
<td>Tech Theatre Practicum II</td>
<td>3</td>
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<td></td>
<td>THE284</td>
</tr>
<tr>
<td>PER126/130</td>
<td>Health, Fitness, and Wellness Elective</td>
<td>2/3</td>
<td></td>
<td></td>
<td>Prerequisites: MAT092, RDG100, or placement</td>
</tr>
<tr>
<td></td>
<td>Non-behavioral Social Science Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: GEO, HIS, POL, ECO, SSC</td>
</tr>
<tr>
<td>ENG236</td>
<td>Modern Drama or Literature Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Elective: ENG102 or permission of division dean</td>
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<tr>
<td>THE113</td>
<td>Speech</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
<td></td>
<td>Electives: ART, ASL, ENG, FRE, HUM, MUS, PHL, SPA, THE</td>
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<td></td>
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<td>Note: (see additional requirements)</td>
</tr>
<tr>
<td>ISC210</td>
<td>Critical Thinking</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG102, completion of 45 credits</td>
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<td></td>
<td></td>
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<td>Note: Capstone course</td>
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</table>

**Total: 62/65 credits**

See page 131 of the college catalog for program competencies and technical standards.

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**Campus/format:** A majority of this program can be completed during the day or evening at the Gardner Campus.

**Helpful hints:** Eligible LAT students should consider entering MWCC’s Honors Program. Honors Program students benefit from a challenging, highly individualized academic experience, a tuition waiver during their final semester, active recruitment by four-year colleges and universities, and the use of the Honors Center. Also, because of the program’s Commonwealth Honors Program status, all MWCC Honors courses are transferable as honors courses within the Massachusetts public higher education system, and MWCC graduates are guaranteed acceptance into the Honors Programs of these colleges and universities. See page 124 of the college catalog for more information.

**Transfer options:** This program qualifies for MassTransfer.* Articulation agreements exist with Charter Oak State College and the University of Phoenix. A partnership exists with Amherst College. Visit MWCC’s transfer services website: http://transfer.mwcc.edu.

**Special requirements:** Technical standards must be met with or without accommodations.

**Additional Requirements:** The non-behavioral social science or the humanities elective must be a designated culturally diverse course: Any FRE or SPA, ENG236, ENG237, ENG265, GEO129, HIS105, HIS106, HIS125, HUM240, HUM260.

* See page 45 for MassTransfer information.
**Video/Film Concentration (BCTV)**

A Degree in Broadcasting & Electronic Media

Students specifically interested in careers in video, television, filmmaking, or related industries may elect to complete this course of study. Students experience all aspects of preproduction, studio and location recording, and postproduction editing. Instruction includes extensive hands-on experience. Throughout the production process emphasis is placed on efficient message design, effective storytelling techniques, and thorough preproduction planning.

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>BCT111</td>
<td>Media Theory and Practices</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>BCT112</td>
<td>Introduction to Audio Production</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>BCT213</td>
<td>Fundamentals of Video Production</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>MAT126</td>
<td>Topics in Mathematics (or higher)</td>
<td>3</td>
<td></td>
<td></td>
<td>MAT096 or placement</td>
</tr>
<tr>
<td>BCT122</td>
<td>Fundamentals of Audio Postproduction</td>
<td>3</td>
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<td></td>
<td>BCT112</td>
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<tr>
<td>BCT208</td>
<td>Scriptwriting</td>
<td>3</td>
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<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>BCT212</td>
<td>Studio Operations and Multicamera Production</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>CIS127</td>
<td>Computer Technologies</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>BCT229</td>
<td>Editing Digital Video</td>
<td>3</td>
<td></td>
<td></td>
<td>BCT213</td>
</tr>
<tr>
<td>ENG245</td>
<td>Film Appreciation</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG102 or permission of division dean</td>
</tr>
<tr>
<td>MKT241</td>
<td>Advertising</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, MAT092, or placement</td>
</tr>
<tr>
<td>THE113</td>
<td>Speech</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG101</td>
</tr>
<tr>
<td>BCT214</td>
<td>Broadcast and Electronic Media Operations and Management</td>
<td>3</td>
<td></td>
<td></td>
<td>Prerequisite: BCT111</td>
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<tr>
<td>BCT216</td>
<td>Digital Cinematography</td>
<td>3</td>
<td></td>
<td></td>
<td>BCT213</td>
</tr>
<tr>
<td>Lab Science Elective</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td>Electives: BIO, BTC, CHE, EAS, NRD, PHY</td>
</tr>
<tr>
<td>Non-behavioral Social Science Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Electives: GEO, HIS, POL, ECO, SSC</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Electives: Any course (see page 68 for exceptions)</td>
</tr>
<tr>
<td>Health Elective</td>
<td>2/3</td>
<td></td>
<td></td>
<td></td>
<td>Electives: BIO101, BIO103, BIO112, BIO230, CHC101, CHC108,CHC220, EXS201, PER126, PER127, PER130</td>
</tr>
</tbody>
</table>

Total: 63/64 credits

See page 160 of the college catalog for program competencies and technical standards.

**Campus/format:** A majority of this program can be completed during the day at the Gardner Campus.

**Transfer options:** The Broadcasting & Electronic Media department maintains transfer agreements with Charter Oak State College, the New England Institute of Art, and the University of Phoenix. BCT students have also transferred to Emerson College, Ithaca College, New York University, Syracuse University, University of Iowa, University of Southern California, Massachusetts College of Liberal Arts, and Fitchburg, Westfield, and Worcester State Universities.

Visit MWCC’s transfer services website: http://transfer.mwcc.edu.

**Special requirements:** Technical standards must be met with or without accommodations.

**Career options:** Video/film students may pursue careers in a variety of fields including, but not limited to, video and film production, TV broadcasting, cable/satellite communications, sports broadcasting, video for the Internet and mobile platforms, and corporate communications. They may work as producers, directors, writers, talent, camera operators, editors, or one of the many specialists who contribute to the production process.


**Earning potential:** Varies greatly depending on position and geographic location.
Program Competencies for BCTV

Upon graduation from this program, students shall have demonstrated the ability to:

1. Analyze and describe the component sectors, interrelationships, technology, and the legal and business practices of the current electronic media and communications industries, and apply this understanding to projections for future developments and opportunities.
2. Explain, analyze, and evaluate the media’s power and role in and on today’s society, and the legal and ethical issues that confront communications professionals.
3. Set up and operate video, audio, and photography equipment and explain signal flow and the working interrelationships of the technical components.
4. Practice oral and written presentation skills unique to the electronic communications industry.
5. Specify and design media solutions to fulfill identified communications objectives.
6. Work individually and as part of a production team in developing communications projects from initial conception to final completion, while meeting industry-standardized guidelines.
7. Employ media aesthetics to maximize communications effectiveness and create audience interest.
8. Analyze career opportunities and individual strengths, apply effective job search and acquisition skills, and promote their professional skills and services in today’s marketplace.

In addition, students concentrating in Video/Film shall have proven:

9. An understanding and critical appreciation of the history, theory, and technique common to effective film and television production.
10. Mastery of advanced camera, lighting, editing and directing skills, and digital postproduction workflows.
11. The ability to integrate strong technical expertise, knowledge of communication theory, and creative storytelling technique to produce visually compelling production.

Technical Standards for BCTV

Students entering this program must be able to demonstrate the ability to:

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Distinguish the movement of needles on meters, the component parts on electronic boards, and visual images through a camera lens.
5. Differentiate content, tones, frequencies, and words in sound recordings.
6. Work as a member of a production team.
7. Function as production manager, including decision making and scheduling.
8. Use appropriately tools/machines/equipment traditionally associated with audio video and photography courses such as cameras and camera supports, audio consoles, lighting equipment and digital editing stations (with or without accommodations).
Yoga Teacher Training Concentration (CHY)
A Degree in Complementary Health Care
An innovative opportunity to study complementary/holistic approaches to maintaining health and supporting recovery from injury or illness, orienting students to complementary health care theories, principles, and practices. This two-year degree program provides a comprehensive background in various modalities and prepares students to become a 200-hour Registered Yoga Teacher. Students will be eligible to become Registered Yoga Teachers (RYT) with Yoga Alliance ©.

Year 1

<table>
<thead>
<tr>
<th>Number</th>
<th>Suggested Course Order</th>
<th>Cr</th>
<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>BIO115</td>
<td>Human Biology</td>
<td>4</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>CHC101</td>
<td>Complementary Health Care</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>PSY105</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td></td>
<td></td>
<td>ENG100, RDG100, FYE101, or placement</td>
</tr>
<tr>
<td>FYE101</td>
<td>First Year Experience</td>
<td>3</td>
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<td>ENG099, RDG099</td>
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<tr>
<td>CHC102</td>
<td>Foundations of Yoga</td>
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<td>CHC220</td>
<td>Mind-Body-Spirit Connection</td>
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<td>ENG102</td>
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<td>HST140</td>
<td>Counseling Methods and Interviewing Techniques</td>
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<tr>
<td>MAT126</td>
<td>Topics in Mathematics (or higher)</td>
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<td>MAT096 or placement</td>
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Total 31 credits

Year 2

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<tr>
<th>Number</th>
<th>Suggested Course Order</th>
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<th>Semester</th>
<th>Grade</th>
<th>Prerequisites/Notes</th>
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<tr>
<td>CHC202</td>
<td>Business Elective (CIS127)</td>
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<td>CHC202</td>
<td>Yoga II</td>
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<td>CHC102</td>
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<td>CHC230</td>
<td>Humanities Elective</td>
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<td>CHC230</td>
<td>Social Science Elective</td>
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<td>CHC204</td>
<td>General Elective (or HST140)</td>
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<td>Electives: Any course (see page 66 for exceptions)</td>
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<tr>
<td>BIO101</td>
<td>Introduction to Nutrition</td>
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<td>CHC220</td>
<td>Professional Issues and Ethics in Complementary Health</td>
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<td>CHC101, co-requisite CHC220 This course is restricted to degree seeking students who have completed at least 45 credits</td>
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<td>General Elective</td>
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<td>CHC204</td>
<td>CHC Professional Elective</td>
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<td>Electives: CHC102, CHC104, CHC105, CHC108, CHC110, CHC202, CHC221, PHL210, PSY280, HUM212, MTC101, EXS102 (fall only), EXS201 (fall only), EXS203 (spring only)</td>
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Total 31 credits

Total 62 credits

See page 95 of the college catalog for program competencies and technical standards.

Campus/format: A majority of this program can be completed during the evening at the Gardner Campus.

Helpful hints: Academic and career advising sessions with the complementary health care advisors is recommended.

Transfer options: Some CHC courses may transfer to Fitchburg State University. Check with the transfer advisor. Transfer agreements exist with Charter Oak State College and the University of Phoenix.

Special requirements: Students must meet technical standards with or without accommodations and additional requirements including immunizations, CPR certification, liability insurance, and a Criminal/Sexual Offender Records Information (CORI/SORI) (see page 22 of the college catalog). All BIO credits must have been taken within five years. Students will be required to purchase professional liability insurance privately prior to participation in Yoga III due to practicum participation. Please see program faculty for details.

Visit the MWCC transfer services website at http://transfer.mwcc.edu.

3 Plus ONE eligible–go to: www.mwcc.edu/3PlusONE.

Career options: Yoga teachers may work in fitness centers, wellness centers, spas, hospitals, retirement communities, doctor and chiropractic offices, assisted-living centers, yoga centers, and group/individual practices.

Earning potential: Varies according to industry.
COURSE DESCRIPTIONS

ACC101 PRINCIPLES OF ACCOUNTING I
3 credits
This course covers the basic accounting principles necessary for an intelligent understanding of the books and records used in business: debits and credits; opening and closing books; classification and analysis of accounts; controlling accounts; trial balance; working papers; and the preparation of financial statements. Prerequisites: MAT092, RDG100, or placement. Fall and spring.

ACC102 PRINCIPLES OF ACCOUNTING II
3 credits
This course is a continuation of ACC101 Principles of Accounting I and covers partnerships, the nature and formation of corporations, capital stock, corporation earnings, dividends, investments, and long-term obligations. Topics also considered are manufacturing operations related to control accounting procedures and statement of changes in financial position. Prerequisite: ACC101. Fall and spring.

ACC224 TAXATION
3 credits
This course includes income tax laws and their application to individuals, partnerships, fiduciaries, and corporations. Practical problems covering concrete situations illustrate the meaning of the laws. Primary emphasis is placed on individual tax preparation. Prerequisite: ACC101.

ACC226 MANAGERIAL ACCOUNTING I
3 credits
This course is a continuation of ACC101 Principles of Accounting I and ACC102 Principles of Accounting II with major emphasis on the development and application of accounting data for planning and control. Prerequisite: ACC102 or permission of the division dean Fall.

ACC227 COMPUTERIZED ACCOUNTING
3 credits
The accounting cycle for a business, payroll, and bank statement reconciliation is entirely computerized into one coordinated, interactive system. Other problems may be introduced as appropriate. Prerequisites: ACC101, CIS120 or CIS127. Fall and spring.

ACC236 MANAGERIAL ACCOUNTING II
3 credits
This course is a continuation of ACC226 Managerial Accounting I with major emphasis on the managerial accountant who maintains a commitment to ethical values while using his/her knowledge to manage risks and implement strategy through planning, budgeting, and forecasting. Prerequisite: ACC226.

ANT111 CULTURAL ANTHROPOLOGY
3 credits
This course will survey human cultural evolution from a hunting and gathering society to the modern industrial state. Social systems, political organization, economic structure, religious beliefs, and artistic achievements of non-western culture will be studied and compared to our own culture. Prerequisites: ENG100, RDG100, or placement.

ART101 INTRODUCTION TO PAINTING
3 credits
This studio course familiarizes the non-art major with the art of painting. The student will paint several paintings in acrylics and/or oils from teacher-directed setups. Some art materials must be purchased for this course. Not open to art majors. Prerequisite: None. Fall and spring.

ART103 INTRODUCTION TO SCULPTURE
3 credits
This studio course introduces principles of sculpture and three-dimensional design to the student with little or no previous art experience. The emphasis will be on learning to skillfully manipulate different materials and to develop an understanding of art concepts as they apply to the practice, viewing, and discussion of art. The student will gain an appreciation for three-dimensional work as he/she directly experiences the process inherent in creating art. A range of media will be used. Not open to art majors. Prerequisite: None. Fall and spring.
ART105  INTRODUCTION TO DRAWING
3 credits
This course is designed as an introductory-level course for those with little or no previous experience in drawing. Its aim is to expose the student to a range of media and working approaches to the various problems of drawing. The task of learning to see will be met as a combination of close observation and spontaneous response to the media of drawing. In class, as well as out of class, drawings will be initiated by the students themselves. Subjects will include landscape, still life, interiors, portrait, and the clothed human figure.
Prerequisite: None. Fall and spring.

ART109  ART HISTORY I
3 credits
This course is a chronological survey of the visual arts of the Western World from prehistoric times to the Renaissance. The course presents significant sculpture, architecture, and paintings of this period through slides, films, textual reproductions, and actual museum pieces. Lectures include critical, visual, and technical analysis of these works, biographical sketches of contributing artists, and relevant cultural and historical details that influenced the art of these centuries. Several works of art from non-Western cultures will also be studied. Prerequisites: ENG100, RDG100, or placement. Fall.

ART110  ART HISTORY II
3 credits
This course is a chronological survey of the visual arts of the Western World from C.E. 1300 to 1950. The course presents significant sculpture, architecture, and paintings of these years through slides and textual reproductions. Lectures include critical, visual, and technical analysis of these works, biographical sketches of the contributing artists, and the relevant cultural and historical events and personages that influenced and were influenced by the art of these centuries. Prerequisites: RDG100, ENG100, or placement. Spring.

ART113  INTRODUCTION TO STUDIO
3 credits
This studio course introduces the fine arts to the student with no previous art experience and is geared toward progressive development of skills in handling materials and understanding art concepts as they apply to the practice, viewing, and discussion of art. The student will gain an appreciation for the visual arts by directly experiencing the process inherent in creating art. A variety of media will be used; and concepts relevant to design, drawing, painting, printmaking, sculpture, or ceramics will be presented. Not open to art majors. Prerequisite: None. Fall and spring.

ART211  PORTFOLIO PREPARATION - CAPSTONE COURSE
1 credit
This course provides the student with practical skills and knowledge essential in preparing for future education or a career in the visual arts. Students will critique and assess accomplishments to improve and develop a portfolio of work. Students will focus on developing individual portfolios, documenting his/her work, researching and preparing application materials for bachelor degree programs, creating a resume, and advancing written and oral communications skills. Required course for RT and RTP majors. Prerequisites: ART263, 264, 269, or permission of division dean. Spring.

ART241  WATERCOLOR PAINTING
3 credits
This course explores the basic techniques of working in the medium of watercolors. Exercises using transparencies and opaque techniques will be assigned. Slides of historical works by masters of the medium will be screened and discussed. Prerequisites: ART251, 263, 264 or permission of division dean. Spring.

ART242  ADVANCED WATERCOLORS
3 credits
This course is a continuation of ART241 Watercolor Painting with an emphasis on experimenting with the medium of watercolor and working in mixed media. Slides, museum visits, matting, and exhibiting works are incorporated into the course. Prerequisite: ART241. Spring.

ART251  TWO-DIMENSIONAL DESIGN
3 credits
This course teaches the principles of expressive design through directed activities in painting, drawing, and collage. In these assignments students learn to use line, shape, color, value, and other design fundamentals. Lecture, critique, and discussion further engage students in the exploration of what constitutes good design. Students will need to buy most of the course materials. Prerequisites: ENG100, RDG100, or placement; ART263 is strongly recommended as a prerequisite, though not required. Spring.
ART252 THREE-DIMENSIONAL DESIGN
3 credits
This course provides students with the processes to create three-dimensional shapes. The first part of the course is a study of geometric and organic forms. By using materials such as cardboard, styrofoam, plaster, and clay, forms are constructed that explore the relationship of parts to the whole in their spatial context as the basis of good design. Additional problems stress the tectonic aspects of design and how they are used to create sculptural forms. An assigned portrait study in clay, along with procedures for plaster molding and casting, will be completed by the end of the course. Prerequisites: ENG100, RDG100, or placement. Fall.

ART253 PAINTING I
3 credits
This course offers basic instruction in oil painting and is intended for art majors and other students with an art background. Class and home assignments allow the student to practice mixing colors and manipulating paint. Accurate translation of observed color, form, and space is emphasized. Personal expression is encouraged. Students also learn about brush selection, surface preparation, pigment composition, and the use of various media. Students are responsible for supplying most of the materials needed for the course. Prerequisites: ENG100, RDG100, or placement; ART251 and 264, or permission of division dean. Fall.

ART254 PAINTING II
3 credits
This course is a continuation of ART253 Painting I. Students paint from nude models and from the surrounding landscape in an effort to 1. better understand the relationship of light, color, form, and space; 2. improve their ability to translate a three-dimensional experience onto a flat surface; and 3. expand their transfer portfolios. Outside of class, this course encourages the development of more personal motifs in order to further explore painting as an expressive medium. Students must participate in a show of work at semester's end. Students are responsible for supplying most of the materials needed for this course. Prerequisite: ART253 or permission of division dean. Spring.

ART257 PAINTING III
3 credits
For independent study students only. This course is for the advanced student who is in pursuit of creating work for a portfolio, after completing all other course offerings in Painting. Emphasis is on the individual work of the student, thematic development, and aesthetic considerations unique to the painting process. Recommended for the student who is motivated, directed, and able to work independently. Prerequisites: ART253, 254, and permission of the division dean. Fall and spring.

ART259 CERAMICS I
3 credits
This course helps students create functional pottery, sculptural, and traditional clay forms as they develop skills in handbuilding (pinching, coiling, draping, and slab building) and begin to work on the potter's wheel. Different clay bodies, glazes, glaze applications, decorative techniques, and kiln firings will be presented. Individual expression will be encouraged as the student gains an appreciation for the history of ceramics and clay as a medium. Students will be given outside reading assignments and be required to keep a sketchbook throughout the semester. Prerequisites: ENG100, RDG100, or placement. Fall and spring.

ART260 CERAMICS II
3 credits
This course focuses on developing skills on the potter's wheel to create functional forms (cylinders, bowls, jars, mugs, etc.) and handbuilding clay pieces of a large scale. Ceramic work will be presented, ranging from traditional pieces by ancient potters to work by contemporary ceramists. Individual expression and aesthetic decisions will be encouraged as students visualize and build pieces that challenge their individual skills. Different clay bodies, glazes, glaze applications, decorative techniques, and kiln firings will be explored. Students will be given outside reading assignments and be required to keep a sketchbook throughout the semester. Prerequisite: ART259 or permission of division dean. Spring.
ART263  DRAWING I
3 credits
Students will explore a wide range of media and working processes common to the art of drawing as well as the historical context on which contemporary views of drawing are based. Assignments will center on the ability to translate objects in actual three-dimensional space onto a flat two-dimensional surface. Learning to see will be a primary focus of class work. All aspects of style and technique will be discussed or demonstrated. A certain portion of the semester's work will be devoted to drawing from the human figure. Clothed and nude models will be used for this purpose. Prerequisites: ENG100, RDG100, or placement. Fall

ART264  DRAWING II
3 credits
This course is aimed at developing the artistic areas that were begun in ART263 Drawing I so that students can achieve an overall confidence level with a range of different media and approaches. Areas of concentration will focus on composition, perspective, and illusionary, as well as two-dimensional aspects of space. A significant amount of time will be spent developing drawings from the human figure from both nude and clothed models. Portfolio development in this area will be encouraged with critiques aimed at enhancement of individual drawing strengths. Assigned problems beyond class time will focus on individually initiated work aimed at a clearer definition of the student's own goals in drawing. Aid in preparing portfolios will be provided by the art department for those actively pursuing transfer. Prerequisite: ART263 or permission of division dean. Fall

ART269  DRAWING III
3 credits
This course is designed for the art student to develop advanced level drawings and to create work for a portfolio. The student should be capable of individually directed work in drawing and have completed all other drawing courses. Emphasis is on thematic development, the individual work of the student, and aesthetic considerations unique to the drawing process. Clothed and nude models may be used. Prerequisite: ART264. Fall.

ART270  DRAWING IV
3 credits
For independent study students only. This course is for the advanced student who is in pursuit of creating work for a portfolio, after completing all other course offerings in drawing. Emphasis is on the individual work of the student, thematic development, and aesthetic considerations unique to the drawing process. Recommended for the student who is motivated, directed, and able to work independently. Prerequisites: ART263, 264, 269, and permission of the division dean. Fall and spring.

ART271  SCULPTURE I
3 credits
The aim of this course is to teach sculptural working principles that hold true of good sculpture, whether from earlier traditions or more modern ones. The course is structured with assigned problems that will engage the student in aspects of the traditional figure study in clay using nude models, and assignments aimed at exploring the (object) aspect of form and the varying spatial aspects that form its context. Subtractive techniques will be introduced. A wide variety of sculptural examples from cultures in prehistory or modern era will act as a source of sculptural precedent for individual initiatives in problem solving. The tectonic or building aspects of construction involving weight, mass, and durability will be put on par with the intellectual aspect of the creative process. Success in the course will depend on both. Prerequisites: ENG100, RDG100, or placement; ART252 or permission of the division dean. Fall.

ART272  SCULPTURE II
3 credits
This course is structured so that students who have begun to develop skills in the sculptural building processes can practice and further refine these skills at the higher level with increased creative problem solving. More attention will be paid to work from the model. Problems will be given to expand the student's familiarity with a broader range of material and ideas. An option to learn subtractive techniques in wood and stone will be made available. Students will learn lost wax bronze casting procedures. Prerequisite: ART271 or permission of the division dean. Spring.
ART273 SCULPTURE III
3 credits
For independent study students only. This course is for the advanced student who is in pursuit of creating work for a portfolio, after completing all other course offerings in sculpture. Emphasis is on the individual work of the student, thematic development, and aesthetic considerations unique to the sculpture process. Recommended for the student who is motivated, directed, and able to work independently. Prerequisites: ART252, 271, 272, and permission of the division dean. Fall and spring.

ART274 SCULPTURE IV
3 credits
For independent study students only. This course is for advanced students who are in pursuit of creating work for a portfolio, after completing all other course offerings in sculpture. Emphasis is on the individual work of the student, thematic development, and aesthetic considerations unique to the sculpture process. This course is recommended for the student who is motivated, directed, and able to work independently. Prerequisites: ART252, 271, 272, 273 and permission of the division dean. Fall and spring.

ART284 CERAMICS III
3 credits
For independent study students only. This course is for the advanced student who is in pursuit of creating work for a portfolio, after completing all other course offerings in ceramics. The student is expected to create a thematic body of ceramic work and further develop their technical skills and conceptual abilities. Further exploration of clay bodies, glazes, kiln firings, and aesthetic considerations unique to the ceramic process will be presented. The student should have some previous knowledge of working with clay, understand methods of hand building, and have basic skills using the potter's wheel. The student is expected to be self-motivated, able to work independently, and to have specific goals. In addition to creating the body of work in individual proposal that is developed with the instructor, the student will complete an assignment on glaze chemistry and mixing, and give an oral presentation on his/her research of a significant potter, ceramist, or sculptor. Prerequisites: ART259, ART260, and permission of the division dean. Fall and spring.

ART285 CERAMICS IV
3 credits
For independent study students only. This course is a continuation of ART284 Ceramics III and is designed for the art student interested in further advancing skills for working with clay and creating advanced level work for a professional or transfer portfolio. The student should be capable of individually directed work and have completed all other ceramic courses. Further exploration of clay bodies, glazes, glaze chemistry, kiln firings, and aesthetic considerations unique to the ceramic process will be presented. Emphasis will be on the individual work of the student. Prerequisites: ART259, 260, 284, and permission of the division dean.

ART286 PRINTMAKING I
3 credits
An introduction to printmaking that may include monotypes, relief, and intaglio. Thematic development and individual expression will be encouraged as the student develops a portfolio of monotypes, drypoints, etchings, and linocuts. The student will learn the process of plate preparation, applying a ground to the plate; the proper use of the press and the matting and care of prints will be presented. Safer approaches to printmaking will be covered. Prerequisite: ART263 or 105 or permission of division dean. Spring.

ART287 PRINTMAKING II
3 credits
The student will focus on intaglio printmaking and the use of color or multiple blocks in relief printmaking. Different grounds, aquatint, etching a plate, registration, and the printing of a consistent edition of prints will be presented. Individual expression and aesthetic considerations will be encouraged in the development and printing of the student's original image. Traditional and contemporary innovations in printmaking will be emphasized. Prerequisite: ART286 or permission of division dean. Fall and spring.

ART291 PRINTMAKING III
3 credits
For independent study students only. This course is for the advanced student who is in pursuit of creating work for a portfolio, after completing all other course offerings in printmaking. Emphasis is on the individual work of the student, thematic development, and aesthetic considerations unique to the printmaking process. Recommended for the student who is motivated, directed, and able to work independently. Prerequisites: ART286, 287, and permission of the division dean. Fall and spring.
ASL101 BASIC AMERICAN SIGN LANGUAGE I
3 credits
The purpose of this course is to introduce students to basic American Sign Language vocabulary and sentence structures. Simple conversations and use of body language and role-playing will prepare students for the more complex facial grammar used in American Sign Language. Through outside readings, students will be introduced to topics of importance to the Deaf community. Prerequisites: ENG100, RDG100, or placement. Fall and spring.

ASL102 BASIC AMERICAN SIGN LANGUAGE II
3 credits
This course continues to build upon the vocabulary and grammatical structures introduced in ASL101 Basic American Sign Language I. There will be more emphasis on facial/non-manual grammar. Sentence length will increase and topic range for conversational usage will broaden. Through outside readings, students will continue to be exposed to related topics. Prerequisite: ASL101. Fall and spring.

ASL103 INTERMEDIATE AMERICAN SIGN LANGUAGE I
3 credits
This course continues to build upon ASL101 Basic American Sign Language I and ASL102 Basic American Sign Language II. Conversational usage and more complicated inflectional processes will be taught. Simple storytelling and cultural behaviors among signers will be emphasized. In addition, expressive and receptive finger spelling will be targeted in skills development sessions. Prerequisite: ASL102.

AGM101 AUTOMOTIVE SYSTEMS
5 credits
This course introduces the student to safe shop practices; General Motors products; maintenance requirements and procedures; periodic motor vehicle safety inspection and tire service preparatory to the first co-op experience. The five units of this course include: safety and shop practices, maintenance of automotive systems, tire service, vibration correction, and basic steering and brakes. Prerequisites: Successful completion of MAT096, RDG100.

AGM120 GM FUEL AND EMISSIONS
4 credits
The purpose of this course is to prepare students to diagnose and repair engine fuel injection, and electronic controls system concerns as they relate to drivability and emissions. This course includes the following: study of fuel composition and quality, the use of specialized diagnostic tools including the Tech II diagnostic scan tool, AFITS and global diagnostics combined with General Motor’s software used for graphing and programming. The digital multi-meter and lab scopes are introduced in this course. Prerequisites: Successful completion of AGM101, AUT123.

AGM130 GM ENGINE AND ENGINE RELATED ELECTRICAL SYSTEMS
5 credits
This course gives students the knowledge and skills necessary to diagnose, service, and repair the advanced engines used in GM vehicles today. Students study GM ignition systems, starting and charging systems. Engine disassembly, evaluation, repair and reassembly of the Gen III V8s, the 32 valve Northstar and the new generation of world class engines are also among the activities in this course. Prerequisites: Successful completion of AGM101, AUT123.

AGM140 GM HEATING, VENTILATION, AIR CONDITIONING (HVAC) AND ACCESSORIES SYSTEMS
3 credits
Students will learn about GM heating, AC, and accessories systems in order to prepare students to safely diagnose and repair common performance concerns. Control of electrical and electronic systems are among the special focus of this course. Theory surrounding electrical and electronic systems previously studied is put to practical use in evaluating and diagnosing AC control systems and related sub-systems. Prerequisites: Successful completion of AGM101, AUT123.

AGM150 GM SUPPLEMENTAL INFLATABLE RESTRAINT SYSTEMS AND ACCESSORIES
3 credits
This course builds on the electronic/electrical theory studied previously by applying that theory in evaluation and diagnosing these integrated systems. In this course students study supplemental inflatable restraint (SIR) systems, windshield wiper systems, cruise control, body controllers and theft deterrent systems. Prerequisites: Successful completion of AGM120, 130.
AGM200 GM DRIVE TRAINS
5 credits
This course exposes the student to GM automatic transmissions and transaxles, manual transmissions and transaxles, transfer cases and rear axles. The learning outcomes include the development of skills in the diagnosis, disassembly, evaluation, repair of these components, and the related electronic control systems. Prerequisites: Successful completion of AGM120, 130.

AGM210 GM BRAKES, STEERING AND SUSPENSION SYSTEMS
3 credits
This course prepares students to diagnose, repair, and service GM antilock brakes, steering, and suspension systems. Emphasis is placed on service of integrated systems and four-wheel alignment, as well as their related electrical and electronic sub-systems. Prerequisites: Successful completion of AGM120, 130.

AUT120 PERFORMANCE AND DIAGNOSIS I
5 credits
Students will learn to use diagnostic test equipment for quick and efficient problem solving. Engine vacuum testing, compression testing, cylinder leak-down testing, and cylinder power balance testing will be required. Students will learn to use an infrared analyzer to understand the effects on pollution that an improperly running engine creates. Principles of doing a tune-up will be explored. Ignition systems including point type, electronic, and distributorless systems will be covered. Prerequisites: RDG100, MAT090 (or concurrent), or placement. Fall.

AUT121 PERFORMANCE AND DIAGNOSIS II
5 credits
This course is a continuation of AUT120 Performance and Diagnosis I. Students will learn about the various fuels used today and the problems associated with them. Fuel delivery systems starting with the carburetor through todays fuel injection systems will be studied. Emission control systems such as PCV, EGR, EFE, AIR, and the catalytic converter will be examined along with the pollutants they reduce. Computerized engine controls along with their sensors will be tested and examined for proper performance. On Board Diagnostics II will be discussed and explored. Students will complete sample questions in preparation for the ASE Certification exams. Prerequisite: AUT120 or permission of division dean. Spring.

AUT122 BRAKES
4 credits
This course is designed to teach students various brake systems and repair. Students will study master cylinders, proportioning valves, metering, and disc brake repair and diagnosis. Students will learn about power assist units and wheel bearing diagnosis and repair. Anti-lock brake systems will be studied and tested as well as brake fluids and brake bleeding. Prerequisites: RDG100, MAT090 (or concurrent), or placement. Fall.

AUT123 ELECTRICAL SYSTEMS I
4 credits
This course covers the fundamentals of electricity and magnetism, along with exploring the relationship of volts, ohms, and amps. The course will apply these two series, parallel, and series-parallel circuits. Semiconductor components such as diodes and transistors will be explored. Students will learn to use digital volt-ohm meters and oscilloscopes. Battery design and testing will be explored along with starting and charging systems. Prerequisites: RDG100, MAT090 (or concurrent), or placement. Fall.

AUT124 ELECTRICAL SYSTEMS II
4 credits
This course is a continuation of AUT123 Electrical Systems I. Using wiring diagrams, students will examine headlights, taillights, and parking lights for proper operation. Stoplights, turn signals, hazard lights, and back-up light circuits will be examined and repaired. The operation of the power door locks and power windows will be examined. Electrical circuits associated with dashboards, gauges, printed circuits, and digital instrument clusters will be studied along with various other electrical circuits. Prerequisite: AUT123 or permission of division dean. Spring.

AUT125 ENGINE REPAIR
5 credits
The lecture and lab periods for this course cover designs, nomenclature, and theory of operation of internal combustion engines, including valves and operating mechanism, piston and connecting rod assembly, crankshaft and bearing, lubrication system, cooling system, crankcase ventilation, engines, fuels, and lubricants. This course also includes an introduction to the study of the Wankel, diesel, and other propulsion systems. Prerequisites: RDG100, MAT090 (or concurrent), or placement. Fall.
AUT127 SUSPENSION AND STEERING
4 credits
This course is designed to teach students the various suspension components and systems. Students will learn how to inspect and replace steering components. Rack and pinion steering gears, vehicle riding height, body sway, front and rear end alignment, and tire problems will be studied. Prerequisites: RDG100, MAT090, or placement. Spring.

AUT130 AUTOMATIC AND MANUAL DRIVETRAINS
4 credits
Students will participate in lecture and lab sessions on the various components used in present day automatic and manual transmissions used in front, rear, four wheel, and all wheel drive automobiles. Operating system principles pertaining to hydrodynamics, fluid couplings, clutch assemblies, and shift controls will be discussed. Diagnostic techniques, component and system testing, as well as maintenance procedures, will be accomplished in the lab sessions. Ancillary drivetrain components such as driveshafts, CV joints, differentials, and transfer cases will be explored. Prerequisites: RDG100, MAT090, or placement. Spring.

AUT204 HEATING AND AIR CONDITIONING
3 credits
This course is designed to teach students about the theory and operation of heating and air conditioning systems. Students will learn about heat transfer, temperature pressure relationships, and control systems. The course will cover the theory and operation of air conditioning systems, air management delivery systems, and electronic climate control systems. The course will prepare students to take the ASE test A-7 Heating and Air Conditioning Systems. Prerequisites: RDG100, MAT090, or placement. Offered occasionally.

BCT111 MEDIA THEORY AND PRACTICES
3 credits
Students survey the foundation and development of television, radio, and electronic media; the regulatory, financial, and operating structure of the electronic media industries; programming content and criticism; the role and impact of electronic media in society; and electronic media's current and future applications. Prerequisites: ENG100, RDG100, FYE101, or placement. Spring.

BCT112 INTRODUCTION TO AUDIO PRODUCTION
3 credits
Students are introduced to the basic procedures and skills used by audio professionals. In order to achieve a basic understanding of sound as it relates to media productions, students perform recording and editing techniques of dialog, radio style production, as well as studio and location sound practices used for video and film. Two hours lecture and two lab hours per week. Prerequisites: RDG100, ENG100, FYE101, or placement. Fall.

BCT122 FUNDAMENTALS OF AUDIO POSTPRODUCTION
3 credits
Students are introduced to equipment, procedures, and techniques used on location and in studios for careers in audio for the television and film industries, with an emphasis on post production signal processing and editing. This course builds on the information and skills acquired in BCT112 Introduction to Audio Production. Two hours lecture and two hours lab per week. Prerequisite: BCT112. Spring.

BCT123 ADVANCED AUDIO PRODUCTION
3 credits
This course builds on information and skills acquired in BCT112 and BCT122. Students gain competency with configurations of complex audio systems, matrixes of multibus mixers, digital mixers, advanced techniques in dialog recording, tone shaping, and music editing. Foley work, sweetening, and mixing for picture are major parts of this course. Prerequisite: BCT122. Fall.
BCT124  MUSIC RECORDING AND MIXING TECHNIQUES
3 credits
This course trains students in techniques of recording and mixing music. Students will record musical performances of single and group vocals and instrument categories including drums, guitars, keyboards, brass, woodwinds, and strings. Students will have the opportunity to mix material recorded at professional recording studios. Training includes analog and digital mixers, outboard processors, and ProTools. Prerequisite: BCT123 or permission of division dean. Spring.

BCT209  BROADCAST JOURNALISM
3 credits
Students are given instruction and supervised exercises in writing, reporting, editing, and producing radio and television news, public affairs, and documentary programs. The role of broadcast journalists and their responsibilities to society are major discussion topics. Prerequisite: ENG101. Offered occasionally.

BCT202  BROADCASTING AND ELECTRONIC MEDIA INTERNSHIP I
3 credits
In this course, students earn academic credit while gaining on-the-job experience and training at a broadcast operation or other electronic media-related facility. The student's performance is evaluated by the instructor and the employer. The student will participate in periodic seminars with the course coordinator, and must prepare a detailed account of the internship at the end of the semester. Prerequisites: permission of division dean, 21 credit hours completed, and minimum 2.75 QPA. Offered occasionally.

BCT203  BROADCASTING AND ELECTRONIC MEDIA INTERNSHIP II
3 credits
A continuation of BCT202 Broadcasting and Electronic Media Internship I, this course allows a student to earn additional on-the-job academic credit. The student's performance is evaluated by the instructor and the employer. The student will have periodic meetings in a seminar with the course coordinator, and must prepare a detailed account of the internship at the end of the semester. Prerequisites: permission of division dean, 21 credit hours completed, and minimum 2.75 QPA. Offered occasionally.

BCT208  SCRIPTWRITING
3 credits
Students are introduced to the various forms of copywriting for electronic media and film including persuasive messages, news, and scripts. Students will be required to produce samples of their writing in audio and video formats. Prerequisite: ENG101. Spring.

BCT212  TELEVISION STUDIO OPERATIONS AND MULTICAMERA PRODUCTION
3 credits
This course encompasses the processes, equipment, facilities, and skills employed in television studio and multicamera production. Emphasis is placed on the operation of cameras, switchers and related equipment, the responsibilities of the production crew, and the direction of live-switched, multicamera production. Prerequisites: ENG100, RDG100, FYE101, or placement. Spring.

BCT213  FUNDAMENTALS OF VIDEO PRODUCTION
3 credits
Students are introduced to the basics of video recording and editing. Instruction focuses on developing the pre-production, production, and post production expertise required to successfully plan and execute programs recorded on location. An overview of video technology is included. Prerequisite: ENG100, RDG100, FYE101, or placement. Fall.

BCT214  BROADCAST AND ELECTRONIC MEDIA OPERATIONS AND MANAGEMENT
3 credits
Students examine the many factors that affect the day-to-day operation of the television and radio station, cable system, and electronic media operation. This includes governmental regulation and self-regulation, community service, programming, management techniques, electronic media ownership and financing, sales and advertising, industry staffing, and future directions. Prerequisite: BCT111. Spring.
BCT216 DIGITAL CINEMATOGRAPHY
3 credits
Students employ production skills acquired in previous classes to effectively craft creative and compelling visual stories and movies. In this course students combine the aesthetics, concepts, and techniques filmmakers have practiced since the days of silent films with contemporary digital technology to create films that will effectively inform, entertain, or persuade today's discerning audiences. Prerequisite: BCT213. Spring.

BCT217 CRITICAL LISTENING FOR AUDIO ENGINEERS
3 credits
This course focuses on awareness of sound. Ear training and auditory recognition are developed through directed listening tasks, discussions, and research. Topics include types of listening, listening environments, sound systems and devices, eras in sound, including equipment and technique, with analytical study of sound engineers' choices in broadcast, cinematic and musical genres. Prerequisite: BCT212. Fall.

BCT221 BROADCAST PERFORMANCE AND PRACTICE
3 credits
This course introduces students to all phases of broadcast performing so that he/she can acquire necessary skills and/or function to direct talent for both audio and video media. This course combines both classroom lectures and demonstrations with a variety of practical exercises in both audio and video performance. Course projects have been chosen and designed to simulate actual broadcast situations encountered daily in the industry. Prerequisites: ENG100, RDG100, FYE101, or placement. Offered occasionally.

BCT223 INDEPENDENT STUDY IN BROADCASTING AND ELECTRONIC MEDIA
3 credits
This course is an advanced practicum experience in which the individual student, under the guidance of a staff member, develops his/her broadcast telecommunications skills at a professional level. Prerequisite: Permission of division dean. Offered occasionally.

BCT227 ADVANCED TELEVISION PRODUCTION
3 credits
This course builds on the basic studio production and EFP expertise and skills developed in BCT212 and BCT213. The emphasis of this course is hands-on production. Through participation in a variety of projects, students refine camera, audio, lighting, studio, and postproduction skills. They continue to develop their directorial expertise. Students expand their communication, organizational, and creative talents to produce effective and worthwhile programming. Prerequisites: BCT212, 213, and permission of division dean. Offered occasionally.

BCT229 EDITING DIGITAL VIDEO
3 credits
Building on their knowledge of video production, students will develop expertise in the technology and techniques of digital, nonlinear editing. This course introduces the fundamental concepts, terminology, and operation of nonlinear editing systems. Throughout the course, students develop an understanding of the techniques and aesthetics video and film editors employ as effective storytellers. Using industry standard, nonlinear editing systems, students practice applying the craft of editing, assembling sequences of pictures and sounds to create finished programs including titles, graphics, and special effects. Prerequisite: BCT213. Fall.

BCT231 AV SYSTEMS ELECTRONICS AND ENGINEERING
1 credit
This course will emphasize the technical, rather than the creative side of video production. Students will acquire troubleshooting and problem-solving skills through hands-on training in actual and simulated production environments. At the completion of this course, students will be able to define and demonstrate the technical responsibilities of a number of production situations. Prerequisites: BCT227 and permission of division dean. Offered occasionally.

BCT235 DVD AUTHORING
3 credits
The instruction in this course focuses on developing a working understanding of the DVD format and using that knowledge to design and produce programming capitalizing on the format's features. Students will be introduced to each phase of DVD production including design and planning; preparation of video, audio, and graphic assets; menu creation; implementation of navigation; proofing; final output; and replication. Prerequisites: RDG100, ENG100, FYE101, or placement. Offered occasionally.
**BIO101 (FORMERLY NUT101) INTRODUCTION TO NUTRITION**  
3 credits  
This course introduces the broad aspects of nutrition as it applies to human existence. Included in the topical analysis are items related to digestion, essential nutrients, energy balance, vitamins, water, fitness, and weight control, as well as a discussion of changing needs of individuals as they age or become ill. **Prerequisites:** ENG100, RDG100, FYE101, MAT092, or placement. Fall and spring.

**BIO102 INTRODUCTION TO FORESTRY**  
4 credits  
This course provides a general introduction to the practice and profession of forestry. This course will not result in your becoming a forester but will equip participants with the tools to understand forest ecology and forest management decisions. This course will allow you to communicate with foresters and understand forests' complexity, their values, and the factors influencing forest stewardship. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. **Prerequisites:** ENG100, RDG100, FYE101, MAT092, or placement. Fall or spring.

**BIO103 HUMAN HEALTH AND DISEASE**  
3 credits  
This lecture-based course describes the basic structure and function of most organ systems within the context of some common human diseases. Homeostasis, the dynamic equilibrium in which the internal environment of an organism is maintained fairly constant, is the theme of this course that allows the understanding of certain common diseases. Students with little science background will investigate human disease within a personal context. **Prerequisites:** ENG100, RDG100, FYE101, or placement. Fall and spring.

**BIO104 INTRODUCTION TO NATURAL RESOURCE CONSERVATION**  
4 credits  
This is an introductory course in natural resource conservation that will provide comprehensive overview of local, regional, and global resource and environmental issues. Topics will include population growth, soil conservation and agriculture, aquatic environments, air and water pollution, forest and wildlife management, global climate change, and energy usage. Strategic thinking towards sustainability will be a unifying theme in exploring the natural resources we depend upon in our complex, interconnected global environment. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. **Prerequisites:** ENG100, RDG100, FYE101, MAT092, or placement. Fall and spring.

**BIO109 BIOLOGY I**  
4 credits  
Biology, as a science, represents a way of interacting with the world in a rational manner. The nature of science, cellular structure and function, the molecules of life, the acquisition and use of energy by living organisms, the code of heredity, principles of genetics, and genetic recombination will be considered in this course. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. **Prerequisites:** ENG100, RDG100, FYE101, MAT092, or placement. Fall and spring.

**BIO110 BIOLOGY II**  
4 credits  
This course will use the same philosophy and approach as BIO109 Biology I. Topics to be considered will include the origin and evolution of life, the diversity of life in the plant and animal kingdoms, human evolution, and behavior as an adaptive mechanism. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. **Prerequisite:** BIO109 or placement. Spring.

**BIO112 BIOLOGY OF CANCER**  
3 credits  
This introductory level biology course integrates the cellular and molecular basis of biology with up-to-date information in an extensive survey of the nature, prevention, diagnosis, treatment, and management of various forms of cancer. In addition, the course is designed to convey the relationship between the process by which science works in basic biomedical research and the advances made in public/personal health. In studying the biology of cancer, students will use online resources and electronic communication. **Prerequisites:** ENG100, RDG100, FYE101, or placement. Offered occasionally.

**BIO115 HUMAN BIOLOGY**  
4 credits  
An introductory study of the human body that orients students to the normal structures and functions of the human body. This broad perspective of human life addresses the basic principles of cellular biology, tissues, and key organ systems. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. **Prerequisites:** ENG100, RDG100, FYE101, or placement. Fall and spring.
BIO116 ECOLOGY
4 credits
This course is the study of relationships between organisms and the environment. Ecology is a broad scientific discipline ranging from the study of individual organisms to the global scale. This is a course in modern experimental ecology that emphasizes the conceptual foundations of the discipline. Natural history provides our foundation, while evolution is the conceptual framework. The laboratory focuses on lab and field experiments that use the scientific method to demonstrate key concepts and develop an understanding of experimental and statistical methods commonly used in ecology. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG100, RDG100, FYE101, MAT092, or placement. Fall.

BIO117 EMERGING DISEASES: PAST AND PRESENT
3 credits
This course will discuss some of the old diseases, epidemics, plagues, and scourges and apply what we've learned from them to some of the new, reactivated, and recurrent diseases we face today. The human immune system will be discussed along with an explanation and discussion of how some of the current agents of disease evade and/or defeat this system. We will discuss the social, financial, political, and religious impacts where appropriate. We will also discuss what the future may hold in our battles with infectious agents. Prerequisites: ENG100, RDG100, FYE101, or placement. Offered occasionally.

BIO120 HORTICULTURE
4 credits
This course is designed for those students interested in understanding the processes by which plants grow and how that understanding can be used to improve the quality of plants grown in the garden, the landscape, and the home. Students will also examine the structure and function of flowering plants. A workshop approach will be used and experiments will be conducted in the lab and greenhouse. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall or spring.

BIO122 ZOOLOGY: THE BIOLOGY OF ANIMALS
4 credits
Animals are found in every environment and have various roles or niches that they occupy in these environments. Each environment presents different problems that these animals overcome with various structural, functional, and behavioral adaptations. The study of these adaptations is the central theme of this course. Laboratory is an integral part of this course with a focus on living animals with a minimal amount of dissection. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall or spring.

BIO128 PLANTS AND SOCIETY
3 credits
This course is a survey course looking at the origins, historical, and current use of plants in societies including food, spices, clothing, beverages, building material, and medicines. The search for and exploitation of many plant species by humans have directly and indirectly shaped the geopolitical world we now live in. These topics will follow a brief introduction to basic plant structure, function, and life cycle. The increasing role of plants in biotechnology will also be studied, as well as the important uses of algae and fungi as they relate to people, plants, and plant products. Prerequisites: ENG100, RDG100, or placement. Fall or spring.

BIO130 PLANT SCIENCE
4 credits
This course includes basic plant structure and function. This will include the anatomy and physiology of the plant cell, tissues, roots, stems, and leaf growth and development. Laboratory will include the study of the above with preserved and live specimens and with field study where possible. The effects of various plant pathogens on plant growth will be considered. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: RDG100, ENG100, FYE101, MAT092, or placement. Fall or spring.
BIO140 INTRODUCTION TO GREENHOUSE MANAGEMENT
4 credits
Theory and practice of operation/management of a commercial greenhouse will be the major content of this course. This course will integrate the science of the greenhouse industry with the need to remain competitive. This four-credit lab science will use the MWCC greenhouse to study the science of the greenhouse including root substrate, fertilizer formulations, and the business of greenhouse management. Emphasis will be placed on chemical/non-chemical methods of control of plant pathogens. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG100, RDG100, FYE101, MAT092, or placement. Spring.

BIO160 PRINCIPLES OF BIOCHEMISTRY
4 credits
This course will introduce students to the major classes of biological molecules: nucleic acids, proteins, lipids and carbohydrates and their chemistry in living systems. Topics such as cell metabolism, glycolysis, and the Kreb's Cycle; the electron transport chain and oxidative phosphorylation, as well as the synthesis of the biological molecules will be covered. Students will gain hands-on knowledge during selected laboratory activities. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: RDG100, ENG100, FYE101, MAT096, CHE203. Spring.

BIO170 CELL BIOLOGY
4 credits
This course introduces the fundamentals of cellular biology, including cell structure and metabolism, cell division, DNA replication, and protein synthesis. Students will also learn about the cells' ability to move, reproduce, grow, and change as well as cell anatomy, membrane function, and organelles, which perform specific functions within a cell. In the laboratory, students are provided with hands-on experience, the process of science, and with course topics. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisite: BIO109. Spring.

BIO203 ANATOMY AND PHYSIOLOGY I
4 credits
Topics in this course include the chemical and cellular basis of human body systems. Focus is on an in-depth study of the structure and function of the muscular, skeletal, and nervous systems as well as nutrition/metabolism. Theoretical concepts will be modeled in lab through hands-on experiments and computer-assisted exercises, as well as dissection. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG100, RDG100, FYE101, MAT096, or placement; BIO109 or BIO115 is strongly encouraged. Fall, spring, and summer.

BIO204 ANATOMY AND PHYSIOLOGY II
4 credits
This course is a continuation of BIO203 Anatomy and Physiology I with discussions centering on the digestive, endocrine, reproductive, cardiovascular, and respiratory system along with the kidneys, and a detailed review of the acid-base balance. Laboratory exercises will supplement theoretical concepts and will use appropriate animal organs as models on a per system basis. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisite: BIO203. Fall, spring and summer.

BIO205 MICROBIOLOGY
4 credits
This is a transferable four-credit laboratory science course. It is a required course for the Nursing curriculum at MWCC. It is recommended for students planning careers in health sciences or animal and plant sciences and will satisfy a lab science requirement here, or for transfer. In addition to a discussion of bacteria, fungi, protozoa, and other parasites, this course will discuss practical applications of the techniques of microbiology to the health care and industrial fields. This course is a medically-oriented course that surveys the broad aspects of this field of study. Topics include morphology and nutrition of microbes, pathogenic processes, host-defense mechanisms, allergy, antibiotic therapy, and a review of the common diseases of each system of the body. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: RDG100, ENG100, FYE101, MAT092, or placement. Encouraged prerequisite: any of the following: BIO109, 115, 203. Fall, spring, and summer.
BIO209  HUMAN SEXUALITY
3 credits
This course is an in-depth study and discussion of all aspects of human sexuality. Emphasis will be on biological aspects and influences on human sexuality. Topics to be considered include structure, function, and dysfunction of the reproduction system, prenatal sexual development, achieving gender identity, sexual behavior, sexual signaling, health and control of sexual reproduction, correcting problems of sexual expression, divergent sexual behavior, and sexually transmitted diseases. Various media forms will be used. A primary objective of the course is a better understanding of one’s own sexuality. Prerequisites: ENG100, RDG100, FYE101, or placement. Offered occasionally.

BIO220  SOIL SCIENCE
4 credits
Soils are the anchors of biological systems. This is a study of the physical, chemical, and biological nature of the soil. This four-credit laboratory course will study the substrate of the ecosystem. Emphasis will be placed on the role of the soil in plant pathology. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG100, RDG100, FYE101, MAT092, or placement; BIO130, CHE107 or CHE120 (pre or co-requisite). Fall and spring.

BIO230  NUTRITION, HEALTH, AND SUSTAINABILITY
3 credits
Nutrition is the foundation of health and food is its source. This course will look at the historical, cultural, and political influences on our food, food sources, and the provision of food. This course will explore the health implications of these influences. Through covering a variety of topics from the history of how eating has changed to the construction of meaning through eating, we will analyze health and nutrition through a systemic lens within the context of a sustainable food future. Students will read various authors and view films on the subject. Understanding of their local community food sources and eating practices will be explored. Written work will include position statements, a research proposal, and a collaborative research paper/presentation. Prerequisites: ENG101, MAT092. Offered occasionally.

BIO240  SURVEY OF DISEASES
3 credits
This course will give the student an understanding of the various common diseases that are found in the different body systems. Emphasis will be on signs and symptoms, diagnosing methods, and treatment of the diseases. Course is geared for Allied Health majors. Prerequisite: BIO115 or BIO203.

BTC101  INTRODUCTION TO BIOTECHNOLOGY (WITH APPLICATION)
4 credits
This course is designed to acquaint students with the diverse field of biotechnology. Topics will include a brief history of biotechnology, job opportunities in biotechnology, recombinant DNA and protein products, microbial biotechnology, plant biotechnology, medical biotechnology, DNA fingerprinting and forensic analysis. Current ethical issues such as stem cell research and cloning will also be discussed. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG100, RDG100, FYE101, MAT096, or placement.

BTC102  BASIC SOLUTION AND MEDIA PREPARATION
3 credits
Topics in this course are designed to develop fundamental skills in the setup of typical growth plates and media used in standard culturing of microorganisms or tissue culture as well as preparation of common solutions and reagents. In addition, students will develop fundamental skills in the use, maintenance, and calibration of common laboratory instruments like spectrophotometers and pH meters. Principles of laboratory safety, documentation, and the use of computers in the lab will also be covered. The practical aspect of the course involves preparation of media for numerous biology classes currently offered. Prerequisites: ENG100, RDG100, FYE101, MAT096, or placement.
BTC110  BIOTECHNOLOGY EXPERIENCE: CONCEPTS AND PROCEDURES
4 credits
The first of two experiential, cornerstone courses in biotechnology. The course begins by introducing the student to the role of the technician in biotechnology and GLP (or Good Laboratory Principles). An exploration of the principles of molecular genetics will be provided, including lecture topics in transcription, translation and protein expression in prokaryotes, and eukaryotes. Included in the course will be a hands-on exposure to biotechnology research tools and protocols used for DNA isolation, gene cloning, gene expression and regulation, gene sequencing, and mRNA isolation. Lab sessions will be hands on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: BTC101, BTC102, CHE203. Fall.

BTC120  BIOTECHNOLOGY EXPERIENCE: BIOMANUFACTURING
4 credits
The second of two experiential courses, this course begins by introducing the student to the proteins and companies of biotechnology and to cGMP (current good manufacturing practices). In the remainder of the course students use bacteria, mammalian, and yeast cells to produce human proteins using tools and standard manufacturing operating procedures of biotechnology, including upstream and downstream processing of proteins, and quality control of protein production. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: BTC101, 102, 190. Spring.

BTC185  INDUSTRIAL MICROBIOLOGY
4 credits
This course covers the principles of various processes associated with the production and recovery of different bioproducts derived from prokaryotes and eukaryotes. Topics include the classification of microorganisms, media development, instrumentation, fermentation principles, mammalian and insect cell propagation, product recovery, protein purification, and the principles of current good manufacturing practices (cGMP). Lab sessions will be hands on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisite: BTC101.

BTC190  PRINCIPLES OF PROTEIN PURIFICATION
4 credits
The biopharmaceutical industry is focused on producing proteins as drugs to treat diseases. This course will investigate the relationship between protein structure and function, present basic methods of protein purification, and demonstrate how protein composition influences the method of purification. The concept of pH and buffers will be discussed in detail in relation to protein purification. Students will be exposed to these concepts in lecture, readings, and the lab. Lab sessions will be hands on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: BTC101, 102 (or co-requisite), CHE203.

BTC200  BIOTECHNOLOGY SEMINAR
3 credits
This is a capstone course taken in the last semester before graduation after all of the BTC courses have been successfully completed. This course will provide an in-depth review of the entire process of producing a biologic drug. Students will examine current research being conducted in the biotech industry and explore cGMP regulations through examination of FDA warning letters. As a capstone course, students will be expected to demonstrate mastery and integration of previous BTC major coursework. Prerequisites: BTC101, 102, 110, 120 (pre or co-requisite). Spring.
BUS105 BUSINESS ETHICS
3 credits
This course is designed for the student with an interest in organizational and business ethics. The focus is on how we act as individuals and how we contribute to group accountability. The class will provide each student with a framework for thinking in an ethical manner. In addition, the class will explore every-day ethical thinking. Most topics will be explored using the case study method. Although designed for the business student, this class is open to all students with an interest in exploring everyday ethical behavior on an individual and group level. Prerequisites: RDG100, ENG100, FYE101, or placement.

BUS108 PRINCIPLES OF REAL ESTATE
3 credits
This course is an introduction to real estate. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing, and other property concepts. Prerequisite: RDG100 or placement.

BUS112 INTRODUCTION TO CUSTOMER RELATIONS
3 credits
This course focuses on practical information that will enable both the student and practicing customer service professional to enhance, hone, and refine their service skills. The course is designed to equip individuals with the strategic necessities to effectively interact with and deal with a multitude of customer-related service issues that are an integral part of the customer service job function. Prerequisites: ENG100, RDG100, FYE101, or placement.

BUS113 BUSINESS ETIQUETTE AND PROTOCOL
3 credits
This course prepares students to successfully enter the ever-changing workforce or to advance in their career by teaching the skills, attitudes, and behaviors demanded in today’s high performance workplace. This course is intended for the worker in career transition with discrete needs for grounding in business protocol. Prerequisites: ENG100, RDG100, FYE101, or placement.

BUS125 COMMUNICATION FOR BUSINESS AND INDUSTRY
3 credits
Students are introduced to concepts relating to communicating in a diverse workplace. Emphasis is placed on nonverbal communication, the writing process, and email. Students learn how to write memos and letters and communicate with customers, research and use information, develop and use graphic and visual aids. Students prepare reports and presentations; develop skills to communicate through the application and interview process. Prerequisites: ENG100, RDG100, FYE101, or placement.

BUS201 INTERNATIONAL BUSINESS
3 credits
Students will most likely work for a company that is either foreign owned, domestically owned but has some foreign operations, or domestically owned but is affected by the global economy. Thus, this class will prepare students to be successful and productive in their careers based upon an understanding of the basics of why companies conduct business across borders. Since even small businesses are becoming more active in the international business environment through activities such as buying and supplying components, students who are planning to start their own businesses should also be cognizant of international business. This class will also stress the importance of cultural literacy and will help students develop the type of cultural literacy that will enable them to be conversant within the global economy and international marketplaces. Prerequisite: ENG101.

BUS211 BUSINESS LAW I
3 credits
This course covers business transactions and issues, with particular emphasis on contract law. Major topics include the nature of law and the judicial process, the concept of contract, and the law of sales. Currently emerging legal concepts will be included. The focus will be on studying the law regulating commercial activity in order to prepare students to conduct business in a dynamic world marketplace. Prerequisite: ENG100, RDG100, FYE101, or placement.
BUS212  BUSINESS LAW II
3 credits
This course is a continuation of BUS211 Business Law I and introduces the student to the Uniform Commercial Code (UCC), a uniform set of legal principles that facilitates intrastate and interstate commercial transactions. Topics include the law of sales, leases, secured transactions, and other commercial legal topics. Particular emphasis is placed on the UCC modification of common-law contract law, with particular reference to the sale of goods and special rules governing transactions by merchants. Prerequisite: BUS211.

BUS220  THE BUSINESS OF SOCIAL CHANGE
3 credits
This course will explore the theory of social entrepreneurship and how social entrepreneurs create systemic social change. Through case studies and readings, students will analyze how social entrepreneurs use their management skills in business planning, marketing, and leadership to work with the for-profit, non-profit, and public sectors to achieve their goals. The course will also explore how successful social entrepreneurs use creative thinking, strong leadership, and business skills to create purposeful organizations that grow and thrive. Prerequisite: MGT110 or permission of division dean.

BUS224 INTRODUCTION TO GRANT WRITING
3 credits
This course provides beginner or intermediate-level grant writers with the skills and knowledge needed to obtain public and private grants. Working with sample proposals, students will learn to create a successful grant. This will include finding funding organizations, responding to a request for proposal, planning a program, creating a budget, learning the essential elements of a grant proposal, and understanding how to partner with agencies. Prerequisites: ENG100, RDG100, FYE101, or placement.

CAD110 ARCHITECTURAL CAD
3 credits
This course will build upon the student's knowledge of AutoCAD to produce architectural designs for residential and commercial structures. Site plans, elevations, roof framing, sections, electrical and plumbing fixtures, window and door schedules, structural connections, and layouts are introduced. The course will require projects as a means of overall assessment. Prerequisites: CAD101, MET105 (or competency). Offered occasionally.

CED125, 135, 145  COOPERATIVE EDUCATION (session 1, 2, 3)
Co-op provides the opportunity to receive hands-on experience in an automotive service environment. Students will be exposed to a wide array of experiences and will become familiar with the responsibilities, workload and duties of a professional automotive technician. Prerequisites: Successful completion of ASEP coursework, 2.0 CGPA and a C or higher in their major area classes and permission of division dean.

CED203  COOPERATIVE EDUCATION
3 credits
This course offers students an opportunity to enhance their academic studies with work related to their chosen field of study. It involves a partnership among MWCC, the student, and the student's employer. Participants in the MWCC Cooperative Education program may need to submit to a CORI (Criminal Offender Record Information) check prior to placement. Prerequisites: recommendation of the faculty advisor; approval of the department chairperson, the division dean, and the director of cooperative education. Student must have a minimum QPA of 2.5 or better and a minimum of 21 previously earned credits. Fall and spring.

CET101  COMPUTER TECHNOLOGY I: OPERATING SYSTEMS
4 credits
This course provides an in-depth study of the Windows 9X operating system and the underlying DOS functions and structure. This knowledge is applied to the installation and configuration of Windows 9X, as well as the diagnosis and troubleshooting of common problems. Students will gain extensive lab experience in this area. Three hours lecture and three hours lab per week. Prerequisites: RDG100 or placement, CIS127.
CET102 COMPUTER TECHNOLOGY II: HARDWARE SYSTEMS
3 credits
This course provides an in-depth study of the hardware components of a PC. Topics include component operation, installation, configuration, and troubleshooting of a PC system, in both a class and lab environment. Three hours lecture and three hours lab per week. Prerequisite: CET101.

CGD101 DESIGN THEORY
3 credits
This course is an introduction to the graphic design field. Special emphasis is on understanding the fundamentals of design, including the elements and principles of design and typography as they are applied to the development of effective visual communication pieces for both print and web design. Students will create a promotional campaign consisting of the design and layout of a print and web project for the company or organization of their choice. This course also addresses audience definition; research and analysis; concept development; and the production of thumbnail sketches, rough drafts, and the preparation of final comprehensive layouts. Prerequisites: ENG100, RDG100, FYE101, or placement. Co-requisite or prerequisite: CGD104. Fall for CGD/CGW students. Spring for non-majors.

CGD102 PUBLICATION DESIGN (QUARK XPRESS)
3 credits
This course is a continuation of CGD101 Design Theory and focuses on an advanced understanding of graphic design principles and electronic page layout software (QuarkXPress and InDesign). Students prepare more sophisticated, multi-faceted projects with an emphasis on publication design, while utilizing QuarkXPress, Adobe InDesign, Photoshop, and Illustrator. Topics include grids, typography, and advanced layout techniques such as master pages and style sheets. Prerequisites: CGD101, 104, 105, 235. Fall.

CGD103 PRINT PRODUCTION FOR DESIGNERS
3 credits
Students will learn how to turn their creative ideas into printed material. Knowledge of print production techniques eliminates frustration, saves time, and is an invaluable and necessary skill for any print or web designer. This course addresses print capabilities, an overview of the printing process, how to obtain printing quotes, preparing files for high resolution output, and understanding pre-press techniques. Special issues, such as handling photography and artwork for premium reproduction quality, understanding the use of process and Pantone inks, and creating a PDF will also be covered. Prerequisites: CGD101, 104, 105, 235. Spring.

CGD104 DIGITAL IMAGING (PHOTOSHOP)
3 credits
This course introduces Adobe PhotoShop and its uses for both print and web design. PhotoShop is the industry standard for image editing and graphic manipulation. Students start by learning the basics of preparing electronic artwork with special emphasis on understanding the tools, palettes, and menus of this highly sophisticated program. Students will be able to transform digital images into new pieces of art through the use of file manipulation techniques using filters, blending modes, layers, masks, channels, and layer effects, as well as create, optimize, and save graphics for the web. Emphasis is on the creation of high-quality graphics for print and the World Wide Web. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall and spring. Basic computer skills: Ability to use a computer operating system and follow basic procedures including keyboarding/mouse skills, as well as system commands such as working with directories/folders, and opening/closing applications. If the student is unable to complete these tasks easily, please enroll in an appropriate introductory computer course.

CGD105 ELECTRONIC ILLUSTRATION (ILLUSTRATOR)
3 credits
This course introduces the features of Adobe Illustrator for print and web design. Students learn how to create complex electronic illustrations and single page layouts with special emphasis on understanding the tools, palettes, and menus. Students will learn to produce detailed illustration templates and how to use these templates to produce complex electronic illustrations. Special emphasis is on understanding the Bezier pen tool, as well as learning specialized techniques for creating line-art, color illustrations, and three-dimensional drawings via this electronic medium. Prerequisite: CGD101 or permission of division dean. Spring.
CGD106  PORTFOLIO PREPARATION (CAPSTONE COURSE)
3 credits
This practicum is the capstone for the CGD Print Design degree. This course is focused on helping students prepare for the job market with career planning, skill assessment, resume writing, interviewing, and job market analysis listed as topics, as well as compile professional-quality print and digital portfolios. No new major software programs are taught; however, skills and program knowledge, including page layout, digital imaging, and electronic illustration programs from previous courses will be used to redesign and enhance students' previous design pieces for preparation for a final print portfolio. Students will engage in a real-world, client-based project with careful consideration of audience definition, research, concept development, time management, and the implementation of effective design and layout, while meeting strict deadlines. Special emphasis of this course will be on developing a strong print portfolio that is a culmination of all the computer graphic design courses. Prerequisites: CGD101, 102, 104, 105, 204, 235, 240. Co-requisite: CGD103. Spring.

CGD107  DESIGNING BUSINESS GRAPHICS (PHOTOSHOP)
3 credits
This course is for CIS, Business, or any non-CGD program majors only. It will include an introduction to the industry standard for image creation and editing, Adobe PhotoShop. Students will learn to use basic tools, palettes, menu items, layers, masking, and channels. Focus will be on scanning, creating and saving graphics, separating photo subjects from the photo's background, creating practical marketing pieces for print and Internet output, as well as creating animations for use on the World Wide Web. Not open to CGD/CGDC or CGW/CGWC majors. Prerequisite: Fall and spring. Basic computer skills: Ability to use a computer operating system and follow basic procedures including keyboarding/mouse skills, as well as system commands such as working with directories/folders, and opening/closing applications. If the student is unable to complete these tasks easily, please enroll in an appropriate introductory computer course.

CGD109  INTRODUCTION TO WEB MEDIA
3 credits
This course is the first in a series of three web design courses that focus on designing and developing modern, informative websites while discovering new media concepts: XHTML 1.0, CSS 2, and web standards. View and test your designs using new generation web browsers and use media tools such as new search engines, blogs, and PDF documents. Learn to use and understand online/web Blackboard courses while exploring social media forums and information literacy resources. Write and research online content and participate in online discussions. Course topics in web design include an introduction to: Basic Web Construction: page structure, the box model, navigation and linking text. Hand-coding Techniques: validator testing, tag elements, attributes and values; using classes, ids, div elements and selectors. Color and Images: apply web RGB color, image choices, editing, floating and clearing images, and background properties. Content and Design: learn how to add font families and set font sizes, use style sheets; add padding, margins, borders; develop preliminary sketches and wireframes. Students will create several multi-page, single column website projects on a variety of informational topics. Fulfills the MWCC information literacy requirement. No previous experience with web page creation is needed. Open to all students. Prerequisites: CGD101 or permission of division dean, RDG100 or placement. Fall. Basic computer skills: Ability to use a computer operating system and follow basic procedures including keyboarding/mouse skills, as well as system commands such as working with directories/folders, and opening/closing applications. If the student is unable to complete these tasks easily, please enroll in an appropriate introductory computer course.
CGD110  INTRODUCTION TO ANIMATION (FLASH)
3 credits
Create presentations with impact! Animate your imagination! Learn to make images move! Tell a tale making your audience smile and take notice. No previous design or drawing experience needed. Use Adobe Flash Professional (drawing, designing, advertising, gaming, vector-based animation) Software Tool to build basic objects and draw simple shapes and text that can be animated in creative ways. Individuals who have never sketched before or think they cannot draw have found this course accessible, and artists are excited to expand their skills. Stick figures and intricate figures move, cartoons are created, stories are plotted and storyboarded, scenes are set and a series of movies are presented. Exploration of anime, flash games and character animation takes place. Learn how the latest animated movie was made. An overview of: drawing tools, menus, interactive timelines, color pallets, dynamic animation techniques, motion guides, scenes, movie clips, symbols, frame-by-frame, basic scripting, shape morphing, and motion tweening are taught through a series of structured and freeform activities and projects that are fun, informative, and creative. Students create several animated presentations (ads, greeting cards, movie previews, and feature presentations) in a theater style format. Required for CGD Web majors; Recommended for CGD Print majors, ART and CIS majors. Open to all students no previous experience needed. Prerequisites: RDG100 or placement. Fall. Basic computer skills: Ability to use a computer operating system and follow basic procedures including keyboarding/mouse skills, as well as system commands such as working with directories/folders, and opening/closing applications. If the student is unable to complete these tasks easily, please enroll in an appropriate introductory computer course.

CGD112  COMMUNICATION IN MULTIMEDIA DESIGN
3 credits
Professional multimedia communication skills are essential for success in a fast-paced, diversified work environment. The focus of this course is on developing a solid understanding of visual communication, the project planning steps, and the software tools that facilitate planning multimedia projects. Students have hands-on experience using Adobe Fireworks, Acrobat, and InDesign to plan their digital media projects and communicate with clients. The principles of design, communication and project planning will be applied to three multimedia projects that share a common theme. Topics include: tools of multimedia; principles of visual communication; principles of design, elements of storytelling; delivering the message; guiding the path of the viewer’s eye; the importance of images, type, logos and branding; web typography; and the planning process for web, print, and animation projects. Creative projects include: planning and building one interactive prototype (Fireworks), planning and building one interactive PDF (InDesign), and planning one Flash animation advertisement storyboard. CGD students taking their courses in the suggested sequence will be able to build their website and Flash ad in the fall semester classes. Prerequisites: ENG100, RDG100, or placement, CGD109 or beginning HTML and CSS strongly suggested. Required for CGW majors; recommended for CGD and CIS majors. Spring.

CGD204  ADVANCED DIGITAL IMAGING
(ADVANCED PHOTOSHOP)
3 credits
This project-based course, for both Print and Web students, goes beyond the basics of Adobe Photoshop and challenges students to use the advanced techniques and features of this sophisticated digital imaging program. Use of layers, layer masks, and image compositing techniques will be extensive; and more complex digital photomontages using masks and filters will be used in multifaceted projects for print. In addition, this course will more intensely focus on creating, optimizing, and saving graphics for the web. Students will output final montages and digital images to mount for exhibit or portfolio use and will be incorporating their Photoshop and web interfaces to web authoring program or electronic portfolio. Use of traditional and/or digital photography will be encouraged. Prerequisite: CGD104 or permission of division dean. Fall.

CGD205  DIGITAL PHOTO ART (PHOTOSHOP OR PHOTOSHOP ELEMENTS)
3 credits
This project-based course is open to all students. Students will use either Adobe Photoshop, a "state-of-the-art" digital imaging program, or Photoshop Elements, the digital editing software for students with no experience in Photoshop's Creative Suite. Students with previously acquired Photoshop skills are encouraged to enroll in the course as well. Students learn artistic techniques and the ability to recognize and use light and composition as vital elements for creating abstract and photographic digital artwork. Students will explore digital collages and techniques that blend color, shape, and texture to form exciting and dynamic digital art pieces. Course projects focus on the artistic and creative uses of Adobe Photoshop Elements or Adobe Photoshop, rather than on digital manipulation for communication and graphic design pieces. Prerequisites: RDG100, ENG100, FYE101, or placement. Spring and fall.
CGD210 ADVANCED WEBSITE PORTFOLIO  
(CAPSTONE COURSE)  
3 credits
This practicum is the capstone for the CGD Web Design degree. Students will apply skills learned in prerequisite courses to produce a high quality marketing package, which will include a promotional website, professional portfolio (online and print) that is a culmination of all the computer graphic design courses, and a client web-site. No new major software programs are taught; however, skills and program knowledge, including authoring, animation, text/image editing tools from other required courses, will be used to redesign and enhance previous design pieces for inclusion in a final website portfolio. This course is focused on preparing for the job market through career planning, skill assessment, resume writing, interviewing, and job market analysis. Participants will engage in a real-world, client-based project with careful consideration of audience definition, research, concept development, navigational architecture, interface design, time management, and the implementation of effective design and layout. The site is to be designed, revised, tested, completed, and delivered within very compressed, strict deadlines. Reliable and active participation, service learning, juried exhibit items, portfolio analysis, business communications, and client sign-off are requirements of this advanced course. This practicum should not be taken without adequate preparation and completion of all prerequisites, since it is a very demanding and challenging course. Prerequisites: Grade C or better in the following courses: CGD101, 104, 109, 110, 112, 204, 240, 241, 244 or permission of division dean. Spring.

CGD225 ADVANCED ELECTRONIC ILLUSTRATION  
3 credits
This course is an intensive exploration of electronic illustration. Special emphasis will be placed on understanding the creative process and developing the individual style of each student. Students will utilize a combination of hand-drawn sketches and digital art to expand their skills. Technical skills obtained in CGD105 will be expanded on and further developed as they are applied to more complex illustrations. This course addresses concept development, the production of thumbnail sketches and rough drafts, and advanced digital technique culminating in an expanded understanding and application of the illustration process. Also addressed will be the importance of personal marketing and promotion. Course projects are designed with this in mind and may be used in both CGD and CGW capstones. Prerequisites: CGD105, ART263.

CGD235 TYPOGRAPHY IN VISUAL COMMUNICATION (INDESIGN)  
3 credits
This course introduces students to the techniques and tools used to create, manipulate, and organize graphic images and text using Adobe InDesign. Special emphasis and focus will be on an advanced understanding of typography in visual communications. Students will gain a more solid understanding of design theory, page layout, basic grids, and style sheets. Assignments include type exercises examining classic typefaces and the effective use of typography in two major projects. Prerequisites: CGD101 and 104, or permission of division dean. Spring.

CGD240 CREATIVE WEB DESIGN (DREAMWEAVER)  
3 credits
Learn how to turn your creative ideas into interactive, informative, and visually attractive web-sites that incorporate usability, accessibility, and creative flair. In this course, the second in a series of three web design courses, students prepare more sophisticated, multi-faceted web projects. Building upon the fundamentals of hand-coding and basic web page construction from CGD109, expand your use of XHTML, CSS 2 properties and values, and the web production workflow process. Students will code multi-column, standards compliant websites and develop hands-on techniques to sketch, layout, and wireframe page structure. Key topics include: Accessibility and Usability: successful validation, content positioning and lists for CSS navigation bars. Investigate browser variations and test your pages with validation services. CSS2 Styling: use grouped, contextual, and advanced selectors; inheritance and the CSS cascade; use the font, text, padding, border, margin and list property categories. Layout: use display; visibility; position properties-overflow, vertical-align, dimensions, and table properties. Understand usability and interactivity by creating logical links and user-friendly navigation. Color and Image Design: employ web color techniques and create dramatic background images. Utilize the basic features of Adobe Dreamweaver and publish a multi-page website utilizing Dreamweaver's FTP upload capabilities and post websites to an active website server. Prerequisites: CGD109 (Grade C or better) or permission of division dean. Recommended: CGD112 (taken concurrently with CGD240). Spring.
CGD241 INTEGRATED WEBSITE DESIGN (ADVANCED AUTHORING: DREAMWEAVER)  
3 credits  
This project-based course, the third in the web design series, builds on the skills learned in CGD 240 with the focus on Dreamweaver (code and design view), effective graphic design concepts, and advanced HTML and CSS techniques. Topics include: a brief review of CSS 2 fundamentals; generated content properties; CSS layout solutions; CSS navigation with you-are-here states; pixy style rollovers; CSS sprites; sliding doors technique for tabbed navigation and rounded corner boxes. Students will be introduced to more advanced web design tools such as JQuery, Javascript, and PHP scripts; JQuery fly-out menus and Lightbox image gallery; form styling with PHP data processing; CSS image maps and remote rollovers; rounded corners; transparency. Students will also learn about HTML email campaigns, mass mailing solutions and wireframe considerations; favicons; site search; social media and blog connections, and an introduction to CSS 3 and HTML 5 that you can use now. Search engine optimization (SEO), accessibility requirements, browser testing and usability testing will be explored. Students will employ advanced skills in: website project planning; interviewing and working with clients; acquiring domain names; web hosting space; and managing a web hosting account. Multi-tasking web development is emphasized throughout the course. Course work includes web pages that reinforce the techniques learned and two extensive creative websites. Prerequisites: CGD109, 240 (Grade C or better) or permission of division dean. Fall.

CGD242 ADVANCED WEBSITE ANIMATION (FLASH WEBSITES)  
3 credits  
This project-based course builds on the fundamental Flash skills learned in CGD110 while shifting the focus to building Flash websites, Flash intros and interactive headers with flexible marketing areas. Advanced Flash techniques and Actionscript (2.0 and 3.0) will be used to assemble text, images, animation, sound, and video into dynamic interactive web pages. A foundation in basic Flash is necessary for participation. Course work will include two mini-projects and two full website projects. Prerequisites: CGD109, 110. Prerequisite or co-requisite: CGD240 or permission of division dean. Spring.

CGD244 DESIGNING FOR E-COMMERCE (DESIGNING ONLINE STORES)  
3 credits  
Shopping online is now as common as stopping at your neighborhood corner store used to be, and the ability to create an online store is an essential element of a web designer's skill set. This course examines the basic components necessary for an e-commerce website including: design considerations; additional considerations for clients who want to maintain their own store; payment methods; shopping carts; sales tax; credit card processing; merchant accounts; SSL; shipping and return policies; managing a store’s content; managing the administrative back end. Marketing your store, writing great sales copy, and promoting products, as well as HTML email campaigns and tracking store statistics, will be explored. Students will research a variety of online store solutions and discuss selecting the right solution to match a client's needs. Topics include: building an e-commerce store from scratch; customizing pre-built store templates; add-ons for increased functionality (product zoom); dedicated store building software; digital download solutions; Wordpress-basics and e-commerce, Javascript and PHP scripts; and stores with databases. Students will plan and build two e-commerce store websites and one Wordpress website. Student stores will not include operational shopping carts or payment systems. Prerequisites: CGD109, 240, 241 prerequisite or co-requisite. Fall.

CHC101 COMPLEMENTARY HEALTH CARE  
3 credits  
This course is an introduction to the theories and practices of complementary health care. Wellness and disease are explored in terms of their relationships to lifestyle behaviors, responses to change and transition, and consciousness (mindfulness or moment-to-moment awareness). There will also be an introduction to several complementary treatments that can be incorporated into one’s lifestyle to improve and enhance health. Complementary health care practitioners will be guest speakers complementing the program with their expertise. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall.

CHC102 FOUNDATIONS OF YOGA  
3 credits  
This course will examine in detail the multifaceted jewel known as yoga from its earliest beginnings in ancient India to its contemporary applications in the health field. Topics covered include, but are not limited to, philosophy and psychology of yoga, yoga as a science of well being, and the psychophysiology of yoga. Students will practice techniques of yoga to include breath and mind work. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall.
CHC104 REFLEXOLOGY
3 credits
This course, via lecture and laboratory practice, studies the origins and art of reflexology as an age-old method of facilitating health and wellness. How reflexology relates to other complementary practices is also discussed. Lab sessions focus on basic relaxation techniques and specific reflexology strokes such as thumb and finger walking. Students will be able to perform an entire reflexology session by course completion. National certification requirements will be covered. Prerequisites: ENG100, RDG100, FYE101, or placement. Spring.

CHC105 INTRODUCTION TO THE CHAKRA SYSTEM
3 credits
With an understanding of the Major Chakra System, students gain the knowledge to accelerate the healing process of issues affecting the body, mind, and spirit system. This course provides a thorough investigation into one process that can be used for preventive measures to keep one’s optimum health on track. Students will come to an understanding as to what is meant by energy healing, especially in reference to their Chakra system, the aura, meridians, and other vital points in the body system that are used to promote better health conditioning. Prerequisites: ENG100, RDG100, FYE101, or placement. Spring.

CHC108 TRANSFORMING STRESS
3 credits
This course provides students with an opportunity to explore the subject of stress management in an academic context. Scientific research related to the causes and effects of stress will be examined. In this course students will be taught relaxation, meditation, and other strategies for transforming stress by comprehending the effects of stress on the human condition, analyzing one’s own stress triggers and levels, and practicing a variety of stress management tools to incorporate into one’s lifestyle. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall.

CHC110 REIKI: TRADITIONAL USUI METHOD
3 credits
Reiki is an ancient healing method. It is a natural healing energy that can be stimulated in the body through the hands of the practitioner to another person. Its gentle hand patterns are designed to bring the body and mind to a state of relaxation, which enhances the body's own natural ability to heal itself. No special belief systems are necessary. Through the assistance of the instructor, the student will learn the technique of stress reduction. Students will learn three practitioner levels of Usui Reiki. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall.

CHC114 INTRODUCTION TO THE TRAGER APPROACH
1 credit
The Trager Approach is an approach to body-mind integration that utilizes intentional touch and gentle non-intrusive, natural movements to release deep-seated physical and mental patterns and to facilitate deep relaxation, increased mobility, and mental clarity. These patterns may have developed in response to accidents, illness, or any kind of physical or emotional trauma, including the stress of everyday life. The therapeutic hands-on work is complemented by a client’s active mentally-directed movement called Mentastics. This course is intended to be an introductory course only and will not lead to certification as a Trager practitioner. It does, however, meet one prerequisite for those desiring to take level 1 Trager training or those desiring to pursue certification. Prerequisites: RDG100, ENG100, FYE101, or placement.

CHC121 HEALTHY STEPS CERTIFICATION
3 credits
This course is designed to provide students with a comprehensive overview of the Healthy Steps Program. This program, formally known as the Lebed method, takes traditional movement and physiotherapy and incorporates music and dance to stimulate patients to move more freely. The breast cancer survivor or any individual with chronic illness will improve their physical and mental well being. The therapeutic exercises allow the participant to move with reduced pain, increasing range of motion, flexibility, strength, balance, and overall well being. This course leads to certification as a Healthy Steps Instructor. Prerequisites: ENG100, RDG100, FYE101, or placement.
CHC202 YOGA II
3 credits
This course is designed to provide students with a more detailed view of yoga techniques and philosophy. Students will have a detailed instruction in the chakras. Students will develop and deepen their personal yoga practice and in turn connecting to yoga at a deeper level of awareness. Prerequisite: CHC102.

CHC204 YOGA III
4 credits
This course will provide students insight into teaching yoga including detailed instruction in asana (postures/poses). This course includes the knowledge necessary to construct a yoga class. Students will discuss diverse population and how to modify yoga to meet the special needs of these populations. Students will also participate in a teaching practicum to be established during the first half of the course. Prerequisites: CHC102, 202.

CHC220 MIND-BODY-SPRIT CONNECTION
3 credits
This course introduces students to the history and methods used to promote the ideas and concepts of creating an integrated, healthy life. The student will engage in exploration of the physiological and psychological mechanisms that maintain homeostasis and of the adaptation responses learned through the physical and social environment. The processes of engaging the human spirit (mobilization of energy or will), to deal effectively with change and stress will be addressed. While gaining knowledge of mind-body-spirit medicine from scientific sources, it is expected the student will learn how to listen to the body and challenge assumptions about ways of seeing the world. Prerequisites: ENG100, RDG100, FYE101, or placement. Spring.

CHC230 PROFESSIONAL ISSUES AND ETHICS IN COMPLEMENTARY HEALTHCARE
3 credits
This course was designed to create a culminating experience for students interested in the growing industry of Complementary and Alternative Medicine (CAM). Students will be expected to put together various components of their education, both theory and practice, in order to synthesize what they have learned into practice. Topics such as professionalism, ethics, legal aspects of practice, and career advancement will be included. Students will be expected to complete research and writing assignments relative to current CAM practices. Prerequisite: CHC101. Co-requisite: CHC220. This course is restricted to CHC degree seeking students who have completed at least 45 credits.

CHC207 GENERAL CHEMISTRY I
4 credits
This course provides the student with an understanding of the fundamental principles of matter and energy. The course includes atomic and molecular structure, the periodic table, patterns of chemical reactivity, solution chemistry, stoichiometry, thermochemistry, and chemical bonding. A mathematical approach to chemical problems is used to develop problem solving skills as well as a conceptual understanding. Laboratory work is correlated with class discussion. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG100, RDG100, FYE101, MAT096, or placement. Recommended: High school chemistry or other previous chemistry classes. Fall and summer.

CHC108 GENERAL CHEMISTRY II
4 credits
A continuation of CHE107 General Chemistry I, this course covers such topics as intermolecular forces, behavior of gases, liquids and solutions, chemical kinetics, equilibrium, oxidation-reduction and electro-chemistry. A mathematical approach to chemical problems is used to develop problem solving skills as well as a conceptual understanding. Laboratory work is correlated with class discussion. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisite: CHE107. Spring and summer.

CHC120 ENVIRONMENTAL CHEMISTRY
4 credits
This course is an introduction to the principles of chemistry with the emphasis on the chemical principles found in the water, soil, waste stream, and air. There will be practical application of basic chemistry to the field sampling of the above listed environmental components with discussion of their relationship to environmental health. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG100, RDG100, FYE101, MAT096, or placement. Offered occasionally.

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CHE203 INTRODUCTION TO INORGANIC, ORGANIC, AND BIOCHEMISTRY
4 credits
This class is an introduction to the fundamentals of inorganic and organic chemistry as a foundation for biochemistry. Basic concepts of biochemistry provide students with knowledge of the chemistry related to the metabolism of carbohydrates, proteins, lipids, and nucleic acids and the interactions of enzymes, hormones, and vitamins as an integral part of the metabolic pathways. An integrated laboratory provides students with skills and understanding of analytical techniques, such as pH measurement, spectrophotometry, electrophoresis, and ion specific electrodes. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG100, RDG100, FYE101, MAT096, or placement. Fall and spring.

CIS101 KEYBOARDING
3 credits
Students learn correct keyboarding techniques for the alphanumeric and symbol keys while developing speed and accuracy. Students apply their keyboarding skills to the preparation of letters, reports, tables, and employment documentation. This course is helpful to a student who has little to no computer skills. Prerequisite: RDG100 or placement. Fall and spring.

CIS102 COMPUTER SERVICE AND REPAIR
1 credit
This course takes you from the just-a-user level to the I-can-fix-this level for the most common PC hardware and software concerns. Students will gain practical knowledge through a combination of troubleshooting techniques and hands-on lab assignments. Topics covered include hardware installation, configuration, and upgrading, along with diagnosing and troubleshooting PC problems. This course is a vocational skill course in that your knowledge and skill are best demonstrated by your ability to address a range of PC configuration and repair problems using knowledge acquired in class. Prerequisites: Basic understanding of DOS and familiarity with several applications. Fall and spring.

CIS103 WORD PROCESSING APPLICATIONS
3 credits
Students are introduced to the concepts of Windows and word processing. Topics in Windows include the fundamentals of using Windows, working with the Windows desktop and file and folder management. Topics include the fundamentals of word processing. This course is helpful to the student who has minimal or no experience using a computer. Prerequisite: RDG100 or placement. Fall and spring.

CIS109 PROGRAMMING IN BASIC
3 credits
This course introduces students to fundamental problem-solving and programming concepts using the Visual Basic NET language. Topics covered include classes, objects, properties, and methods used to build windows forms: variables and variable types, control structures, functions, and sub-procedures. Prerequisites: MAT092, RDG100, or placement. Fall and spring.

CIS110 ADVANCED PROGRAMMING IN BASIC
3 credits
This course is a continuation of CIS109 Programming in Basic using Visual Basic. Topics include the development of Windows programs, which utilize arrays, sequential text files, random access files, and database files. This course also includes an introduction to both web applications and object oriented programming. Prerequisite: CIS109 or comparable programming/course experience.

CIS115 SURVEYING TECHNOLOGY VIA THE INTERNET
3 credits
Through selected readings and web research, this course examines contemporary computer and technology issues. Students explore topics such as changing technology, data privacy and security, global IT workforce, and impact of the Internet. Prerequisites: ENG100, RDG100, FYE101, or placement.
CIS118  INTERNET TECHNOLOGIES
3 credits
This course will cover topics that include the Internet, web servers, the World Wide Web (www), web languages (HTML/XHTML and CSS), and website development software (WYSIWYG). Students will learn how information is transferred over the Internet, how to write HTML code, and how to create, maintain, and publish a website. Website topics include working with web page templates and themes, using pictures, graphics, and hyperlinks, creating tables and frames, and using HTML forms. All students will be expected to create, maintain, and publish several websites on a college web server. Prerequisites: MAT092, RDG100, or placement. Fall and spring.

CIS119  JAVASCRIPT FOR WEB DESIGNERS
3 credits
This is an introductory course to web programming using JavaScript for students with no previous programming experience, but with some familiarity with common HTML tags. Students will write scripts that use variables, operators, conditional logic, looping structures, functions, arrays, and objects. This course will develop programming skills that can be used to create interactive and dynamic websites including rollovers, cycling banners, form validation, slide shows, browser detection, plug-in detection, events, and cookies. The course provides a systematic hands-on approach to web programming. Prerequisites: CGD109 or CIS118 or CGD240. Spring.

CIS120  MICROCOMPUTER APPLICATIONS
3 credits
This course is designed for all students who are interested in using the microcomputer for business-related applications. The major topics will include the fundamentals of spreadsheet design and analysis and the fundamentals of database management systems. Prerequisites: MAT092, RDG100, or placement. Fall and spring.

CIS121  SPREADSHEET APPLICATIONS
3 credits
This course is designed to develop spreadsheet skills, with an in-depth study of spreadsheet design and analysis as they relate to business applications. Topics include the fundamentals of spreadsheet design, coverage of business formulas and functions, linking multiple worksheets and files, proper layout and design, and an introduction to macros using the Visual Basic for Applications (VBA) language. Prerequisites: ENG100, RDG100, FYE101, or placement.

CIS122  MICROCOMPUTER GRAPHIC APPLICATIONS
3 credits
This course is an introduction to presentation graphics software used to create slide shows on the PC. Topics include creating text and numeric slides, the use of templates and layouts, the development of a slide show using transitions, builds, and animation, working with imported clipart and scanned graphics files, the use of OLE/DDE techniques, the use of hyperbuttons, and the effective use of text and color. All students will have the opportunity to create and present a computer generated slide show. Prerequisite: CIS120 or permission of division dean.

CIS123  MICROCOMPUTER DATABASE MANAGEMENT
3 credits
This course uses a database software package for a wide range of applications. Students create tables, construct queries, design forms, and generate reports. Students will also create calculated fields, use the update tables function, construct a switchboard, design forms with list, combo and group option boxes, and generate queries and reports using multiple tables. Prerequisites: MAT092, CIS120 or permission of division dean.

CIS127  COMPUTER TECHNOLOGIES
3 credits
This course is designed for students who are already familiar with the basics of computer use, how to use a graphical user interface, a word processing program, the computer to communicate with others, and the Internet and World Wide Web. A variety of computer applications will be used in this course as tools to improve students' performance in school, increase their future productivity in the work place, and enhance their level of critical thinking. Students will use computer networks and applications to locate, evaluate, and use information, create written documents and oral presentations, create web pages and web graphics, program simple interactive web pages, build and search databases, and perform system management. This course will assist students in understanding the underlying concepts of these technologies and provide project-oriented learning opportunities. The goal is for students to become independent users of information, computer technology, and library resources. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall and spring.
CIS130  PROGRAMMING FOR THE WEB
3 credits
This course focuses on developing interactive, database-driven web pages. Students will develop web pages that retrieve information from the user, verify information, send information to a server, and interact with a database. Students are introduced to Active Server Pages .NET. Topics covered include web forms, HTML controls, web controls, validation controls, data list controls, intrinsic objects, data collections, file I/O, manipulating XML data, databases, and ADO.NET. Other topics may include COM and web services. Prerequisites: CIS109, 118, or permission of the division dean.

CIS131  LINUX PROGRAMMING
4 credits
This course provides students a solid foundation in the fundamentals of the Linux operation system. Students gain system level experience through problem solving exercises at the command line and in the graphical use interface. Students learn the essential command-line commands necessary to be accomplished users of their Linux workstations, as well as be able to use the GUI when appropriate. Prerequisite: CIS140.

CIS140  MICROCOMPUTER NETWORKING APPLICATIONS
3 credits
This course provides students with the necessary knowledge and skills to perform competently in the role of network administrator or system manager. Major topics include networking concepts, setting up user and group accounts, securing network resources, configuring and administering network printers, backup, auditing events, and monitoring network resources. Prerequisites: RDG100 or placement, MAT092. Fall and spring.

CIS141  MICROCOMPUTER NETWORKING APPLICATIONS II
3 credits
This course provides students with the knowledge and skills to design, configure, and administer a complex network. Topics include network design, multiserver management, systems fault tolerance, network optimization, and remote access service, interoperating with diverse operating systems, implementing network clients, and troubleshooting. Prerequisite: CIS140.

CIS142  WEB SERVER MANAGEMENT
3 credits
This course teaches students how to support the various features of an Internet information server. Learn how to configure a server for Internet access and publishing, Internet connectivity options, compare Internet and Intranet implementations, install and configure a web server, and optimize server performance. Prerequisite: CIS140. Fall.

CIS143  COMPUTER SERVICE AND REPAIR
3 credits
This is a current and comprehensive course on configuring, diagnosing, and repairing microcomputers and associated technologies. (PC compatible units are used in this course.) Topics covered include how computers work, how software and hardware work together, the systems board, understanding and managing memory, floppy disk and hard disk drives, installing and supporting disk drives, troubleshooting fundamentals, supporting I/O devices, and multimedia technology. Completion of this course will assist the student in preparing to pass the A+ certification exams and succeed in the PC repair industry. No electronic experience is assumed or required. Prerequisites: RDG100 or placement, MAT092. Fall.

CIS144  NETWORK SECURITY
3 credits
This hands-on course is designed to prepare students for the security challenges they will face as a networking professional. Specific topic coverage includes designing a secure network framework, securing servers based on function, designing a secure public key infrastructure, securing the network management process, securing network services and protocols, securing Internet information services, securing VPN and extranet communications, securing active directory, securing network resources, and securing network clients. Prerequisite: CIS141 or 142 or permission of division dean.

CIS218  E-COMMERCE SYSTEMS
3 credits
Students in this course develop and present solutions to a number of case studies involving network technologies, business software applications, and web application development. They integrate the case study material with previous course experiences and research of new technologies. They apply extensive critical thinking skills as well as teamwork, research, and writing skills. Students will present solutions using multimedia presentations. Prerequisite: Complete 24 CIS credits or with permission of division dean.
CIS219 PRINCIPLES OF INFORMATION SECURITY
3 credits
This course provides students with a broad overview of information security and serves as the capstone course for the Computer Information Systems degree program. The required networking, database and programming courses for the Information Systems degree program lays a solid foundation for learning information security terminology and measures that protect confidentiality, preserve integrity, and promote availability of data. Topics include security policies, security models, business continuity plans, computer crime and security laws, physical security, operations security, access control, cryptography, Internet security and application development security. Students will complete at least one major research and writing project, at least one oral class presentation, and work on at least one team project. Students should find the topics covered informative and useful for their career in the Information Technology field, and the topics serve as a foundation for advance studies in Information Security. Prerequisite: Complete 24 CIS credits or with permission of division dean. Spring.

CIS224 BEGINNING PL/SQL
3 credits
This course is designed to teach students PL/SQL skills. Students will be able to define a well-structured relational database; use SQL, create tables, keys, and constraints; as well as work with insert and select statements, functions, procedures, and triggers. Prerequisites: CIS109 and 120 or 127.

CIS232 PROGRAMMING C++
3 credits
This course is an introduction to C++ as an object-oriented programming language. The fundamentals of data types, variables, access modifiers, scope, selection structures, repetition structures, functions, and arrays will be covered using C++ classes and objects. Key topics in object oriented program design include encapsulation, information hiding, member access control, constructors, destructors, software reusability, member functions, overloaded functions and operators, and dynamic memory allocation. All students will be expected to write programs in C++ to exercise these topics. Prerequisite: CIS130 comparable programming/course experience.

CIS244 INTERNETINGKING
3 credits
This course provides users with a basic understanding of networking technology with a focus on network hardware. Major topics include the Open Systems Interconnect (OSI) reference model, bridges, switches, hubs, Virtual Local Area Networks (VLANs), and 105 management commands. After completing the course, the student will be prepared for the Cisco CCNA Exam. Prerequisite: CIS140 or placement.

CIS245 INTERNETINGKING II
4 credits
This course is a continuation of CIS244 Internertiong I and introduces advanced router configurations, advanced LAN switching theory and design, VLANs, Novell IPX, and LAN and network segmentation with bridges, router, and switches. Additional topics include VLANs, WAN theory and design, WAN technology, PPP, Frame Relay, ISND, and the Spanning Tree protocol. Prerequisite: CIS140.

CIS290 JAVA I
3 credits
This course is an introduction to object-oriented programming (OOP) using Java. Object-oriented programming enables the programmer to create flexible, modular programs and reuse code. Students learn what classes and objects are and how they interrelate to each other by writing programs in Java. The following topics will be covered: classes, objects, fundamental data types, control structures, repetition, operators, methods, strings, and arrays. Prerequisite: CIS109 or comparable programming/course experience.

CIS292 JAVA II
3 credits
This course is a continuation of CIS290 Java I. Students will write advanced Java applets and Windows applications using the graphic user interface (GUI) packages. Topics include inheritance, abstract classes, interfaces, packages, graphics, exceptions, files. Prerequisite: CIS 290 or comparable programming/course experience.
CJU131 INTRODUCTION TO CRIMINAL JUSTICE
3 credits
Students survey the criminal justice system in the United States including its main components: law enforcement, courts, and corrections. Special emphasis is placed on the sequence of events and decision points within the system, as well as historical and societal influences. The functions of federal, state, county, and local agencies are examined. A brief overview of the juvenile system is included. Prerequisites: ENG100, RDG100, FYE101, or placement. This course should be taken during a student's first semester as a Criminal Justice major. Fall and spring.

CJU133 CRIMINAL LAW
3 credits
This course studies the nature, aims, purposes, and principles of criminal law, including both the general and specific parts of the law of crimes. Emphasis is placed on critical analysis of specific elements, rules, doctrines, and defenses. Students actively participate by applying knowledge of laws and doctrines to actual cases through written and oral exercises. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall and spring.

CJU134 CRIMINAL PROCEDURE
3 credits
Emphasis is placed on the constitutional authority to apply the process of enforcement of the law. Attention is given to admissibility of evidence used to convict. Through case study, procedural matters affecting the criminal justice system such as arrest, search and seizure, warrants, admissions, stop and frisk, and identification, pretrial proceedings, conviction, and post-conviction processes are examined. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall and spring.

CJU140 AMERICAN POLICING
3 credits
This course provides the criminal justice student with an in-depth understanding of the history, development and philosophy of American policing. Students survey the roles, operation, procedures and organizational structure used in modern law enforcement. Attention is given to ethical practices, police interaction with diverse cultures, and the importance of communication. The course emphasizes patrol and community as the mainstay of policing. Current problems, recent innovations and law enforcement as a lifelong career are included topics. Prerequisites: ENG100, RDG100, FYE101, or placement. Spring.

CJU200 TECHNICAL WRITING FOR THE CRIMINAL JUSTICE PROFESSIONAL
1 credit
This course is designed to develop the technical writing skills of students intending to become criminal justice practitioners. Students develop the written communications skills needed to prepare to write research papers, reports, and accurately document legal and investigative materials, as well as other types of written communications commonly used by the major agencies within the criminal justice profession. This course will meet one hour each week. Prerequisite: ENG101. Fall and spring.

CJU232 INTRODUCTION TO CRIMINOLOGY
3 credits
Students will explore patterns of adult criminal and juvenile delinquent behavior through the examination of theories from a biological, psychological, and sociological perspective. The concept of crime as a social problem and efforts to measure the nature and extent of crime will be examined. Typologies of crime are studied, and schools of thought and various approaches to crime causation will be considered. Prerequisite: SOC103. Spring.

CJU233 CRIMINAL INVESTIGATION
3 credits
This course examines the science and art of criminal investigation. Crime science and its specialized procedures and techniques related to physical evidence, interviews, rules of evidence, the investigator as a witness, and the investigative process to include follow-up investigations will be examined. Cases may be included to illustrate the investigative process. Practical application of selected laboratory procedures may be included. Prerequisite: CJU134 or permission of the division dean. Fall.

CJU234 INTRODUCTION TO CRIMINALISTICS
3 credits
This course is designed to introduce the concepts involved in the field of criminalistics. The students will be introduced to the concepts of criminalistics from the professional and scientific disciplines dedicated to the recognition, collection, identification, and individualization of physical evidence. The application of the natural sciences to matters of the law will be examined. Actual court cases will be used to illustrate facilitation of the identification process. Practical application of selected laboratory procedures may be included. Prerequisites: ENG100, RDG100, FYE101, or placement.
CJU250  INTRODUCTION TO CORRECTIONS
3 credits
This course surveys the historical, political, legal, and sociological aspects of the United States correctional system. Students examine differing philosophies and purposes of punishment, particularly as they impact correctional policy and practice. Emphasis is on studying various types of offenders within the system and understanding major issues regarding contemporary methods of handling criminal offenders. Prerequisite: CJU131. Fall and spring.

CJU252  INTERNSHIP IN CRIMINAL JUSTICE
3 credits
This field experience involves extensive observation of and interaction in selected agencies. Placements include police departments, courts, probation, juvenile services, parole, correctional facilities, training academies, and related areas such as residential treatment programs. Students obtain a basic knowledge and understanding of the practical aspects of criminal justice through observation and selected participation. One seminar hour and eight hours of field experience per week are required. A consideration for placement will be the student's appropriate qualifications in relation to a specific agency. Prerequisites: completion of at least two criminal justice courses, sophomore status, and permission of division dean. Fall and spring.

CJU254  COUNSELING AND REHABILITATION OF THE OFFENDER
3 credits
This course acquaints the student with current views on treatment of the criminal offender. Students will survey modes of treatment such as cognitive, family, and group therapies, study assessment of individual needs, and examine selected contemporary programs. Special emphasis will be on the involuntary and resistant client, including techniques in counseling. Issues examined include the security/treatment dilemma, ethics, confidentiality, behavior change, and reintegration. Prerequisites: PSY105 preferred and either CJU131, 250, 232, or permission of division dean. Fall.

CJU255  SEMINAR IN CRIMINAL JUSTICE
3 credits
In this capstone course, students analyze and articulate contemporary themes in order to demonstrate their mastery of the content of completed required courses within the degree. Students are required to read selected materials and analyze key topics in a seminar format. Students develop and prepare a major analytical research paper and conduct a seminar for fellow students. Students must complete this course with a minimum grade of C- in order to graduate. This course should be taken in the semester immediately preceding graduation. Prerequisites: ENG102; completion of all required criminal justice courses (CJU131, 133, 134, 232, 250, and 220), and at least one restrictive elective in the student's area of concentration (or one to two concurrently), or permission of division dean. Spring.

CJU260  PROBATION, PAROLE, AND COMMUNITY CORRECTIONS
3 credits
Students study the development, organization, and functions of probation, parole, and community-based correctional programs such as house arrest, day reporting, community service, and victim restitution. Topics include sentencing structure and decision-making, the presentence investigation report, levels of supervision, terms and conditions, treatment needs of offenders, and the revocation process. Prerequisite: CJU131; CJU250 recommended. Spring.

CLS102  CLINICAL PRACTICUM IN PHLEBOTOMY AND URINALYSIS
2 credits
A two week (40 hours per week) practical experience applies the knowledge, attitudes, and skills of clinical laboratory practices and procedures from CLS104 and PLB102. This knowledge is integrated in the clinical laboratory setting by performing specimen collection (phlebotomy) and urinalysis as well as other body fluid analysis, utilizing appropriate resource management, communications, quality assurance, safety, and information systems. Prerequisites: CLS104, PLB102. Placement by arrangement.
**CLS103  INTRODUCTION TO CLINICAL LABORATORY SCIENCE**  
*3 credits*

This introductory course expands on the student's knowledge gained in CLS104 and PLB102. Basics of laboratory equipment, measurement, and lab math, along with use of information systems are covered. Understanding of the quality assurance process and safety in the lab prepares the student for introduction to specialized departments within the laboratory. A discussion of professional ethics in the decision-making process will allow the new technician advance consideration of issues common to the lab. **Prerequisites:** CLS104, PLB102, BIO204 or co-requisite.

**CLS104  INTRODUCTION TO BODY FLUIDS**  
*2 credits*

The production of body fluids (e.g., urine, cerebrospinal, pleural, peritoneal, pericardial, and synovial fluids); their normal characteristics and pathological changes will be discussed within the practice of acceptable quality assurance. A description of the laboratory tests used in the clinical evaluation of body fluids will also be presented. Throughout this course, special emphasis is placed on the correlation of laboratory results with the patient's probable condition. **Prerequisites:** ENG100, RDG100, FYE101, or placement; PLB102. Fall.

**CLS203  CLINICAL HEMATOLOGY I**  
*3 credits*

This hospital-based course includes a didactic component as well as a laboratory practicum. This course details the formation, function, and morphology of the blood's normal cellular elements as well as the systems involved in coagulation and fibrinolysis. Students will apply their knowledge and skills using principles and procedures of hematology and coagulation testing, identifying sources of error, and relating clinical significance of results to human disease. There will be correlation of laboratory findings with the patient's clinical signs and symptoms using practical exams and case studies. **Prerequisite:** restricted to students accepted to CLS program.

**CLS204  CLINICAL HEMATOLOGY II**  
*3 credits*

With an emphasis on relevant diseases, this hospital-based course includes a didactic component as well as a laboratory practicum. This course focuses on the diseases affecting blood formation, function and morphology, as well as the coagulation and fibrinolytic system's alterations involved in disease and therapeutic modifications. Students will apply their knowledge and skills using principles and procedures of hematology and coagulation testing, identifying sources of error, and relating clinical significance of results to human disease. There will be correlation of laboratory findings with the patient's clinical signs and symptoms using practical exams and case studies. **Prerequisite:** CLS203; restricted to students accepted to CLS program.

**CLS205  CLINICAL IMMUNOHEMATOLOGY I**  
*3 credits*

This hospital-based course includes a didactic component as well as a laboratory practicum. Theoretical concepts underlying blood group biochemistry, genetics, and serology are presented as they relate to blood donation and transfusion therapy practices. An understanding of the role of both humoral and cellular immunity in defense against disease is investigated as they relate to common immunoassays. Students will apply their knowledge and skills using principles and routine blood bank and serology procedures including donor selection, compatibility testing, detection and identification of antibodies, and component preparation and handling. **Prerequisite:** restricted to students accepted to CLS program.

**CLS206  CLINICAL IMMUNOHEMATOLOGY II**  
*3 credits*

With an emphasis on relevant diseases; this hospital-based course includes a didactic component as well as a laboratory practicum. Theoretical concepts underlying blood group biochemistry, genetics, and serology are applied to situations and problems related to blood donation and transfusion therapy practices. An application of the role of both humoral and cellular immunity in defense against disease as well as in situations where the immune mechanisms are malfunctioning is investigated as relates to common immunoassays. Students will apply their knowledge and skills using principles and routine blood bank and serology procedures including donor selection, compatibility testing, detection and identification of antibodies, and component preparation and handling. There will be correlation of laboratory findings with the patient's clinical signs and symptoms using practical exams and case studies. **Prerequisites:** CLS205; restricted to students accepted to CLS program.
CLS207  CLINICAL MICROBIOLOGY I
3 credits
This hospital-based course includes a didactic component as well as a laboratory practicum. A basic understanding of the role of microbes in the pathology of human infectious diseases is investigated. Students will apply their knowledge and skills using conventional microscopic, culture, and biochemical techniques to isolate, identify, quantify, differentiate, and determine the antimicrobial susceptibility of medically relevant pathogenic microorganisms with emphasis on bacteria found in clinical specimens. Prerequisite: restricted to students accepted to CLS program.

CLS208  CLINICAL MICROBIOLOGY II
3 credits
With an emphasis on relevant diseases, this hospital-based course includes a didactic component as well as a laboratory practicum. An understanding of the role of microbes in the pathology of human infectious diseases is investigated. Students will apply their knowledge and skills using conventional microscopic, culture, and biochemical techniques to isolate, identify, quantify, differentiate, and determine the antimicrobial susceptibility of medically relevant microbial pathogens including bacteria, viruses, parasites, and fungi found in clinical specimens. There will be correlation of laboratory findings with the patient's clinical signs and symptoms using practical exams and case studies. Prerequisites: CLS207; restricted to students accepted to CLS program.

CLS213  CLINICAL CHEMISTRY I
3 credits
This hospital-based course includes a didactic component as well as a laboratory practicum. Understanding the interrelationship of human disease with the biochemistry of human physiology and metabolism is the foundation of this course. Students will apply their knowledge and skills using principles and procedures of clinical chemistry to operate instrumentation that generates results used to detect various diseases. In addition to learning the chemical principles underlying the laboratory procedures, students will also investigate the operating principles, sources of error, routine maintenance, and troubleshooting of the instrumentation. There will be correlation of laboratory findings with the patient's clinical signs and symptoms using practical exams and case studies. Prerequisites: restricted to students accepted to CLS program.

CLS214  CLINICAL CHEMISTRY II
3 credits
With an emphasis on relevant diseases, this hospital-based course includes a didactic component as well as a laboratory practicum. Understanding the interrelationship of human disease with the biochemistry of human physiology and metabolism is the foundation of this course. Students will apply their knowledge and skills using principles and procedures of clinical chemistry to operate instrumentation that generates results used to detect various diseases. In addition to learning the chemical principles underlying the laboratory procedures, students will also investigate the operating principles, sources of error, routine maintenance, and troubleshooting of the instrumentation. There will be correlation of laboratory findings with the patient's clinical signs and symptoms using practical exams and case studies. Prerequisite: CLS213; restricted to students accepted to CLS program.

CPT110  CAREER RESEARCH, DEVELOPMENT AND PORTFOLIO DESIGN
3 credits
This course is designed to introduce career planning as a lifelong process of incorporating an individual's multi-faceted roles within an ever-changing society. Issues of personal growth and development, work/family linkages, gender roles, diversity, empowerment, and transitions will be explored as a foundation for career development. Opportunities will be provided to explore and identify individual interests, attitudes, values, and skills. Students will investigate various occupational requirements and work environments with the purpose of formulating an integrated career/life plan. Participants will be assisted in developing the necessary skills to conduct a successful job search campaign. Topics to be addressed include focused and realistic career objectives, job market strategies, career networking, interviewing, resume writing, cover letters, and professional communication competencies. Students will complete their personal portfolios as well as a presentation portfolio. Prerequisites: RDG100, ENG100, FYE101, or placement, or permission of division dean. Offered occasionally.
DAC101 DENTAL ASSISTING
3 credits
This course provides an introduction to organized dentistry and the fundamentals of dental practice. The roles and qualifications of dental health care members according to the state dental practice act, an exploration of the dental specialties, and assisting a dentist chairside will be the focus of the instruction. A comprehensive review of the skill sets needed for competency in four and six handed dentistry will include providing instrument transfer, a clear operating field through proper lip and tongue retraction, use of high volume evacuation, and properly adjusting the light. Identification and knowledge of instrument use as each relate to a dental procedure will be a foundation for anticipatory chairside abilities. Laboratory and clinical sessions will also provide instruction and practice in supportive techniques such as placement of the rubber dam and matrix bands, charting and recording an oral exam, and sterilization and aseptic techniques. Exposure control, OSHA regulations, and hazard control recommendations will be introduced and reinforced throughout the course. Prerequisites: Admission into DAC Certificate, current CPR certification; BIO203, MAT126, ENG101. Co-requisite: DAC102.

DAC102 DENTAL SCIENCE I
4 credits
This course will introduce the student to oral embryology and histology, anatomy of the head and neck with a focus on oral anatomy, tooth morphology, and individual tooth identifications. The second half of the course will focus on microbiology, disease transmission and infection control. Learning opportunities will be offered in the form of lecture and demonstration, with the aid of anatomical models and extracted teeth so that the student will be prepared to identify individual structures of the mouth in preparation of lab and clinical experience. Prerequisites: Current CPR Certification; MAT126, ENG101; BIO203. Co-requisite: DAC101.

DAC104 PRACTICE MANAGEMENT
2 credits
This course provides an introduction to basic practice management skills, business operating systems and financial management in a dental office. The components of the business operating system of an office will be introduced as will the skills needed in the financial management of an office. Prerequisites: Current CPR certification; DAC101, DAC102.

DAC105 DENTAL SCIENCE II
4 credits
This course will introduce oral pathology including diseases, lesions, conditions and disorders of the oral cavity followed by an investigation of caries and periodontal disease and the etiology, risk assessment and preventive measures for them. Pharmacology and the Management of Emergencies will be covered in the later part of the course. The student is provided with information and practice opportunities in dental and medical emergencies. Prerequisites: Current CPR certification, DAC101, 102, 104. Co-requisites: DAC106, DHY106.

DAC110 PREVENTION
3 credits
This course provides an introduction to preventive dentistry. The components of a comprehensive preventive program will include knowledge and theory of the roles nutrition, patient education, plaque control therapy, fluoride therapy and sealants have in preventive dentistry. Theory and practice are combined in such a way that the student is afforded the opportunity to learn didactic material, practice and manipulate on topical mannequins and then synthesize this learning by using peer partners. The student will be required to state the rationale and demonstrate proper technique for each preventive dental skill. Prerequisites: Current CPR certification, DAC 101, 102, 103, 104, 105.

DAC115 CLINICAL ROTATION
7 credits
This course is integral for the student dental assistant to develop the functions introduced in the curriculum from a level of minimal competence to one of optimum proficiency. During this immersion experience, students will rotate through two dental practices actively assisting and participating in patient care. A daily record of professional activities, including each clinical procedure assisted in and performed, and supportive lab and office procedures will be kept and provided for the course instructor to read and respond to. Seminars will be conducted weekly with a focus and discussion on an assigned area, with a case based presentation format. Prerequisites: Current CPR certification, DAC101, DAC102, DAC104, DAC105, DAC110 DHY103, DHY106.
DHY101 ANATOMIC SCIENCE FOR THE DENTAL HYGIENIST I
3 credits
This course will introduce the student to the anatomy and histology of each tooth and all structures of the oral cavity. Learning opportunities will be offered in the form of lecture and demonstration, with the aid of anatomical models and tooth models so that the student will be prepared to identify individual structures of the mouth in preparation of clinical experience. The student will draw extensively on prior learning from principles associated with anatomy and physiology. Additionally, microbiology will be taken either prior to or concurrently and provide a framework for analysis within the scope of oral hygiene, tissues, and structure. Histology and embryology of the oral tissues and face, anatomy of the head and neck, tooth morphology, development and function, and individual tooth identification and morphology of the primary and permanent dentition will be covered. This course gives the dental hygiene student the basic anatomical knowledge to utilize in the clinical component of the program. Prerequisite: Current CPR, BIO203, BIO204, ENG101, MAT124, PER130. Co-requisites: BIO205, DHY102, DHY103, admission to the DHY program

DHY102 DENTAL HYGIENE PROCESS OF CARE I
5 credits
This course provides an introduction to the clinical experience. The student is expected to develop an understanding of sterilization, aseptic techniques, and infection control. Additionally, the student is introduced to instrumentation and the proper use of dental apparatus. Essential management techniques for dental and medical emergencies are also introduced. The student is provided with initial exposure to the culture and climate of dental hygiene practice and given beginning knowledge of how to function in such an environment. Dental Hygiene Process and Care I (Pre-Clinic) is an introduction to the practice of dental hygiene. Content is heavily focused on assessment of health, safety, risk management, and patient needs. Additionally, time will be spent on identifying instruments and their proper application. Theory and practice are combined in such a way that the student is afforded the opportunity to learn didactic material, practice and manipulate anatomical mannequins, and then synthesize this learning by using peer partners. Additionally, the student is provided with information and practice opportunities in dental and medical emergencies. In this fundamental skills course, students are introduced to the dental hygiene process through lecture and laboratory sessions. The theoretical concepts presented in lecture are expanded upon and applied in the laboratory sessions. Emphasis is placed on patient-client rationale and demonstrates proper techniques for each basic dental hygiene skill. Students must pass both laboratory and theoretical components of the course in order to continue in the program. To aid the student in the successful completion of the course, a progress report will be given to each student at the end of the eighth week of class. If any student obtains an unfavorable progress report, it becomes their responsibility to seek out their clinical instructors and/or course instructors for extra assistance. Prerequisites: Current CPR certification, BIO203, BIO204, ENG101, MAT124, PER130. Co-requisites: DHY101, DHY103 and BIO205. Admission to DHY program.

DHY103 DENTAL RADIOLOGY
3 credits
This course provides a basic understanding of the fundamentals of dental radiology including the production and projection of x-rays, image receptors and the developing process. Radiation biology and hygiene will be stressed. Emphasis is placed on the interpretation of radiographs for exposure and processing errors as well as normal radiographic anatomy and common diseases of the teeth and bones. Concurrent laboratory sessions use mannequins to develop skills in exposing and processing radiographs as well as providing experience interpreting actual radiographs. In this course, the student will learn to take radiographs for the detection of dental disease and pathology. Prerequisites for Dental Hygiene: BIO205. Co-requisite DHY101, DHY102 and admission into the DHY Program. DAC101, DAC102, DAC104, DAC105, DHY106. Co-requisite: DAC110.

DHY105 ANATOMIC SCIENCE FOR THE DENTAL HYGIENIST II
3 credits
This course will provide a theoretical and practical study of the head, neck, face, and oral cavity. Included are the bones and their landmarks, nerves and their landmarks, and blood supply. Muscles of the head, neck, and masticatory system and the lymphatic system will also be studied. The student will gain knowledge into the supporting structures of the head and neck and will be able to incorporate knowledge previously acquired in Anatomic Science I for the Dental Hygienist. Prerequisites: BIO205, DHY101, 102, 103. Co-requisites: DHY106, 107, 108.
**DHY106  DENTAL MATERIALS**
3 credits
This course introduces the student to the various types of dental materials used in dental practices. It allows the student to begin to understand the properties of the materials and actually manipulate them and provides the foundation for current practice in dental care. These materials include restoration materials (metals/composites), impression materials, sealants, mouth guards, prosthetics, tooth whitening, and temporary restorations. The student will learn to mix and prepare the various materials used. The role of the allied dental personnel in the manipulation and application of these materials is stressed. The classroom component will introduce the student to the properties of the materials and how to mix them proportionately. Emphasis is on the section, manipulation, and clinical management of dental materials, particularly from the dental hygiene practice perspective. Focus will be placed on the composition, chemistry, clinical properties, mixing techniques, advantages, disadvantages and setting times of more common materials utilized in the dental setting. The relationship between the oral environment and dental materials is also examined. Lab sessions are integrated with lectures to provide the student with opportunities to practice various techniques such as sealants, amalgam finishing, and theoretical components of the course in order to continue in the program. Students must pass both the laboratory and theoretical components of the course in order to continue in the program. **Prerequisites for Dental Hygiene:** DHY101, 102, 103. **Co-requisites:** DHY105, DHY107, DHY108.

**DHY107  PERIODONTOLOGY**
3 credits
This course introduces the student to the healthy periodontium and periodontal diseases. Included are the classifications of periodontal diseases, the oral microbiology of periodontal diseases, local contributory risk factors and systemic risk factors for periodontal diseases, host immune response, and the histopathogenesis of periodontal diseases. The student will become familiar with gingival, periodontal, and radiographic assessment of periodontal diseases. Using an evidence-based approach, along with case studies, treatment modalities will be discussed with emphasis placed on dental hygiene diagnosis, treatment planning, clinical management, and evaluation of periodontal patients. Information in this course will build upon oral anatomy, microbiology, and pre-clinical dental hygiene concepts presented in the fall semester. **Prerequisites:** DHY101, 102, 103. **Co-requisites:** DHY105, 106, 108.

**DHY108  DENTAL HYGIENE PROCESS OF CARE II**
6 credits
This course provides a progression for the student from the content learned in DHY102 Dental Hygiene Process of Care I. The major transition lies in students beginning to treat patients rather than practicing on mannequins. Content is heavily focused on assessment of health, safety, risk management, medical emergencies, and patient needs, along with treatment planning and beginning implementation. Additional emphasis is focused on patients with special needs, nutrition, and patient education. Theory and practice are combined in such a way that the student is afforded the opportunity to learn didactic material and transfer this knowledge to work with patients in the clinic setting. Clinical experience is included on the child, adolescent, and young adult patient. **Prerequisites:** BIO205, DHY101, 102, 103. **Co-requisites:** DHY105, 106, 107.

**DHY201  ORAL PATHOLOGY**
2 credits
This course is an introduction to the study of oral and systemic diseases and disorders. Students will learn the principles of pathology in relation to diseases of the head, teeth, soft tissues, and supporting structures of the oral cavity. It will familiarize students with the differential identification of normal oral tissues, oral lesions, and oral lesions due to systemic disease. The basis of instruction is derived from the paradigm of oral health and its juxtaposition to disease. Content will include discussion of inflammatory and immunologic process, developmental disorders, neoplasias, infections and diseases of the blood, bone, immune and endocrine systems. Other common pathology, such as oral cancer, leukoplakia, and nicotine stomatitis are covered in detail. As a supplement to clinical instruction, this course will provide a greater understanding of disease diagnosis, etiology, and pathogenesis. Diseases of the oral tissues and oral environs are presented with clinical features, some histopathology for explanation, course of the disease(s), and treatment modalities. The purpose of this course is to instruct the student in recognition of anomalies and disease through the framework of a healthy patient. The students will be able to utilize the intraoral camera to reinforce their understanding of oral pathology. The parameters for normal dental health are taught in order to provide the basis for identification of illness and dysfunction. **Prerequisites:** DHY105, DHY106, DHY107, DHY108, ENG102, PSY105. **Co-requisites:** DHY202, 203, DHY204, DHY205.
DHY202 PHARMACOLOGY FOR THE DENTAL HYGIENIST  
3 credits  
This course will address the interaction of pharmacologic agents on the body systems. This course provides students with the understanding of the pharmacological management of patients, the mechanisms of action of drugs, and interactions associated with dental treatment. Drugs commonly used in dentistry and other classes of drugs, their effects on the body in care planning and treatment planning will be addressed. Emphasis is placed on mechanisms of action, common usages, side effects, implications for dental treatment and case studies. Nitrous oxide sedation will also be introduced along with the pharmacological aspects of general anesthesia. **Prerequisites:** DHY106, DHY107, DHY108, ENG102, PSY105. **Co-requisites:** DHY201, 202, 203, 204, 205.

DHY203 DENTAL HYGIENE PROCESS OF CARE III  
5 credits  
This course provides a progression for the student from content learned in DHY108. The major transition lies in students treating patients with simple care to care of the more complex periodontal patient. Content is heavily focused on advanced instrumentation, health promotion and care planning, and treatment planning using advanced pain control techniques and medicaments for the complex periodontally involved patient. Theory and practice are combined in such a way that the student is afforded the opportunity to learn didactic material and transfer this knowledge to work with patients in the clinic setting. This theory related practice affords clinical experience assisting the student in further developing critical thinking skills in the delivery of more complex patient care. There is an emphasis on the treatment of periodontal patients. Total care of the patient is also expected at this point in the curriculum, utilizing a case centered approach. The dental hygiene student will deliver comprehensive patient care to children, adolescents, adults, the elderly, and individuals with special needs by integrating preventive, educational, and therapeutic oral health services. The concepts of wellness and health promotion will be reinforced. Along with lectures, a multifaceted approach involving case study group activities, sensitivity exercises and self learning will be used. Lecture topics will be directed at the management of patients at different stages in the life cycle. Additionally, the needs of patients with developmental/acquired disabilities, major psychiatric illnesses, dependency disorders, and cancer will be discussed. Emphasis will be placed on barriers and access to care, patient management via normalization of care, the use of adaptive aids, and individualized treatment planning. Students will further prepare to demonstrate the ability to gain practice and experience with patients of varying degrees of difficulty. Students will be trained to provide a variety of services such as applying dental sealants, antibiotic medicaments, taking impressions, using ultrasonics, utilizing advanced pain control techniques, and devising more complex treatment and education plans, as well as other activities. Students will be challenged to read, think, and problem solve regarding the diagnosis and treatment with degrees of periodontal disease as well as other oral diseases. **Prerequisites:** DHY105, 106, 107, 108, ENG101. **Co-requisites:** DHY201, 202, DHY204, DHY205 and PSY105.

DHY204 ORAL HEALTH PROMOTION  
2 credits  
This course was designed to present the student with the theory needed to design and implement sound patient education. Content will be focused at providing the student with the tools for developing a comprehensive dental health education plan. Oral Health Promotion will be grounded in theories of psychology, sociology, behavioral science, and human growth and development. It is aimed at broadening the learner’s knowledge, attitudes, skills, and values with respect to human learning, behavioral change, and achieving needs, beliefs, attitudes, health counseling, and educational principles/methods, motivation, teaching and learning concepts/methods, communication, and behavioral change. Topics include patient motivation, goal setting, behavior modification, communication skills, developing instructional objectives, and sensitivity to multicultural concerns. In addition, an awareness of learning styles will be incorporated. The course will examine the role of the dental hygienist as a health educator and an oral health promoter responsible for working with patients to help them improve or maintain their oral health and wellness and also to understand the relationship between both. Additionally, it is the goal of the course to assist the student in examining their own knowledge attitudes, values, and behaviors regarding oral health and to assist them in becoming effective health promoters to the dental hygiene patient. The student will be utilizing the most current evidence-based methodology. **Prerequisites:** DHY105, DHY106, DHY107, DHY108, ENG102, PSY105. **Co-requisites:** DHY201, DHY202, DHY203, and DHY205.
**DHY205  PAIN CONTROL**  
*3 credits*

This course provides the student with the fundamentals of pain management used in dentistry. A variety of topical and local anesthetic delivery devices will be discussed and utilized. Neuroanatomy, neurophysiology, and pharmacology of local anesthetics, vasoconstrictors, and topical anesthetics will be covered. A thorough patient assessment including stress reduction protocol is utilized. Techniques of local anesthesia administration, including infiltration, field, and nerve blocks, will be demonstrated and return demonstrations will be performed until competency is achieved. This includes injections for maxillary, mandibular, palatal and supplemental pain control. The expanded role of the dental hygienist to include administration of oral anesthetics for pain control necessitates a thorough exposure to the theory and practice of administration within the scope of dental hygiene education. This course will prepare the student to take the “Permit L” which licenses the student to administer local anesthesia in Massachusetts. Critical thinking skills, whole body patient management, local and systemic complications including emergency response to patient medical emergencies will be an integral part of the course. This course will introduce the student to utilizing pain management options in dentistry and provide basic techniques in choosing and administering anesthetic agents for pain control. **Prerequisites:** ENG101, DHY101, DHY105, DHY106, DHY107, DHY108. **Co-requisites:** ENG102, DHY201, DHY202, DHY203 and DHY204.

**DHY206  COMMUNITY HEALTH**  
*3 credits*

This course provides the student with the basic components of dental public health and community dentistry. Students are introduced to the concepts associated with preventive community health care along with the skills needed to function within the community as an advocate of oral health and preventive care. Public health issues such as fluoridation, HIV, and preventive dental care are discussed. Epidemiology and statistical analysis are introduced and elaborated as well. Clinical experiences expand to include the community, such as schools, healthcare agencies, nursing homes, veterans’ home shelters, clinics, etc. with the student taking on the role of oral health educator. The fundamentals of community dentistry will be presented in readings and in the lectures with discussions and application to the community health center. Students will propose, plan, implement, and evaluate a community dentistry project. A three-hour weekly practicum experience is included. **Prerequisites:** DHY201, 202, 203, 204, 205; **Co-requisites:** DHY206, DHY207, DHY208, SOC103.

**DHY207  DENTAL HYGIENE PROCESS OF CARE IV**  
*5 credits*

This course is a continuation of Dental Hygiene Process of Care III. Dental Hygiene students deliver comprehensive patient care in clinic by integrating preventive education and therapeutic oral health services. The lecture portion explores such topics as case studies of a variety of patients to assist in the licensing board exams and reviews bloodborne and airborne pathogen transmission. Other topics and procedures in dentistry may be covered, such as stem cells in dentistry, tooth lightening, osteonecrosis, lasers in dentistry, dental specialty practices and new dental products. Students’ progress from a didactic learning environment to a seminar discussion focused experience. A strong knowledge base has prepared the student for an experience that transitions the role of student into one of practitioner. Clinical experiences expand to include the community, such as schools, nursing homes, and shelters, with the student taking on the role of health educator. The student has had a level of preparation to allow for independent thinking and judgment and that is encouraged. In the clinical setting, the student is able to see a greater number of more complex periodontal patients and will be able to create a dental hygiene treatment plan that is very similar to what they will practice outside of the school setting. They will be able to offer comprehensive dental hygiene adjunctive services such as applying desensitizing agents, using local delivery of antibiotics and administering pain control with scaling and root planning procedures. Students will continue to be introduced to the most advanced instruments for quadrant scaling and debridement. Legal and ethical dilemmas will be addressed in the oral health care setting. Students will be expected to understand and apply the ADHA Code of Ethics and defend an ethical dilemma through a written reflection paper and an oral presentation of the paper. **Prerequisites:** DHY201, 202, 203, 204, 205; **Co-requisites:** DHY206, DHY207, DHY208, SOC103, Business and/or Humanities elective.
DHY208  DENTAL ETHICS AND PROFESSIONAL ISSUES  
2 credits  
This capstone course prepares the student for the philosophical consideration of dental hygiene practice. The student will be exposed to a variety of case studies that exemplify ethical, legal, and professional concerns. The history of dental hygiene will also be discussed as well as current practice issues such as the public health dental hygienist, omnibus bills, and dental practice ramifications. Additionally, the student is exposed to membership to their professional organization, the CEU process and the State Practice Act. This course also explores the ethical and legal obligations of the Dental Hygiene professional. Content will include the major ethical theories applied in healthcare, the ethical code of the Dental Hygiene profession, and the resolution of ethical dilemma. The student will become familiar with the legal regulation of their profession, including practice acts, licensure risk management, and quality assurance. A component of the course experience is devoted to preparing for Dental Hygiene employment and includes current professional issues, preparation of a resume and cover letter, participating in employment interviews, creating a “personal portfolio,” and selecting a career position. Additionally, time will be devoted to preparation of licensure, Dental Hygiene National Board Examination, NERB Examination, JERM and Permit L. Emphasis will be placed on those duties that are currently accepted within the state practice laws of Massachusetts. The student will also be exposed to their role as a provider of oral health care, coupled with the reality of state dental practice acts. Career satisfaction, mobility, legal issues and liability/disability insurance will also be examined. The Dental Ethics and Professional Issues course has been identified as the capstone course in the Dental Hygiene curriculum. It is intended to be a culminating experience for soon to graduate students from Mount Wachusett Community College. The capstone course will incorporate as many “career” competencies as plausible, while at the same time include coursework which reinforces the College’s general education competency statements. Prerequisites: DHY201, 202, 203, 204, 205. Co-requisites: DHY206, DHY207, SOC103, Business and/or Humanities elective.

EAS115  BIOGEOLOGY: HISTORY OF LIFE  
4 credits  
In this course, students will be introduced to basic biologic principles of ecology and natural selection that have influenced the evolution of modern species. Examination of fossil and geologic records will illustrate how climate changes and major evolutionary developments over the earth's history have culminated in the six major kingdoms of life. Students will also study what role humans are playing in the evolution and extinction of species today. Lab work will complement topics discussed during lectures. Prerequisites: ENG100, RDG100, FYE101, or placement. Spring.

EAS123  THE DINOSAURS  
3 credits  
This course deals with one of the most interesting life forms that have existed on our planet, the dinosaurs. It will take the student on a journey through nearly every aspect of dinosaur biology. The syllabus includes such topics as a description of these animals, geologic time and sedimentary structures, the origin of the dinosaurs (what characterizes a dinosaur), use of inductive and deductive reasoning to arrive at a description of their anatomy, the dinosaursian world (what was it really like); but the main topic for discussion will be survey of dinosaur families. Depending on available time, a discussion of the early and modern dinosaur hunters, trace fossils, the controversy of hotbloodedness, and the various theories dealing with extinction will also be reviewed. Prerequisites: RDG100 and ENG10, FYE101, or placement; or concurrent. Offered occasionally.

EAS125  THE PHYSICAL GEOLOGY OF THE DYNAMIC EARTH  
4 credits  
This is an introductory course concerning the planet you occupy. There are two major energy systems that make the Earth a dynamic planet: one is the hydrologic system producing the circulation of water over the Earth's surface and powered by the sun. The movement of the oceans, rivers, underground streams and in glaciers as well as atmospheric water produces changes in the surface features. The other system is the tectonic system, which involves the movement of materials powered by geothermal energy (energy from the Earth's interior). This system involves the evolution of continents and ocean basins, and mountain building processes. Therefore, the major content of the course will deal with these two systems, and in particular the Earth's rock forms and its weathering patterns. Prerequisites: RDG100, ENG100, FYE101, or placement. Fall or spring.
ECE101 INTRODUCTION TO EARLY CHILDHOOD EDUCATION
3 credits
This course is an introduction to the field of early childhood. It studies the foundations, history, philosophy, ethics, the role of the teacher, and the changing needs of children in a variety of settings. This course will address licensing regulations, state and national standards and how they impact on the social, emotional, and intellectual growth of the child. A 16-hour field experience is required for all ECT (transfer) students only, in order to meet the new Massachusetts Early Childhood Transfer Compact. Students participating in field experiences must undergo a Criminal Offender Record Information (CORI) check. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall and spring.

ECE102 EARLY CHILDHOOD CURRICULUM AND PROGRAM PLANNING
3 credits
This course surveys the theory and methods needed in developing, planning and maintaining an interesting, comprehensive curriculum/program for preschool children. Particular attention is given to developmental theory and the integration of State standards and licensing guidelines into the curriculum. Students gain skills in working with, understanding, and meeting the needs of all young children. Various curriculum areas involving language, science, math, social studies, music, art, literacy, and drama are emphasized, along with understanding the importance of play, and of planning the development of children’s social, emotional, physical, and cognitive development. Students also develop plans for cultural diversity and explore strategies for including families in the program. Pre or co-requisite: PSY108 or permission of division dean. A passing grade is 'C' or better. Fall and spring.

ECE103 HOME, SCHOOL, AND COMMUNITY RELATIONS
3 credits
This course will examine the role of teacher and parent in the development, care, and education of young children. Special emphasis will be placed on improving communication skills in order to create more effective positive relationships among parents, teachers, and other professionals. Students will explore attitudes and communication styles that inhibit or enhance communication. Topics include understanding parents' roles, trends influencing families, characteristics of effective and ineffective communication, encouraging both direct and indirect parent involvement in the classroom and the community, cultural diversity, and working with parents in special situations, i.e., special needs, divorce, single parenting, and abusive parents. An advocacy component will be included to help students develop a vehicle for speaking out for children, families, and early childhood education. Prerequisite: ECE101 or permission of division dean. Fall and spring.

ECE104 INFANT AND TODDLER DEVELOPMENT AND CURRICULUM
3 credits
This course is designed to give students information on physical, cognitive, language, and social-emotional development from birth to three years, as it relates to early childhood education. Students will become familiar with developmentally appropriate practices in infant and toddler care settings with regards to such areas as environment, care giving, and curriculum. Specific topics, such as children with special needs, parent-child interactions, and parent-teacher communications, will also be included. Prerequisite: PSY108. Fall.

ECE105 CHILD CARE ADMINISTRATION
3 credits
This course examines the organization, planning, and administering of various types of early childhood programs. Emphasis will be placed on the responsibility of the director to provide a quality program through thoughtful planning, sound fiscal management skills, and interpersonal relationships, while meeting State standards and guidelines and State licensing regulations. Topics included in the course will be funding, budgeting, evaluating, hiring, collecting fees, writing reports, and communication skills. Prerequisite: Lead Teacher Certified or permission of division dean.

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ECE114 EARLY CHILDHOOD EDUCATION PRACTICUM I
4 credits
This course provides students with practical experience (150 hours each) working with children in an early childhood setting under faculty supervision. Competencies emphasized include working as a team member, developing, implementing and evaluating appropriate activities for young children; demonstrating positive guidance and communication strategies, keeping children safe and healthy; and creating and maintaining a developmentally appropriate inclusive learning environment. Students will develop confidence and sense of professionalism while reflecting on their teaching skills. Pre or co-requisite ECE102 Prerequisites: PSY108; permission of division dean. Passing grade is C or better. Students must be matriculated in the ECC or ECT degree programs. Students participating in a practicum must undergo a Criminal Offender Record Information (CORI) check. Fall and spring.

ECE124 EARLY CHILDHOOD EDUCATION PRACTICUM II
4 credits
This course provides students with practical experience (150 hours each) working with children in an early childhood setting under faculty supervision. Competencies emphasized include working as a team member, developing, implementing and evaluating appropriate activities for young children; demonstrating positive guidance and communication strategies, keeping children safe and healthy; and creating and maintaining a developmentally appropriate inclusive learning environment. Students will develop confidence and a sense of professionalism while reflecting on their teaching skills. Passing grade is C or better. Prerequisites: ECE114; permission of division dean. Students must be matriculated in the ECC or ECT degree programs. Students participating in a practicum must undergo a Criminal Offender Record Information (CORI) check. Fall and spring.

ECE132 APPLYING THEORIES OF CURRICULUM
3 credits
This course will explore and analyze current trends, theories, and standards of curriculum in early childhood education. Emphasis will be placed on the Massachusetts Early Childhood Program Standards and Preschool Learning Guidelines and the National Association for the Education of Young Children (NAEYC) program standards. Students will gain a more in-depth understanding of inquiry-based teaching that reviews the value of play and the importance of cultural diversity. Prerequisites: PSY108, ECE102. Spring.

ECE134 GUIDING CHILDREN'S BEHAVIOR
3 credits
This course helps students examine and interpret young children's behavior. Students will examine a variety of positive approaches to discipline and study how materials, environment, scheduling, appropriate speech and action all contribute to children's behavior. Students will learn effective techniques to guide children toward cooperation and positive productive interactions with others, and develop realistic expectations of young children according to each child's developmental level. Attention is given to special accommodations designed to meet the needs of all children. Prerequisite: PSY108 or division dean.

ECE250 OBSERVATION AND ASSESSMENT IN EARLY CHILDHOOD
3 credits
This course examines observation and assessment of children from birth through eight years. Formal and informal tools will be discussed with an emphasis on the connection between effective observation and documentation in collecting information regarding children's development and learning. Focus will be on the appropriate use of integrating assessments and teaching in a variety of early childhood settings. The Massachusetts Department of Early Education and Care (EEC) regulations and National Standards will be reviewed.

ECE260 LEADERSHIP IN EDUCATION SEMINAR
3 credits
In this capstone course, students analyze and articulate themes in educational leadership demonstrating their mastery of the content of completed required early childhood courses within their degree. The focus will be for students to examine their own roles in the leadership process in their work with the care and education of young children and their families. Students will study professional ethics using the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct. Prerequisites: ECE101, ECE102, ECE103, ECE114, ENG102, PSY108, PSY244. Co-requisite: ECE124. Spring.

ECO101 MACROECONOMICS
3 credits
This course covers macroeconomic analysis of prevailing patterns of economic institutions, banking systems, monetary and fiscal policies, public debt, and supply and demand. This course may be used as a business or social science elective. Prerequisites: ENG101, MAT096.
ECO102  MICROECONOMICS
3 credits
This course covers microeconomic analysis of price and output determination under various conditions, including an examination of elasticity of demand, wage determination, labor unions, inequality of income, and international trade. This course may be used as a business or social science elective. Prerequisites: ENG101, MAT096; ECO101 strongly recommended.

EDU101  INTRODUCTION TO EDUCATION
3 credits
This is a survey course in the pre-teacher program of study. Topics include an historical perspective, school structures, classroom issues, state curriculum frameworks, social issues, and diverse student needs. A 25-hour field experience and a Criminal Offender Record Information (CORI) check are required. Prerequisites: RDG100, ENG100, or placement.

EGM100  ENGINEERING AND ARCHITECTURAL GRAPHICS
3 credits
This course will introduce the student to the digital communication methods used in architecture, engineering and energy industry related fields. This includes explanation of the principles of orthographic projection, drafting conventions and dimensioning utilized in industry tools that facilitate communication of a variety of building performance related information. Topics may include existing and emerging energy modeling tools such as ECOTECT, ENERGY 10, REM Rate, eQUEST, Energy Pro or equivalents. Prerequisites: ENG100, RDG100, FYE101, MAT092 or placement.

EGM104  RENEWABLE ENERGY SOURCES
4 credits
This course provides a comprehensive overview of renewable energies including solar energy, wind power, hydropower, fuel cells, biomass, and alternative transportation options. Students will learn the principles of solar home design, solar hot water, pool, and space heating and solar cooling for both new and existing construction. Students will learn how to assess the viability of a wind power, hydropower, or biomass system for a given site. Students will also learn about the impact of government regulations on the use of renewable energies. Students will analyze these renewable energy systems and will calculate savings fractions, backup energy needs, financing options, and economic analyses. They will investigate the potential of renewable energy technologies to help solve environmental and economic problems within society. Prerequisites: ENG100, RDG100, FYE101, MAT092.

EGM105  INTRODUCTION TO ENERGY MANAGEMENT PRINCIPLES
3 credits
This course introduces the principles of energy management and provides an overview of the energy industry. Students will learn about the history of energy production and costs, the dynamics of worldwide energy consumption and growth, the principle methods by which energy is used, and its environmental and financial impacts and consequences. Objectives and components of an effective energy management program are discussed. Prerequisites: ENG100, RDG100, FYE101, MAT092 or placement.

EGM106  ENERGY EFFICIENCY AND CONSERVATION METHODS
3 credits
Students will identify and explain all of the energy efficiency/conservation methods available for energy use reduction. Energy-consuming facilities, both domestic and commercial, will be analyzed by the students for energy efficiency opportunities. Students will calculate energy savings and environmental impacts for most energy efficiency methods in order to identify and assess energy conservation opportunities. Prerequisites: RDG100, ENG100, FYE101, MAT092 or placement.

EGM110  ELECTRICAL LIGHTING AND MOTORS
3 credits
The course covers the components of lighting systems and motors. Students will learn about the history and advances in lamp technologies such as incandescent, arc, mercury, fluorescent, sodium, metal halide and light emitting diodes. Energy efficient fixtures will also be explored and the concept of night pollution mitigation and basic principles of lighting design that can maximize daylight and minimize energy usage. Prerequisites: EGM105, EET103 or co-requisite.
EGM115  SUSTAINABILITY AND THE BUILT ENVIRONMENT  
4 credits  
This course introduces students to the fundamental concepts of sustainability. The core emphasis is on understanding natural systems and their interaction with the built environment. Also explored will be the role of financial, social ecological, ethical, philosophical, political, cultural and psychological issues on the decision making process of facility and energy managers, engineers, architects and project managers. Through lectures and interactive dialogue with sustainability industry experts, the course builds literacy in sustainability as related to the built environment in local, regional and global spheres. In addition, the course encourages students to think from a variety of perspectives and to learn of the benefits of a collaborative approach to sustainability management. Through a combination of selected case studies, group discussion and analysis, students will explore the environmental influence of buildings and discover the economic benefits of reduced operating costs and research increased comfort of the occupants. Students will also be exposed to the concept of life cycle costing and integrated approach to the challenges inherent with sustainable building design, operations and maintenance. Prerequisites: ENG100, RDG100, FYE101, or placement.

EGM125  ENERGY ANALYSIS AND AUDITING  
4 credits  
The student will perform critical examinations of energy consuming facilities (residential and commercial) for the purpose of identifying energy conservation opportunities. In addition, the student will identify and recommend various energy conservation measures that reduce overall energy usage. Prerequisites: ENG100, RDG100, FYE101, MAT092, or placement.

EGM130  ENERGY CONTROL STRATEGIES  
3 credits  
This course pertains to all devices that are used to regulate energy use in buildings: from pneumatic and electric to electronic; from manual to automatic; from simple switches to microprocessors. An emphasis is placed on identifying and solving control/calibration problems and improving energy efficiency through redesign and energy control strategies. Prerequisites: MAT096 or placement, EGM115 or co-requisite.

EGM140  ENERGY PROJECT COSTS AND FUNDING SOLUTIONS  
3 credits  
This course provides an overview of the costs associated with going green and available funding mechanisms for sustainability related building projects. Students will examine cost premiums for a variety of sustainability measures and budgeting strategies for pursuing energy efficiency in a world of diminishing revenues. Selected case studies include college dining halls, laboratories, student centers, athletic facilities and dormitories. Real world examples illustrate the advantages and disadvantages of various funding mechanisms including federal and state incentives, specialized loans, utility provider incentive programs and performance contracts. Prerequisite: EGM105.

EGM220  HEATING AND COOLING SYSTEMS  
4 credits  
The first half of this course will summarize gas, fuel oil, and electric furnaces as well as heat pumps. Steam and hot water heating systems for residential and commercial applications will also be described along with energy conservation and efficiency options, potential savings for new and existing systems and environmental impacts of specific heating systems. The second half of the course will summarize residential and commercial cooling systems and include discussion of the impacts of temperature, humidity, air filtering and air movement on system performance. Prerequisites: EGM105, EGM106; EET103 or co-requisite.

EGM280  SUSTAINABLE BUILDING OPERATIONS AND MAINTENANCE  
4 credits  
This course provides an overview of establishing ongoing building operation and maintenance procedures and sustainable best practices that help to reduce the environmental impacts of buildings over their functional life cycles. Topics include exterior maintenance programs, water and energy use, environmentally preferred products and practices for cleaning and alternations, sustainable purchasing policies, waste stream management and indoor air quality. Prerequisites: EGM104, 105, 106, 115; 130 or co-requisite.
EGM290  ENERGY INDUSTRY INTERNSHIP
3 credits
This course provides relevant field and/or research experience that integrates theory and practice while providing opportunities to develop skills, explore career options and network with professionals and employers in the energy management related fields. Prerequisites: Students must be enrolled in the Energy Management Program and have a minimum of 24 credits in core courses.

EKG101  EKG: CONCEPTS AND PRACTICE
3 credits
This course is an introduction to the cardiovascular system, electrocardiography (EKG) monitoring, basic rhythm interpretation, and the role of the EKG technician. There are two components of this course composed of classroom lecture and practical application. Students will participate in actual practice, learning how to do EKGs and other cardiovascular testing in a hospital setting. Criminal Offender Records Information/Sexual Offender Records Information (CORI/SORI) checks are necessary for students taking this class. Students must have proof of immunizations as well. Prerequisites: ENG100, RDG100 FYE101, or permission of division dean. Fall and spring.

ELC100  ESL BEGINNING CONVERSATION
3 credits
This course provides students with opportunities to improve their speaking, listening, and conversation skills in English. Stress is placed on comprehension and using functional vocabulary, intonation, and pronunciation necessary to converse in everyday situations. As students are at a beginning level, reading materials include picture stories, short dialogs, and short stories. Role-play, guided dialogs, verbal exercises, and picture stories are all techniques that will be used in the course. Credits are not applicable toward a degree. Prerequisite: high school diploma or GED and appropriate placement. Institutional credit only. Fall and spring.

ELC101  ESL ADVANCED BEGINNING CONVERSATION
3 credits
This course gives ESL students the opportunity to use in conversation the grammar and vocabulary they are learning in ELG101 Advanced Beginning English Grammar and ELR101 ESL Advanced Beginning Reading. The course is composed of vocabulary development, dialogues, role-playing, discussions, and listening exercises. Credits are not applicable toward a degree. Prerequisites: high school diploma or GED and ELG100 or appropriate placement. Institutional credit only. Fall and spring.

ELC102  ESL INTERMEDIATE CONVERSATION
3 credits
This is a course designed for the student who has reached the intermediate stage of English grammar. Through a broad range of student-centered activities, students are given the opportunity to practice and reinforce important grammatical structures and patterns through conversation. Dialogues, discussion, debates, and analysis of idioms will be used throughout the course. This course is intended to actively engage the student in meaningful conversation. Credits are not applicable toward a degree. Prerequisites: high school diploma or GED and ELC101 or appropriate placement. Institutional credit only. Fall and spring.

ELC103  ESL CONVERSATION AND PRONUNCIATION
3 credits
This course is designed to help students whose native language is not English to speak clearly and effectively. Students will practice the production of English sound patterns, will learn and practice correct articulation, rhythm, and intonation, and will participate in conversation. Credits are not applicable toward a degree. Prerequisites: high school diploma or GED and ELC102 or appropriate placement. Institutional credit only. Fall and spring.

ELG100  ESL BEGINNING GRAMMAR
3 credits
This is an introductory course for students with little or no previous training in English. The course focuses on the basic grammatical structures and skills necessary for academic purposes and everyday situations. Credits are not applicable toward a degree. Prerequisite: high school diploma or GED and appropriate placement. Institutional credit only. Fall and spring.

ELG101  ESL ADVANCED BEGINNING ENGLISH GRAMMAR
3 credits
This course is designed for students who have completed the 100-level courses or have demonstrated mastery through assessment. They must know the verbs "to be" and "to have." They must also be able to make statements, negatives, and questions in the present and present continuous tenses. Credits are not applicable toward a degree. Prerequisites: high school diploma or GED and ELG100 or appropriate placement. Institutional credit only. Fall and spring.
ELG102 ESL INTERMEDIATE GRAMMAR
3 credits
This is the third course of a four-course series. This course is designed for students who are academically oriented. ELG102 is offered to non-native speakers of English, who have reached the intermediate level of English, but need further support in the area of grammar skills. This course emphasizes the perfect verb tenses, modal auxiliaries, passive voice, and prepositions through in-class and out-of-class practice and drills. Credits are not applicable toward a degree. Prerequisites: high school diploma or GED and ELG101 or appropriate placement. Institutional credit only. Fall and spring.

ELG103 ESL ADVANCED GRAMMAR
3 credits
This is the last course in a four-course sequence designed to prepare nonnative and bilingual students to matriculate into college-level courses. Detailed work will be done on advanced grammar forms including gerunds, infinitives, adjectives, adverb and noun clauses, modal auxiliaries and the passive voice. Credits are not applicable toward a degree. Prerequisites: high school diploma or GED and ELG102 or appropriate placement. Institutional credit only. Fall and spring.

ELR100 ESL BEGINNING READING
3 credits
This course is designed to develop the reading skills necessary for daily living as well as to provide a foundation for the successful completion of academic reading assignments. The course emphasizes improving comprehension and student vocabulary. Credits are not applicable toward a degree. Prerequisite: high school diploma or GED and appropriate placement. Institutional credit only. Fall and spring.

ELR101 ESL ADVANCED BEGINNING READING
3 credits
This course is designed to increase students' vocabulary and reading fluency. It is a continuation of ELR100 ESL Beginning Reading. Credits are not applicable toward a degree. Prerequisites: high school diploma or GED and ELR101 or appropriate placement. Institutional credit only. Fall and spring.

ELR102 ESL INTERMEDIATE READING
3 credits
This is the third course in a series of four focusing on improving reading skills for non-native students. This course is intended for intermediate students of English as a Second Language who are not ready to read college material. The focus of this course is on vocabulary development, reading fluency, and comprehension. Students will improve their English vocabulary through workbook exercises. Additionally, English reading comprehension proficiency will be achieved through reading high interest materials followed by comprehension questions and using standard test lessons. Credits are not applicable toward a degree. Prerequisites: high school diploma or GED and ELR101 or appropriate placement. Institutional credit only. Fall and spring.

ELR103 ESL ADVANCED READING
3 credits
This course is designed as a final step in the reading preparation of non-native and bilingual students to mainstream into regular college courses. The materials used will expand the student's vocabulary and provide the student with the tools necessary to improve comprehension and increase reading speed. Students will be exposed to the complexity of language used in college textbooks. Credits are not applicable toward a degree. Prerequisites: high school diploma or GED and ELR102 or appropriate placement. Institutional credit only. Fall and spring.

ELW100 ESL BEGINNING WRITING
3 credits
This course is for students with little or no previous training in writing English. Students will explore various kinds of writing, including narration and description. They will use composition models that highlight the grammar skills presented in ELG100 ESL Beginning Grammar. Credits are not applicable toward a degree. Prerequisite: high school diploma or GED and appropriate placement. Institutional credit only. Fall and spring.

ELW101 ESL ADVANCED BEGINNING WRITING
3 credits
This course is for students with minimal training in writing English. They will use composition models that highlight the grammar skills presented in ELG101 Advanced Beginning English Grammar. Credits are not applicable toward a degree. Prerequisites: high school diploma or GED and ELW100 or appropriate placement. Institutional credit only. Fall and spring.
**ELW102  ESL INTERMEDIATE WRITING**

3 credits

This is the third course of a four-course series. This course focuses on skills needed to write grammatically correct simple, compound, and complex sentences. Students will learn to make effective use of grammatical structures studied in ELG102 Intermediate Grammar. Throughout the semester, students will concentrate on writing grammatically correct sentences and well-developed paragraphs. In addition, students will practice controlled composition writing, which provides them with opportunities to practice grammatical structures, proofreading, sentence combining, and vocabulary building. Credits are not applicable toward a degree. Prerequisites: high school diploma or GED and ELW101 or appropriate placement. Institutional credit only. Fall and spring.

**ELW103  ESL ADVANCED WRITING**

3 credits

This course is the last course in a four-course sequence designed to give intensive writing practice for non-native and bilingual students. Emphasis will be on writing of grammatically clear sentences and well-developed paragraphs and essays. This course provides writing practice that can be coordinated with grammar studied in ELG103 ESL Advanced Grammar. Credits are not applicable toward a degree. Prerequisites: high school diploma or GED and ELW102 or appropriate placement. Institutional credit only. Fall and spring.

**ENG099  WRITING READINESS**

3 credits

This course is designed to develop the student's skills in writing, focusing upon vocabulary development, standard English grammar, spelling, and usage. Student strengths and weaknesses in these areas are determined through initial testing. Upon completion of this course, the student will possess spelling and vocabulary development skills, use grammatically correct sentence structures, punctuate sentences correctly, use appropriate word choice, and develop a basic comprehensive essay. Prerequisite: None. Institutional credit only. Courses that earn institutional credit do not apply toward graduation. Fall and spring.

**ENG100  FUNDAMENTALS OF WRITING**

3 credits

This course helps students develop the skills necessary to write at the college level. Students receive individualized instruction and practice in the writing skills necessary for clear, effective expression. Credits are not applicable toward a degree. Prerequisite: ENG099 or placement: FYE101 (prerequisite or co-requisite). Institutional credit only. Courses that earn institutional credit do not apply toward graduation.

**ENG101  ENGLISH COMPOSITION I**

3 credits

Students will develop college-level writing skills with an emphasis on the writing process, models of rhetorical modes, and an understanding of grammar, punctuation, and sentence structure. Reading selections will foster improved writing skills and critical and analytical thinking. By semester's end, students will have produced several essays totaling at least 12-15 pages of original, polished prose, as well as additional writing in varied forms, such as journals, free-writes, peer review, reading responses, and rough drafts. Students will also write at least one paper that incorporates outside source material accompanied by library instruction. Prerequisites: ENG100, RDG100, FYE101, or placement.

**ENG102  ENGLISH COMPOSITION II**

3 credits

Writing about literary works will improve student writing, revision, critical thinking, and reading skills. The readings will be selected from fiction, poetry and drama. Evaluation and analysis will be accomplished through a variety of writing assignments, for example, discussion board posts, in-class writing, journals, free-writing, essay exams, and rough drafts of formal essays. By semester's end, students will have produced several pieces of writing totaling 12-15 pages of original, polished prose. At least one of the essays will incorporate library research that is cited and documented appropriately. Prerequisite: ENG101.

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ENG106  TECHNICAL WRITING  
3 credits  
This course focuses on the study of basic writing patterns likely to be of use to the report/technical writer: summary, definition, explanation of a process, description and analysis, classifying data, designing effective formats and supplements, researching information, writing and documenting the research report, proposal writing, and the use of visual aids. The development of an effective reportorial style is emphasized. Overall, the course is designed to improve the students' powers of creative observation and develop accurate and concise writing skills. Prerequisite: ENG101. Fall and spring.

ENG201  HONORS ENGLISH  
3 credits  
This course is designed to improve the student's ability to think through writing. A range of intellectual tasks appropriate to honor level students, including close textual analysis, interpretation and evaluation of literary works (both fiction and non-fiction), will form the core of the course. A research project is required. Prerequisites: ENG101, ENG102, and permission of the Honors Program coordinator. Fall.

ENG203  TWENTIETH CENTURY AMERICAN AUTHORS  
3 credits  
This course is designed to explore American views of war, race, alienation, assimilation, family, and social change in the 20th century. A variety of critical approaches will be applied to novels, short stories, poetry, plays, and essays. Some of the authors studied may include Hemingway, Faulkner, O'Connor, Vonneugut, Morrison, and Erdrich. Prerequisite: ENG102 or permission of division dean. Fall and spring.

ENG205  SHAKESPEARE  
3 credits  
This course surveys plays from each of the periods of Shakespeare's work: history, comedy, tragedy, and romance. Readings include The First Part of King Henry the Fourth and The Second Part of King Henry the Fourth from the histories; A Midsummer Night's Dream from the comedies; Hamlet, Prince of Denmark from the tragedies, and The Tempest from the romances. The course emphasizes textual analysis with a focus on thematic issues raised by the plays. Prerequisite: ENG102. Spring.

ENG210  LITERATURE OF THE SIXTIES  
3 credits  
This course will be a study of selected works of literature in America between approximately 1960 (except for Catcher in the Rye and some Beat readings) and 1975. In reading, discussing, researching, analyzing, and writing about the works selected, the class will attempt an understanding of the complex spirit of the country as it passed through this epoch of upheaval and change, hope and disappointment. Prerequisite: ENG102 or permission of division dean. Fall.

ENG213  AMERICAN LITERATURE I  
3 credits  
This course surveys significant American writings from 1620 through the 19th century. The course emphasizes textual analysis and the examination of the relationship of representative works to historical, social, and intellectual developments. Included are works by such authors as Bradford, Rowlandson, Jefferson, Franklin, Emerson, Thoreau, Hawthorne, Melville, and Dickinson. Prerequisite: ENG102 or permission of division dean. Fall.

ENG214  AMERICAN LITERATURE II  
3 credits  
This course surveys significant American writing from 1890 to the present. The course emphasizes textual analysis and the examination of the relationship of representative works to historical, social, and intellectual developments. Included are works by such authors as Twain, Chopin, Frost, Stevens, Hemingway, Miller, Ginsberg, Pynchon, and contemporary poets. Prerequisite: ENG102 or permission of division dean. Spring.

ENG221  WOMEN'S LITERATURE  
3 credits  
This course will consider the essential issues raised in literature concerning the role and image of women in society. Included will be essays, short stories, and novels by authors such as Kate Chopin, Willa Cather, Virginia Woolf, and Toni Morrison. Prerequisite: ENG102 or permission of division dean. Spring.
ENG224 MYSTERY FICTION
3 credits
This course studies the history and nature of the mystery story from the works of Poe to such present day masters as Agatha Christie and Tony Hillerman. Students will examine both the relationship of mystery fiction to the culture of its time and the changing role of the detective hero. Students will study the techniques of the mystery writer and the relationship between mystery fiction and "serious" literature. Works by such authors as Poe, Arthur Conan Doyle, Hammett, Chandler, Christie, and Hillerman are included. Prerequisite: ENG102 or permission of division dean. Fall.

ENG227 ENGLISH LITERATURE I
3 credits
This course is a study of selected works by major writers in English literature through the Restoration and the 18th century. Emphasis is placed on a responsive and critical reading as well as on literary and historical background. Includes works by such authors as Chaucer, Shakespeare, Milton, Pope, and Johnson. Prerequisite: ENG102 or permission of division dean. Fall.

ENG228 ENGLISH LITERATURE II
3 credits
This course is a continuation of ENG227 English Literature I with selections from such authors as Wordsworth, Byron, Keats, Tennyson, Yeats, and Eliot. Prerequisite: ENG102 or permission of division dean. Spring.

ENG233 SCIENCE FICTION
3 credits
Students evaluate science fiction literature as an indication of a society's values and goals. The course also deals with the use of the imagination as a vehicle to express new ideas and values. This course includes works by such authors as F. Bacon, N. Hawthorne, H.G. Wells, R. Heinlein, R. Bradbury, and I. Asimov. Prerequisite: ENG102 or permission of division dean. Spring.

ENG235 CHILDREN'S LITERATURE
3 credits
This course considers the nature and variety of children's literature and its history and current significance, with an emphasis on illustrated books. Students examine selected illustrated works for visual artistry and literary merit. Evaluative criteria applicable to all levels of literature are applied. Students also explore related issues, such as education, censorship, and the changing views of childhood. Course concepts are acquired primarily through reading and writing, with some discussion and lecture. Prerequisite: ENG102 or permission of division dean. Fall and spring.

ENG236 MODERN DRAMA
3 credits
This course is a survey of international dramatic literature from 1879 to the present, encompassing such theatrical and literary movements as Realism, Expressionism, and Absurdism. Although the course includes some attention to production values (staging, performance, etc.), the emphasis is primarily on dramatic works as literary texts. Both primary and secondary texts will be assigned so that students become familiar with important works of criticism as well as the plays themselves. Readings include works by Ibsen, Chekhov, O'Neill, Williams, Beckett, Fugard, Hansberry, and Miller. Prerequisite: ENG102 or permission of division dean. Fall.

ENG237 SPECIAL TOPICS: QUEER AMERICAN DRAMA
3 credits
Queer: once a derogatory word used against gay, lesbian, bisexual, and transgendered people has been reclaimed by social activists, writers, artists, educators, and scholars to describe all non-normative sexualities and identities, all that is considered by the dominant paradigms to be alien, strange, transgressive, odd in short, queer. This course will explore queer themes in American dramatic literature from mid-twentieth century to the present. Emphasis will be on how images of gays, lesbians, and other sexual minorities have changed over the past half-century beginning with plays that precede the gay liberation movement, continuing with work from the early years of the AIDS pandemic, and ending in the present day. Authors studied may include Lillian Hellman, Tennessee Williams, Mort Crowley, Jonathan Larson, David Henry Hwang, and Tony Kushner. Prerequisite: ENG102 or permission of division dean. This course may be used by LAT students as a substitute for Modern Drama. Fall and spring.
ENG239 CREATIV K WRITING I
3 credits
This course is an introduction to writing fiction, poetry, and drama. Students will experiment with various literary genres, learn to give and receive feedback in a workshop setting, and have the opportunity to read published authors. While students will be encouraged to write in all three genres, particular attention will be placed on the art of fiction with lectures and workshops that introduce students to such strategies as point of view, dialogue, plot, setting, and characterization. Prerequisite: ENG101. Fall.

ENG240 CREATIV K WRITING II
3 credits
This course is an introduction to writing fiction, poetry, and drama. Students will experiment with various literary genres, learn to give and receive feedback in a workshop setting, and have the opportunity to read published authors. While students will be encouraged to write in all three genres, particular attention will be placed on drama and poetry with lectures and workshops that introduce students to various literary forms such as free verse and formal verse for poetry and realistic and experimental theater for drama. Prerequisite: ENG101. Spring.

ENG241 JOURNALISM I: NEWS REPORTING AND WRITING
3 credits
This course helps students to become more concise writers by addressing the basic skills of journalism: observing, researching, reporting, interviewing, thinking, and writing with precision, clarity, and ethics. Assignments include basic reporting, local beat coverage, blogging, and multi-source stories. Students will be exposed to print and web writing, as well as some technology (including digital cameras and video). Student news stories will be submitted for the print and web editions of the MWCC student newspaper, The Mount Observer. Co-requisite: ENG101 or permission of division dean. Fall and spring.

ENG242 JOURNALISM II: ADVANCING NEWSWRITING
3 credits
Continuation of ENG241 Journalism I: News Reporting and Writing. This course is designed to further students' mastery of such journalistic techniques as idea development, news gathering, newsroom operation, editing, and layout. Emphasis will also be placed on writing for print and web editions of the student newspaper, mentoring students in the Journalism I course, editing articles, checking sources and facts, and putting together the monthly editions of both print and web. Students will be exposed to some technology (digital cameras, video). Prerequisite: ENG241 or permission of division dean. Fall and spring.

ENG245 FILM APPRECIATION
3 credits
Through selected reading in film and literary theory and the screening of high quality films, the class examines and develops a greater awareness of basic film techniques, practices, and aesthetics. Emphasis is placed upon the relationship between film and literature (i.e., narrative structure, figurative language, problems of adaptation, criticism, genre) and film as a unique twentieth-century art form that incorporates a number of other media and arts. Prerequisite: ENG102 or permission of division dean. Fall.

ENG251 INTRODUCTION TO PUBLIC RELATIONS
3 credits
This course covers all forms of writing for public relations, including press releases, public service announcements, features, newsletters, and presentations. This course emphasizes the strategy of crafting and delivering a PR message with final culmination in designing a public relations strategy for an existing organization in the community. Co-requisite: ENG101. Fall.

ENG259 LITERARY MASTERPIECES I
3 credits
This course is a study of representative literary masterpieces of Eastern and Western civilization for moral, philosophical, social, and psychological insights into the nature of modern man. Readings are taken from such sources as Aristotle, Greek drama, Plato, Milton, Chaucer, Machiavelli, Dante, and Shakespeare. The course complements courses in western civilization, art, and music history. Prerequisite: ENG102 or permission of division dean. Fall.
ENG260 LITERARY MASTERPIECES II
3 credits
This course is a continuation of ENG259 Literary Masterpieces I, with selections from Renaissance to contemporary culture. This course emphasizes western heroes and anti-heroes from the works of such authors as Voltaire, Tolstoy, Dostoevsky, Flaubert, Camus, Pope, and Mallarme. The course complements courses in western civilization, art, and music history. Prerequisite: ENG102 or permission of division dean. Spring.

ENG261 THE SHORT STORY
3 credits
This course traces the development of the short story as a distinct literary genre from its origins in the early 19th century to the present. Emphasis is on close reading and analysis of texts by international writers. The course covers the major literary movements of the 19th and 20th centuries: Romanticism, Realism, Naturalism, Modernism, and Postmodernism. Readings include stories by Poe, de Maupassant, Chopin, Hemingway, Kafka, Joyce, O'Connor, and Carver. Prerequisite: ENG102 or permission of division dean. Spring.

ENG265 THE HARLEM RENAISSANCE AND ALL THAT JAZZ!
3 credits
This course will study the literature of the Harlem Renaissance, roughly a period from 1915 to 1940. This was a time when African American writers, artists, philosophers, activists, and musicians, congregating in New York City's Harlem, sought to define African American culture. Although we will view the Harlem Renaissance through primarily reading and writing about literature, we cannot ignore the influence of art, philosophy, activism, and music and these areas will often weave themselves into our discussion, our reading, and our writing. Prerequisite: ENG102. Fall.

EXS201 EXERCISE SCIENCE AND NUTRITION
4 credits
This course will explore the scientific dimensions of fitness and nutrition. The course will be aimed at the function of exercise on the skeletal muscles, the organs, and the systems of the body; the relationship of activity and fitness to health; as well as an overview of nutrition, energy balance, and weight control as it affects health. Prerequisites: ENG100, RDG100, FYE101, MAT092, or placement. Fall.

EXS203 EXERCISE TESTING AND PROGRAM DESIGN
4 credits
This course introduces students to testing protocols for individuals and groups. Students will be instructed in various fitness programs for flexibility, strength, and cardiovascular exercises. Students will also learn weight management techniques, as well as safety aspects of fitness exercises. The principles of adherence and motivation as well as communication and teaching techniques will be discussed and evaluated. Students will develop an understanding of legal issues and business structures, as well as professional responsibility. Prerequisites: EXS102 or PTA104, EXS201. Co-requisite: MAT096 or placement. Spring.

FIN250 BASIC FINANCE
3 credits
An introduction to the world of finance, this course considers the impact of money and credit and the operation of the banking system in the United States. The role of the financial manager in a business firm constitutes a major portion of the course. Prerequisite: ACC102.

FST151 BUILDING CONSTRUCTION
3 credits
This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. Prerequisite: FST155 or permission of division dean.

FST152 STRATEGY AND TACTICS
3 credits
This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Prerequisite: FST159.
FST153  FIRE PROTECTION SYSTEMS
3 credits
This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. Prerequisites: ENG100, RDG100, FYE101, or placement.

FST154  HAZARDOUS MATERIALS CHEMISTRY
3 credits
This course provides basic chemistry relating to the categories of hazardous materials including recognition, identification, reactivity, and health hazards encountered by emergency services. Prerequisites: ENG100, RDG100, FYE101, or placement.

FST155  PRINCIPLES EMERGENCY SERVICES
3 credits
This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives. Prerequisites: ENG100, RDG100, FYE101, or placement.

FST157  FIRE PREVENTION
3 credits
This course provides fundamental knowledge relating to the field of fire prevention. Topics include history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation. Prerequisites: ENG100, RDG100, FYE101, or placement.

FST158  PRINCIPLES OF FIREFIGHTER SAFETY AND SURVIVAL
3 credits
This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. Prerequisites: ENG100, RDG100, FYE101, or placement.

FST159  FIRE BEHAVIOR AND COMBUSTION
3 credits
This course explores the theories and fundamentals of how and why fires start, spread, and are controlled. Prerequisites: ENG100, RDG100, FYE101, or placement.

FST160  FIRE AND EMERGENCY SERVICES ADMINISTRATION
3 credits
This course introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer. Prerequisite: FST155.

FST161  LEGAL ASPECTS OF EMERGENCY SERVICES
3 credits
The course will address the Federal, State, and local laws that regulate emergency services and include a review of national standards, regulations, and consensus standards. Prerequisites: ENG100, RDG100, FYE101, or placement.

FST162  FIRE HYDRAULICS AND WATER SUPPLY
3 credits
This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems. Prerequisites: MAT096, FST155.

FST163  FIRE INVESTIGATION I
3 credits
This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the firesetter, and types of fire causes. Prerequisites: FST151, 155, 159 or permission of division dean.
FYE101  FIRST YEAR SEMINAR
3 credits
First Year Seminar teaches students how to learn. In this interactive college-level course, students will receive critical information to ease the challenging process of transitioning to college. The course covers three phases of study. First, students will develop mastery of a variety of topics critical to student success: time management, goal setting, learning styles, campus resources and policies, motivation, reading strategies, and test taking. Next, students will continue to develop their understanding of self as a college student, by honing their critical thinking skills in the context of course lessons on motivation, leadership, co-curricular involvement, and current events. Finally, students will have completed at least two graded writing assignments, read at least one college textbook and multiple supplemental readings on college success strategies, and will additionally complete an end-of-course evaluation (final portfolio, project, or exam) which demonstrates their understanding of course concepts. All students will have had the opportunity to access Blackboard for at least one course assignment. Prerequisites: RDG099, ENG099. Degree seeking students who test into either RDG100 or ENG100 are required to complete FYE101 as a co-requisite or prerequisite.

FRE107  FRENCH I
3 credits
A course for the student with little or no previous knowledge of French who wishes to achieve a sound basis for further work in language. The course objective is to ensure that the student will attain high levels of accuracy and will reach a modest level of fluency. Three lecture hours and one laboratory hour per week. Prerequisite: None Fall and spring.

FRE108  FRENCH II
3 credits
A continuation of FRE107. Three lecture hours and one laboratory hour per week. Prerequisite: FRE107. Spring.

GEO129  WORLD AND CULTURAL GEOGRAPHY
3 credits
Surveying world economic, political, social, and cultural factors and the impact and significance they have on people, geographical space, national and world affairs, this introductory course stresses the basic principles of human geography. A global, geographical perspective is given to such topics as population and settlement patterns, health and nutrition, technologies, livelihoods, international politics, religions, languages, and art forms. Prerequisites: ENG100, RDG100, FYE101, or placement.

HCC111  EMERGENCY MEDICAL TECHNICIAN I
4 credits
This is the basic course for Emergency Medical Technician/Ambulance that follows the guidelines outlined by the United States Department of Health Education and Welfare in conjunction with the National Traffic Safety Administration, Department of Transportation. This is a lecture, discussion, demonstration, and practical application of the knowledge and skill necessary to care for individuals who have life-threatening emergencies and injuries. This is the first half of the requirement for certification. Prerequisites: ENG100, RDG100, FYE101, or placement. Evening only. Fall and spring.

HCC112  EMERGENCY MEDICAL TECHNICIAN II
4 credits
This is a continuation of EMT Emergency Medical Technician I, dealing with the care of individuals who have common medical emergencies, childbirth, problems of children as patients, lifting and moving patients, environmental emergencies, and extrication from automobiles. This course is the second half of the requirement for certification. Prerequisite: EMT or placement. Evening only. Fall and spring.

HEA101  HEALTH AND DISABILITY IN THE OLDER ADULT
3 credits
This course explores the relationship between the aging process and the development of disability in older adults. Factors contributing to disability will be addressed with emphasis given to understanding the normal aging process, the present healthcare system and its impact on older adults, the disablement process, and the development of skills in identifying disability risk. Students will be encouraged to discuss their own perspectives and experiences with the subject area and to work in a team with their peers during online discussions, as well as individually on course projects. At the completion of this course students will have gained new insights into the aging process as well as a better understanding of factors that can lead to disability in older adults. Prerequisite: Open to all health professions students. Students must have access to an internet able computer with modem speed of at least 56K. If not already equipped, free downloads for Windows Media Player, Adobe Acrobat Reader, and Windows PowerPoint Reader will be made available prior to initiation of the course. An online tutorial regarding use of the MWCC online learning site is available, and its use is strongly recommended.
HEA102 HEALTH MINISTRIES
3 credits
This course will provide an introduction and overview of health ministry within a faith community. Concepts basic to beginning this ministry will be discussed as will be topics such as a history of church involvement in health care, the whole-person approach to health and models of health ministry. The role of the nurse in the health ministry of a faith community will be emphasized. Prerequisite: ENG101 or permission of division dean. The target audience for this course is nurses and health care professionals as well as nursing students. Other students will be accepted with approval of the division dean.

HEA103 MEDICAL INTERPRETATION
4 credits
The goal of this course is to provide students with principles, methods, and competencies (both knowledge and skills-based) essential in the delivery of effective, reliable, and comprehensive interpreting in the clinical and human service field. It develops a theoretical and practical understanding of the multiple roles of the interpreter as well as the related ethical, cultural, and linguistic challenges in this evolving field. It explores contemporary issues in the field of medical interpretation including immigration trends, legal mandates, and certification.

HEA105 CRITICAL THINKING FOR HEALTH CARE PROVIDERS
3 credits
This course will introduce and explore techniques of critical thought and reasoning. It will serve as an essential foundation for health care providers in evidence based practice. Prerequisite: ENG102.

HEA115 NURSE ASSISTANT THEORY
3 credits
This course provides students with the theory and laboratory practice to safely care for clients in healthcare settings under the guidance of an instructor in a practicum course. Combined with successful completion of the practicum course, these students can safely care for clients in various healthcare settings. Prerequisites: ENG100, RDG100 FYE101, or placement.

HEA116 NURSE ASSISTANT PRACTICUM
2 credits
This course provides students the opportunity to practice and refine the nurse assistant theory and skills learned in the theory course. Students, under the supervision of a licensed nurse, will provide safe, basic care to clients in long term care settings. Students must have completed immunization record, including signed date of Hepatitis B series and negative PPD. Prerequisite: HEA115.

HIS105 HISTORY OF WORLD CIVILIZATION I
3 credits
This course is an introductory survey of the major world civilizations from ancient times to 1600. The course profiles major events in the development of Europe, Asia, Africa, and the Americas up to 1600. Special emphasis will be placed on the interrelationships among these civilizations and on the role of religion in their development. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall.

HIS106 HISTORY OF WORLD CIVILIZATION II
3 credits
This course is an introductory survey of the major world civilizations from 1600 to the present. The course profiles major events in the development of Europe, Asia, Africa, and the Americas since 1600. Special emphasis will be placed on European events and their effects on the other civilizations of the world as well as on the interrelationships of the various civilizations toward each other. Prerequisites: ENG100, RDG100, FYE101, or placement. Spring.

HIS121 HISTORY OF THE CONSTITUTION
3 credits
This course surveys the progress of constitutionalism in American life and its shaping of our society since 1776. Special emphasis will be placed on key Supreme Court decisions that have defined judicial review, free expression, religious freedom, due process, and the individual's right to privacy over the past 200 years. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall and spring.

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HIS123  HISTORY OF MODERN AMERICA  
3 credits
Students study the relationship between foreign and domestic events and the evolution of American history from 1945 to the present. Special emphasis is placed on the legacies of the New Deal, World War II, Vietnam and their influences on the presidents of the last sixty years. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall and spring.

HIS125  AMERICAN ETHNIC HISTORY  
3 credits
Students will examine the contributions of various ethnic groups to American society, as well as the problems that these groups encountered in the assimilation process. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall and spring.

HIS140  HISTORY OF NEW ENGLAND  
3 credits
The political, social, economic, and intellectual history of New England from Colonial times to the present is studied. Special emphasis is placed on New England's development as a distinct cultural region and its impact on American life. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall and spring.

HIS201  HISTORY OF UNITED STATES I  
3 credits
This course will focus on United States history with an emphasis on how the country developed from settlements to the society it has today. It will analyze the problems encountered in forming a new republic, westward expansion, and sectional conflicts. The analysis will begin with the pre-Colonial period and continue through the Revolution, the War of 1812, Jacksonian democracy, the rise of political parties, and the social, economic, and political developments that formed the backdrop to the Civil War. The course will also look at how the Europeans and Africans who came to America developed unique American traditions that blended Old World customs into the New World experience. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall.

HIS202  HISTORY OF UNITED STATES II  
3 credits
This course will begin with the Reconstruction and will examine the social, economic, and political issues of the late nineteenth century as the country moved from an agrarian society to an industrialized nation, the emergence of the United States as a world power with World War I, the effects of the Great Depression on society and government, World War II, the Korean War, the Cold War, the Civil Rights Movement, Vietnam, Women's Rights, the War on Terror, and the challenges that America faces as it moves into a new century. Prerequisites: ENG100, RDG100, FYE101, or placement. Spring.

HIS240  HISTORY OF IDEAS  
3 credits
In this course, students survey significant ideas in Western culture from ancient times to modern America. Representative figures to be discussed include Plato, Aristotle, Cicero, Aquinas, Machiavelli, Calvin, Hobbes, Locke, Voltaire, Wollstonecraft, Burke, and Marx. Prerequisites: ENG100, RDG100, FYE101, or placement; permission of division dean.

HST101  INTRODUCTION TO HUMAN SERVICES  
3 credits
Students are introduced to the organization and function of human service agencies as well as the ways in which the human services worker can deal effectively with the resources of the community. This course also acquaints the student with occupational information in the area of human services. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall and spring.

HST140  COUNSELING METHODS AND INTERVIEWING TECHNIQUES I  
3 credits
This course acquaints the student with current views of counseling principles and methods. Interviewing techniques are introduced and developed through a workshop approach. Prerequisite: PSY105 strongly recommended, may be taken concurrently. Fall and spring.
HST142  COUNSELING METHODS AND INTERVIEWING TECHNIQUES II
3 credits
This course continues and expands the skills and methods first developed in HST140 Counseling Methods and Interviewing Techniques. Course content includes therapeutic structures and issues that face the beginning counselor, models of therapy, and practical aspects of the work. The classroom will use a workshop approach to develop and fine-tune skills needed for counseling and interviewing. Prerequisite: HST140.

HST145  INTRODUCTION TO GERONTOLOGY
3 credits
Students are introduced to the field of gerontology, the multidisciplinary study of the biological, psychological, and social aspects of aging. This course explores the human aging process from these perspectives. A primary focus of this course is to replace myths with facts about aging and gain an understanding about what happens to older adults’ bodies, minds, status in society, and social lives as they age. Attention is also given to programs and services for the elderly. Prerequisites: ENG100, RDG100, FYE101, or placement.

HST147  TOPICS IN MENTAL HEALTH/MENTAL RETARDATION
3 credits
This course prepares students in the practical aspects of their work in the field. Topics and issues addressed include the philosophy and history of the field of mental health/mental retardation, deinstitutionalization, utilization of community systems and resources, legal and ethical aspects for the mental health/mental retardation worker, and assessment and evaluation. Prerequisites: ENG100, RDG100, FYE101, or placement.

HST148  TOPICS FOR HUMAN SERVICE PROVIDERS
3 credits
This course is designed to develop the core competencies needed by direct support staff in a variety of settings. The instructor integrates the course materials and provides materials and exercises that will help students to assess concepts from lectures and to relate these concepts to their other coursework and to their own experiences. Topics focus on how to balance the health and safety of individuals receiving services and support, while at the same time recognizing their needs and rights for choice, self-determination, and psychological development. Prerequisite: HST101. Fall.

HST150  CULTURAL AWARENESS
3 credits
This course focuses on understanding cultural differences. Students will examine their own culture and others. Issues regarding how culture affects people and the world they live in will be discussed. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall.

HST245  INTRODUCTION TO LEARNING DISABILITIES
3 credits
This course deals with the identification and remediation of learning disabilities. Students are introduced to learning theory, educational and psychological testing, and teaching methods. Evaluation of the child in the school system, the role of parent counseling, and administration of a school learning disabilities program are major topics. Prerequisites: ENG100, RDG100, FYE101, or placement.

HST250  HUMAN SERVICES INTERNSHIP EXPERIENCE
4 credits
During their last semester, students in this internship work directly with clients under the supervision of a professional worker in a human services setting. Students are expected to gain an understanding of the dynamics and appropriate treatment for clients and their families. Placements have included, but are not limited to, settings involving mental health, developmental disabilities, and community service projects. Students must complete 150 hours in addition to one class meeting per week. A consideration for placement includes an assessment of the student's readiness and faculty recommendations. The college also requires Criminal Offender Record Information (CORI) and liability insurance for all interns. Prerequisites: QPA 2.0, 45 credits earned toward the Human Services degree including ENG102, HST101, HST140, PSY110, PSY240, SOC103, and permission of department chairperson. Spring.

MWCC 2011-2012 College Catalog & Student Handbook
**HST260  HUMAN SERVICES SEMINAR (CAPSTONE)**

*3 credits*

In this capstone course, students synthesize and apply concepts and skills learned in the Human Services (HS) program. This course requires students to show mastery of the material covered in the HS program through several required avenues including the following: seminar meetings and discussions; portfolio work; and a research paper. This course is designed to help students apply the knowledge and skills learned in the program and to explore self-perceptions related to their career choice in the human services field. Students must complete this course with a minimum grade of C to graduate. *Prerequisites: 45 credits earned toward the Human Services degree including ENG102, HST101, HST140, PSY105, PSY110, PSY240, SOC103, or permission of division dean. Spring.*

**HUM212  MEDICAL ETHICS**

*3 credits*

This course will address the ethical dilemmas involved in medical decision-making by physicians, healthcare workers, patients, and society. A seminar format will be implemented, where the emphasis will be placed on critical thinking skills. Students will be expected, and required, to do independent research, case study analyses, and to articulate well-honed positions, both orally and in writing. Major topics to be covered are abortion, doctor-assisted suicide (euthanasia), research with living subjects (animal and human), allocation of scarce resources, new reproductive technologies and rights, professional responsibility, mental incompetence, death and dying, and genetic-related issues such as cloning, designer babies, and stem cell research. In addition to the assigned readings, students will be required to participate in class discussions; to maintain a journal for personal reflection and case study analyses; to submit two critiques and two position papers; and to submit and present (PowerPoint) a research paper based on an approved topic. *Prerequisite: ENG101. Fall and spring.*

**HUM240  COMPARATIVE RELIGION**

*3 credits*

The course will examine, compare, and contrast, in a non-judgmental way, the history and beliefs of the five major world religions: Hinduism, Buddhism, Judaism, Christianity, and Islam. Attention will also be given to Native American traditions. *Prerequisite: ENG101. Fall and spring.*

**HUM260  THE ART OF BEING HUMAN**

*3 credits*

The course introduces students to the humanities, art, literature, music, theater, philosophy, and religion and the influences people use to determine value in their world. Attention is given to Western and non-Western cultures and to the ways these civilizations are interconnected, with emphasis on how the cultural, religious, and philosophical ideals of a civilization are reflected in its artistic expression. In addition, through critical thinking students will be encouraged to explore the relationship between their belief systems and the society of which they are a part. *Prerequisite: ENG101.*

**HUM283  HONORS COLLOQUIUM**

*3 credits*

This is an interdisciplinary, team-taught course for Honors students only. Topics will change every other year. *Prerequisite: permission of the Honors Program coordinator. Spring.*

**ISC101  THE HOLOCAUST: EVIL AND GOOD IN THE HUMAN CONDITION**

*3 credits*

In the whole of human history there has never been an event like the Holocaust. Between 1933 and 1945, the Germans murdered over ten million people as a matter of state policy. In this introductory course, students will begin the study of the causes of the Holocaust, the events themselves, and the implications of the Holocaust for ourselves as individuals and for our own time. *Prerequisite: ENG101. Spring.*

**ISC102  MASS MEDIA AND POLITICAL ELECTIONS**

*3 credits*

Manipulation of the public through the use of mass media is an ever growing part of politics. An informed electorate must be aware of this manipulation and how it is being used to play to their aspirations and fears. Through a review of current and past political advertising, stories, interviews, and press conferences, students will be able to analyze what the underlying reasons are for what is being said. *Prerequisites: ENG100, RDG100, FYE101, or placement. Fall and spring.*
**ISC110  INTRODUCTION TO EUROPE**  
*3 credits*
This two-part multifaceted course allows students to experience the cultures of England and France through short term travel. In the classroom the students will engage in academic preparation prior to travel through lectures, small-group discussions, research, and homework assignments. The culmination of the study is a 10-day visit to London and Paris which will include attention to fundamental geography, history, government, and economy. Emphasis will be placed on selected topics. The course will also include the process of planning and preparing for overseas travel.

**ISC120  COMMUNITY SERVICE LEARNING INITIATIVE**  
*3 credits*
This course provides an excellent opportunity for students to better understand the needs/hardships of others outside of their everyday experience. It is geared to improve upon and build communicational, organizational, and interpersonal skills. This course will bridge civic engagement (responsible for planning activities within the community by volunteering 30 hours of time and inspiration) with service learning opportunities (community-based experience relating to course material) for the student by working with special population groups in the community (i.e., mentally, emotionally, or physically challenged). This course enables students of all majors the opportunity to experience serving in human service organizations fostering personal growth. *Prerequisites: ENG100, RDG100, FYE101, or placement. Fall and spring.*

**ISC210  CRITICAL THINKING**  
*3 credits*
Critical thinking involves the ability to apply intellectual standards to one's thought process; to define, describe, and assess relevant information; to use rational thinking to understand contexts and challenge assumptions; and to arrive at logical conclusions to theoretical and practical problems. Through a variety of assignments and using interdisciplinary perspectives from mathematics, the humanities, and the social and natural sciences, students will demonstrate a proficiency in MWCC's general education competencies and the LA/S program competencies, as well as improve their analytical and critical thinking skills. A substantial research project will be required accompanied by library instruction. *Prerequisites: Enrollment in the LA or LAS program, ENG102, completion of 45 credits or permission of division dean.*

**ISC230  ADVANCED MULTIMEDIA PRODUCTION**  
*3 credits*
This Broadcasting and Electronic Media (BCT) and Computer Graphic Design (CGD) department dual-designation course will build upon the skills that BCT students acquired in Studio Production, Electronic Field Production, Linear Computer-Based Multi-Source Editing, both analog and digital, and Nonlinear Editing, and CGD students acquired in Computer Graphic Design I and II, Designing for Print, Digital Imaging, Desktop Publishing, Two-dimensional Design, and Drawing. Working in teams, combining students from the two departments, class members will learn multimedia and CD-ROM production. The course is open to students who are BCT and CGD majors only. BCT *Prerequisites: BCT227 and permission of the division dean. BCT Co-requisite: BCT229. CGD Prerequisite: CGD104 and permission of the division dean.*

**MAS101  MEDICAL SECRETARIAL PROCEDURES**  
*3 credits*
This is the first semester of a comprehensive two-semester course sequence, MAS101 Medical Secretarial Procedures and MAS203 Computers in the Healthcare Setting, designed to provide students with the skills, knowledge, and attitude necessary to manage a medical office. These tasks include interacting with patients; using the telephone; scheduling appointments; processing information; managing medical records; word processing medical correspondence; completing accounting transactions; understanding insurance; billing patients; and understanding medical ethics, HIPAA, and confidentiality. In MAS101 students learn the "manual" method of completing the tasks listed above, and in MAS203 the student learns the "computerized" method of completing the tasks listed above. *Prerequisites: RDG100 or placement, CIS101 or placement (or co-requisite). Fall and spring.*

**MAS102  MEDICAL TERMINOLOGY**  
*3 credits*
This course provides students with a clear understanding of medical vocabulary. A workbook-text format is used to develop word-building activities that guide students through exercises that teach and reinforce medical terminology. Numerous and varied activities challenge students to understand and remember the significant concepts of medical word building. Audio cassettes provide reinforcement of pronunciation, definition of medical words, and spelling practice. *Prerequisite: RDG100 or placement.*
MAS201 MEDICAL MACHINE TRANSCRIPTION
3 credits
This is a beginning medical transcription course designed to provide students with a working knowledge of the transcription of medical reports. Medical reports will be transcribed from ten individual case studies, each of which concerns a specific system of the body. The case studies have been taken from hospital medical records. The medical reports included are history and physical examinations, radiology reports, operative reports, pathology reports, requests for consultation, discharge summaries, and death summaries. Prerequisites: CIS101 or placement, MAS102.

MAS202 MEDICAL CODING AND BILLING I
3 credits
This course is designed to introduce students interested in working in health care providers' offices to the major nationwide medical insurance programs, to give students a basic knowledge of the national diagnostic and procedural coding systems using the ICD-9 CM and the CPT coding books, and to assist students in understanding the importance of processing and filing claim forms correctly, efficiently, and in a timely manner. Prerequisite: MAS102 or co-requisite. Fall and spring.

MAS203 COMPUTERS IN THE HEALTHCARE SETTING
3 credits
In this course, students will learn the "computerized" methods of completing tasks in a medical office, such as patient registration, scheduling appointments, entering charge transactions, creating claims, posting patient and insurance payments, patient billing and collections, and creating computerized reports. The last portion of the semester will be devoted to creating and updating Electronic Medical Records (EMRs). This is a hands-on course where all tasks will be completed on the computer (both in class and at home) and using simulations. Prerequisites: RDG100, MAS102 or co-requisite.

MAS210 EXTERNSHIP I
1 credit
In this course, students will apply knowledge, perform administrative procedures, and develop professional attitudes for interacting with other professionals and healthcare consumers in the actual medical office and/or clinic. This will involve a two-week, 80-hour, unpaid experience at an MWCC-approved clinical site. Prerequisites: MAS101, MAS102, MAS201, MAS202, MAS203, CIS103. Fall, spring and summer.

MAS212 MEDICAL CODING AND BILLING II
3 credits
This course will give student a deeper understanding of the ICD-9 and CPT-4 coding systems. It will include extensive review of the cardiovascular, integumentary, and evaluation and management applications for use in the professional sector of physician billing and coding. In this course, students will do coding from case studies. This course will complete the full instruction of ICD-9 and CPT-4. Prerequisites: BIO115, MAS202, and MAS308 or co-requisite. Fall and spring.

MAS220 ADVANCED MEDICAL CODING
3 credits
In this course, students will use their skills and knowledge regarding ICD-9 and CPT-4. With a solid background and foundation in the application process, students will now learn how to apply the concepts to office records, hospital records, and ambulatory surgical records. Students will work with real medical records to code and bill. Student will be introduced to DRGs and hospital coding and coding interventional surgeries. Prerequisites: BIO115, MAS202, BIO240 or co-requisite, MAS308 or co-requisite, MAS212 or co-requisite. Fall and spring.

MAS206 MEDICAL ASSISTING LAB PROCEDURES
4 credits
Students are introduced to clinical laboratory aspects of medical assisting and learn to perform the following: use quality control principles during patient specimen collection and instrument and reagent preparation; prepare and maintain quality control records; perform routine urinalysis; perform and record results for basic hematologic, chemistry, serologic, and microbiologic tests; collect and label biological specimens including blood, urine, stool, sputum, throat, and vaginal; process, prepare, store, deliver and dispose of specimens along with collection equipment; and use universal precautions and laboratory safety protocols. Three hours lecture and two hours lab per week. Prerequisites: BIO115, MAS102. Fall.
MAS207  MEDICAL ASSISTING CLINICAL PROCEDURES  
4 credits  
Students will learn to perform clinical duties which include: apply aseptic technique with infection control; perform selected tests that aid with diagnosis and treatment; prepare and administer medications; take vital signs; recognize emergencies; prepare/maintain treatment areas; interview and take patient history; prepare patient for procedures; run electrocardiograms and record results; assist with exams and treatments; screen and follow-up test results; and maintain records. Three hours lecture and two hours lab per week. **Prerequisites:** BIO115, MAS102. Fall.

MAS208  PRINCIPLES OF PHARMACOLOGY  
3 credits  
This course examines current and commonly used practices, procedures, medications, and drug preparations. Emphasis is placed in four areas: mathematics and dosage calculations; introduction to pharmacology; drugs, vitamins and minerals, and substance abuse; and effects of medications on the body systems. This course provides essential information about mathematics and pharmacology to any healthcare professional. **Prerequisite:** BIO115 or permission of division dean. Fall and spring.

MAS209  MEDICAL LEGAL CONCEPTS, PRACTICES, AND ETHICS  
3 credits  
This course prepares students to work in a medical office. All aspects of medical employment are explored from new laws relevant to the medical office to OSHA, DEA, CDC, and HIPAA regulations most important to medical office workers. **Prerequisites:** MAS101, 102. Spring.

MAS250  EXTERNSHIP II  
4 credits  
This course is a continuation of MAS210 Externship I involving 160 hours of unpaid experience at an MWCC-approved clinical site. This externship involves working in the clinical/lab area of an office. Application of all coursework in the medical assisting degree program will be performed. **Prerequisites:** MAS210, 306, 307, 308, 309 or co-requisite.

MAS240  MEDICAL ASSISTING SEMINAR  
3 credits  
This course is designed to help students integrate knowledge from across the medical assisting curriculum in preparation for the Certified Medical Assistant (CMA) exam. Students will integrate and apply both administrative and clinical knowledge, theory and understanding from their previous course work in the medical assisting program. Throughout the course, students will review their administrative, clinical and general medical knowledge. Areas to be covered include: information, office and financial management, diagnostic and treatment services, pharmacology, and laboratory services, medical terminology, anatomy, physiology and healthcare law and ethics. Study and test taking techniques will be reviewed and practice sessions for the exam will be available. Registration is restricted to students who are preparing to take the CMA exam.

MAT090  FOUNDATIONS OF ARITHMETIC  
3 credits  
This course is designed for students who need remedial instruction and repetitive practice in the arithmetic basic facts: multiplication tables, factors and multiples of whole numbers, order of operations, concept of and relative sizes of simple fractions and mixed numbers and their equivalent decimals, percents, many simple word problems, and basic geometry facts. **Students must pass the exit exam with a grade of "C" or better and earn an overall average of "C" in the course for successful course completion. Prerequisite:** Appropriate score on CPT arithmetic test. Institutional credit only. Courses that earn institutional credit do not apply toward graduation. Fall and spring.

MAT092  FOUNDATIONS OF ALGEBRA I  
4 credits  
This course is a thorough introduction to algebra beginning with an application-based review of fractions, decimals, percents, and simple plane geometry and volume. Algebra topics include real numbers, linear equations/inequalities and their applications followed by graphing of linear equations/inequalities. This course is designed for students with competence in arithmetic but little or no demonstrated competence in algebra. A **GRADE OF "C" IS REQUIRED FOR ADVANCEMENT TO NEXT COURSE. Prerequisite:** MAT090 or placement. Institutional credit only. Courses that earn institutional credit do not apply toward graduation.
MAT096 FOUNDATIONS OF ALGEBRA II
4 credits
This course completes the developmental math curriculum and prepares students for the credit-bearing courses of College Mathematics, Topics in Math, Statistics, or Elements of Math. Topics include: exponents and polynomials; factoring; rational expressions; roots and radicals; and quadratic equations. It is designed for students with demonstrated competence in real numbers, equations and inequalities and their graphs. A GRADE OF "C" IS REQUIRED FOR ADVANCEMENT TO NEXT COURSE. Prerequisite: MAT092 or placement. Institutional credit only. Courses that earn institutional credit do not apply toward graduation.

MAT126 TOPICS IN MATHEMATICS
3 credits
This course explores a number of important ideas and practical applications in contemporary mathematics. Required topics include: problem solving strategies; measurement and the metric system; set theory; graphing and linear functions; consumer applications such as interest, annuities and present value; and basic statistics. Teachers will select one or two additional topics (as time permits), such as, history of math, voting and apportionment, logic, probability, or geometry. Prerequisite: MAT096 or placement.

MAT128 INTERMEDIATE ALGEBRA
3 credits
This is a course designed for students who have completed coursework in elementary or introductory algebra. It prepares students for the study of college mathematics and functions. Topics include: exponential laws; operations with polynomials; equations and inequalities; enhanced graphing techniques; simplifying and operating on radicals and logarithms; and extensive work with functions and function notation. Skills acquired are applied to application problems. A GRADE OF "C" IS REQUIRED FOR ADVANCEMENT TO NEXT COURSE. Prerequisite: MAT096 or placement.

MAT140 ELEMENTS OF MATHEMATICS I
3 credits
This course provides a comprehensive, conceptually-based study of the rational and real number systems, along with fundamental concepts of number theory, in order to develop deep levels of understanding of these concepts. Topics include: numeration systems; algorithms for the addition, subtraction, multiplication and division of whole numbers, integers, fractions, and decimals; factors and multiples; greatest common factor and least common multiple; ratio, percent and scientific notation; rational and irrational numbers. Inquiry based instruction, problem solving skills, project work, and the appropriate use of mathematical models are emphasized. This course is recommended for Early Childhood and Elementary Education majors only. Prerequisite: MAT096 or placement. No calculators allowed. Fall and spring.

MAT141 ELEMENTS OF MATHEMATICS II
3 credits
This course provides a comprehensive, conceptually-based study of the mathematical content of the probability, statistics, measurement, and geometry needed for early childhood and elementary school teaching. Topics include: single-stage and multi-stage experiments; collecting, graphing, describing and analyzing data; sampling and simulations; plane figures; polygons and tessellations; symmetry; systems of measurement; area, perimeter, volume and surface area. Inquiry based instruction, problem solving skills, project work, and the appropriate use of mathematical models are emphasized. This course is recommended for Early Childhood and Elementary Education majors only. Prerequisite: MAT140. Spring.

MAT143 STATISTICS
3 credits
This course presents students with an understanding of elementary statistics by familiarizing them with basic concepts of measures of central tendency and variability, regression and correlation, probability, discrete and continuous random variables, the Central Limit Theorem, confidence intervals, and hypothesis testing. A calculator is required. Prerequisite: MAT096 or higher (MAT128 recommended).
MAT163  PRE-CALCULUS
4 credits
This course is a preparation for MAT211 Calculus I. Topics include: graphing techniques; rate of change; mathematical modeling; polynomial and rational functions; exponential and logarithmic functions; angular measurements; trigonometric functions; trigonometric identities; right angle trigonometry; and Laws of Sines and Cosines. Computers and/or graphing calculators are used to enhance the study of mathematics. Prerequisite: MAT128.

MAT211  CALCULUS I
4 credits
This course is an introduction to the concepts and methods of differentiation and their application in the areas of engineering, economics, and life sciences. The following topics are covered: differentiation of polynomial, rational, trigonometric, and composite functions; a study of limits; related rates; optimization problems; curve sketching; antiderivatives; and indefinite integration. Prerequisite: MAT163 or placement.

MAT212  CALCULUS II
4 credits
This course is a continuation of MAT211 Calculus I with emphasis on the methods of integration and their applications. The following topics are covered: integration of algebraic, trigonometric, inverse trigonometric, logarithmic, and exponential functions; area between two curves; volumes; arc length; work; fluid pressure; and Hospital's Rule. Prerequisite: MAT211.

MET105  BLUEPRINT READING
3 credits
This course will introduce students to the primary communication method used in manufacturing, the engineering blueprint, and freehand sketch. The course includes principles of orthographic projection, symbols, and dimensioning. The purpose and interpretation of the title block, revision block, notes, and bill of material will also be covered. Freehand sketching techniques will be introduced as well. Prerequisite: none. Offered occasionally.

MGT105  LEADERSHIP AND MANAGEMENT FOR THE HEALTH CARE PROFESSIONAL
3 credits
This course is targeted for nurses and other health care professionals who work in care teams with other health care professionals. The emphasis is on developing negotiation, partnership, shared responsibility, accountability skills, and understanding within healthcare organizations and care teams. Participants will develop leadership and management skills through a variety of case studies. Students that will benefit the most from this class plan to be, or are, members of a patient-focused health care delivery team. This course is intended to build competencies in health care leadership and management while enhancing the health care professional's ability to build and interact with care teams, resolve conflict, negotiate for solutions, and develop collaboration skills. This course will also prepare the professional nurse to mentor and coach members of the health care team. Students enrolled in nursing, dental hygiene, allied health, medical assisting, and physical therapist assistant, are encouraged to take this course as an elective. Prerequisites: RDG100, ENG100, FYE101, MAT092, or placement.

MGT110  SMALL BUSINESS MANAGEMENT
3 credits
Small business entrepreneurs fail most frequently because of the inability to plan and to master business operations after recognizing a business opportunity. This course will deal with business planning and operations as they relate to the small business entrepreneur. Business operations are discussed with attention to business and management functions as they relate to small business. Prerequisites: RDG100, ENG100, FYE101, MAT092, or placement. Fall and spring.

MGT115  FINANCIAL MANAGEMENT FOR SMALL BUSINESSES
3 credits
This course develops skills in planning, budgeting, administering, controlling, and evaluating the financial aspects of small businesses. The course presents a logical sequence of steps necessary to plan a new venture or strengthen an existing one; how the decision is made to start, buy, or franchise will be closely analyzed. Forms of business organization, financial statements, accounting systems, financial planning, and financial services and procedures will also be covered. Prerequisites: ACC101, MGT110.

MGT132  PRINCIPLES OF PRODUCTION
3 credits
This course covers the problems confronting the production manager. Topics include product design, work simplification and measurement, inventory, production, quality, and cost control. Prerequisites: RDG100, ENG100, FYE101, MAT092 or placement. Evening only.
MGT201 TOTAL QUALITY MANAGEMENT
3 credits
This course introduces the principles of company-wide quality management including the theories of Deming, Ishiawawa, Juran, Crosby, and others. Quality tools such as integrated flow charts, fishbone diagrams, and Pareto charts will be introduced. Prerequisites: RDG100, ENG100, FYE101, MAT092, or placement.

MGT210 PRINCIPLES OF MANAGEMENT
3 credits
This course is a survey of traditional and contemporary principles of management and of the application of behavioral science and quantitative concepts to the solution of actual business organization problems. It is an introductory course dealing with the structure of business, its environment, and its relationship to society, and the individual members of the class. It examines the operation of business, how a firm's structure and management are determined, the methods by which companies produce products and services, the way they manage human and physical resources, market their goods and services, finance operations, and the techniques they use to control operations and meet their responsibilities. Prerequisites: RDG100, ENG100, FYE101, MAT092, or placement. Fall and spring.

MGT235 HUMAN RESOURCES MANAGEMENT
3 credits
This course focuses on the development and retention of an efficient work force, including such topics as the construction and use of occupational descriptions, sources of labor, application forms, interviewing, testing, training, job analysis, and wage plans and policies. Prerequisites: RDG100, ENG100, FYE101, MAT092, or placement. Fall and spring.

MGT250 STRATEGIC MANAGEMENT
3 credits
This capstone course prepares students to integrate important current issues in strategic management with key learning from MWCC business curriculum courses. It concentrates on in-class presentations and work team approaches to learning with a focus on critical thinking. It is designed with an applied perspective and highlights significant emerging trends in strategic management. It is intended to provide students with the business skills and knowledge transfer that prepares them for further baccalaureate learning and on-the-job implementation of corporate, business, and functional strategies. This is a business capstone class and registration is restricted to business degree graduating sophomores only. Prerequisites: ACC101, ACC102, CIS127, ENG102, and 45 credits earned toward a BA or BAC degree.

MKT142 MARKETING
3 credits
This course introduces the basic factors involved in implementing the "marketing concept" with emphasis on the four elements of the marketing mix: product planning, promotion, pricing, and distribution. Also covered are the societal, legal, economic, and competitive environments within which the modern marketing organization functions. Prerequisites: RDG100, ENG100, FYE101, MAT092, or placement. Fall and spring.

MKT143 RETAIL MANAGEMENT
3 credits
This course includes topics such as competition, motivation, risk, buying, pricing, store location, and planning and controlling inventories. The management approach to the study of retailing is emphasized. Prerequisites: RDG100, ENG100, FYE101, MAT092, or placement.

MKT241 ADVERTISING
3 credits
This course focuses on the role of advertising as a communications component in the marketing process. Topics include advertising agency operations, product and media research, media selection and buying, integrated marketing communications, and the creative process. Students will examine case studies and develop ad campaigns. Prerequisites: RDG100, ENG100, FYE101, MAT092, or placement. Fall and spring.

MKT244 SALES MANAGEMENT
3 credits
This course covers the functions and responsibilities of the sales manager including organization, selection, training, compensation and supervision of sales personnel, as well as quota and territory determination. Prerequisites: RDG100, ENG100, FYE101, MAT092, or placement.

MKT245 SALESMANSHIP
3 credits
Students explore the exciting field of professional selling and learn how to apply the principles and techniques of successful selling. This course provides a strong academic and practical foundation for those considering a career in sales as well as for current sales professionals in need of a foundational refresher. Students will make in-class sales presentations. Prerequisites: RDG100, ENG100, FYE101, MAT092, or placement.
MTC101  MASSAGE THERAPY I
4 credits
This course concentrates on Swedish massage taught through lectures, demonstrations, and "hands-on" student practice. The five techniques of Swedish massage (effleurage, petrissage, friction, tapotement, and vibration) are covered as well as the history and advancement of therapeutic massage. Additional topics include: the effects and benefits of therapeutic massage; the indications and contraindications for therapeutic massage; the general principles and procedures of therapeutic massage; proper body mechanics and draping; professionalism and ethics; sanitation and safety practices; communicable diseases as they pertain to massage; equipment and products; and current laws regarding the practice of therapeutic massage. Prerequisites: BIO115 (preferred) or BIO203, PTA104 as a pre or co-requisite. Fall.

MUS103  MUSIC SKILLS AND THEORY I
3 credits
Designed for the non-musician, this course develops basic concepts of music theory with a strong emphasis on ear training and sight reading. Students move through a programmed text acquiring understanding of notation, rhythm, scales, key relationships, intervals, and simple chords. Prerequisite: None. Fall and spring.

MUS104  MUSIC SKILLS AND THEORY II
3 credits
A continuation of MUS103 Music Skills and Theory, the course applies the concepts of theory to four-part harmony, melodic construction, and accompaniment. Prerequisite: MUS103 or equivalent. Spring.

MUS106  HISTORY OF JAZZ
3 credits
Students learn the fundamental elements of jazz music, the styles of jazz (New Orleans, pre-swing, swing, bebop, progressive jazz, cool jazz, etc.), and the impact of jazz personalities upon American life. Prerequisites: ENG100, RDG100, FYE101, or placement. Offered occasionally.

MUS111  VOICE I
3 credits
Students will learn the foundation of healthy vocal technique while exploring musical literature through the ages. Emphasis is made on basic vocal pedagogy using a classical approach. Confidence is gained through group and solo performances. Prerequisite: none. Fall and spring.

MUS112  VOICE II
3 credits
This course is a continuation of MUS111 Voice I with a strong emphasis on vocal performance. Exploration of vocal literature in multiple languages will give the student a strong repertoire for future use. Prerequisite: MUS111 or permission of division dean. Spring.

MUS120  MUSICAL THEATRE DANCE STYLES
3 credits
This is a theatre dance workshop featuring various dance styles and choreography that are part of musical theatre history. The course will include basic training in ballet, tap, and jazz dance, as well as choreography and combinations from Broadway musicals. No previous dance experience is required. Prerequisite: none.

MUS210  MUSIC APPRECIATION
3 credits
This course is designed for the non-music and music major alike. The goal of this course is to improve students' understanding and appreciation of all musical genres and elements. Prerequisite: none. Fall and spring.

NRD220  PRACTICUM IN NATURAL RESOURCES
4 credits
The practicum experience allows students practice in a field specific to their interest and based upon strengths of the curriculum. The practicum, developed and defined in cooperation with faculty, department chair, the student, and the practicum supervisor, requires a 10-15 hours per week commitment above and beyond other required coursework. The practicum experience will be monitored with regular progress updates and then detailed and summarized by the student at the conclusion. Possible practicum experiences may include, but are not limited to, working within one of the agricultural, environmental, non-profit, or regional planning agencies, private industries, cities/towns, or educational institutions in the surrounding region. Prerequisites: permission of division dean and completion of most NRD/BIO program-related courses. Fall, spring and summer.
NRD232  GLOBAL ENVIRONMENTAL ISSUES (CAPSTONE COURSE)
3 credits
This is a capstone course typically taken in the last semester before graduating after most or all of the NRD major courses have been successfully completed. This course is a study of environmental issues from both global and local perspectives. In this course students will research the major environmental issues taking into account the ecological principles, cultural impact, economic factors, and political controversies that shape each problem. Students will compare the environmental impact of these issues in Massachusetts and in a variety of countries, cultures, and ecosystems. As a capstone course, students will be expected to demonstrate mastery and integration of previous NRD major coursework, both in written assignments and class discussions.
Prerequisites: Completion of all or most Natural Resources major courses and permission of division dean. Spring.

NUR099  FOUNDATIONS OF NURSING SUCCESS
3 credits
This course focuses on the basic concepts that form the foundation of nursing practice. It involves cooperative learning opportunities for exploring the practice of nursing and preparing students for the process and rigors of nursing education. In addition, this course will assist students in developing strategies to improve basic academic skills, study habits, time management, and concept of self with an aim of improving the likelihood of success once accepted into the nursing program. Through presentations, group work, lecture and discussion, fundamental knowledge for beginning nursing education is provided. Concepts integral to nursing practice, such as ethics, integrity, and requirements as stipulated in the Nurse Practice Act are also introduced.
Prerequisites: RDG100, MAT096 or college placement.

NUR102  FUNDAMENTALS OF PRACTICAL NURSING
11 credits
This course provides an introduction to the role of the practical nurse in assisting to identify and meet the self-care needs of clients, patients, and families/significant others. The framework for this course is Orem's Theory of Universal Self-care Requisites. Opportunities will be provided to learn and to begin to use theory to determine and implement appropriate nursing interventions. Content will include family theory and dynamics, diversity, communication skills, microbiology, nutrition, pharmacology, teaching/learning, theory problem-solving process, levels of prevention, legal and ethical nursing practice, caring behaviors, and mental health nursing. Students will have the opportunity to practice and learn skills in a classroom laboratory environment. Clinical experience is provided in area hospitals, subacute and rehabilitation settings, and long-term care facilities. Co-requisites: BIO115, PSY105 and admission into the Practical Nursing program.

NUR104  MATERNAL CHILD NURSING
8 credits
This course focuses on the developmental self-care requisites of culturally diverse individuals across the lifespan. Content and skills developed in Fundamentals of Practical Nursing will be expanded to assist NUR102 Fundamentals of Practical Nursing students to care for this client population. This course is divided into two components of nursing care needs: maternity and pediatrics. The clinical component of the course includes experiences in maternity and pediatric settings.
Prerequisites: NUR102, PSY105, BIO115.

NUR106  CONTEMPORARY NURSING FOR PRACTICAL NURSES
13 credits
This course focuses on topics that prepare students for entrance into the nursing profession. It expands on legal and ethical considerations discussed in NUR102 Fundamentals of Practical Nursing and introduces students to the expectations of the graduate practical nurse. Topics include social issues that impact the healthcare system. Students explore skills necessary for entry into the nursing workforce. This includes job search skills, resume and cover letter development, interviewing skills, and legal and licensure considerations. This nursing course assists practical nursing students to care for adult clients recovering from selected disease/injury or in concluding one's life. It also introduces students to the principles of management within the scope of practice. Emphasis is placed on the use of the nursing process to meet the identified needs of assigned clients. This course provides opportunities for clinical experiences in sub-acute, acute, and long-term healthcare settings.
Prerequisites: NUR104, PSY110, ENG101.
NUR111  FOUNDATIONS OF NURSING  
7 credits
This course introduces students to the concepts of nursing, nursing education, healthcare, and the nursing process. Emphasis is placed on basic nursing skills. Students develop an individualized client assessment focusing on these functional health patterns: health maintenance; nutrition metabolic; elimination; and activity/exercise. Clinical experiences are provided in long term care settings. Core components and competencies are introduced. These include professional behaviors, communication, critical thinking, collaboration with others, managing time, assessment, basic interventions, and teaching/learning. Prerequisites: MAT126 or higher; co-requisites: BIO203, ENG101, PSY105. Fall.

NUR113  NURSING CARE OF CHILDREN AND FAMILY  
4 credits
This course builds upon the understanding of the human needs of clients, nursing process, and core components introduced in NUR111 Foundations of Nursing. Through planned classroom and clinical experiences ranging from care of the child in extended care to a variety of child health practice areas in the community, students have the opportunity to apply the nursing process to the care of the child and family in diverse settings. Students are introduced to concepts from the bio-psycho-social sciences that apply to caring for the child at varying stages of development. Common childhood illnesses are discussed. In addition to developing collaborative plans, students are guided through the process of developing an individualized nursing care plan for a selected client. Prerequisite: NUR111; Co-requisites: BIO204, BIO205, PSY110. Spring. Service learning component.

NUR114  NURSING CARE OF THE CHILDBEARING FAMILY  
4 credits
This course builds upon the understanding of the human needs of clients, nursing process, and core components introduced in NUR111 Foundations of Nursing. Through planned classroom and clinical experiences in labor and delivery, newborn nursery, and postpartum, students have the opportunity to apply the nursing process to the care of the childbearing client. Students are introduced to concepts from the bio-psycho-social sciences that apply to the childbearing client. In addition to developing collaborative plans, students are guided through the process of developing an individualized nursing care plan for a selected client. Prerequisite: NUR111; Co-requisites: BIO204, BIO205, PSY110. Spring.

NUR115  FAMILY CENTERED NURSING CARE  
4 credits
This course builds upon the understanding of the basic needs of clients as gained in NUR111 Foundations of Nursing. Through planned learning experiences with childbearing families and their children, infants through adolescence, students have the opportunity to study nursing problems related to inter- and extra-personal stressors and reactions during the childbearing and childrearing developmental stages. The course is based on the premise that the purpose of the family is to create and maintain an environment that will promote the physiological, developmental, psychological, sociocultural, and spiritual variables of its members. Throughout the course, the opportunity will be provided for students to apply the principles of the biological, social, and physical sciences in planning, giving, and evaluating individual care. Prerequisite: ENG101.

NUR116  LPN TO RN "TRANSITIONS"  
4 credits
This hybrid course assists with the transition from the role of the LPN to the RN roles of provider of care, manager of care, and member within the discipline of nursing as an associate degree nurse. Emphasis is placed on the concepts of clinical competence and critical thinking in the planning and documentation of care for clients in a variety of health settings. Learning experiences are provided through independent study and simulation in the campus nursing lab setting. Prerequisite: NUR115. Summer.

NUR131  PHARMACOLOGY FOR NURSES  
3 credits
This course will introduce and instruct nursing students on basic pharmacology through a nursing process approach. Content will prepare students for the NCLEX exam and entry into practice, provide continued education for practicing nurses and health care providers, and encourages ongoing education related to nursing practice in understanding the complexity of medications. This course may serve as a foundation course for bachelor degree preparation in nursing. Prerequisites: MAT126 or higher, NUR111 or NUR107 or equivalent, or permission of division dean. Online web.
NUR204  TRENDS IN NURSING  
3 credits  
This course facilitates the transition from nursing education to practice. An historical perspective is presented to encourage students to understand the influence of nursing history on contemporary practice. Content is structured such that current issues in nursing are discussed. Students participate in small group work and present a brief learning unit to the entire class. This activity reinforces teaching, learning, collaboration, communication, and professional behavior roles of the nurse. Concepts basic to the performance of entry level nursing are discussed. These include the healthcare delivery system, leadership/management, delegation, conflict, time management, advocacy, political action and ethical/legal principles. Service learning is a required component. Prerequisites: NUR220, NUR230, SOC103, ENG102; Co-requisites: NUR222, PER126/130, humanities and business elective. Spring.

NUR220  MEDICAL SURGICAL NURSING PART I  
6 credits  
This course focuses on the nursing care of clients with common recurring health problems. The organizing structure is based on human needs, the nursing process, life cycle, and the three interrelated roles of provider of care, manager of care, and member within the discipline of nursing. The health problems discussed include oncology, respiratory, cardiovascular/hematology, and endocrine dysfunction. Emphasis is placed on continuing care needs of individual clients, implications of aging, and acute care skills. Concomitant clinical experiences are selected to enable students to develop the knowledge and skills required to provide the nursing care needed by individual clients. Prerequisites: NUR113 and NUR114 or NUR115 and NUR116, BIO204, BIO205, PSY110; Co-requisites: NUR230, ENG102, SOC103. Fall.

NUR222  MEDICAL-SURGICAL NURSING PART II  
9 credits  
This course focuses on the nursing care of groups of clients experiencing common recurring health problems. The organizing structure is based on human needs, the nursing process, life cycle, and the three interrelated roles of provider of care, manager of care, and member within the discipline of nursing. Life cycle concepts are reinforced as important considerations in planning client care. The health problems discussed include gastrointestinal, neurological, muscular-skeletal, renal, urinary, reproductive, and sensory dysfunction. Emphasis is placed on developing skills in managing the care of more than one client, participating in the planning for the continuing care needs of clients, and refinement of skills. Prerequisites: NUR220, NUR230, SOC103, ENG102; co-requisites:PER126/130, NUR204, humanities and business elective. Spring.

NUR230  PSYCHIATRIC NURSING  
4 credits  
This course focuses on the application of the nursing process to the care of clients who are experiencing mental health problems. Students are introduced to basic concepts of psychiatric mental health nursing. Clinical experiences are provided to allow students to apply these concepts to the care of clients with psychiatric/mental health problems. Students perform assessments utilizing selected psychiatric nursing tools. Core components and competencies introduced in NUR111 Foundations of Nursing are developed. Prerequisites: NUR113 and NUR114 or NUR115 and NUR116, BIO204, BIO205, PSY110; Co-requisites: NUR220, ENG102, SOC103. Fall.

PER110  SWIMMING: BEGINNING AND INTERMEDIATE  
2 credits  
This course teaches basic swimming and elementary water safety skills including treading water, sculling, front crawl, backstroke, breaststroke, and sidestroke. Elementary forms of rescue, self-rescue, and drown-proofing are discussed. Appropriate Red Cross certification is awarded upon completion of required skills. Prerequisites: none. Fall and spring.

PER126  FITNESS AND WELLNESS  
2 credits  
This course is an introduction to physical fitness and wellness designed to acquaint students with basic knowledge, understanding, and value of physical activity as it relates to optimal healthful living. The course includes fitness evaluation and wellness assessment with pretest of cardiovascular efficiency, muscular strength endurance, flexibility, skills, body composition, diet, and weight control. Students cannot receive academic credit for both PER126 and PER130. Prerequisites: MAT092, RDG100, or placement.

PER127  WEIGHT MANAGEMENT THROUGH WALKING AND RESISTANCE TRAINING  
2 credits  
This course is designed as a fitness activity aimed at those students who want to acquire and use the knowledge for lifelong weight control. There will be an emphasis on aerobic walking to burn calories and resistance training to raise percentage of lean body weight. Each student will develop personal goals and objectives. Prerequisite: RDG100 or placement. Fall and spring.
PER130 HEALTH, FITNESS, AND WELLNESS
3 credits
This course is an introduction to healthy lifestyles and fitness. It is designed to acquaint students with a knowledge, understanding, and value of physical activity, nutrition and weight management, preventing diseases, and wellness management for optimal healthful living. Two and one half hours lecture and one and a quarter hour exercise lab. Includes fitness and wellness evaluations. Students cannot receive academic credit for both PER126 and PER130. Prerequisites: RDG100, MAT092, or placement.

PHL201 INTRODUCTION TO PHILOSOPHICAL ISSUES
3 credits
This is an introduction to the nature and practice of philosophical reflection on such questions as the meaning of awareness in defining self, the nature of reality, the problem of knowledge, the development of moral standards, the existence of God, and people's place in the universe. Emphasis is on discussion of case studies dealing with such issues as "How do we come to know the real world?", "What makes an action right or wrong?", "Are we a spirit within a body or a body within a spirit?", and "Do we have free will, or are all our actions determined?" Readings include historical and modern selections in philosophy and literature from both Western and Eastern traditions. Prerequisites: RDG100, ENG100 and FYE101 or placement. Fall and spring.

PHL210 LEVELS OF BEING
3 credits
An exploration through discussion, reading, and limited practice of the dimensions of physical, mental, and spiritual being from philosophical, psychological, and religious perspectives. Readings are drawn from humanistic and transpersonal psychology, quantum physics, mystical Christianity, Eastern and Western philosophy, and include such investigators of the human spirit as Einstein, Heisenberg, Jung, Maslow, Lao Tzu, Guatama, and St. John of the Cross. Prerequisite: ENG101. Spring.

PHO115 (FORMERLY BCT115) INTRODUCTION TO DIGITAL PHOTOGRAPHY
3 credits
This introductory course covers the technical and artistic aspects of capturing and editing digital images. Students will learn how to create artistic images for print and for the worldwide web. Emphasis is placed on the camera and how to use it, lighting, electronic capture and manipulation techniques, and photographic composition. A digital camera (at least 5mp) is required. One that can be manually controlled is preferred. Prerequisite: Basic computer skills. Fall and spring.

PHO115 (FORMERLY BCT115) ADVANCED DIGITAL PHOTOGRAPHY
3 credits
This course is designed to go beyond the basic skills learned in PHO115 Intro to Digital Photography. It is designed to allow students to reach a new level of artistic achievement. Students will learn to maximize the strengths and minimize the weaknesses of this medium. The course incorporates use of the latest tools and techniques of digital capture and manipulation. It also uses some traditional film techniques that are modified slightly to apply to a digital environment. A digital camera (at least 5mp) with manual exposure and focus control is required. A tripod is strongly recommended. Prerequisite: PHO115. Fall and spring.

PHO225 (FORMERLY BCT225) INTRODUCTION TO FILM PHOTOGRAPHY
3 credits
There is nothing that can compare with the elegance of a hand-printed black and white photograph. This introductory course covers the technical and artistic aspects of capturing and printing creative photographs. Topics including lighting, composition, exposure, contrast, printing, and developing will be covered. This is photography in its purest form. Students will need a 35mm camera with manual exposure and focus controls. They will be required to purchase film and photographic paper. A tripod is strongly recommended. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall.

PHO226 (FORMERLY BCT226) ADVANCED FILM PHOTOGRAPHY
3 credits
Long before the advent of computer manipulation, photographers were creating masterpieces using alternative methods of capture and printing. These low-tech methods yielded wonderful, creative results that often cannot be duplicated by high-tech means. Topics include, but are not limited to, alternative lighting, alternative means of capture and printing, using overlays and filters, toning and hand coloring, and Polaroid transfers. Students should have a 35mm camera with manual exposure and focus controls. They will be required to purchase film and photographic paper. A tripod is strongly recommended. Prerequisite: PHO225. Spring.
PHO240 (FORMERLY BCT240) PORTRAIT PHOTOGRAPHY
3 credits
The art of photographing people is explored. Lighting, posing, and composition are covered. Various styles of portraiture are introduced. These include corporate portraits, casual and personality portraits, wedding portraits, as well as more avant-garde styles such as film noire. Studio, location, and natural lighting will be used. Color balancing and facial retouching will be covered. A digital camera (at least 5mp) with manual exposure and focus control is required. A tripod is strongly recommended. Prerequisite: PHO115 or co-requisite. Fall.

PHO245 (FORMERLY BCT245) COMMERCIAL PHOTOGRAPHY
3 credits
Some of the world's most artistic photos are made for the purpose of advertising. This exciting area of photography will be explored. In addition to small product and catalogue photography, this course explores the more complex and creative photographs used for various publication covers, web and magazine ads, and trade show displays. Advanced digital editing and manipulation will be discussed. Estimating and billing will also be covered. A digital camera (at least 5mp) with manual exposure and focus control is required. A tripod is strongly recommended. Prerequisite: PHO115. Spring.

PHO250 DIGITAL PHOTOGRAPHY WORKFLOW
3 credits
This course is designed to enable students to complete the transition from capturing digital images to delivering the finished product to the customer. Students will learn to quickly and efficiently edit digitally captured images. Appropriate finished products for the different segments of the industry will be covered. Business and image responsibilities and ethics will be discussed. Storing and organizing your images is another important topic. Prerequisite: PHO245 or co-requisite or permission of division dean. Spring.

PHY101 INTRODUCTION TO PHYSICAL SCIENCE
4 credits
This course will provide the non-science major with a basic background in physics and chemistry that affects everyone's life. Fundamental concepts of force, motion, energy, and chemistry are covered. Laboratory work complements the classroom presentation. Prerequisites: RDG100, ENG100, FYE101, MAT092, or placement. Fall and spring.

PHY105 COLLEGE PHYSICS I
4 credits
This course is designed to give students an appreciation of the progress that has been made in understanding the basic nature of the universe. Topics considered include vectors, statics, force and motion, kinematics in one and two dimensions, dynamics, work and energy, impulse and momentum, and conservation of energy. Lab work is correlated with class discussions. Prerequisites: ENG100, RDG100, FYE101, or placement; Co-requisite: MAT092. Fall and spring.

PHY106 COLLEGE PHYSICS II
4 credits
This course is a continuation of PHY105 College Physics I. Topics to be covered include rotation, elasticity, fluid mechanics, temperature and heat transfer, electricity and electric circuits, waves and acoustic phenomena. Lab work is correlated with class discussions. Prerequisite: PHY105. Spring

PLB101 INTRODUCTION TO PHLEBOTOMY
3 credits
This course provides theory in phlebotomy and practical instruction in skills needed to obtain acceptable blood samples by venipuncture, capillary (dermal) puncture, or other techniques. Students will become aware of the typical departments within a clinical laboratory environment, the collection and transportation requirements of most possible clinical specimens, infection control and safety requirements (including biohazard awareness), point of care testing, quality management, legal and ethical issues, cultural diversity, medical terminology, regulatory requirements, and professionalism. Criminal Offender Records Information/Sexual Offender Records Checks are necessary for enrolled students. Students must have proof of immunizations, a physical examination, and liability insurance. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall and spring.
PLB102  INTRODUCTION TO PHLEBOTOMY FOR CLS
3 credits
This course provides theory in phlebotomy and practical instruction in skills needed to obtain acceptable blood samples by venipuncture, capillary (dermal) puncture, or other techniques. Students will become aware of the typical departments within a clinical laboratory environment, the collection and transportation requirements of most possible clinical specimens, infection control and safety requirements (including biohazard awareness), point of care testing, quality management, legal and ethical issues, cultural diversity, medical terminology, regulatory requirements, and professionalism. This course serves to introduce students interested in the clinical lab field to phlebotomy. This course is not intended for phlebotomy certification. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall and spring.

PLB203  PHLEBOTOMY CLINICAL PRACTICUM
4 credits
This course is intended for students pursuing a career in the field of phlebotomy. Students are provided with the required clinical instruction to be eligible to take a phlebotomy certification exam. Students are required to complete 120 hours (completed within a specific amount of time), 100 venipunctures, and 25 capillary (dermal) punctures. After successful completion of this clinical course, students will be eligible for employment in the field of phlebotomy. Clinical site to be assigned by the instructor. Space is limited. Criminal Offender Records Information/Sexual Offender Records Information (CORI/SORI) checks are necessary for enrolled students. Students must have proof of immunizations, a physical examination, and liability insurance. A $150 fee will be assessed. Prerequisite: PLB102. Fall and spring.

PLS101  INTRODUCTION TO LAW
3 credits
This course introduces students to basic legal concepts, principles, and procedures. It is designed to provide students with an understanding of the structure of the U.S. legal system, including the role of the judicial, legislative, and executive branches; the history of law in the United States; the role of attorneys, paralegals, law enforcement, and other legal professionals; basic categories of law; litigation principles; and alternative dispute resolution. In addition, students will be introduced to a wide variety of ethical standards that apply in the legal community. Prerequisites: ENG100, RDG100, FYE101, or placement.

PLS104  INTRODUCTION TO FAMILY LAW
3 credits
This course reviews the substantive and procedural law relative to divorce, adoption, guardianship, custody, and other family law matters within the jurisdiction of the Probate Court. Topics include the legal status of children, legal rights of women, and illegitimacy and paternity proceedings, as well as divorce procedures and child custody and support issues. Students will be introduced to contract law as its principles are specifically applied to ante nuptial agreements, separation agreements, and surrogacy agreements. Related areas of law such as juvenile, criminal, and tort law are also discussed, as are relevant administrative agency regulations. Legal concepts will be applied to particular factual situations, thus developing and enhancing critical skills such as analysis. Prerequisites: ENG100, RDG100, FYE101, or placement.

PLS106  INTRODUCTION TO REAL ESTATE LAW
3 credits
This course familiarizes students with the substantive area of real estate and property law. Fundamental legal principles are discussed in the context of business practices in the real estate industry. Topics include purchase and sales agreements, mortgages, leases, recording, easements, and deeds. The traditional law of property rights is discussed as well as recent developments in statutory and case law. Prerequisites: ENG100, RDG100, FYE101, or placement.

PLS110  LITIGATION
3 credits
This course introduces students to the law office and the steps and tasks involved in civil litigation, the process in which one person sues another person in a court of law to enforce a right or seek a remedy such as financial compensation. Students will learn the role of the litigation paralegal throughout an entire case. This includes investigation and gathering of facts, discovery, trial support, and judgment enforcement. Study will be made of the procedural rules that facilitate the fair resolution of conflicts and the substantive law that forms the basis of the rights and remedies protected by the civil litigation system. Prerequisites: ENG100, RDG100, FYE101, or placement.
**PLS220 INSURANCE LAW**
3 credits
This course provides students with an understanding of the fundamental principles and doctrines of insurance law. The course develops general understanding of basic concepts and encourages the critical evaluation of the insurance law rules. Topics include fundamentals of insurance principles and basic legal doctrines. The student will gain an understanding of the public policy interests that influence specific laws, doctrines, or rules. Analysis is performed of court-formulated rules that regulate the relationship between insurers and persons who are applying for insurance, have acquired insurance, or are identified as beneficiaries under a contract of insurance. Particular emphasis is placed on problems presented by insurance for health or medical expenses and motor vehicles. *Prerequisites: ENG100, RDG100, FYE101, or placement.*

**PLS230 THE LAW OF TORTS**
3 credits
This course introduces students to the fundamentals of torts law and civil wrongs that have caused harm to person or property. Specific causes of action, elements of torts, and prima facie cases are discussed in the context of the three categories of torts: routine personal injury; high-stakes personal injury; and mass latent-injury. An emphasis will be placed on the development of analytical skills and the application of legal concepts to particular factual situations. *Prerequisites: ENG100, RDG100, FYE101, or placement.*

**PLS250 LEGAL RESEARCH AND WRITING I**
4 credits
This course introduces students to the basics of legal research and writing. Students will learn how to analyze a problem, develop a research strategy, access information using primary and secondary sources, and draft legal documents. A functional approach to research is stressed and emphasis is placed on development of the skills necessary to find and understand case law, statutes, administrative regulations, and constitutional law. Students will be introduced to both the computer-aided research, including the Internet and CD systems, and book-based research. *Prerequisite: ENG101.*

**PLS251 LEGAL RESEARCH AND WRITING II**
3 credits
This course reviews and expands on the basic legal research sources and skill provided in PLS250 Legal Research and Writing I. Students work specifically with legal research materials such as cases, codes, rules and regulations, and practice effective legal writing by creating legal documents. It provides students with a systematic approach to learning legal analysis, organization, and writing. The process is sequentially structured so that students may concentrate on mastering each necessary skill before proceeding on to another. Students are provided with an opportunity to develop their writing abilities with specific focus on the preparation of briefs, pleadings, and legal documents. *Prerequisite: PLS250.*

**PLS262 ESTATE PLANNING**
3 credits
This course is an introduction to wills, trusts, and estates. Topics include intestacy, estate administration, estate taxes, and the use of wills and trusts to plan disposition of one's estate. The probate process including the probating of a will, contested proceedings, and administration of an estate is studied. Students will draft associated legal documents such as wills and specialized trusts. *Prerequisites: ENG100, RDG100, FYE101, or placement.*

**PLS265 PARALEGAL PRACTICUM**
3 credits
Students will be placed in paralegal work environments such as private law firms, courthouses, state and local government agencies, or state and municipal government offices depending on their area of interest. In exchange for credit, students will complete a 120-hour practicum. Students will participate in a variety of activities normally associated with paralegal employment in the specific field chosen by the student. This typically includes obtaining client intake information, performing litigation support, conducting legal research, and preparing legal documents such as mortgages and deeds. *Prerequisites: ENG101, PLS250 or permission of division dean. Fall and spring.*
PLS270 LEGAL STUDIES SEMINAR  
3 credits  
This course is structured to help students integrate knowledge from across the legal studies curriculum in preparation for the transition to working as paralegals or continuing their legal education. Students will integrate and apply knowledge related to substantive and procedural legal topics from an interdisciplinary perspective. Students will integrate and apply knowledge, theory, and understanding developed from their previous coursework in the legal studies program. Students will complete at least one major research and writing project that will require at least one oral class presentation.  
Prerequisities: ENG102, PLS101, PLS104, PLS110, PLS250, BUS211.

PLT220 STATISTICAL PROCESS CONTROL  
3 credits  
Students will learn the use of statistical methods and SPC to improve quality and productivity through measurements, control, and reduction of process variation. Topics covered include: basic statistics, the normal distribution; control charting; process capability studies; gauge and measurement analysis. Simple metrology concepts and the basics of geometric dimensioning and tolerance are also covered.

PLT221 INJECTION MOLDING  
3 credits  
The reciprocating screw injection molding machine, the components of injection molding machines, the molding cycle, melting and flow theory including gate seal-off, basic troubleshooting, and process effects are examined. Students will have hands-on laboratory experience and will be responsible for a class presentation.

PLT222 ELECTRICAL MAINTENANCE  
2 credits  
This course covers the concepts of electrical troubleshooting of injection molding machines and associated equipment. Familiarization with basic electricity symbols, blueprint reading, meters used for troubleshooting, conventional and solid ladder diagrams, schematics, and troubleshooting is stressed. Programmable Logic Controls (PLC) are examined.

PLT223 MOLD DESIGN  
3 credits  
This course examines the interrelation of plastics materials processing, product design, and function. Mold design and construction, fundamental principles of cavity design, material feed systems, ejection systems, parting surfaces, mold actions, cavity and core steel selections, three-plate, insulated runner, and hot runner molds are discussed.

PLT224 PRINCIPLES OF SUPERVISION  
3 credits  
The purpose of this course is to develop an understanding of the role and responsibilities of the supervisor and to strengthen values and skills related to key supervisory functions. The principles and topics addressed include problem solving, decision making, leadership, management ethics, and communication. This course is recommended for experienced and new supervisors and those aspiring to supervisory positions.

PLT225 MEASUREMENT TECHNIQUES AND BLUEPRINT READING  
3 credits  
This course introduces the basic concepts of blueprint reading and discusses types of lines, angles, and views of a drawing. Students also learn about dimensioning circles, arcs, holes, and threads. Emphasis is on understanding how to interpret a blueprint, time permitting, and students will learn how to draw a blueprint.

PLT226 POLYMERIC MATERIALS DESIGN AND APPLICATION  
3 credits  
This course provides extensive coverage of polymeric materials, plastic design, and text methodology. Material properties, characteristics, and applications are presented for injection and molded thermoplastic resins. A discussion of polymer blends and compounds using fillers, additives, and reinforcing fibers are included. Property identification and the associated test procedures are reviewed with hands-on testing provided for the major properties. In addition, plastics product design techniques and applications are discussed to complement the discussion of materials.
PLT227 HYDRAULICS AND PNEUMATICS  
3 credits  
This course provides a theoretical and practical study of hydraulics and pneumatics, the modern means of power transmission. This course surveys component design and function with emphasis on problem definitions and solutions. Following an introduction to hydraulics and pneumatics, students will be exposed to valves, pumps, circuits, and hydraulic system troubleshooting.

POL205 AMERICAN NATIONAL GOVERNMENT  
3 credits  
This course will focus on American government by analyzing how the government attained the power it has today by examining the theories and principles that underlie the American system of governance. It will analyze the Federalist Papers, the Constitution, the necessity of checks and balances, the concept of federalism, American political parties, campaigns, elections, interest groups, the judiciary, and the media. In order to understand how government works, the course will look at social welfare issues, civil liberties, common political culture, the impact of social cleavages on policy, and who participates in the democratic process. Prerequisites: ENG100, RDG100, FYE101, or placement.

POL210 AMERICAN INTERNATIONAL RELATIONS  
3 credits  
The impact of United States foreign policy decisions on political, economic, and military environments is discussed. Special emphasis is placed on defining and safeguarding the national interest in a rapidly changing world. Prerequisites: ENG100, RDG100, FYE101, or placement.

POL211 MASSACHUSETTS AND THE FEDERAL SYSTEM  
3 credits  
This course is an introduction to American constitutional government and politics with special emphasis on how state and local government work in Massachusetts. Major topics include the state constitution, the legislative process in the Commonwealth, state administration, the Massachusetts judiciary, and the city and town budgeting. Prerequisites: ENG100, RDG100, FYE101, or placement.

POL250 POLITICAL THOUGHT IN AMERICA  
3 credits  
Students survey significant ideas in America's political culture from colonial times to the present. Figures to be discussed include John Winthrop, Roger Williams, John Adams, Thomas Jefferson, Daniel Webster, Abraham Lincoln, Theodore Roosevelt, Woodrow Wilson, Franklin D. Roosevelt, and Oliver W. Holmes, Jr. Prerequisite: permission of division dean. Spring.

PSY101 PSYCHOLOGY OF SELF  
3 credits  
By applying behavior principles to everyday human activities, students achieve insight into the way individuals operate in their environment. By exploring psychological theory as it relates to self-assessment and personal growth, students gain extensive understanding of his or her values, interests, behaviors, motivations, abilities, personality, and communication skills. Students will also investigate various career/interest assessments which will help in making career and life decisions. The classroom is used as a laboratory, with workshops, discussion groups, and simulations of various social relationships and interactions to enhance the student's self-understanding. Prerequisites: ENG100, RDG100, FYE101, or placement.

PSY105 INTRODUCTION TO PSYCHOLOGY  
3 credits  
Students are introduced to the basic concepts and methods of psychology. Course content surveys scientific methods, the brain and nervous system, sensation and perception, consciousness, learning and memory, personality, psychological disorders, and treatment. Prerequisites: ENG100, RDG100, FYE101, or placement.

PSY108 CHILD DEVELOPMENT  
3 credits  
This course focuses on the development of the young child from the time of conception through prenatal development, infancy, early childhood, and the school years up to adolescence. Emphasis is placed on studying the "whole child" by addressing physical/motor, psychosocial, sociocultural, cognitive, and language aspects of development. Current theories of child development based on research will be presented as well as strategies for incorporating theory into practice. Students will develop an understanding of how to facilitate the development of the child. This meets Department of Early Care and Education Category A. A passing grade is "C" or better. Prerequisite: PSY105. Fall and spring.
PSY110 HUMAN GROWTH AND DEVELOPMENT
3 credits
This course focuses on lifespan development through an examination of the biological, cognitive, and social domains and their interdependency. Students will study developmental changes from conception to late adulthood and will gain an understanding of how current research theories of human development translate into practice. Prerequisite: PSY105.

PSY112 DEVELOPMENTAL DISABILITIES
3 credits
This course introduces students to developmental disabilities, including mental retardation, autism, syndromes (e.g., Down Syndrome, Fetal Alcohol Syndrome), health impairments, learning disabilities, and emotional and behavioral disorders. This course is intended to increase students awareness of challenges presented to individuals with disabilities in everyday situations. Topics included are the social role of the disabled person and his/her family, adaptation, stress, treatment, advocacy, and the unique issues faced by individuals who are mainstreamed into the community. Students will explore their own beliefs and biases regarding people with disabilities and their role as agents of change in society. Prerequisite: PSY105.

PSY143 GROUP DYNAMICS
3 credits
Students will examine the science of group dynamics, including the basic concepts and major theorists. Course content includes group development and socialization, structure, conformity, influence, power and leadership, decision-making, teamwork and productivity as well as communication, conflict, and collective behavior. Students learn about group interaction through readings, lecture, and as members of a functioning group practicing skills and theory. Prerequisites: ENG100, RDG100, FYE101, or placement.

PSY240 ABNORMAL PSYCHOLOGY
3 credits
Students study the symptoms, causes, treatments, and prognoses of behaviors categorized as "abnormal." Topics include: historical perspectives on abnormal behavior; the emotional; social, psychotic, and organic disorders; and treatment. Abnormal behavioral patterns are discussed in theory and illustrated by case example. Prerequisite: PSY105.

PSY244 CHILDREN WITH SPECIAL NEEDS
3 credits
Students will be introduced to the origins, symptomology, and how diagnosis is made in the various categories of children with special needs. They will become familiar with educational adaptations, intervention strategies, special education laws, and the involvement of the family of children with special needs. Prerequisite: PSY108 or PSY110. Fall and spring.

PSY246 PSYCHOLOGY AND THE LAW
3 credits
This course examines the role of the forensic psychologist in the criminal justice system as well as the personality traits, thoughts, and action patterns of the criminal mind. Using research in the field of forensic psychology and case histories, students will gain an understanding of the characteristics commonly identified in individuals who engage in a criminal lifestyle. They will also be able to identify common patterns of behavior that allow one to develop a profile of individuals who have committed certain types of crime (rapists, murderers, mass killers, etc.). Other areas of discussion include eyewitness testimony, jury selection, competency to stand trial, and battered wife syndrome. Prerequisite: PSY105.

PSY280 PSYCHOLOGY OF DEATH AND DYING
3 credits
Students examine the experience of dying from psychological, sociological, and historical perspectives. Topics include: the issues of loss and the grieving process; the research of Elizabeth Kubler-Ross; terminal illness and the hospice concept; the funeral process and bereavement; life after life experiences; and the philosophical meaning of life and death. Prerequisites: ENG100, RDG100, FYE101, or placement.

PSY290 THE PSYCHOLOGY OF AGING
3 credits
Students will examine older adults from a developmental and interdisciplinary perspective. Such a view allows students to understand the psychology of aging through an analysis of biological, cognitive, and sociocultural contexts. Detailed attention will be given to the areas of cognition, emotional adjustment, intelligence, creativity, wisdom, motivation, perception, psychopathology, learning, and memory. Prerequisites: ENG100, RDG100, FYE101, or placement. Spring.
PTA101 INTRODUCTION TO PHYSICAL THERAPIST ASSISTING
1 credit
This course provides students with an introduction to the profession of physical therapy and the role and utilization of the physical therapist assistant. Professional and ethical behaviors are emphasized throughout various course topics including documentation, patient/healthcare provider interaction, legal issues, death and dying, and stress management. Prerequisites: ENG100, RDG100, FYE101, MAT096, or placement.

PTA102 BASIC THERAPEUTIC TECHNIQUES
4 credits
This course provides students with an introduction to basic patient care skills such as aseptic technique (universal precautions, infection control, and hand washing), patient and area preparation, body mechanics, verbal commands, patient turning and positioning, wheelchair and transfer techniques, ambulation with assistive devices, prescription management, and traditional soft-tissue massage. Prerequisites: ENG100, RDG100, FYE101, MAT096, or placement; co-requisite: BIO203. Fall.

PTA104 APPLIED ANATOMY AND KINESIOLOGY
4 credits
Identification and detailed palpation of the bones and muscles of the human skeleton will be correlated with joint and muscle function. Introductory concepts concerning tissue organization, basic biomechanics, and the nervous system will be studied. Basic concepts of musculoskeletal structure and function will be applied to a more complex analysis of human movement and skill. Prerequisites: ENG100, MAT096, RDG100, FYE101, or placement; BIO115 or BIO203. Fall.

PTA105 ASSESSMENT TECHNIQUES
3 credits
This course covers the theory and application of the assessment skills that are required to ensure entry-level competence for physical therapist assistants. Data that is collected using the assessment skills covered in this course will support the rationale for rehabilitative techniques, modalities, and exercises that will be employed in subsequent courses in the curriculum. Prerequisites: PTA101, 102, 104. Intersession.

PTA107 THERAPEUTIC EXERCISE
4 credits
This course presents the theory and application of therapeutic exercise including ROM, stretching, resistive, and cardiovascular/aerobic activity. Traditional exercise routines and home exercise program instruction for specific diagnoses are also covered. Prerequisite: PTA105; Co-requisites: BIO204 and PTA108. Spring.

PTA108 CLINICAL ORTHOPEDICS
4 credits
Normal and pathomechanics of the neuromusculoskeletal systems are covered in detail via regional analysis of the major articulations of the extremities and spine. Etiology and physical therapy management of clinical dysfunctions commonly encountered in a general orthopedic patient population will be studied. Normal and pathological gait will be analyzed. The assessment skills of goniometry, manual muscle testing, and tests for muscle length including instructor demonstrations of special tests for the spine and extremities will be covered in the lab component. Prerequisite: PTA105; co-requisites: BIO204 and PTA107. Spring.

PTA110 CLINICAL PRACTICUM I
3 credits
This course is the first of three comprehensive clinical experiences in a physical therapy setting. The purpose of this initial experience is to apply, integrate, and perform learned clinical skills on patients under the supervision of a licensed physical therapist and/or licensed physical therapist assistant. Basic patient care skills, anatomy/biomechanics, therapeutic exercise, selected assessment techniques, and human disease and pathology will be emphasized. Typical practice settings may include acute care hospitals, private practice, skilled nursing centers, and outpatient rehabilitation centers. Prerequisites: BIO204, PTA107, PTA108, PTA139. Summer.

PTA112 THERAPEUTIC MODALITIES
4 credits
This course is designed to present the physiological basis, clinical application, and specific techniques of administration for the following modalities: infrared heating and cooling; ultraviolet light; deep heating; intermittent compression; mechanical traction; electrical stimulation of analgesia; muscle contraction and specialized currents; iontophoresis; biofeedback; and wound care management. Emphasis will be placed on the indications, precautions, and contraindications of each to assure patient safety and treatment effectiveness. Prerequisite: PTA110. Fall.
PTA113  ADVANCED REHABILITATION TECHNIQUES  
3 credits  
This course presents an advanced view of rehabilitation. Specific patient populations and techniques associated with the treatment of these populations will be addressed. Topics include, but will not be limited to, cardiopulmonary, amputee, burn, spinal cord, traumatic brain injury, pediatric, and geriatric rehabilitation. Prerequisite: PTA110. Fall.

PTA114  NEUROPHYSIOLOGICAL TECHNIQUES  
4 credits  
This course presents the theoretical framework of neurodevelopmental and neurophysiological approaches to therapeutic exercise. Normal movement, motor development, and motor learning are emphasized. Sensorimotor dysfunctions, characteristic limitations, and abnormal motor movements are discussed. The basic approaches to neurophysiological techniques and their rationale are included. These traditional approaches will be compared to contemporary theories of motor development, motor learning, and motor control. Prerequisite: PTA110. Fall.

PTA116  CLINICAL PRACTICUM II  
5 credits  
This is the second of three comprehensive clinical experiences in a physical therapy setting. The purpose of this intermediate experience is to apply, integrate, and perform learned clinical skills on patients under the supervision of a licensed physical therapist and/or licensed physical therapist assistant. The emphasis of this experience is to integrate previously learned and practiced PTA skills, therapeutic modalities, advanced therapeutic techniques, and neurophysiological techniques into an established physical therapy program. Typical practice settings may include acute care hospitals, private practice, sports developmental centers, skilled nursing centers, geriatrics, pediatrics, VNA, inpatient and outpatient rehabilitation centers, VA hospitals, and psychiatric centers. Prerequisites: PTA112, 113, 114. Spring.

PTA117  SPECIAL TOPICS  
3 credits  
This course covers specialty topic areas in the profession. Students will study in detail the theory and application of joint mobilization (extremity), while gaining an introductory exposure to women's health issues, PT in the home setting and its implications for the PTA, aquatic therapy, AIDS, nontraditional therapies, evaluation and treatment of spine dysfunction, pediatrics, burn and wound care, and UE prosthetics/orthotics. Prerequisites: PTA112, 113, 114. Spring.

PTA118  CLINICAL MANAGEMENT AND HEALTHCARE ISSUES  
1 credit  
Key non-patient care-related topics are presented concerning issues of importance to the physical therapist assistant. Course topics include PTA licensure, job search (cover letter, resume writing, and interviewing), the ADA, insurance regulations, supervision/delegation issues for the PTA, quality assurance, and risk management. Prerequisites: PTA112, 113, 114. Spring.

PTA119  CLINICAL PRACTICUM III  
5 credits  
This course is the third of three comprehensive clinical experiences in a physical therapy setting. The purpose of this final experience is to apply, integrate, and perform learned clinical skills on patients under the supervision of a licensed physical therapist and/or licensed physical therapist assistant. The emphasis of this experience is to integrate previously learned and practiced PTA skills, special topics, and clinical management and health care issues into the delivery of a comprehensive physical therapy treatment program. Typical practice settings may include acute care hospitals, private practice, sports developmental centers, skilled nursing centers, geriatrics, pediatrics, VNA, inpatient and outpatient rehabilitation centers, VA hospitals, and psychiatric centers. Prerequisites: PTA116, 117, 118. Spring.

PTA139  HUMAN DISEASE AND PATHOLOGY  
4 credits  
This course will cover the etiology, natural course, and termination of disease in order to assist students in understanding the cause and effect relationship between disease and disability. Emphasis will be placed on the most common diseases and disabilities that students will likely encounter in the practice of physical therapy. Prerequisite: BIO115 or 203. (PTA majors, consult advisor). Fall and spring.
RDG090  READING AND WRITING READINESS
3 credits
This course helps students to build basic reading and writing skills in preparation for success in the workplace and to continue their progress in Mount Wachusett Community College Developmental reading and writing courses. Students will work on basic decoding and sentence structure skills as well as vocabulary enhancement in a highly structured individualized class setting. Students will improve punctuation and word choice skills and develop a basic comprehensive essay. Using a computer based lab component for both reading and writing and regular diagnostic testing students will move their literacy skills to the next level. Prerequisite: None. Institutional credit only. Courses that earn institutional credit do not apply toward graduation. Three credit hours plus one lab hour required. Fall and spring.

RDG099  FUNDAMENTALS OF READING I
3 credits
This course is designed to develop the basic reading skills required for success in RDG100 Fundamentals of Reading II. Students will be assessed regularly, and coursework is structured to meet individual needs. Emphasis is on vocabulary enrichment, use of context and review of basic grammatical features. Using methods, materials, and software appropriate for college students, this course builds a solid foundation of reading comprehension. Prerequisite: RDG 090 or placement. Institutional credit only. Courses that earn institutional credit do not apply toward graduation.

RDG100  FUNDAMENTALS OF READING II
3 credits
This course is designed to help students develop reading skills necessary to successfully complete college reading assignments. Stress is placed on increasing comprehension through further vocabulary enhancement and critical thinking skills. Reading materials include college text excerpts, essays, newspaper articles, short stories, and a novel. Students will also make use of reading software. Prerequisite: RDG099 or placement; Co-requisite: FYE101. Institutional credit only. Courses that earn institutional credit do not apply toward graduation.

SOC103  INTRODUCTION TO SOCIOLOGY
3 credits
Students are introduced to the scientific study of society through the consideration of basic sociological concepts and theories. Some of the concepts covered will include culture, gender, class, race, politics, deviance, crime, education, family, and mass media. Students will gain an understanding of the sociological perspective and gain the tools to comprehend the connection between their own lives and the broader social world around them. Prerequisites: ENG100, RDG100, FYE101, or placement.

SOC125  GENDER ISSUES
3 credits
This course examines the social forces that influence the lives of men and women. One theme is that gender is a social formation. A second theme is that race and class relations intersect with gender relations to produce difference and inequality. Issues covered in this class will include gender identity, sexuality, body image, work, and intimate relationships. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall.

SOC129  DRUG USE AND ABUSE IN AMERICAN SOCIETY
3 credits
This course offers a sociological analysis of the drug problem in the United States and the consequences of drug addiction to individuals and society. It includes a factual exploration of selected drug types, reasons for use, drug laws, and drug treatment programs. Prerequisite: SOC103.

SOC205  SOCIAL PROBLEMS
3 credits
Students are exposed to major problem areas such as crime and delinquency, poverty, racial bias, family, and education issues by evaluating their magnitude, their development, and society's attempts to alleviate the problems. Prerequisite: SOC103. Spring.

SOC206  MARRIAGE AND THE FAMILY
3 credits
This course examines how families are constructed and the relationship between families and larger social forces. Students will explore the range of forms families take, ideologies surrounding the family, violence within families, and the ways that paid work, unpaid work, and government policies shape families. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall and spring.
SOC208 JUVENILE DELINQUENCY
3 credits
This course presents an overview of the nature of the adolescent offender and the juvenile justice system. Students will study various theories of delinquent behavior, social forces that affect delinquency, the origins and philosophy of the juvenile justice system, and current methods of preventing and treating delinquency. Prerequisite: SOC103. Fall.

SOC210 CHILD ABUSE AND NEGLECT IN AMERICAN SOCIETY
3 credits
Students investigate the growing problem of child abuse and neglect in American society. Psychodynamic and sociocultural factors that contribute to child abuse will be considered with an emphasis on prevention, reporting of abuse cases, intervention, and treatment. Prerequisite: SOC103. Spring.

SOC212 VICTIMOLOGY
3 credits
This course presents an overview of the emerging field of victimology and the scientific study of crime victims. It looks at the extent of victimization, demographic patterns influencing the likelihood of victimization, and the social and psychological effects of being a victim. Special categories are examined, including victims of family violence, the elderly, sexual assault victims, child victims, homicide victims, and their survivors, victims of hate crimes, and victims of terrorism. The course also covers the legal rights of victims, their treatment within the criminal justice system, and the range of civil remedies and social service programs available to victims, both nationally and in Massachusetts. Prerequisite: SOC103. Fall.

SPA103 SPANISH FOR HEALTH CARE PROFESSIONALS
3 credits
This course in basic Spanish is designed for those in the healthcare professions. It focuses on providing students with the language skills and specialized vocabulary necessary to facilitate basic communication with Spanish-speaking patients. Students will also study the impact of culture on the health care needs of Hispanic people. No previous Spanish is required. Prerequisites: RDG100, ENG100, FYE101, or placement. Fall and spring.

SPA109 BEGINNING SPANISH I
3 credits
This course emphasizes the development of basic comprehension and speaking skills to the level of automatic response. Appropriate reading and writing assignments are introduced to reinforce these oral skills. Prerequisites: RDG100, ENG100, FYE101, or placement. Fall and spring.

SPA110 BEGINNING SPANISH II
3 credits
A continuation of SPA109 Beginning Spanish I, this course broadens comprehension, writing, and speaking skills. Prerequisite: SPA109. Spring.

SPA209 INTERMEDIATE SPANISH I
3 credits
This course emphasizes the development of conversational, reading, and writing skills of increasing complexity. The fundamentals of grammar are reviewed, and reading selections of Spanish culture and civilization are introduced. Prerequisite: SPA110. Fall.

SPA210 INTERMEDIATE SPANISH II
3 credits
A continuation of SPA209 Intermediate Spanish I, this course focuses on improving students' conversational, reading, and writing skills. The development of a simple prose style and improved reading comprehension is emphasized through the use of literary and cultural selections of progressive difficulty. Prerequisite: SPA209. Spring.

SSC120 PERSPECTIVES ON LEADERSHIP
3 credits
This course explores the role and function of leadership and its application practice. Traditional and contemporary leadership theories and current issues in research including emerging topics in gender, culture, and ethics will be covered. Prerequisites: ENG100, RDG100, FYE101, or placement. Fall and spring.

THE101 FUNDAMENTALS OF ACTING
3 credits
This is a study in the fundamentals of acting with emphasis on the principles of observation, concentration, sense-memory, and dramatic action. These skills will be developed through voice exercise, pantomimes, improvisations, monologues, short skits, and plays. Students will be required to rehearse and perform several scenes in order to develop skills in serious and comic characterizations. Prerequisites: RDG100, ENG100, FYE101, or placement. Fall.
THE103 INTRODUCTION TO THEATRE
3 credits
This is an overview of the art of theatre and drama beginning with an inquiry into the nature of the dramatic experience. Dramatic expression, tragedy, comedy, melodrama, and tragicomedy will be examined. Students will analyze the roles of the artists of theatre: actor and director; designer and architect; playwright and critic. Prerequisites: RDG100, ENG100, FYE101, or placement. Spring.

THE106 FUNDAMENTALS OF ACTING II
3 credits
Building on the skills learned in THE101 Fundamentals of Acting, this course focuses on script analysis and its application to scene study. Through scene work, students take a script from "page to stage" culminating in class projects presented for the public. Prerequisites: ENG101, THE101.

THE113 SPEECH
3 credits
This course introduces students to basic skills of extemporaneous speaking through directed practice. Emphasis is placed upon selection and organization of material, diction, and methods of delivery. Students deliver, evaluate, and participate in several basic types of talks: speeches to inform, to persuade, and to demonstrate; panel discussions; symposia and others. Prerequisite: ENG101.

THE207 STYLES OF DRAMA
3 credits
This course is an examination of the major world playwrights of every important theatrical period from the Greeks to today from a literary, historical, and theatrical point of view. Prerequisite: ENG102. Offered occasionally.

THE281 SPECIAL TOPICS IN THEATRE
1 credit
Specific course content will vary from semester to semester. Details will be included in pre-registration materials. Prerequisite: ENG102. Fall and spring.

THE283 SPECIAL TOPICS IN THEATRE
3 credits
Specific course content will vary from semester to semester. Details will be included in pre-registration materials. Prerequisite: ENG102. Fall and spring.

THE284 TECHNICAL THEATRE PRACTICUM I
3 credits
This practicum is designed to allow students to receive hands-on experience in theatrical production by working on Theatre at the Mount productions. Students will be exposed to scenic design, construction, painting, lighting, sound, and props techniques. Maintenance of the physical theatre and its machinery, as well as theatre safety, will be addressed. Prerequisites: ENG100, RDG100, FYE101, MAT092, or placement. Fall and spring.

THE285 TECHNICAL THEATRE PRACTICUM II
3 credits
This is a continuation of THE284 Technical Theatre Practicum I. Prerequisite: THE284. Fall and spring.
POLICIES, RULES, AND REGULATIONS

Drug and Alcohol Policies Applicable to MWCC
The Drug and Alcohol Policies established at MWCC are intended to address student or employee misuse of alcohol and other drugs on campus, thereby creating a safer campus and an environment that nurtures students’ academic and social development and employee professional development. The goal of this policy is prevention that will allow the college to establish and maintain an environment that will discourage substance use.

On December 12, 1989, Congress amended Title XII of the Higher Education Act of 1965. This amendment, known as the “Drug-Free Schools and Communities Act of 1989,” requires that every educational institution receiving federal funding certify its adoption and implementation of programs designed to prevent use of illegal drugs and abuse of alcohol by students and employees. Prior federal law applicable to the college regulated only criminal drug activity of federally grant-funded employees and recipients of federal aid. MWCC, in accordance with legal mandates and its philosophy of establishing and maintaining an environment of learning and supportive climate in which to conduct the business and mission of the college, will enforce the following policies:

1. The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or of a controlled substance is prohibited on the campus of MWCC or as part of any college-related activity. Students or employees who violate these restrictions shall be subject to appropriate disciplinary action, up to and including suspension, expulsion, or discharge and shall also be subject to referral for criminal prosecution. Where students or employees are convicted of violating a criminal drug or alcohol statute related to a college activity, the college shall ordinarily expel or discharge the offender absent mitigating circumstances. Mitigating circumstances shall include, but shall not be limited to, considerations of handicap under federal and state law.

2. MWCC shall cooperate in the enforcement of federal and state laws concerning illegal drugs and alcoholic beverages. Massachusetts statutes pertaining to illegal drugs and alcohol include the following:
   - Massachusetts General Laws, Chapter 94C (Controlled Substances Act)
   - Massachusetts General Laws, Chapter 272, Section 59 (Public Drinking)

3. Under-age drinking is prohibited at MWCC functions on campuses.

4. It is MWCC’s policy that consumption of alcohol on or off-campus is prohibited, in connection with any college function, without the express written permission of the president of the college or his designee.

5. Employees working under federally-funded grants are additionally subject to the Drug-Free Workplace Act of 1988. The act creates the following obligations:
   a. Employees convicted of any criminal drug statute violation occurring in the workplace must notify the vice president of human resources/Affirmative Action Officer of MWCC no later than five days after such conviction. Such notification must be in writing.
   b. The college shall notify the appropriate federal agency within ten (10) days after receiving notice from the employee regarding such conviction. Such notification will be in writing.
   c. The college, within thirty (30) days of receiving notice with respect to any employee who is convicted, will
      (i) take appropriate disciplinary action against the employee, up to and including termination of employment, or
      (ii) require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

6. The college will present campus-wide drug and alcohol education programs on an annual basis. This is in addition to other educational opportunities available in current or future academic offerings.

Massachusetts General Laws, Chapter 90, Section 24 (Operating under the Influence, Open Containers)

Prescribed penalties under Chapter 94 range from mandatory probation for a first conviction for possession of a class E substance, e.g., marijuana, to a period of imprisonment of up to two years and a fine of $2,000 for each subsequent conviction related to sale or distribution. Prescribed penalties under Chapter 90, Section 24, range from a fine of $100 to imprisonment for not more than two years and a fine of $1000. Federal judicial guidelines also exist that suggest penalties for violation of federal criminal statutes related to drugs and alcohol.

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7. The college, through the department of human resources, shall conduct an annual review of these policies and programs and implement changes as necessary.

Health Risks Associated With the Use of Illicit Drugs and the Abuse of Alcohol
The misuse of alcohol and other drugs create problems for students or employees who engage in this behavior as well as for their peers or fellow employees who suffer a range of consequences from having their study or work interrupted to far more egregious acts. Obvious health risks include physical dependence, psychological dependence, possible overdose, and withdrawal symptoms.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Repeated use or abuse of alcohol can lead to physical and psychological dependence. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs.

Statistics show that alcohol use is involved in a majority of violent behavior on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving.

MWCC Resources for Substance Abuse Problems
For any member of the MWCC community who is experiencing substance abuse problems, the college stands ready to offer supportive services and referral for treatment, as appropriate and available. See Appendices A and B for more information on the medical risks associated with drug and alcohol use and treatment coverage. Information concerning substance abuse and rehabilitation counseling programs is available through the following college resources:

1. Alchoholics Anonymous
Regular meetings are held on campus for students and staff. Information about these meetings may be obtained from the health services office.

2. Substance Abuse Education
The health services office at MWCC is the primary resource for individuals who are experiencing problems or who are being affected by persons with substance abuse issues. Information and referral services are available on a drop-in basis. Informational brochures on topics such as AIDS transmission and sexually transmitted diseases are made available to students, so they may access information in an anonymous manner. The college nurse and college counselors are available, by appointment, to discuss issues with students confidentially.

3. Awareness Activities-Student Life Informational Programs
The student life office, in conjunction with the MWCC Student Government Association, plans a number of alcohol and drug awareness activities. Additionally, groups such as MADD (Mothers Against Drunk Driving) and SADD (Students Against Drunk Driving) have set up informational booths on-campus to encourage responsible drinking. At key times during the semester, such as the holiday season and graduation, awareness activities have also been scheduled. The focus of all of these activities is that students have options in making their choices relative to drug and alcohol use. The responsible and legal choice is always emphasized.

4. Human Services
Alcoholism is treated as part of a unit of Psychology 240, Abnormal Psychology, a course required of Human Services and Criminal Justice students. This topic is discussed in classes as a category of Substance Use Disorders as outlined in the Diagnostic and Statistical Manual (DSMIV) of the American Psychiatric Association. The following broad concepts are covered in this unit: incidence, physical effects, progression, gender differences in addiction, and treatment.

5. MWCC Library
A bibliography, which is in the MWCC Library, lists books on alcohol and drug abuse.

FERPA Parental Notification Policy
In compliance with FERPA regulations, MWCC has adopted a Massachusetts Department of Higher Education recommendation that the parents or legal guardians of students under 21 years of age be notified when the student has violated the MWCC alcohol or drug policies. Section 952 of the 1998 Higher Education Amendments authorizes institutions of higher education to disclose to parents and guardians of students under age 21 violations of institutional policies or rules, as well as local, state, and federal laws governing the use or possession of alcohol or a controlled substance.
Smoking Policy
As an attempt to reduce the health risks associated with second-hand cigarette smoke, the Commonwealth of Massachusetts first implemented a policy which invoked the elimination of smoking within the confines of public buildings which fall under the jurisdiction of the state. It was then noted that tobacco smoke within confined areas creates a health hazard to both smokers and non-smokers, especially those suffering from allergies, respiratory diseases, or heart disease. Smoke in confined areas may also be irritating and annoying to non-smokers and violates their right to breathe air relatively free from tobacco contaminates. In the interest of further protecting the health and well-being of members and visitors of the college community, smoking is prohibited from our campus. This includes all buildings, work areas, offices, restrooms, lobbies, public entrances, etc. Smoking will be permitted in private vehicles parked on the campus. Because of our collective concern for the environment, we are aware of the harmful effects of smoking on the smoker, and because we now know how much is being written about the effects of second-hand smoke on the non-smoker, we are committing ourselves to a smoke-free environment at MWCC.

Definition of Policy
MWCC recognizes the medical evidence that indicates that smoking is a serious health hazard and that this health hazard extends to nonsmokers forced to breathe second-hand smoke. The primary responsibility of the college is to provide a healthy and safe working and learning environment. Recognition of this responsibility has resulted in the development of the following policy:

1. Smoking is prohibited within the confines of college grounds designated as non-smoking areas, any college building, or college vehicle (smoking will only be permitted in private vehicles parked on campus). No exceptions will be granted.
2. The sale of tobacco products on campus is prohibited.
3. As with any college policy, violators will be subject to disciplinary action.
4. This college policy will be enforced by department supervisors.
5. Individuals entering the campus will be directed to dispose of their cigarettes in the appropriate receptacles provided within each area.
6. This policy will be distributed annually to all departments and will be posted on all official college bulletin boards. Successful implementation of this policy requires a college-wide cooperative effort. All members of the college community are urged to assist in this endeavor. Any employee or student who believes he/she is being subjected to second-hand smoke should inform the offending party of the existence of this policy and request that he/she adhere to its conditions. Violators of the college’s smoking policy should be reported to the division dean or the administrative supervisor who is in charge of the area where the violation occurred.

Regulations & Policies on Human Research Subjects
Research involving human subjects is governed by federal regulations and MWCC policy. The college assures that it will comply with the Office of Human Research Protection regulations for the Protection of Human Research Subjects (45 CFR 46 as amended).

Research is defined as a systematic investigation, including research development, testing, and evaluation that is designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities (45 CFR 46.102 (d)).

Human subject (refer to Chart I, Appendix B) is defined as a living individual about whom an investigator (whether professional or student) conducting research obtains:

1. data through intervention or interaction with the individual, or
2. identifiable private information (45 CFR 46.102 [f]).

As noted in 45 CFR 46.101 (b), unless otherwise required by Department or Agency heads, research activities in which the only involvement of human subjects will be in one or more of the following categories are exempt from this policy: (see Chart 2, Appendix B)

1. Research conducted in established or commonly accepted educational settings involving normal educational practices such as:
   (i) research on regular and special education instructional strategies, or
   (ii) research on the effectiveness of, or the comparison among, instructional techniques, curricula, or classroom management methods.

2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless:
   (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects, and
any disclosure of the human subjects’ responses outside the research could reasonably place subjects at the risk of criminal or civil liability or be damaging to the subjects’ financial standing, employability, or reputation. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (b) (2) of this section, if:

(i) the human subjects are elected or appointed public officials or candidates for public office; or
(ii) Federal statute(s) require(s), without exception, that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

3. Research involving the collection or study of existing data, documents, records, and pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

4. Research and demonstration projects which are conducted by, or subject to the approval of, Department or Agency heads, and which are designed to study, evaluate, or otherwise examine:

(i) public benefit or service programs;
(ii) procedures for obtaining benefits or services under those programs;
(iii) possible changes in, or alternatives to, those programs or procedures; or
(iv) possible changes in methods or levels of payment for benefits or services under those programs.

For more information on this policy, refer to the college website: http://catalog.mwcc.edu.

Hazing

An Act Prohibiting the Practice of Hazing was enacted by the Senate and House of Representatives in General Court in 1985. Chapter 269 of the General Laws was amended by adding the following three sections:

Section 17. Hazing; Organizing or Participating; Hazing Defined

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than $3,000 or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any such student or other person, or that subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Failure to Report Hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than $1,000.

Section 19. Copy Of Sections 17-19; Issuance to Students and Student Groups, Teams and Organization Reports

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team, or student organization that is a part of such institution, is recognized by the institution, or is permitted by the institution to use its name or facilities, or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirement that an institution issues copies of this section and
sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams, or organizations. Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually to the institution an attested acknowledgment stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the Board of Education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis on the student handbook or similar means of communication of the institution’s policies to its students. The board of regents and, in the case of secondary institutions, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution that fails to make such reports.

**Sexual Harassment: Policy Statement**

It is the goal of Mount Wachusett Community College to promote a workplace and learning environment that is free of sexual harassment. Sexual harassment of a student, an employee, or any other person in the college is unacceptable, impermissible, intolerable, and punishable under law. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace and academic environment free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure for employees and students to follow if they encounter inappropriate conduct.

**Legal Definition**

In Massachusetts, sexual harassment means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

a) Submission to or rejection of such advances, requests, or conduct is made, either explicitly or implicitly, a term or condition of employment or a basis for employment decisions; or,

b) Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual’s work/academic performance by creating an intimidating, hostile, humiliating or sexually offensive environment.

Sexual harassment is generally characterized as:

**Quid Pro Quo Harassment**

Quid pro quo harassment is defined in Chapter 151B as: sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions. Quid pro quo harassment occurs when an employee/instructor with authority or control over the terms and conditions of another employee’s work or a student’s academic performance offers a benefit or advantage in exchange for sexual favors or gratification. Conversely, if a student/employee is denied an academic/work benefit or advantage due to the refusal to respond to, or rejection of, requests for sexual favors or gratification, he (she) is subjected to quid pro quo harassment.

Or

**Hostile Work Environment Harassment**

The second form of sexual harassment is hostile classroom/work environment harassment, which is defined in Chapter 151B as: sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual’s classroom/work performance by creating an intimidating, hostile, humiliating or sexually offensive academic/work environment. The law does not proscribe all conduct of a sexual nature. Only unsolicited and unwelcome conduct may create a hostile work environment.
Under these definitions, direct or implied requests by an instructor or supervisor for sexual favors in exchange for actual or promised academic or job benefits such as favorable grades, reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment. The legal definition of sexual harassment is broad; and, in addition to the examples previously stated, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place/academic environment that is hostile, offensive, intimidating, or humiliating to male or female workers, may also constitute sexual harassment. While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

Unwelcome sexual advances, whether they involve physical touching or not; dissemination of sexually explicit voice mail, email, graphics, downloaded material or websites; sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comments on an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess; displaying sexually suggestive objects, pictures, cartoons; unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments; inquiries into one’s sexual experiences; and, a discussion of one’s sexual activities.

Such behavior is expressly forbidden by federal and state regulations; and, action by the federal government has established that such behaviors are actionable under the provisions of Title VII of the 1964 Civil Rights Act and the Civil Rights Act of 1991, the provisions of Title IX of the 1972 Educational Amendments, and under Massachusetts General Law, Chapter 151B, Sections 3A, 4(1), and 16A.

Complaint Procedures

In keeping with these regulations, a concerted effort will be made to protect employees, students, and others from sexual harassment as defined. If an incidence should arise, retaliation is unlawful against the victim or those who cooperate in the investigation of a sexual harassment complaint. The final authority and ultimate responsibility for the prevention of sexual harassment will rest with the president. The president will take all reasonable measures to prevent sexual harassment and will act positively to investigate alleged harassment and to effect remedy when an allegation is determined to be valid. However, the affirmative action officer will have the responsibility for the overall development, administration, and monitoring of all programs, policies, procedures, and regulations related to sexual harassment. Complaints about sexual harassment should be communicated orally or registered formally with the affirmative action officer, extension 160.

The college’s policies and complaint procedures on sexual harassment are well-publicized to students and employees; these policies and procedures are detailed in student handbooks and employee pamphlets. All employees will be given a copy of the policy statement on sexual harassment on or before November 15th, on an annual basis. New employees will receive a copy at the onset of their employment. In addition to formal procedures, the college shall insure that appropriate opportunities are available to students and employees to obtain counseling concerning their rights under the law and effective means of informally resolving grievances.

When employees or students feel their equal opportunity rights have been breached, the grievance process is a mechanism for resolution. When a complaint is filed, it will be promptly investigated in a fair and expeditious manner to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. A neutral investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint, with any witnesses, and with the person alleged to have committed the sexual harassment. When the investigation is completed to the extent appropriate, the person filing the complaint and the person alleged to have committed the conduct will be informed of the results of the investigation. If it is determined that inappropriate conduct occurred, prompt action to eliminate the offending conduct will occur, and where appropriate, disciplinary action will be imposed.

The informal process will encourage the affected person to discuss the concern or breach with any involved college official who may be helpful in resolving the matter. The college official may be the affirmative action officer and/or her designee, any division vice presidents, assistant/associate deans, a counselor, a supervisor, or any other official who might help the affected person with an informal resolution. The purpose of the informal grievance process is to allow for misunderstandings to be aired and resolved and to provide an opportunity for the aggrieved person and the alleged perpetrator to attempt to resolve the concern prior to the formal grievance process.

Any employee or student, who believes that the college’s Affirmative Action/Equal Employment Opportunity Commission (AA/EEOC) Policy has been breached in its application to him/her, may institute a formal grievance.
The formal grievance procedure for employees contains four steps, all of which are listed in the Commonwealth of Massachusetts Community College Affirmative Action Plan. The Affirmative Action Plan is available in the office of the affirmative action officer, ext. 160. The grievance procedure for students is stated in the Student Handbook and is available in complete written form in the office of the executive vice president, extension 164. These persons are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

**Possible Grievance Penalties**
If it is determined that inappropriate conduct has been committed by an employee or student, appropriate action will be taken. Such action may range from counseling to termination from employment or student status, and may include such other forms of disciplinary action as deemed appropriate under the circumstances. In addition to the college’s grievance process, if an employee or student has been subjected to sexual harassment, a formal complaint may be filed with either or both of the government agencies listed at the end of this notice. Using the college’s grievance process does not prohibit an employee or student from filing a complaint with either or both of the government agencies set forth below. Each of the agencies has a deadline for filing claims: EEOC & MCAD – 300 days.

**Federal and State Agencies**
The United States Equal Employment Opportunity Commission (EEOC)  
John F. Kennedy Federal Building  
Room 475 Government Center  
Boston, MA 02200  
(617) 565-3200 or (800) 669-4000

The Massachusetts Commission Against Discrimination (MCAD)  
Boston Office:  
One Ashburton Place-Room 601  
Boston, MA 02108  
(617) 994-6000

Springfield Office:  
436 Dwight Street  
Springfield, MA 01103  
(413) 739-2145

The affirmative action officer, in conjunction with the diversity committee, will pursue educational efforts essential to the establishment of a campus that is as free as possible from sexual harassment. Continued efforts will be made to:

1. ensure that all victims and potential victims are aware of their rights;
2. notify individuals of conduct that is prescribed;
3. inform administrators about the proper way to address complaints and/or violations;
4. provide information relative to the issues this policy addresses;
5. distribute literature on an annual basis;
6. provide classroom presentations to the student population;
7. provide training sessions for new hires within one year after the onset of their employment and for other employees on an as-needed basis; and
8. conduct annual training for supervisory and managerial employees.

**Campus Sexual Assault Policy**
MWCC is committed to providing an atmosphere for learning that is free of any conduct that could be considered harassing, abusive, disorderly, or criminal. In order to ensure that the college meets its obligation to all members of the college community, the procedures and programs set forth on the following pages have been established. Copies of these procedures are available in the offices of the vice presidents, division chairs, counseling staff, library, department of human resources and affirmative action, and the office of public safety and security.

**Policy**
Sexual assault is a criminal offense. Sexual assault in any form, including acquaintance rape, will not be tolerated.

Sexual assault, as defined in the Federal Bureau of Investigation’s Uniform Crime Reporting System, and as cited in the campus security act, includes forcible and non-forcible offenses.

Forcible offenses are defined as any sexual act directed against another person, forcible and/or against the person’s will; or not forcible or against the person’s will where the victim is incapable of giving consent. Forcible offenses include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

Non-forcible sex offenses are defined as "unlawful, non-forcible sexual intercourse." Non-forcible sex offenses include: incest and statutory rape. The Crime Awareness and Campus Police Act of 1990, Section 485 (f) (1) (F) of 20 U.S.C. 1092 (a) (1) (Public Law 1010-542) require that the college collect information with respect to sexual assault on a campus and, beginning
in September 1993, include such information in an annual security report. The Higher Education Amendments of 1992 (Public Law 102-325) provide further that, as part of the annual security report, the college shall include, develop, and distribute a statement of policy regarding the college’s sexual assault programs and the procedures to be followed once a sex offense has occurred.

When an allegation of sexual assault is made, the college will inform the alleged victim as to his or her rights to pursue criminal prosecution under the Massachusetts criminal statutes. In addition, appropriate campus disciplinary action may be pursued. Sanctions for sexual assault violations may include, in addition to criminal charges, suspension, dismissal, or expulsion from the college.

All allegations of sexual assault will be handled confidentially and will be investigated. Both the accuser and the accused will have equal opportunity to appeal under due process.

II. Prevention

Realistically, the crimes of rape and sexual assault cannot be totally eliminated from our society as a whole. Through the adoption of well-planned, pro-active prevention measures coupled with sexual assault education and awareness programs, however, we can reduce or minimize the number of these crimes on campus. These measures may include consideration of the following:

A. Security and Maintenance Measures

1. MWCC will periodically examine its grounds keeping practices from a security perspective. It will assess outdoor facilities and major campus pathways with respect to plant growth and debris that may materially detract from security.

2. MWCC will systematically monitor, on a regular basis, the adequacy and operation of its indoor and outdoor lighting. The monitoring system will include a program to replace defective or burned-out lights as soon as possible after being reported.

3. MWCC has installed emergency telephones on every floor as well as three outside locations and will maintain and monitor procedures to ensure that access to office, building, and master keys are adequately and appropriately restricted. Master keys will only be issued on the basis of clearly defined needs.

4. MWCC will explore the possibility of installing emergency telephones/call boxes or electronic security devices in strategic locations on campus.

5. MWCC provides an escort service for students and employees as necessary or by request.

6. MWCC has an established pattern of effective communications and relations with the state and local police. MWCC will develop a formal agreement with the state and local police departments that clarifies respective roles, jurisdictions, and the circumstances in which each is to advise and/or assist with campus police and law enforcement matters.

7. The key element in a comprehensive sexual assault prevention program is the maintenance of an alert and effective campus police office or law enforcement presence. The MWCC campus police are trained in effective sexual assault prevention and response. Their general orientation will be towards positive, pro-active crime prevention and sensitivity to balancing law enforcement demands and the unique needs of victims.

B. Educational Programs

The college provides an excellent opportunity to educate men and women about human relations, competition and fair play, and human sexual education. Awareness information should be provided to each member of the college community. To that end, MWCC counseling staff provides a comprehensive sexual assault education and awareness program available to all students, faculty, and staff.

Education will be provided through programs and educational booklets and may include:

1. Orientation programs
2. Staff development/employee training, including contracted staff
3. Student and employee handbooks
4. Campus media, i.e., newsletters, newspapers, electronic bulletin boards
5. Seminars, workshops, pamphlets, and posters addressing specific issues such as sexual assault, acquaintance rape, sexual harassment, self-protection for men and women, crime reporting, and domestic violence
6. Self-protection classes
7. Individual responsibility for crime prevention and personal safety
8. RAD (Rape Aggressive Defense) training is provided free to students, staff, and community members
Materials and programs will be designed specifically for the MWCC campus. Some may be developed in conjunction with off-campus authorities or may be pre-published, pre-packaged, or offered in conjunction with the following off-campus authorities:

- National Safety Council
- Local law enforcement agencies
- Criminal justice programs
- Rape crisis centers
- American College Health Association
- Massachusetts Chapter of the National Safety Council

Unfortunately, in spite of all our efforts, rape or sexual assault may occur. Should a rape or sexual assault be reported to campus authorities, it is critically important that the victim’s welfare be paramount and that she or he is not victimized again by the system. This policy establishes procedures to follow in the event a rape or sexual assault occurs on campus. To ensure proper attention and action, these procedures must be followed.

III. Reporting Procedures Introduction
An effective response to a report or incident of sexual assault on campus necessarily involves a number of offices and individuals concerned with the physical and emotional security of students, employees, and visitors. The procedures outlined below focus primarily on the roles of: 1) campus police in addressing incidents/reports of sexual assault; 2) faculty, staff, and students making reports; and 3) the designated college official’s involvement in these procedures.

A. Public Safety and Security/Campus Police
1. If a sexual assault is reported to or discovered by public safety and security/campus police, the following procedures must be followed:
   a. If immediate medical attention is necessary or requested, campus police shall first call emergency medical services. This should be done even when the victim states that he/she does not want medical services as the person may be in shock or otherwise not competent to make such a decision.
   b. The campus police officer should call a MWCC counselor to be present or, if no MWCC counselor is reachable, call the rape crisis hotline 1-800-970-5905 before gathering any information.

c. The MWCC campus police officer should gather the following information on the Sexual Assault Information Report Form:
   i. name, address, telephone number;
   ii. where and when the sexual assault occurred;
   iii. the location of the victim;
   iv. a brief description of what happened to the victim;
   v. name (if known) and description of the individual who committed the assault (include, if possible, sex, race, height, weight, clothing, build, hair color, and facial oddities);
   vi. location of the individual who committed the assault, if known, or description of where the individual went after committing the assault; and
   vii. description of the vehicle in which the assailant left (if applicable and known, including make, model, year, color, and license number) and the direction of travel.

d. If there is the potential for the immediate apprehension of the assailant, the campus police should call the state and/or local police.

e. If immediate apprehension is not likely, the campus police officer shall then call the chief of campus police and public safety or his/her appropriate designee. The chief of campus police and public safety or her designee shall determine whether to call the local and/or state police.

f. The campus police officer will advise the victim of the importance of preserving evidence. This means that no matter how uncomfortable this may be for the victim, he/she should not clean himself/herself, etc. If the victim requires non-emergency medical treatment, the campus police should nonetheless guide the victim to medical services and/or rape crisis services. The campus police officer shall provide the victim with a copy of the Victim Information Sheet, if possible.

g. The campus police officer should refer all media inquiries to the executive vice president or designee of the college.

h. The campus police officer shall file a detailed report on the incident using the Sexual Assault Information Report Form before the end of the shift in which the incident occurred.
B. MWCC Students and Staff
Any MWCC student or staff member who receives a report of, or discovers a possible sexual assault on-campus, shall immediately report this to the appropriate campus services dependent upon the nature of the situation.

In Emergency Situations: Dial 111 to receive immediate response from campus police and health services. Stay with the victim in a safe place that allows for privacy. Do not leave the victim and, if possible, send someone to get additional support.

In Non-Emergency Situations: Remain with the victim and discuss the possible options for services including security, health services, counseling services, executive vice president and senior student affairs officer.

All reports, whether emergency or non-emergency, must ultimately be reported to the chief of public safety and security and the executive vice president.

The safety and care of the victim should be of the utmost importance in dealing with persons having experienced a sexual assault. Great care should be given in making the victim as comfortable as possible and in providing an understanding and safe environment as the necessary procedures are implemented. It is extremely important that these procedures are followed to ensure that appropriate medical and administrative services be provided. Students and staff should use the Quick Reference Sheet for Assisting Victims of Sexual Assault in assuring the proper care of the victim. The campus police will then be responsible for implementing the procedures specified in Section A, above.

C. The Designated College Official—Chief of Campus Police & Public Safety and Executive Vice President
1. The chief of campus police and public safety and the executive vice president or designee shall be responsible for ensuring that all college policies and procedures are followed.

2. The executive vice president or designee shall be the designated spokesperson for all media inquiries.

3. In instances where students are involved, the chief of campus police and public safety and the executive vice president or designee shall determine whether college disciplinary action should be initiated.

4. Whether the victim is a student or an employee, the chief of campus police and public safety and the executive vice president or designee shall inform the victim of the following:
   i. the option of notifying proper law enforcement authorities, including on-campus and local and/or state police, and the option to be assisted by campus authorities in notifying such authorities, if the student or employee so chooses;
   ii. existing counseling, mental health or student or employee services for victims of sexual assault, both on-campus and in the community;
   iii. the options for, and available assistance in, changing academic, work, and or living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available.

IV. Disciplinary Procedures
A. The college and/or the alleged victim may initiate college disciplinary action against the person accused of rape or other sex offenses, forcible or non-forcible. Possible sanctions to be imposed following the final determination of an on-campus disciplinary procedure regarding rape, acquaintance rape, or other sex offenses, forcible or non-forcible, include warning, probation, suspension, dismissal for an indefinite period, permanent dismissal, restitution, special assignments, and restriction or revocation of privileges.

B. If on-campus disciplinary action is instituted, the college shall follow its disciplinary procedures as outlined in the MWCC Student Handbook or appropriate Collective Bargaining Agreements and Personnel Policies Handbook.

C. These procedures shall include the following:
   1. The disciplinary hearing shall take place as soon as possible, after the accuser has filed the initial report.

   2. The accuser and the accused are entitled to the same opportunities to have an advisor present during a campus disciplinary proceeding.

   3. Both the accuser and the accused shall be informed of any outcomes of any campus disciplinary proceeding brought forth, alleging a sexual assault.
The Ramstad Amendment
The MWCC Sexual Assault Policy is in compliance with the 1992 Sexual Assault Victim’s Bill of Rights (The Ramstad Amendment). The MWCC policy demonstrates the following statutorily required policies and procedures:

- the right of the accuser and accused to have the same opportunity to have others present (in support or advisory roles) during a campus disciplinary hearing;
- both parties have the right to be informed of their options to notify proper law enforcement authorities (Gardner Police, Leominster Police, the Massachusetts State Police or MWCC campus police), and the option to be assisted by campus authorities in notifying such authorities, if the victim so chooses;
- survivors shall be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community. The college’s director of counseling and college nurse provides immediate assistance and shall make referrals to the Rape Crisis Center located in Gardner, Massachusetts. Similarly, the college hosts a counselor from the Rape Crisis Center on campus for three (3) hours per week. This counselor provides confidential counseling services at no cost to the student for victims of sexual assault and rape. Additional referrals are made to North Central Human Services in Gardner, and Athol Massachusetts at reduced costs to students or with coverage by individual health insurance plans; and
- notification to students of options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available.

Family Educational Rights and Privacy Act (FERPA)
Students Notification of Rights
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.

A student should submit to the Records Officer a written request that identifies the record(s) the student wishes to inspect. The Records Office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the college to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorized disclosure without consent.

The college discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff person (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or college agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the College.

Upon request, the college discloses, education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to be notified annually by the College of what student record information the College designates as “directory information,” and the right to request that no student information be designated as directory information.
The College identifies the following student information as directory information:

- student’s first and last name and middle initial
- the city and state of the student’s billing address
- the student’s declared program(s) of study at the college
- the student’s enrollment status (full- or part-time)
- degree or certificate earned and academic honors

Directory information may be released by the College to a requesting third-party without a student’s prior written consent. A student has the right to request that none or only some of his/her student record information be designated as directory information. A student must notify the College’s Records Office, in writing, within two (2) weeks of the beginning of each academic semester if he/she does not wish to have any or some of his/her student information designated as directory information.

Notwithstanding the College’s definition of directory information, the Department of Defense (the “DOD”), pursuant to the Omnibus Consolidated Appropriations Act of 1997 (the “Solomon Amendment”), identifies the following information as “student recruiting information”: NAME, ADDRESS, TELEPHONE LISTING, AGE (or year of birth), PLACE OF BIRTH, LEVEL OF EDUCATION (e.g., freshman, sophomore), DEGREE AWARDED, MOST RECENT EDUCATIONAL INSTITUTION ATTENDED, and CURRENT MAJOR(S).

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Record Keeping/Destruction of Records
The Academic Record is the only permanent record and is maintained in perpetuity. All other records will be expunged in accordance with the policies of the Massachusetts College System and the laws of the Commonwealth. Folders containing educational, admissions*, medical**, disability and other "non-permanent records" should be retained until five years after the date of graduation or the last day of attendance and then destroyed unless otherwise designated by the president (such as placement files). Financial aid records will be retained in accordance with pertinent state and federal regulations.

*Admissions records, even for those not accepted, must be held for three years, according to Massachusetts Commission Against Discrimination Policy.

**Medical records held by a college clinic or infirmary must be retained for thirty years following the student's graduation pursuant to G.G.c11170.
Massachusetts Trespass Act
MWCC is governed by the Massachusetts Trespass Act, enacted June 2, 1969, Trespassing Upon the Land of Certain Institutions. Whoever willfully trespasses upon land or premises belonging to the Commonwealth, or to any authority established by the general court for purposes incidental to higher education, appurtenant to a public institution of higher education, the state prison, state prison colony, Massachusetts reformatory, reformatory for women, state farm, Tewskbury Hospital, Soldiers’ Home in Holyoke, and public institution for the care of insane, feeble minded or epileptic persons, and Massachusetts training school or state charitable institution, or upon land or premises belonging to any county and appurtenant to a jail, house of correction or courthouse or whoever after notice from an officer of any said institution to leave said land, remains thereon, shall be punished by a fine of not more than $50 or by imprisonment for not more than three months.

Information Technology General Acceptable Use Policy
Mount Wachusett Community College provides information technology resources for students, faculty and staff. This document:
• Provides guidelines for responsible use of Mount Wachusett Community College’s technology resources by all members of the college community.
• Provides policies that Mount Wachusett Community College uses in providing technology resources and network services to the college community.
• Explains enforcement procedures of these policies.
• Applies to all those using college computing equipment whether the individual is on or off campus.

This document provides high-level explanations of college policies regarding the use of information technology. For more detailed explanations refer to the appendices.

Guidelines for Responsible Use of College Technology Resources
Mount Wachusett Community College recognizes that free expression of ideas is central to the academic environment. For this environment to flourish, all users must adhere to the guidelines established in this Information Technology Acceptable Use Policy (“AUP”).

Mount Wachusett Community College provides computing equipment and services. The primary purposes of this computing equipment are the academic, research, administrative and college business-related communication needs of its students, faculty and staff. All use of college computing equipment shall be consistent with the terms and conditions of the AUP and shall not violate or conflict with (a) any federal, state or local law; or (b) the college mission or policies. Access to all Mount Wachusett Community College owned and/or operated computing and electronic communications systems and equipment is a privilege and not a right. Individuals who refuse to accept and follow the AUP will not be granted user accounts. All users of the college’s computer equipment, including email, shall have NO EXPECTATION OF PRIVACY over such use.

Violations of the AUP by individuals with accounts may result in penalties including but not limited to closure of all accounts and revocation of all computing privileges. Other penalties may be levied up to and including dismissal from the college or termination of employment.

User responsibilities include, but are not limited to:
• Maintaining privacy and security by keeping all passwords confidential.
• Honoring all computing security procedures implemented by the college.
• Being reasonable and prudent in the consumption of college computing and network resources.
• Deleting old and unused e-mail and file(s) on a regular basis.
• Maintaining the accuracy of private mail groups by updating when members change.
• Developing adequate proficiency in the tools and technologies appropriate to his/her needs.

College Network Usage Guidelines include, but are not limited to:
• No one may misuse, abuse or otherwise damage college computer or network equipment.
• No one may install or use any software or hardware designed to disrupt the security of any computing equipment, whether owned by the college or by others.
• No one other than Media Services or Information Technology staff may download or install any software on any student-accessible college computer.
• No one may use college resources to support political or non-college related business interests.
• No one may sell or provide access to Mount Wachusett Community College’s computing resources to individuals, groups or businesses outside the college community except (1) as
authorized in writing by an appropriate senior officer of the college and (2) for authorized college business relationships.

• Recreational uses – such as game playing or music or video file sharing – constitute an unacceptable use of college computing equipment except if such activities are part of an instructional plan.

• No one may engage in any activities designed to spy on network traffic or to access passwords, user IDs, files or programs of other users.

• No one may engage in software piracy or copyright infringement. All software installed on college computers must be used in conformance with the license granted by the developer. Unlicensed products will be removed from college computers.

• No one may send, store, print or solicit receipt of e-mail messages, files or programs that contain fraudulent, harassing, racist or obscene language, visual, or audio content. Exceptions may be made for legitimate academic research purposes with prior approval.

• Note that any e-mail message (other than official college business) sent to an individual after that individual has indicated through any method that they no longer want to receive e-mail from the sender constitutes harassment. Complaints are handled via the Enforcement Procedures section (see below).

• No one may use e-mail to engage in “chain letter” or “spamming” [bulk “junk” e-mail activity].

• No one may send, store, print or solicit receipt of e-mail messages, files or programs that are inconsistent with the terms and conditions of the AUP, in conflict with the Mission Statement of Mount Wachusett Community College, or that violate federal and/or state laws.

• No one may use college computing resources for illegal behavior or illegal activities as defined by federal, state and/or local laws.

• The creation of public mail groups is limited to college departments, committees and official student organizations.

• Email users should exercise prudent judgment when sending “All MWCC” emails. Use of this list for any commercial purpose not directly connected to college sponsored events requires approval of the President or his designee prior to sending the email.

• Computing resources are provided for academic, research, administrative and college business-related communications uses.

• The college reserves the right to establish time limits on the use of public workstations as needed.

• MWCC realizes that the free expression of ideas is central to academia, but will not tolerate the display of pornographic, obscene, abusive, racist, or other inappropriate material at any public workstation. The college reserves the right to determine the appropriateness of material displayed on public workstations.

• The MWCC computing facilities constitute a private system. As such, the information stored on the college equipment is the property of the college and the Commonwealth of Massachusetts with the possible exception of material expressly developed by faculty, staff, and students for publication. Copyright and ownership of such content must be expressly and clearly stated in such works. Individuals who place content owned by others on computers under their control accept full responsibility for maintaining compliance with copyright laws.

• Users of the college’s computing equipment, including email, shall have NO EXPECTATION OF PRIVACY over such use. The college reserves the right to access the personal files or monitor the system usage of any authorized user without that individual’s consent, under the following circumstances:

• A subpoena or other properly served request from enforcement officers. All such requests must be served by an officer of the court that has jurisdiction and be reviewed and approved in writing by a senior officer of the college. Review by college counsel may be appropriate.

• A written request from an appropriate senior officer of the college to provide information as part of an ongoing investigation and or disciplinary matter.

• A written request from a Systems Administrator, based on reasonable evidence that files or programs stored in an authorized user’s directory are the source of interference with the efficient functioning of the college computing facilities, that such files are violations of any part of this policy, or are infringing on copyright or intellectual

College Technology Resources and Network Services Policies

Disclaimer: The responsibility for the content of personal files, programs, web pages and e-mail rests solely with the individual and not with the college. Mount Wachusett Community College does not monitor the contents of embedded links of personal user accounts or personal web pages although it expressly reserves the right to do so.

To preserve the integrity and maintain efficient functioning of the college’s computing facilities, the college enforces the following policies:
property rights. The Executive Director of Information Technology must endorse such a request.

- A written request from the President of the college.
- A written request from College Counsel in support of an ongoing investigation or inquiry.
- A written request from the appropriate college officer as a part of a termination of employment action.

Information Technology will maintain records of all of these requests for access and will report the number of requests annually to the college administration.

- Electronic files are treated like paper files and subject to subpoena or discovery in legal actions and disclosure if such files constitute public records under Massachusetts law.
- Employee accounts are disabled as soon as the IT Department is notified of termination of employment. Human Resources should notify the Executive Director immediately when such personnel actions are imminent.
- Passwords to terminated employees accounts will not be provided to other individuals. File access can be provided through system delegation facilities.

**Enforcement Procedures**

The College retains right without restriction to monitor, authorize, control, or stop the use of any technology found on its computers or networks.

Violations of the Acceptable Use Policy will be referred to the appropriate senior officer of the college for action through the established disciplinary processes of the college. The results of such referral may include but is not limited to:

- Files and/or programs may be deleted.
- User access privileges may be inactivated.
- User accounts may be removed.
- Users may be suspended, expelled or terminated from college employment.

If a member of the college community believes that another has violated his or her rights, he/she should report the incident to the Executive Vice President and his/her department head.

**MWCC Administrative Computing Use Policy**

The Family Educational Rights and Privacy Act of 1974 (FERPA), plus its amendments, set forth rights and responsibilities regarding the privacy of student record information. FERPA governs release of student records maintained by the college and access to these records. For detailed information about FERPA contact the Office of the Registrar or visit the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

All employees of the MWCC are required to abide by the regulations of FERPA and those of the college regarding access to and use of student information, college financial information and college alumni development information. Student access to Banner for data entry purposes is expressly prohibited.

Department heads, Division heads, Directors and other supervisory personnel are responsible for ensuring that their respective employees follow the FERPA and college guidelines. The college houses its administrative data on its servers. The software package includes Admissions, Registration Records, Grading, Financial Aid Management, Billing, Accounts Payable, General Ledger and Alumni Development Records. Employees who have access to administrative system data must understand and accept the responsibility of working with confidential data. In addition to FERPA, college rules apply to all employees with an administrative system account.

- Each employee is given a username and password. This account is for the employee’s use only and should not be shared with supervisors, co-workers, family, or friends. In no case is the sharing of access accounts or passwords authorized.
- Each employee will be held responsible for any data input into or retrieval from the administrative system via his/her account. Employees are fully responsible for any system actions initiated under the employee’s user id and password.
- An administrative computing account is for use for work-related activities only. Access at other times is prohibited.
- Information that does not relate to the work assigned by your supervisor should not be viewed (e.g. looking up friends or co-workers) or altered (e.g. changing a friend’s address) in any way.
- Since administrative data is confidential, no employee will discuss or share any data with any other person except as is needed to carry out his/her job responsibilities.
• All access to electronic data and reports shall be secured. Sign off the system, put reports away in drawers and/or cabinets when leaving your work areas, especially for long periods of time. Ensure that your computer uses a password protected screen saver to minimize unauthorized disclosure of confidential information.

Mount Wachusett Electronic Communications Acceptable Use Policy
Mount Wachusett Community College works in a large, complex information technology environment requiring communications involving both confidential and public data. New technologies offer the college methods to make this communication easier between students, staff, departments, campuses, other colleges, and others. The college has several types of electronic mail systems on its various computer systems, enabling its students and employees to take advantage of these technologies. In addition several types of electronic communications services, including chat, discussion lists, voice mail, and instant messaging services are used by the college community.

However, with this open communication network, vulnerabilities to the privacy of electronic messages possibly containing confidential or proprietary information arise. College electronic communications users need to be aware of the vulnerabilities in electronic communications and of the legal responsibilities that accompany the use of this medium.

Purpose
These standards:
• Define who may use the electronic communications systems controlled and administered by MWCC.
• Outline responsibilities related to maintenance and use of such systems.
• Provide guidelines for the security and confidentiality of college electronic mail, and other forms of electronic communications.
• Provide methods for monitoring, enforcing and dealing with exceptions to this policy.

Scope
College Electronic Communications Policies shall apply to all:
• Electronic mail (email) created, sent or maintained within, administered by or networked to the electronic mail systems of MWCC.
• College email users.

• All other forms of electronic communications, including voice systems and instant messaging services, and other forms of electronic communications listed in the introduction and to any new forms of electronic communications that may be introduced.

Responsibilities
The President, together with the senior officers of the college, determines what categories of individuals (e.g., full time, part-time, staff, students, economic partners, other educational institutions, general public, etc.) may access college electronic communications systems. These individuals will determine which college department(s) shall be responsible for administering electronic communications systems and security, and procedures for monitoring.

Campus Electronic Communications Policies will ensure that Electronic Communications Administrators are responsible for:
• Determining what categories of individuals, within the guidelines set by the President and campus administrators, may access the communications system under their control.
• Ensuring that a security plan for the email system for which they are responsible has been developed, implemented, and is maintained. The security plan should include an analysis of whether message encryption is needed.
• Ensuring that a backup plan to allow for message/system recovery in the event of a disaster has been developed, tested, and implemented.
• Periodically assessing the level of risk within the mail system.
• Ensuring that filters to keep text from view of system maintenance personnel have been installed, when technologically possible.
• Ensuring that appropriate steps are taken to prevent a system break-in or intrusion through the electronic communications application.
• Providing information regarding electronic mail vulnerabilities to email users so that they may make informed decisions regarding how to use the system.
• Ensuring that all electronic mail ids for individuals with email accounts on college systems have been deleted when: an authorized user has terminated employment, graduated or withdrawn from the college, and when a "courtesy account" is inactive or no longer needed.
• Ensuring that email message retention standards, within the guidelines of these and other college policies have been developed and are implemented for their electronic mail system.
• Campus Electronic Mail Policies will ensure that employees responsible for maintaining, repairing and developing email resources will exercise special care and access email messages only as required to perform their job function. These employees will not discuss or divulge the contents of individual email messages viewed during maintenance and trouble-shooting.

Campus Electronic Mail Policies will ensure that college email users will:
• Use email in a responsible manner consistent with other business communications (e.g., phone, correspondence).
• Safeguard the integrity, accuracy and confidentiality of college electronic mail.
• Only use mail ids assigned to them.
• Remove mail from their mailbox consistent with college, campus, departmental or electronic mail administrator message retention policies and standards.

Campus Electronic Mail Policies prohibit college email users from:
• Sending any unsolicited mail or materials that are of a fraudulent, defamatory, harassing, or threatening nature.
• Posting materials that violate existing laws or college codes of conduct, are inconsistent with the college mission, or are commercial advertisements or announcements on any electronic bulletin boards.
• Forwarding any other form of unnecessary mass mailing (such as chain letters) to college or external email users.
• Using their email access to unlawfully solicit or exchange copies of copyrighted materials in any form.

Electronic Communications Security and Confidentiality Standards
Campus Electronic Communications Policies will ensure that those who access and use these systems are aware and understand that:
• The college considers an electronic communications message to be a personal or business correspondence that should, therefore, be dealt with in the same manner as paper correspondence items.
• Although electronic communications may be considered the property of the sender and/or receiver, these messages are stored on college computer systems. Therefore, administration of electronic communications systems may require that administrative staff read or access in other ways message contents. Users shall have NO EXPECTATION OF PRIVACY over the content of electronic communications maintained on the college’s computer system.
• The college will not routinely monitor the content of electronic documents or messages. Electronic documents and messages may be accessed by technical maintenance, security and troubleshooting staff while performing their duties. Such access may occur when a problem in the software or network arises. Additionally electronic mail may pass out of one computer environment, across a network, and into another computer environment even within the college system. This transport becomes increasingly complicated as mail travels between departments, campuses, universities, states, or nations. The level of security over your messages is affected each time the computer hardware, software and environment changes. Untraceable leaks may occur.
• If there is a college investigation for alleged misconduct, the President or his designee may authorize that electronic communications or files may be locked or copied to prevent destruction and loss of information. Additionally, the college may monitor the content of electronic documents and messages, or access email backups or archives as a result of a college investigation, legal discovery, writ, warrant, subpoena, or when there is a threat to the computer systems integrity or security.
• The confidentiality of the contents of email messages that include certain types of information (e.g., student related, medical, personal) may be protected by the Family Educational Rights and Privacy Act of 1974 (as amended) and/or the Electronic Communications Privacy Act of 1986. Additionally, the contents of email messages may be classified as public by the Massachusetts Fair Information Practices Act (MGL Title X, c66A, refer to http://www.state.ma.us/legis/laws/mgl/gl-66A-toc.htm) and/or the Massachusetts Public Records Act (MGL Title X, c66, refer to http://www.state.ma.us/legis/laws/mgl/gl-66-toc.htm). Further recent federal legislation, referred to as the Patriot Act, may require the college to disclose to law enforcement officers information previously considered to be privileged without notification.
• The authenticity of an email message cannot be assured due to the state of present email technology. This means that the authorship or source of an email message may not be as indicated in the message. Methods exist to provide for authentication of email messages. Email clients who require this level of security are to contact the Help Desk for assistance in obtaining a digital certificate.
• College Email Users may retain active mail files for the retention period instituted by the Electronic Mail Administrator. Deleted and expired email messages will be irretrievable after 90 days.
**Electronic Mail Use Standards**
The following policies govern the use of college email equipment/systems:

- Individuals are prohibited from using an electronic mail account assigned to another individual either to send or receive messages. If it is necessary to read another individual's mail (e.g., while they are on vacation, on leave, etc.), delegation or message forwarding should be requested from the email administrator.

- College Email Users are encouraged to use these communications resources to share knowledge and information in support of the college's mission. Occasional and incidental social communications using electronic mail are not prohibited; however, such messages should be limited and not interfere with an employee’s job function.

- Individuals with email ids on college computer systems are prohibited from sending messages which: violate existing laws or college codes of conduct or policies; are inconsistent with the college mission; or are advertisements or announcements for a commercial business without prior approval of the President or his/her designee.

- Authorized users should not "rebroadcast" information obtained from another individual that the individual reasonably expected to be confidential.

- Bulletin boards used for soliciting or exchanging copies of copyrighted software are not permitted on college systems.

- Authorized users are prohibited from sending, posting, or publicly displaying or printing unsolicited mail or material that is of a fraudulent, defamatory, harassing, abusive, obscene or threatening nature on any college system. The sending of such messages/materials will be handled according to current college codes of conduct, policies and procedures.

- The college accepts no responsibility for the content of electronic mail received. If a student, faculty, or staff member receives electronic mail that is considered harassing, threatening or offensive, he/she should contact the appropriate college office for assistance.

- Federal and state laws and college policies against racism, sexism and sexual harassment apply to electronic communications. Additionally, the college has special concern for incidents in which individuals are subject to harassment or threat because of membership in a particular racial, religious, gender or sexual orientation group.

**Social Media Use Standards**
In an effort to foster a professional work environment for all employees and to protect the interests of Mount Wachusett Community College the following policies govern the use of all social media by the employees at Mount Wachusett Community College. The term “social media” is intended to address personal networking sites including, but not limited to, MySpace, Twitter, YouTube, or Facebook.

- Only authorized individuals may send or post messages on social networking sites on behalf of MWCC.

- Employees must be clear that they are speaking for themselves and not on behalf of MWCC when using social media. Employees should refrain from identifying MWCC in personally owned or controlled social media sites or personal commentary posted to social media discussions or pages, or their messages should have clear disclaimers that the views expressed are personal to the author and do not necessarily represent the views of MWCC. Employees are reminded that they bear personal responsibility for the content of their posts, blogs or other social media content.

- Employees may not use MWCC logos or other trademarks or branding associated with MWCC’s identity without prior, written approval from the Vice President of Marketing and Communications.

- All MWCC policies, including those related to harassment, discrimination, respect for diversity, retaliation, workplace violence, ethics, and conflicts of interest apply to an employee’s postings and social media content.

- MWCC reserves the right to monitor employee use of social media. Employees may be disciplined for violating the confidentiality of MWCC, of fellow employees, posting harassing or defamatory content, or other infractions of MWCC’s normal workplace standards of conduct. This applies to postings and blogging occurring at any time on any computer.

- MWCC employees are reminded that they should be respectful of co-workers, students, management, and other colleges and universities. It is recommended that you obtain authorization from individuals or colleges and universities prior to posting their picture, using their trademark, or identifying them by their name.
• Social networking that is not part of your official duties should be done on personal time using personal computers supported by commercial network assets and not college or other State owned resources.

• Personal Facebook profiles may not be used by supervisors or subordinates to communicate work related matters; this is not to be confused with participating in Facebook groups or pages.

• Employees are reminded to use discretion when using social networking media. If unsure about how policy or guidelines apply to your posting or social media site, employees are encouraged to consult with their supervisor before taking action whenever possible.

This policy is not intended to interfere with rights under the First Amendment or the National Labor Relations Act.

**Compliance and Enforcement**

Any individual found breaching the confidentiality of electronic communications, disclosing confidential College data, or otherwise violating this policy, may be denied future access to computer resources and may be subject to reprimand, suspension, dismissal, or other disciplinary actions by the President or his/her designee consistent with College delegations of authority, codes of conduct, personnel policies, and union agreements.

When desktop computers, administrative systems, voice systems, and networks fail to perform as expected, call the Help Desk at extension 401 or send an email to helpdesk@mwcc.edu. Helpdesk is available for your IT support needs.
STUDENT DISCIPLINARY POLICY & PROCEDURE

Student Code of Conduct Definitions

Accused Student: The student who is alleged to have violated the College’s Student Code of Conduct.

Administrative Disposition – A resolution of a complaint, which is mutually agreed upon by the CCO and the Accused Student. An administrative disposition shall result in an Accused Student waiving his/her right to a Judicial Board hearing or Appeal.

Appeals Officer – The College’s Senior Student Affairs Officer or designee.

Code of Conduct Officer (CCO) – The College Official charged with the responsibility of administering the college’s Student Code of Conduct.

College Property – Includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college, including adjacent streets and sidewalks.

Complaint – All allegation of a violation of the Code of Conduct, which is filed with or by the CCO.

Day – As used in this policy, shall mean a calendar day. The number of days indicated at each level shall be considered as a maximum. All reasonable efforts shall be made to expedite the process; but, the CCO may extend the time limits at his/her discretion with notice to both parties in writing.

Judicial Board – Members of the college community selected by the Code of Conduct Officer to conduct a hearing when it has been determined by the CCO that a violation of the Student Code of Conduct has occurred. Members of the Judicial Board shall act in a fair and impartial manner.

Student – Includes all persons taking courses at the college, both full-time and part-time, credit and non-credit. Persons who are not officially enrolled for a particular term but who have a continuing academic relationship with the College are considered “students.”

Disciplinary Offenses

A student shall be subject to disciplinary action under this policy for engaging in acts including, but not limited to:

1. Physical violence or the threat thereof and/or any conduct that threatens or endangers the health or safety of any person.
2. Creating or false reporting of bombs.
3. Extortion - The use, or the express or implicit threat of the use, of violence or other criminal means to cause harm to person, reputation, or property as a means to obtain property from someone else without his/her consent.
4. Unauthorized use of fire alarm or fire equipment.
5. Unauthorized or illegal gambling.
6. Hate crimes as defined under state or federal law.
7. Hazing as defined under state or federal law.
8. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises.
9. Conduct resulting in a violation of the college’s Information Technology Acceptable Use and/or Email Policies.
10. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties, including failure to identify oneself when requested to do so.
11. Violation of college’s drug and/or alcohol policies.
12. Breach of peace: including disorderly, lewd, or indecent conduct, or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in, by the college.
13. Defacement or destruction of college property.
14. Acting in a manner that interferes with or disrupts the normal and/or safe operation of the college.
15. Harassment (verbal or physical) and/or intimidation of a member of the college community.
16. Acts of dishonesty, including but not limited to the following:
   a. Forgery, alteration or misuse of any college document, record, or instrument of identification;
   b. Furnishing false information to any college official, faculty member or office; or
   c. Disrupting or tampering with the election process of any college recognized student organization.
17. Acts of academic dishonesty, including but not limited to the following:
   a. Use of any unauthorized assistance in taking quizzes, tests, or examinations;
   b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
   c. The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
   d. Plagiarism, which is defined as the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Taking credit for work done by another person or doing work for which another person will receive credit. Copying or purchasing other’s work or arranging for others to do work under a false name.

18. Abuse of the Disciplinary process, including but not limited to:
   a. Falsification, distortion, or misrepresentation of information before a Judicial Board.
   b. Disruption or interference with the orderly conduct of a judicial proceeding.
   c. Attempting to discourage an individual’s proper participation in, or use of, the judicial system.
   d. Attempting to influence the impartiality of a member of a Judicial Board prior to, and/or during the course of, the judicial proceeding.
   e. Harassment (verbal or physical) and/or intimidation of a member of a Judicial Board prior to, during, and/or after a judicial proceeding.
   f. Failure to comply with the sanction(s) imposed under the Student Code.
   g. Influencing or attempting to influence another person to commit an abuse of the judicial system.

19. Unauthorized possession, duplication, or use of keys to any college premises or unauthorized entry to or use of college premises.

20. Unauthorized solicitation, including but not limited to sale of goods and services for personal profit.

21. Unauthorized activity that constitutes forgery.

22. Violation of State or Federal Laws not otherwise enumerated herein.

23. Violation of published college policies, rules, or regulations not otherwise enumerated herein.

**Discipline in the Classroom**

Disrupting or interfering in the educational process is prohibited under this policy. If a student engages in disruptive conduct in the classroom, a faculty member may address and informally resolve the matter without filing a complaint under the Code. A faculty member may exercise his/her right to immediately remove a disruptive student from a class meeting. However, if the removal of a student from the classroom is intended to be permanent, a complaint under this policy shall be filed with the CCO by the faculty member. The CCO can exercise his/her discretion to allow the accused student to attend class during the disciplinary process upon consultation with the faculty member and the Chief Academic Officer or his/her designee.

**Off Campus Behavior**

The College reserves the right to take disciplinary action against a student for off-campus conduct when such conduct adversely affects the college community, poses a threat of harm to the college community interferes with the college’s pursuit of its objectives and mission, and/or if a student is charged with a violation of state or federal law. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

**Interim Suspension**

The college reserves the right to issue an interim suspension when it reasonably concludes that a student poses a threat to: (a) him/herself or others; (b) college property or equipment; or (c) disrupts or interferes with the normal operations of the college. During an interim suspension, a student is prohibited from entering upon college’s property or participating in any college activities.

**Complaints Alleging Sexual Harassment or Discrimination**

Claims of discrimination or sexual harassment shall be pursued under the College’s Affirmative Action Plan. For more information, please contact the College’s Affirmative Action Officer, at 978-630-9160.
Code of Conduct Disciplinary Process
The Disciplinary Process is initiated once a complaint is filed against a student by a member of the college community or by the CCO. This policy is not intended to prevent members of the college community from attempting to resolve matters informally. Failure to cooperate with the college’s investigation of an alleged Code of Conduct violation will result in the student forfeiting his/her rights to a hearing or appeal and/or may result in disciplinary action.

1. Disciplinary Process
A. All complaints under the Code of Conduct shall be filed with or by the CCO.
B. When the CCO files or receives a complaint alleging that a student has acted in a manner which may be in violation of the Code, the CCO initiates the disciplinary process by meeting with the Accused Student, putting him/her on notice of the alleged violation and providing him/her an opportunity to respond to the allegations. The CCO may conduct a further investigation if necessary.
C. If the CCO determines that a violation exists, three procedural options are available:
   1. Verbal or Written Warnings—For low-level offenses, the CCO may issue a verbal or written warning to the accused student. Warnings shall not be subject to a hearing before a Judicial Board or an appeal.
   2. Administrative Disposition—Under an Administrative Disposition, the accused student, and the CCO mutually agree upon a disciplinary remedy. By accepting the Administrative Disposition, the accused student waives his/her right to a hearing before the Judicial Board or an appeal.
   3. Judicial Board Hearing—When an Administrative Disposition cannot be reached, the CCO shall refer the alleged violation to the Judicial Board for a hearing. Please see Section 2 below for Judicial Board rules.

Failure to cooperate with the college’s investigation of an alleged Code of Conduct violation, which includes appearing before a Judicial Board or College official if summoned to do so, will result in the student forfeiting his/her rights to a hearing or appeal and/or may result in disciplinary action.

2. Judicial Board Hearing
A. A hearing with the Judicial Board shall be scheduled by the CCO not later than 30 days following an Accused Student’s request not less than five days prior to the hearing.
B. A written Statement of Charges shall be presented to the Accused Student not less than five days prior to the hearing.
C. A Judicial Board hearing is an administrative hearing. The rules of evidence do not apply.
D. In a manner involving more than one Accused Student, the Judicial Board may permit at its discretion, individual hearings for each Accused Student.
E. The Accused Student has the right be accompanied by any advisor of his/her own choosing and at his/her own expense. The advisor may be an attorney. An advisor’s role is limited to advising the Accused Student directly. An advisor is not permitted to participate directly in the hearing.

3. Conduct of Hearing
A. A hearing is normally conducted in private.
B. There shall be a record created of all hearings. The record shall be the property of the college.
C. All procedural questions are subject to the final decision of the Judicial Board.
D. Admission of any person(s) to the hearing shall be at the discretion of the Judicial Board.
E. A hearing shall proceed as follows:
   - The CCO presents the Statement of Charges on behalf of the College. The CCO may present documents, materials and/or witnesses in support of the Statement of Charges.
   - Accused Student responds to the Statement of Charges. The student may present documents, materials and/or witnesses in response to the Statement of Charges.
   - Following the parties’ presentations, the Judicial Board may question each party, their witnesses, and/or review all information presented. The Judicial Board has the discretion to request additional documents, materials or information from either party.
   - While direct cross-examination by the parties is not permitted, each party will be given the opportunity to question the other by presenting questions through the Judicial Board. If the Board determines a question is relevant, the other party will be asked to respond.
   - The Board shall have a final opportunity to question the parties.
F. After the hearing, the Judicial Board shall determine by majority vote whether the Statement of Charges has been proven.
G. In reaching its decision, the Judicial Board shall determine whether it is more likely than not that the Accused Student violated the Code of Conduct based on the information presented.
H. Within 15 days of the conclusion of a hearing, the Judicial Board shall issue a written decision outlining its findings and disciplinary action, if any, to the parties.

4. Sanctions
A student found in violation of the college’s Code of Conduct shall be subject to one or more of the following sanctions:
   A. verbal or written warning
   B. restrictions/loss of privileges
   C. community/educational service
   D. restitution
   E. probation
   F. suspension
   G. expulsion

The intent of the college is to impose sanctions in a progressive manner, beginning with the least punitive sanction. However, depending on the nature and severity of a student’s violation the college reserves the right to impose any of the above-referenced sanctions at any time.

5. Appeal
   A. Within five days of receiving the Judicial Board’s decision, either the CCO or the Accused Student may appeal the Judicial Board’s decision to the college’s Appeals Officer.
   B. An appeal must be in writing. An appeal is permitted only to consider new evidence, which was not presented at the hearing because it was not reasonably known to the Accused Student at that time, and which is sufficiently relevant such that it could alter the Judicial Board’s decision.
   C. The Appeals Officer shall issue a written decision within 10 days of receiving the appeal. The Appeals Officer may accept, reject or modify the Judicial Board’s decision or sanction.
   D. The Appeals Officer’s decision shall be final.

   Adopted on: July 1, 2010.

**Student Grievance Procedure Massachusetts Community Colleges Dated: April 2001**

**POLICY GOAL: CONFLICT RESOLUTION**

Before invoking the student grievance procedure, a reasonable effort shall be made by those involved in a dispute to resolve it amicably. A dispute is most effectively handled and resolved by those closest to the problem, having the best understanding of the issues, and having the ability to formulate a mutually acceptable resolution. Therefore, it is in the best interest of the student, the potential subject of a grievance, and the college to resolve disputes through open and cooperative dialogue. Only when such efforts are unsuccessful should the student grievance procedure be invoked. Throughout all phases of the student grievance procedure, all reasonable efforts shall be made to maintain confidentiality in accordance with applicable law.

**DEFINITIONS**
1. **Complaint:** the informal, unwritten stage of an allegation of mistreatment.
2. **Grievance:** a written complaint filed by a student with the person designated by the president as the student grievance officer specifically alleging an abridgment of his or her rights as a student.
3. **Grievant:** the student or students filing the complaint or grievance. The grievant must have been a registered student of the college at the time of the alleged mistreatment.
4. **Responding party:** the person against whom a complaint or grievance is directed.
5. **Student grievance officer:** a college employee assigned responsibility for administering the student grievance procedure, including the maintenance of specified records. The student grievance officer shall ordinarily be the senior student affairs officer. If this individual is the person against whom the grievance is filed, the president shall designate another college official to act as the student grievance officer.
6. **Time:** the number of days indicated at each level shall be considered as a maximum. All reasonable efforts shall be made to expedite the process, but, the president or his/her designee may extend the time limits in extenuating circumstances with notice to both parties in writing, or by mutual written agreement between the grievant and the responding party.
7. **Day:** as used in this policy, shall mean a calendar day.
8. **Senior officer:** senior level employee who reports to the president for the responding party’s work area.
9. **Instructional period:** the academic semester, summer session or intersession when a grievant knows or should have known of a grievable act or inaction. The instructional period shall end on the last day of final exams.
UTILIZING THE STUDENT GRIEVANCE PROCEDURE

The student grievance procedure may be used by a student to address complaints concerning the alleged abridgment of the student’s rights.

The student grievance procedure may not be used for complaints alleging sexual harassment or discrimination. When a student believes that he/she has been discriminated against due to his/her race, creed, religion, color, sex, sexual orientation, age, disability, veteran status, genetic information or national origin, the college's affirmative action grievance procedure is a mechanism for resolution. The college’s affirmative action grievance procedure is contained in the college’s affirmative action plan.

If a complaint involves a grade dispute, a student shall process the complaint in accordance with the student grievance procedure; even if the student alleges that a grade was improper because of discrimination.

At any level of the student grievance procedure, either party may request mediation by contacting the student grievance officer. Mediation shall be mutually agreed upon, and not unreasonably refused by either party. The student grievance officer shall select an impartial mediator who shall be mutually agreed upon and not unreasonably refused by either party, make the arrangements, determine the timetable for the mediation process, and inform the parties of the timetable in writing. Where practicable, a mediation session shall be conducted no later than thirty (30) days after requested and agreed to by the parties. The purpose of mediation is to resolve the dispute to the satisfaction of both parties. If a resolution cannot be achieved, the grievant may proceed with the grievance process.

A claim of physical or sexual assault shall not proceed under the student grievance procedure. A student claiming physical or sexual assault by an employee of the college shall report the incident to the college’s campus police and/or the director of human resources. A student claiming physical or sexual assault by another student or an employee claiming physical or sexual assault by a student shall report the incident to the college’s campus police and/or the senior student affairs officer. Further, in matters involving physical assault, students and employees are strongly encouraged to report the incident to the local authorities.

LEVEL ONE—INFORMAL PROCEDURE

This is the informal stage where most complaints are resolved. The grievant and the responding party should consult with the student grievance officer at this time.

A student grievant initiates the informal phase of the grievance process. As students are strongly encouraged to address complaints as soon as possible so that the responding party may take corrective action, if necessary, an informal complaint shall be brought to the responding party’s attention by the grievant within thirty (30) calendar days from when the grievant knew or should have known of the grievable act or inaction.

The responding party must respond to the grievant’s complaint within ten (10) days. Though this phase of the process is informal, the parties may present their positions in writing. If the matter is not resolved informally within ten (10) calendar days from the date a response to the complaint was due, the grievant may proceed to level two.

In some cases, due to the nature of a grievant’s complaint, a grievant may be unwilling to confront a responding party during the instructional period. Under such circumstances, in order for a grievant to initiate the grievance procedure and preserve his/her rights under the procedure, the grievant must submit his/her informal complaint to the student grievance officer within thirty (30) calendar days from when the grievant knew or should have known of the grievable act or inaction. Thereafter, the grievant may request the student grievance officer to notify the responding party of the informal complaint without identifying the grievant, or the grievant may request that the responding party not be notified until the conclusion of the instructional period. In either case, the student may file a formal complaint no later than thirty (30) calendar days following the end of the instructional period during which the grievant knew or should have known of the grievable act or inaction.

LEVEL TWO—FORMAL PROCEDURE

Prior to filing a written grievance at level two, a grievant must consult with the student grievance officer. The responding party should also consult with the student grievance officer at this phase of the process.

Except under extenuating circumstances, as determined by the president or his/her designee, failure by either party to comply with the student grievance procedure during the course of a grievance shall result in the waiving of the noncompliant party’s rights under the procedure.
L2-STEP ONE
The student grievance officer shall notify the parties in writing when a complaint is not resolved informally at level one. The grievant may, within ten (10) calendar days after receipt of the student grievance officer’s written notice, file with the student grievance officer a formal written grievance. The grievance shall contain the following information: the name and title of the person(s) against whom the grievance is directed, a statement of all known facts, documents and materials supporting the grievance, a list of individuals who have information pertinent to the grievance, and the relief sought by the grievant. All supporting documents, if any, shall be attached to the grievance as part of the grievance. The grievance shall also state the date it is filed and that it is being filed at “level two, step one.”

The grievance may be filed with the student grievance officer by regular mail, certified mail, or in hand. Thereafter, the student grievance officer shall deliver the grievance, and shall forward supporting documents, if any, to the responding party within five (5) calendar days. If the responding party is unavailable at the time the grievance is filed, the student grievance officer shall use reasonable means to deliver the grievance within a reasonable period of time.

The responding party shall forward a written level two-step one response to the student grievance officer within ten (10) calendar days of his/her receipt of the grievance. The student grievance officer shall deliver the written response to the grievant within five (5) calendar days of receipt.

L2-STEP TWO (Supervisor Level)
If the grievance is not resolved to the satisfaction of the grievant within ten (10) calendar days after his/her receipt of the step one response, or if no written response is submitted, the grievant may within ten (10) calendar days after the written response was received or due, request the student grievance officer to forward the written grievance and response, if any, to the supervisor of the responding party, with a copy to the senior officer of the work area of the responding party.

The supervisor shall investigate the grievance and confer with the senior officer. The supervisor shall forward his/her written decision to the student grievance officer within ten (10) calendar days after receipt of the step two grievance. Thereafter, the student grievance officer shall deliver the decision to the grievant and the responding party within five (5) calendar days.

At any time before the issuance of the supervisor’s step two decision, the senior officer may request that the parties meet to discuss the issue and attempt to resolve it.

Grade appeals do not go beyond this step (level two-step two) per the section on grade appeals.

Neither party to a grievance may raise any new issues or allegations after step two.

L2–STEP THREE (Student Grievance Committee Level)
If the grievance is not resolved to the satisfaction of the grievant within the period allowed at level two-step two, the grievant may request a hearing before a student grievance committee. Such a request must be in writing and presented to the student grievance officer within ten (10) calendar days from the issuance of the supervisor’s level two-step two decision.

Within ten (10) calendar days of the student grievance officer’s receipt of the grievant’s request for a hearing, the student grievance officer shall arrange a hearing before a student grievance committee. The student grievance officer shall use reasonable efforts to schedule the hearing at a time mutually convenient to the parties. At least twenty-four (24) hours prior to the hearing, the student grievance officer shall provide each member of the committee and all parties to the grievance with copies of the grievance, responses to the grievance, decisions issued, and all relevant supporting documentation and materials. The committee’s make-up and hearing rules are discussed later in this policy.

The committee shall deliver its findings and recommendations to the student grievance officer within ten (10) calendar days following the hearing. A copy of the committee’s findings and recommendations shall be delivered to the grievant, the responding party, and the president or his/her designee, within five (5) calendar days of receipt.

Within ten (10) calendar days of the president’s receipt of the committee’s findings and recommendations, the president or his/her designee, shall issue a written statement accepting, modifying or rejecting the committee’s recommendations. The decision of the president, or his/her designee, shall be final and binding on all parties.
GRADE APPEALS
Complaints or grievances filed in connection with assigned grades represent a special case within the grievance procedure. Grading reflects careful and deliberate assessment of a student’s performance by the instructing professional(s). As such decisions are necessarily judgmental; the substance of those decisions may not be delegated to the grievance process. Nevertheless, the college recognizes that in rare cases the process of grading may be subject to error or injustice. Except as otherwise provided by separate appeals procedures for clinical programs as approved by the president of the college, a student who alleges an error, or injustice, in the grading process may file a grievance under the student grievance procedure. A grade appeal grievance shall proceed no further than level two-step two. For purposes of a grade appeal, the senior academic officer of the college, or his/her designee, shall serve as the student grievance officer throughout the grade appeal process.

If the faculty member who assigned the challenged grade is no longer employed by the college or is not available within the timelines specified (see “time” definition), the student may initiate his/her level one complaint with the chief administrator of the appropriate instructional division (who shall be identified by the senior academic officer). If at any level substantial evidence of error is produced, the grading process may be remanded to the instructor of record for reassessment. If the instructor of record is no longer available, the chief administrator of the appropriate instructional division or his/her designee shall instead reassess the grading process.

MEMBERSHIP OF THE STUDENT GRIEVANCE COMMITTEE
The composition of the college’s student grievance committee shall consist of five members: one student, one unit professional, one faculty member, one non-unit professional and one unit classified employee. The president or his/her designee shall appoint each member from among the recommendations submitted by the student grievance officer.

Service on a committee shall be voluntary, provided that a member who has a personal interest in the particular grievance shall be ineligible to serve on a grievance committee. All college employees serving on a student grievance committee, and acting within the scope of their official duties on the committee, shall be covered to the full extent provided under Massachusetts General Laws, Chapter 258, including, the indemnification provision contained in M.G.L., Chapter 258, Section 9. All student grievance committee members, as well as all others in attendance at a student grievance proceeding, shall maintain the confidentiality of the proceedings. The student grievance officer shall attend all committee hearings, but shall not vote.

GUIDELINES FOR COMMITTEE HEARINGS
The following guidelines provide the framework for conducting a student grievance committee hearing:

1. Prior to the hearing, the newly impaneled committee shall meet to elect a committee chairperson. The chairperson shall be selected by a simple majority vote.
2. The chairperson on the committee shall be responsible for conducting the hearing and drafting the decision of the committee, but shall vote only in the event of a tie.
3. All hearings shall be closed and deliberations of the committee shall be confidential and conducted in private.
4. The grievant and the responding party shall be in attendance at the hearing. Each party may be accompanied by an advisor at the hearing. The advisor, however, may not participate in the hearing or question witnesses. Either party may at anytime during a hearing consult in private with his/her advisor.
5. Witnesses may be asked by the committee to remain outside of the hearing room until they are called to testify.
6. The grievant will address the committee first. The grievant will state the nature of his/her grievance and may present relevant evidence and/or witnesses in support of the grievance.
7. The responding party may respond to the grievant’s complaint and present relevant evidence and/or witnesses in opposition to the grievance.
8. Once the parties have presented their respective positions, the committee may question the parties and/or witnesses.
9. After the committee has questioned the parties, each party will be given the opportunity to question the other party and their respective witnesses. All questions must be directed through the committee. If the committee determines that a question is relevant to the grievance, the party or witness to whom it is addressed will be asked to respond.
10. Following the parties’ questioning of each other, the committee will have another opportunity to question the parties and witnesses.
11. Hearings before the committee shall not be subject to the formal rules of evidence. In all cases, the hearing shall be conducted in a fair and impartial manner.
12. If a party to a grievance fails to appear for a scheduled hearing, the committee has the discretion to proceed with the hearing and issue its findings and recommendations in the party’s absence.

13. The decision of the committee shall be based on the relevant evidence presented at the hearing. The decision shall be in writing and include: a list of all documentary evidence and witnesses presented; a summary of the testimony offered by both parties and their respective witnesses; the findings of the committee and its recommendations. Copies of the decision and recommendations of the student grievance committee shall be forwarded by the student grievance officer, to the grievant, the responding party, and the president or his/her designee.

14. When deciding upon a grievance, the committee shall consider whether a finding against the responding party is fundamentally fair and reasonable under the circumstances and in accordance with applicable college rules and procedures.

WITHDRAWAL
A student may withdraw his/her complaint or grievance at any time. Withdrawal must be accomplished in writing or by oral agreement confirmed in writing.

REPRISALS
No member of the college community shall retaliate or threaten to retaliate against, interfere with, restrain, or coerce any student in the exercise of his/her rights under the student grievance procedure or his/her participation in any grievance proceedings.

COLLATERAL RIGHTS OF PERSON GRIEVED BY STUDENT
If the recommendations made at any level of the grievance procedure result in sanctions against a college employee, the sanctions shall be regarded as administrative actions subject to all conditions of applicable collective bargaining agreements and college or Massachusetts Department of Higher Education personnel policies.

ALTERNATIVE FORUMS
Filing a grievance in accordance with the student grievance procedure in no way abrogates a student’s right to file a complaint with an appropriate state or federal agency or in another forum.
APPENDICES

Appendix A
Medical and Psychological Effects of Drug and Alcohol Abuse

1. OVERDOSE
An overdose can happen due to uncertain purity, strength or even type of drug one gets illegally. It can also happen due to increased tolerance, because one needs increased dosages to achieve the same effect. An overdose can cause psychosis, convulsions, coma or death. While the risks of drug overdose are more common and frequently more severe, extreme quantities of alcohol can similarly result in psychosis, convulsions, coma or death.

2. DEPENDENCE
Continued use of drugs or alcohol can lead to a psychological and/or physical need for them.

3. ILL HEALTH
Long-term drug or alcohol use can destroy a healthy body and mind. Generally, drug or alcohol abuse can lead to organic damage, mental illness, malnutrition, failure to get treatment for existing diseases or injuries, and even death. Chronic drinking also has been associated with increased rates for heart disease, liver damage, ulcers and gastritis, and adrenal and pituitary gland damage. Injection of drugs presents increased risks of getting infectious diseases.

Drug and alcohol use can also affect the health of a child in the womb and result in birth defects, fetal alcohol syndrome, drug dependence or death. Because the quantity of alcohol likely to injure a developing fetus is unknown, the United States Surgeon General has specifically counseled women not to drink any alcohol during pregnancy.

4. ACCIDENTS
When drugs or alcohol affect an individual’s perception and/or reaction time, accidents become more likely. For any member of MWCC who is experiencing substance abuse problems, MWCC stands ready to offer supportive services and referral for treatment as appropriate and available.

Information concerning substance abuse and rehabilitation counseling programs and the applicability of employee and student insurance is available through the following college offices: counseling services, health services, human resources, and vice president of student services and the senior student affairs office.

Appendix B
Treatment Coverage

1. TREATMENT COVERED BY REQUIRED STUDENT MEDICAL INSURANCE
Massachusetts General Laws, Chapter 15A, Sec. 7B (St. 1988, Chapter 23, Sec.22) and 117 Code of Massachusetts Regulations Section 3.04 require that students certify their participation in a qualifying student health insurance program, or in a health benefits' program with comparable coverage. Students who do not possess adequate medical insurance must purchase the Massachusetts Regional Community Colleges’ Student Accident and Sickness Insurance Plan. This plan provides the following benefits related to drug and alcohol abuse:

Alcoholism Treatment
Benefits are payable for the treatment of alcoholism subject to all terms and conditions of the policy.

A. In the case of benefits based upon confinement as an inpatient in an accredited or licensed hospital or in any other public or private facility thereof providing services especially for the detoxification or rehabilitation of intoxicated persons or alcoholics and that is licensed by the Department of Public Health for those services, or in a residential alcohol treatment program as referred to in section 24 of chapter 90 of the Massachusetts Insurance Laws, benefits will not exceed a maximum of 30 days in any policy year.

B. In the case of outpatient benefits, benefits shall not exceed a maximum of $500 over a 12-month period. Services must be furnished by: (1) an accredited or licensed hospital; or (2) by any public or private facility or portion thereof providing services especially for the rehabilitation of intoxicated persons or alcoholics and that is licensed by the Department of Public Health for those purposes. Consultants or treatment sessions furnished by a facility in this clause shall be rendered by a physician or psychotherapist fully
licensed under the provisions of chapter 112 of the Massachusetts Insurance Laws who devotes a substantial portion of his time treating intoxicated persons or alcoholics.

**Drug Abuse Treatment Benefit**
Benefits are payable for the treatment of drug abuse subject to all terms and conditions of the policy and the provisions of this endorsement.

A. Benefits will be payable upon confinement as an inpatient in an accredited or licensed hospital, a residential treatment program, or in any other public or private facility thereof providing services especially for the treatment of drug abuse and that is licensed by the Department of Public Health for those services. Benefits will not exceed a maximum of 30 days in any policy year.

B. Out-patient benefits for treatment of drug abuse shall not exceed a maximum of $500 over a 12-month period. Services must be furnished by an accredited or licensed hospital, any public or private facility or portion thereof providing services especially for the treatment of drug abuse and that is licensed by the Department of Public Health for those purposes. Consultants or treatment sessions furnished by such a facility in this provision shall be rendered by a physician who devotes a substantial portion of his/her time treating drug abuse.

**Appendix C**

*Definitions of Forcible Sex Offenses*
Forcible sex offenses are defined as "any sexual act directed against another person, forcibly and/or against that person's will when the victim is incapable of giving consent.” Forcible offenses include:

A. **FORCIBLE RAPE:** The carnal knowledge of a person forcibly and against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

B. **FORCIBLE SODOMY:** Oral or anal sexual intercourse with another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. **SEXUAL ASSAULT WITH AN OBJECT:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. **FORCIBLE FONDLING:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

*Definitions of Non-Forcible Sex Offenses*
Non-forcible sex offenses are defined as "unlawful, non-forcible sexual intercourse.” Non-forcible sex offenses include:

A. **incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. **statutory rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent (16 in Massachusetts).

*As defined in the Federal Bureau of Investigation's Uniform Crime Reporting System.*
GLOSSARY OF TERMS

This glossary is provided to assist students in understanding academic jargon used in this catalog/handbook.

**accreditation**: certification that an educational institution has met specific academic standards and requirements.

**associate degree**: a degree (at least 60 credits) granted by community colleges. (Some four-year colleges and universities also offer the associate degree.)

**bachelor degree**: a degree (at least 120 credits) granted by colleges and universities.

**career programs**: programs usually offered at community colleges that are geared toward preparing students for careers upon successful completion of the program.

**cost of education**: the total cost of your education, including tuition and fees, room and board, books, transportation, and other miscellaneous living expenses.

**course**: organized subject matter in which instruction is offered within a given period of time and for which credit is usually given.

**credit**: the unit of measure used to record a student's course load. (One credit usually represents one hour of class time a week in a given subject.)

**curriculum**: a systematic group of courses or sequence of subjects required for graduation or certification in a major field of study.

**dean**: a major officer of the college who is responsible under the president for the administration and supervision of instructional activities, fiscal affairs, or student services.

**double major**: a program of study in which a student completes the requirements of two distinct programs.

**elective**: a course chosen by a student, as opposed to one required by the college or department.

**financial need**: the difference between your total cost of education and what you and your family are expected to pay. This is the figure that determines the amount of financial aid for which you may qualify.

**full-time student**: an undergraduate taking at least 12 credits a semester. In order to graduate in two or four years, a student should average 15 credits a semester.

**grant**: a sum of money awarded as financial aid that does not have to be repaid.

**learning disability**: specific learning disability means a disorder in one or more of the basic psychological processes involved in understanding or using language, spoken or written, which may manifest itself in an imperfect ability to listen, think, speak, read, write, spell or to do mathematical calculations. The term includes such conditions as perceptual handicaps, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. The term does not include individuals who have learning problems that are primarily the result of visual, hearing, or motor handicaps, of mental retardation, of emotional disturbance, or of environmental, cultural, or economic disadvantage (1977 U.S. Office of Education).

**lecture**: a method of teaching by which the instructor gives an oral presentation of facts or principles, the class usually being responsible for taking notes.

**loan**: a sum of money that you borrow and must repay. Student loans are often part of a financial aid package.

**major**: the program of study in which a student chooses to specialize. Students are required to take a certain percentage of their courses in their declared major.

**matriculated**: a student who is accepted by and enrolled in a college or university, and is working toward a degree.

**non-matriculated**: a student who is accepted by and taking classes at the college but is not working toward a degree.

**Quality Point Average**: a measure of average scholastic success in all subjects taken during the semester or accumulated over several semesters.

**prerequisite**: a course that a student is required to complete satisfactorily before enrolling in succeeding or advanced courses.

**registrar**: a college official responsible for maintaining student records, scheduling classes and examinations, and registering students.

**scholarship**: a form of financial aid that may be awarded based on academic or athletic achievement, or financial need. Scholarships usually do not have to be repaid.

**syllabus**: an outline of the topics to be covered in a course (or in a text).

**transfer program**: an education program offered by the community colleges specifically for students who plan to transfer and continue their studies at a four-year college or university.

**Work-Study Program**: a program that offers students the opportunity to combine employment with college study. The employment may be an actual part of an academic program, as in an internship, or simply a way to pay for college.
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From Fitchburg and Points East: Route 2 West to Route 140 North (Exit 24B). Exit sign reads “140 North to Winchendon and Ashburnham.” Proceed three miles on this route. Pass through two traffic lights. Proceed one-half mile past the second light and take a left turn onto Matthews Street. The college entrance is one mile on the right.

From Western and Central Massachusetts: Route 2 East to Route 140 North (Exit 24). Turn left at the end of the exit ramp. Proceed three miles on this route. Pass through two traffic lights. Proceed one-half mile past the second light and take a left turn onto Matthews Street. The college entrance is one mile on the right.

From Worcester and Providence: I-190 North from Worcester. From I-190, take Route 2 West to Route 140 North (Exit 24B). Exit sign reads “140 North to Winchendon and Ashburnham.” Proceed one-half mile past the second light and take a left turn onto Matthews Street. The college entrance is one mile on the right.

From Points North: Route 12 South to Route 140 South. Bear right onto Green Street. The college is one-half mile on the left.

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From Points East: Route 2 West to Exit 31B - Route 12 North. At the end of the exit ramp, go right. At the lights, take a right onto Erdman Way. The campus is located in the second building on the left (red brick building) across from the Four Points by Sheraton Leominster Hotel. Drive to the rear of the building.

From Points West: Route 2 East to Exit 31B - Route 12 North. At the end of the exit ramp, go right (you will cross over Route 2). At the lights, take a right onto Erdman Way. The campus is located in the second building on the left (red brick building) across from the Four Points by Sheraton Leominster Hotel. Drive to the rear of the building.

Devens Campus • One Jackson Place • 27 Jackson Road • Devens, MA 01434 • 978-630-9569

From Route 2: From Route 2 East, take Exit 37; from Route 2 West, take Exit 37B. When you get off the exit, you will be on Jackson Road. Go approximately one mile and you will pass through a blinking light at Lake George Street/Patton Road. Go through the light and your next left will bring you into the parking lot. Look for the sign, “Mount Wachusett Community College—Home of the BioManufacturing Program.”

A Governor Foster Furcolo Community College of Massachusetts