



College Catalog & Student Handbook

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2009 - 2010



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Mount Wachusett
Community College

MOUNT WACHUSETT COMMUNITY COLLEGE



2009-2010 CATALOG & STUDENT HANDBOOK

Gardner Campus

444 Green Street
Gardner, MA 01440
(978) 632-6600
TTY: (978) 632-4916

Devens Campus

One Jackson Place
27 Jackson Road
Devens, MA 01434
(978) 630-9569

Leominster Campus

100 Erdman Way
Leominster, MA 01453
(978) 840-3221

www.mwcc.edu
Printed March 2009

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MOUNT WACHUSETT COMMUNITY COLLEGE 2009-2010

A Message from the President



March 1, 2009

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

OFFICE DIRECTORY

OFFICE	EMAIL ADDRESS	ROOM	CAMPUS	WEBSITE	PHONE
Academic Affairs		118D	Gardner	http://AcademicAffairs.mwcc.edu	(978) 630-9208
Advising & Counseling Center	advisor@mwcc.mass.edu	134	Gardner		(978) 630-9568
Admissions	admissions@mwcc.mass.edu	167	Gardner	http://www.mwcc.edu/services/enrollment/default.htm	(978) 630-9284
Assessment Center		128C	Gardner		(978) 630-9244
Bookstore	bookstore@mwcc.mass.edu		Gardner		(978) 632-8238
Campus Police		034	Gardner		(978) 630-9150
Disability Services	d_thibault@mwcc.mass.edu	134	Gardner	http://www.mwcc.edu/services/disability/default.html	(978) 630-9120
Enrollment Center	advisor@mwcc.mass.edu	167	Gardner	http://www.mwcc.edu/services/enrollment/default.htm	(978) 630-9284
Financial Aid	financialaid@mwcc.mass.edu	164	Gardner	http://www.mwcc.edu/financial/default.html	(978) 630-9169
Fitness & Wellness Center			Gardner	http://www.mwcc.edu/fitness/default.html	(978) 630-9212
Health Services	healthservices@mwcc.mass.edu	132	Gardner		(978) 630-9136
Job Placement		134H	Gardner	http://www.mwcc.edu/services/job/default.html	(978) 630-9254
Library	library@mwcc.mass.edu	128	Gardner	http://www.mwcc.edu/Html/Library/index.html	(978) 630-9125
Life Long Learning	LLL@mwcc.mass.edu	124	Gardner	http://www.mwcc.edu/LLL/default.html	(978) 630-9124
Records	records@mwcc.mass.edu	169	Gardner	http://www.mwcc.edu/offices/Records/default.html	(978) 630-9270
Student Accounts	bursars@mwcc.mass.edu	165	Gardner	http://www.mwcc.edu/info/studentaccounts.html	(978) 630-9149
Student Life		141	Gardner	http://www.mwcc.edu/studentlife/default.html	(978) 630-9141
Student Services	students@mwcc.mass.edu	141	Gardner		(978) 630-9142
Student Email	helpdesk@mwcc.mass.edu				
Transfer	ngreenlaw@mwcc.mass.edu	134	Gardner	http://transfer.mwcc.edu	(978) 630-9321
Visions Program		144	Gardner	http://www.mwcc.edu/services/visions/default.html	(978) 630-9297

ACADEMIC CALENDAR

The 09-10 academic calendar is available online: <http://www.mwcc.edu/catalog/calendar.html>.

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 Board 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, vice president of student services & enrollment management, coordinator, american 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.

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 ó 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 Rehabilitación 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 de servicios de estudiantes y manejo de matriculación, coordinadora de el Acto Americano de Incapacidades
- 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's 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.

Campus Locations

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.

Center for Democracy & Humanity

MWCC houses the Center for Democracy & Humanity, a liaison between the college and the community and the catalyst that sparks greater community involvement. The center promotes civic engagement, positive social change and healthier, more vibrant communities through innovative programming and partnerships that benefit the college and the greater community. The center offers responsible programming through the Institute for Nonprofit Development, The Molly Bish Institute for Child Health & Safety, United Way Youth Venture, Community Scholars, and the What's Next Speaker Series. For more information, go to <http://democracy.mwcc.edu>.

Institutional Vision, Values, and Mission

MWCC is guided by a segmental mission identified for all community colleges by the Board of Higher Education and by an institutional mission that resulted from the college's own strategic planning process. The segmental mission statement describes the common nature of all community colleges. The institutional mission identifies the distinctive focus of MWCC.

Segmental Mission

MWCC is one of the community colleges within the Commonwealth's Public Higher Education System. As approved by the Board of Higher Education, the community college's comprehensive mission is to provide academic preparation for transfer to four-year institutions, career preparation for entry into high demand occupational fields, developmental courses to prepare students for college level work, job retraining, and lifelong learning opportunities. The colleges are committed to excellence in instruction, open

access, affordable costs, and providing responsive, innovative, educational programs of high quality. This is accomplished by developing each student's critical thinking skills, oral and written communication, and appreciation of the arts, sciences, and humanities.

The community colleges offer a campus climate that respects the ideas, values, perspectives, and contributions of a culturally diverse community. They provide both academic and personal support services to assure that all students have a realistic opportunity to achieve academic and career success. The community colleges serve as a leader and resource for the community, identifying opportunities and solutions to community problems and contributing to the region's intellectual, cultural, environmental, and economic development. The community colleges bear special responsibilities for state workforce development by providing job training, retraining, certification, and skills improvement programs.

The community colleges support the public system through their commitment to MassTransfer programs, by managing their resources in an efficient and responsible manner, by expanding collaborative efforts with K-12 and baccalaureate institutions, and by assuming primary responsibility to offer courses, programs, and other educational services for individuals who seek to develop the skills necessary to pursue college study.

Institutional Mission

MWCC exists to meet the education, training, and lifelong learning needs of an educationally, economically, and culturally diverse population living and working in North Central Worcester County. As a publicly-supported, community-focused institution of higher education, the college provides open access to affordable, high quality programs and services that are relevant and responsive to the changing and dynamic needs of the students and residents we serve. MWCC offers a broad and focused array of credit and noncredit pre-baccalaureate learning opportunities that facilitate: transfer to a four-year institution of higher education; acquisition of occupational and workforce knowledge, skill sets, and credentials for entry and lifelong maintenance of skill currency in an ever-changing world of work; and the development of fundamental academic and learning skills essential for underprepared students to successfully transition to college and the workplace.

We are a student and community centered institution fully engaged in the life of the community and a vital resource enabling student development and success as well as civic and economic growth and advancement. We are dedicated to enriching the quality of individual and community life, stimulating economic vitality, and helping make North Central Worcester County a better place to live and work.

MWCC lives its mission by adhering to the following key operating principles:

Learning is the Central Purpose: MWCC is a learning community committed to quality instruction, innovative curriculum, and personalized support. Providing a supportive, creative learning environment for students, faculty, and staff is a high priority. The college is committed to building and maintaining a supportive learning environment that values creativity and diverse perspectives and contributions of all members of the community. We are responsible for equipping our students with essential learning skills to be successful lifelong learners able to adapt easily and acquire new knowledge and skills for a changing world.

Belief in Human Potential for Success: All students, whatever skill level or background upon entry, have the potential to learn and grow; our responsibility is to facilitate their learning and growth through programming and services that meet the diversity and uniqueness of needs. We are proactive in providing academic and personal support services tailored to help students succeed by reducing barriers to success. We accept our responsibility as educators to foster an environment and experience that help our students realize their goals.

Civic Engagement Links Learning to the Fabric of the Community:

MWCC is passionately committed to using its visibility and position of respect in the community as a force for positive change. Aggressive community outreach and a culture of active engagement in the economic, civic, and cultural activities of the region are defining characteristics of the Mount. The Mount welcomes partnerships to improve underperforming elementary and secondary schools and seeks alliances to deal with structural economic problems impacting the community. The college is devoted to helping the region capitalize on its strengths, building prospects for an area with a diverse population, great scenic beauty, and affordable housing choices but still oriented to its past as a premier manufacturing center. The college is supportive of strategic collaborative initiatives that increase its responsiveness to workforce needs and help increase access to new technologies and knowledge, key to strengthening the economic foundation and competitiveness of the region.

Vision

MWCC is a thriving vibrant resource for the community we serve. We provide hope and opportunity for all those we touch: enriching lives, developing potential, enabling success, and serving as a primary catalyst for social, cultural, and economic growth and development. All those we serve recognize us as a benchmark for teaching and learning excellence and outstanding service to students and the community. We are vital, we are committed, and we deliver.

Core Values

MWCC is a community of learners where all are warmly welcomed, valued for their individuality, and applauded for their unique contribution to making MWCC a special place to learn, work, gather, and play. Students, faculty, and staff recognize the innate worth of each community member and the importance of diversity in sustaining a rich, healthy, and vibrant environment. The college affirms 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 potential to learn, grow, and develop as an educated and engaged citizen, and lead meaningful joyful lives.

Mutual Respect and Trust: We treat each member of our community as a valued person deserving dignity, kindness, fairness, and trust. Through words and actions, we accept differences, share perspectives, and honor the trust placed in us by being trustworthy, acting ethically, and working cooperatively and collaboratively.

Integrity: We speak and act truthfully in our interactions with students, colleagues, and community feeling safe to own up to mistakes and free to be open and honest. We conduct our business ethically and responsibly.

Accountability: We hold ourselves and others accountable for not letting the team down, for acting professionally and with integrity, for fulfilling commitments, demonstrating good judgment, and for always seeking the truth and applying facts to continually improve 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 but kindly, 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 be 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.

Strategic Priorities

Teaching and Learning Responsiveness and Excellence: Meet student and community needs for relevant, flexible, and high quality curriculum and student centered teaching/learning opportunities.

Student Success: Foster a nurturing, student-centered learning environment with a cohesive network of support services that maximize access and students' potential to learn, succeed academically, and persist.

Community Outreach and Involvement: Strengthen the college's outreach and presence and impact on the community it serves.

Finances and Resources: Acquire and wisely, responsibly invest financial, physical, technological and human resources to realize the college's vision, achieve its mission, and accomplish strategic goals and objectives.

Institutional Culture and Climate: Transform institutional climate and culture to position the college to fully realize its vision, fulfill its mission, and successfully achieve its strategic goals, objectives, and desired outcomes.

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 in the college's Enrollment Center. The Enrollment Center can be found on the first floor, east side, of the main building at the Gardner Campus. The admissions office is open Monday – Thursday 8:00 a.m. to 6:30 p.m., and Friday 8:00 a.m. – 4:00 p.m. Advisors are available for admission consultation. The Enrollment Center can be contacted at (978) 630-9284 or email admissions@mwcc.mass.edu

Associate's degree or certificate applicants should have a high school diploma or equivalency certificate; 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.

MWCC 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 campus or to attend an information session, call the admissions office, (978) 630-9284, 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 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 center, 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.
3. Applicants who meet ATB will be allowed admission to the college and will then be required to complete 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) 630-9284 (press #9).

Academic Advising

All day students are assigned to a member of the faculty or administrative staff to receive academic advice, information about the curriculum, college policies, and support services. Every effort is made to assign an advisor who is familiar with the student's field of study. Evening students are encouraged to meet with an academic advisor by appointment in the Enrollment Center.

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 (Enrollment Center), 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, 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 enrollment center at (978) 630-9238, press #1.

Solicitantes que su Lenguaje Primario No es Inglés

La misión de la colegio de acceso e inclusión ofrece oportunidades a personas que buscan educación y necesitan aumentar su conocimiento del Inglés. La colegio emplea personas que son bilingües para asistir a los estudiantes que necesiten ayuda con su proceso inicial de inscripción (Español, Portugues, Frances, Koreano, Ruso, etc.). Varios documentos son traducidos al Español para ayudar con el proceso de admisión y asistencia económica. Personas que su lenguaje primario es el Español u otro lenguaje, pueden aplicar a cualquier programa académico y pueden matricularse en Inglés como Segundo Idioma u otros cursos en Inglés para cumplir con sus requisitos.

College Placement Test (CPT)

Each student (matriculated and non-matriculated) will visit the Testing Services Office (978) 630-9244 to take the College Placement Test (CPT) to determine his or her level of proficiency in reading, writing, and math. The results are used by an academic advisor to place a student in appropriate courses. Information about the placement test along with a schedule of administration times can be obtained by calling (978) 630-9244

or by visiting our website at <http://www.mwcc.edu/services/testing/default.html>. 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. Placement testing may be waived for transfer students who have completed previous college-level English and Math courses. 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. The scores are valid for a period of three years.

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.

Outcomes assessment is also performed in the assessment center upon the completion of required academic courses and prior to degree completion. Additionally, the center offers CLEP testing, challenge tests and other related academic assessments.

Campus Tours & Information Sessions

Prospective students are encouraged to visit MWCC, tour the campus facilities, and attend one of our general information sessions (most Mondays at 3:00 p.m. or other days by appointment).

Documentation of High School Equivalency

For high school 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.
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 college application, including a \$10 nonrefundable application fee.
- 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).
- Submit a "Dual Enrollment Applicant Form" completed with your guidance counselor. This form is available on our website or by calling the admissions office at (978) 630-9284.
- Assessment Test Score Requirements:
English Proficiency: Score of 7 or greater on the Writeplacer Essay and 68 on the sentence skills portion of the test.
Reading Proficiency: Score of 69 on the CPT Reading.
Comprehension assessment. Sentence Skills: 68 or greater on CPT SS assessment required.
Math Proficiency: Score of 66 on the CPT Arithmetic assessment and 54 on the CPT Algebra assessment.
Students who do not meet the above testing guidelines may be permitted to take foundation level courses with the approval of their high school.

Students must meet established guidelines of MWCC and their participating high school. Students enrolled in the Dual Enrollment program are not allowed to participate in classes beginning after 6:00 p.m. without permission from the sending high school and the student's parent or guardian. Students enrolled in the Dual Enrollment program are not allowed to participate in web classes without permission from the sending high school and the student's parent or guardian. Students enrolled in this program are non-matriculated students and must pay all college tuition/fees and are ineligible for financial aid while they are enrolled in high school.

Enrollment Center

New students and re-admitted students who have completed their assessment test, or for whom testing has been waived, may register for

classes in the Enrollment Center. Students will meet with an academic advisor to select courses and plan their schedule.

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 and both hospital and non-hospital confinement services. There is a pre-existing condition clause, and 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), and (2) every full-time or part-time undergraduate student in an allied health 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. At least one dose of mumps and rubella vaccine(s) given at or after 12 months of age or titer to prove immunity.
2. Two doses of live measles vaccine given at least one month apart beginning at or after 12 months of age or titer to prove immunity.
3. A booster dose of Td within the last ten years.
4. Three doses of Hepatitis B vaccine or titer to prove immunity.
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:
 - 1. 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 allied health students need to comply with additional immunization and health requirements set forth by their individual programs. Please refer to your specific allied health program for special program requirements.
 - 2. All allied health students and every student on a student visa, including all foreign students and Fitchburg State Institute students need to provide proof of an Intradermal Tuberculin Test. (TB)
 - 3. Allied health 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 allied health 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 allied health 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.

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 four-year 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.

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 register for classes 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) 630-9284, (press #9) or online at www.mwcc.edu. Mail applications to: MWCC, Enrollment Center, 444 Green Street, Gardner, MA 01440.
3. Mail official high school/home school/GED and college transcripts to: MWCC, Enrollment Center, 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 or at www.cedevaluations.com. 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 section on page 9 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 catalog. 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 34.
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 9 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 and MAT096) 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. 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

3. 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.
4. 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
5. Transfer applicants only: a completed "I-20 Transfer Request Form" signed by your current college/university and current transcript indicating completed courses and those in progress.

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 Enrollment Center at (978)630-9284 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 US 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 \$3,500 for spouse and \$1,000 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 2009-2010 (US Dollars)

Tuition and fees for one academic year

(approximately 24 credits)	\$ 8,760
Room and board for 12 months	\$ 6,000
Universal Health Insurance (mandatory)	\$ 881
Books and supplies	\$ 1,100
Miscellaneous	\$ 2,000
Total:	\$ 18,741

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 \$100 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 http://www.cafss.nafsa.org/SEVISFee/SEVIS_Fee_QA_general.html

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.

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 admissions director.

New England Regional Student Program

MWCC participates in the New England Regional Student Program (NERSP). This program, administered by the New England Board 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.

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 Enrollment Center, Leominster Campus, or Devens Campus to reactivate their registration status.

Residency

A Massachusetts resident (or resident alien) student is defined as a US citizen who has lived in the Commonwealth of Massachusetts for at least six continuous months immediately preceding the beginning date of the academic period for which he/she seeks to enroll. 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 New England Board 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 visas or other 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 asylum granted; 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 some 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 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 or Allied Health Degree 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/Enrollment Center must receive all items no later than 6:30 p.m. on the posted deadline date (4:00 p.m. if deadline falls on a Friday). 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 45 days following the application deadline. 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 12 for MWCC's Criminal Offender Records Information (CORI) and Sexual Offender Record Information (SORI) policy.

Selective Program Requirements Chart 2009-2010

Program	H.S. Diploma or GED	Placement Testing	Additional Requirements	Priority Deadlines
LPN Bridge to Nursing Degree	Yes	Yes	Demonstrated English, math and science competency PN license	Feb 1 for Gardner Campus program that begins in May.
Clinical Laboratory Science (CLS)	Yes	Yes	Demonstrated English, math and science competency	March 1.
Complementary Health Care/Massage (CHD)	Yes	Yes	Demonstrated English, math competency	March 1.
Dental Hygiene Degree (DHY)	Yes	Yes	Demonstrated English, math and science competency	February 1.
Nursing (NU/NUE)	Yes	Yes	Demonstrated English, math and science competency	February 1.
Massage Therapy (MTC)	Yes	Yes	Demonstrated English, math and biology competency	March 1, 2010. Next class to be accepted for September 2010 with a deadline of March 1, 2010.
Practical Nursing (PN)	Yes	Yes	Demonstrated English, math, reading and science competency	May 1 for the Devens Campus program that begins in September. August 1 for the Gardner Campus program that begins in January.
Physical Therapist Assistant (PTA)	Yes	Yes	Demonstrated English, math and science competency	April 1 for the Devens Campus program (fall 2009). March 1, 2010 for the Gardner Campus program (fall 2010).

Clinical Laboratory Science (CLS)

(selective, full-time, day only)

Application Deadline/Notes for CLS

The application deadline is March 1. Applications will be reviewed and candidates will be notified approximately 45 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

English Proficiency:

Students must have completed ENG101.

Math Competency:

Completion of MAT126 or higher.

Science Requirement:

Completion of BIO203, BIO204, BIO205, CHE203, CLS101, CLS102, and CLS103 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 (DPT, MMR, Mantoux, Varicella, Hepatitis B series with follow-up TITRE and 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.

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.

Complementary Health Care and Massage Therapy Programs (CHD, CHC, and MTC)

The Complementary Health Care Massage Therapy Degree (CHD) has two components: the Complementary Health Care Certificate (CHC) and the Massage Therapy Certificate (MTC).

Students are welcome to begin the CHD program by completing the CHD program application and general college application. At the conclusion of all coursework, they will have earned both certificates and a degree.

A limited number of students may be accepted on a "conditional" basis if the required coursework described below is in progress at the time of application.

Application Deadline for CHD, CHC, and MTC

March 1 (fall entrance only). Next class to be accepted for September 2010 with a deadline of March 1, 2010. Applications will be reviewed and candidates will be notified of the admissions decision by mail approximately 45 days after the deadline. Candidate files, completed after deadlines, will be reviewed on a monthly basis if seats remain available.

Requirements for Consideration for MTC

Applicants must be 18 years of age prior to the start of classes.

English Proficiency:

Students must have completed ENG101 *or* have fulfilled the following two requirements: completed the Writerplacer Essay and scored 7 or greater (or have completed ENG100) and completed the Reading Comprehension CPT and scored 69 or greater (or have completed RDG100). Also, applicants must have completed the Sentence Skills CPT and scored 68 or greater.

Math Competency:

Applicants must score 83 or greater on the Algebra CPT or score 31 or greater on the College Math CPT or have completed a math course equal to MAT126 or higher with a C+ or greater.

Biology Requirement:

Students must have completed, or complete concurrently, BIO115 Human Biology or BIO203 Anatomy and Physiology I with a grade of C+ or higher within the last five years. High school courses will be considered on a case-by-case basis.

Applicants must submit the following to the admissions office:

1. A completed college application accompanied by the nonrefundable \$10 application fee.
2. 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.
3. Official transcripts of all college-level courses completed. Transfer credits for education completed outside of the U.S. must be evaluated officially for equivalency.
4. The CHD/CHC/MTC application packet.
5. Documentation demonstrating that all minimum requirements for consideration have been met.

Special Program Requirements for CHD, CHC, and MTC

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 (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. CPR Certification (Professional Rescuer, Health Provider) is required. A certificate of completion must be presented to the health sciences department prior to entering PTA, CHD, and MTC 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.
8. Upon matriculation into Massage Therapy program, students will be assessed a fee of \$450 (included in the first massage course (MTC101) to cover the cost of a massage table.

CORI/SORI Policy for CHC, CHD, and MTC

(see the CHD/CHC/MTC application packet for more information)

Compliance with licensure laws in the state of Massachusetts requires all CHC/CHD/MTC 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 CHC/CHD/MTC programs. In addition, it will delay and may prohibit their eligibility to take the National Certification Exam for Therapeutic Massage and Bodywork (NCETMB).

Dental Hygiene Degree Program (DHY)

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 45 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

Math Proficiency:

A math course equal to MAT126 or higher with a C+ or greater.

Students may demonstrate competency by: completing MAT 126 with a grade of C+ or higher, ~~or obtain a score of 83 or greater on the Algebra CPT test,~~ or score 31 or greater on the College Math CPT test.

Science Requirements:

BIO203 and BIO204 with grades of C+ or higher (completed within five years of application), and PER130 or its equivalent. Applicants currently working in a health care field can petition to lengthen the time to ten years.

English Proficiency:

Students must have completed ENG101 (advised within three years of application) *or* have fulfilled the following two requirements: completed the Writerplacer Essay and scored 7 or greater (or have completed ENG100) and completed the Reading Comprehension CPT and scored 69 or greater (or have completed RDG100). Also, applicants must have completed the Sentence Skills CPT and scored 68 or greater.

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 10 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 (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. 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 in Fitchburg at the Burbank 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.

Nursing Programs (NU, NUE, and PN)

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.

Nursing Degree – day (NU) and evening (NUE)

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 February 1 (fall entrance only). Applications will be reviewed and candidates will be notified of the admissions decision by mail approximately 45 days after the deadline.

Requirements for Consideration to NU or NUE

Test of Essential Academic Skills (TEAS)

Beginning with the 2009 academic year, MWCC has made the TEAS test 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.

Program	Composite Score	Math	Science	English	Reading
ADN	n/a	50%	55%	70%	75%
Practical Nursing	60%	n/a	n/a	n/a	n/a

MWCC strongly recommends that applicants complete program pre-and co-requisite courses especially English Composition I, Math and a four-credit lab science before taking the TEAS Test to enhance their knowledge base.

Please call testing services at (978) 630-9244 to schedule an appointment. The registration fee is **\$40** which is **nonrefundable/not transferable**. Applicants who cancel or fail to show up on the date of the test will be required to complete another registration form and pay the full registration fee when rescheduling. Students are allowed to take the TEAS test twice in one year. The TEAS test may be repeated after **45** days. To retest the applicant is required to complete a registration form and pay the full fee.

The registration payment of **\$40 must be paid in person** at the student accounts office at our Gardner campus. The students accounts office is open Monday-Thursday 8:00 a.m. to 6:30 p.m., Friday 8:00 a.m. to 4:00 p.m. Once payment has been made, the student must bring the payment receipt to the testing services office to register for the TEAS test. If you need to cancel or change your appointment you must call testing services **(978) 630-9244** at least 48 hours prior to your test date. For more information, visit the testing services office at www.mwcc.edu/services/testing/TEAS.html

English Proficiency:

Students must have completed ENG101 *or* have fulfilled the following two requirements: completed the Writerplacer Essay and scored 7 or greater (or have completed ENG100) and completed the Reading Comprehension CPT and scored 69 or greater (or have completed RDG100). Also, applicants must have completed the Sentence Skills CPT and scored 68 or greater.

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:

Demonstrated math competency is a crucial requirement for acceptance to the Nursing program. Students may demonstrate competency by: completing MAT126 or higher with a grade of C+ or higher, ~~or obtain a score of 83 or greater on the Algebra CPT test~~, or score 31 or greater on the College Math CPT test.

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. Applicants currently working in a health care field can petition to lengthen the time to ten years. High school courses may be considered on a case-by-case basis.

LPN Bridge to Nursing Degree (NU)

Applicants must be currently licensed practical nurses and must meet all the same requirements as those of the Nursing Degree. In addition, applicants must have completed ENG101, PSY105, and BIO203. 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

February 1 (May entrance). Applications will be reviewed and candidates will be notified of the admissions decision by mail approximately 45 days after the deadline. The college may return completed applications received after the posted deadline without review.

Practical Nursing Certificate (PN)

Applicants must be 18 years of age prior to the start of classes.

Application Deadline for PN

May 1 for the Devens Campus program that begins in September and August 1 for the Gardner Campus program that begins in January. Applications will be reviewed and candidates will be notified of the admissions decision by mail approximately 45 days after the deadline. The college may return completed applications received after the posted deadline without review.

Requirements for Consideration to PN

English Proficiency:

Students are strongly urged to have completed ENG101, with C+ or better at the time of application. Or, have fulfilled the following two requirements: completed the Writerplacer Essay and scored 7 or greater (or have completed ENG100) and completed the Reading Comprehension CPT and scored 69 or greater (or have completed RDG100). Also, applicants must have completed the Sentence Skills CPT and scored 68 or greater.

Math Competency:

Applicants must score 83 or greater on the Algebra CPT ~~or score 31 or greater on the College Math CPT~~ or have completed a math course equal to MAT126 or higher with a C+ or greater.

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 (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. 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

Physical Therapist Assistant Degree (PTA) (day only)

Application Deadline for PTA

Gardner campus program begins in even numbered years;

Devens campus program begins in odd numbered years.

Applications will be reviewed and candidates will be notified approximately 45 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

English Proficiency:

Students must have completed ENG101 or have fulfilled the following two requirements: completed the Writerplacer Essay and scored 7 or greater (or have completed ENG100) and completed the Reading Comprehension CPT and scored 69 or greater (or have completed RDG100). Also, applicants must have completed the Sentence Skills CPT and scored 68 or greater.

Math Competency:

Applicants must score 83 or greater on the Algebra CPT, ~~or score 31 or greater on the College Math CPT~~, or have completed a math course equal to MAT126 or higher, with a C+ or better.

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 currently working in a health care field can petition to lengthen the time to ten years. High school courses may be considered on a case-by-case basis.

Applicants must submit the following to the admissions office:

1. A completed college application accompanied by the \$10 nonrefundable 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 (DPT, MMR, Mantoux, Varicella, Hepatitis B series with follow-up TITRE and 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.

COST OF ATTENDANCE & PAYMENT OPTIONS

Tuition, Fees, and Refund Policies

as of March 2009

(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	\$140.00
Total per credit hour	\$165.00

New England Regional Student Program (see page 16)

Tuition per credit hour	\$ 37.50
College fees per credit hour	\$140.00
Total per credit hour	\$177.50

Non-resident & International Students

Tuition per credit hour	\$230.00
College fees per credit hour	\$140.00
Total per credit hour	\$370.00

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	\$140.00
Total per credit hour	\$165.00

***Massachusetts Residents**

A resident student is defined as a US 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 (see page 13).

Selective Health Science Courses

Evening Nursing/Practical Nursing/LPN Bridge to Nursing

Tuition per credit hour	\$ 25.00
College fees per credit hour	\$229.00
Total per credit hour	\$254.00

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	\$339.00
Total per credit hour	\$364.00

Additional Expenses—All Students

Registration fee	\$ 20.00 per semester
Technology access fee	\$ 35.00 per semester
Health insurance*	\$840.00 **
	(September-August)
	\$575.00 (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 9 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: ACC 227, ASL, ART, AUT, BCT, BIO (except 103), BSS, CAD, CGD, CET, CHE, CIS, CJU 234, CLS, DHY, DSI 201, 202, EAS, EET, EKG, EVS, MAS (except 101, 102), MET, MTC, NRD 120, 130, NUR, PHY, PLB, PTA, SPA, WPT and all courses with section codes WEB, NET, MCO, W2B and TLC.

Cancellation 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 cancellation 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 Management 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 call student accounts at (978) 630-9149 or you may also make payment online by accessing WebConnect from the college website's homepage at www.mwcc.edu

Payment Plan

Students may enroll in a monthly payment plan administered by FACTS Management Co. 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 cancellation 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 catalog for detailed discussions on senior citizen waivers (page 25), veterans waivers (page 25), financial aid (pages 26-28) and scholarships (pages 28-31).

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 registration fee is and the information technology access fee are non-refundable unless a class is canceled by the college and a student is enrolled in no other day or evening classes.
- C. 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%
 - 6. If a class is canceled by the college, all tuition and fees will be refunded.

- D. 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.
- E. Student financial assistance recipients will have their refunds calculated according to applicable federal regulations.
- F. 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.
- G. 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 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 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. The 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

For veteran information, please consult the records office, (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

A community college education is the most affordable higher education available. By combining the low tuition and fee expenses with the availability of financial assistance, many full-time and part-time students are able to attend MWCC at a reduced cost.

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 US 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 and the quickest way to apply is to visit the website www.fafsa.ed.gov. There is also a paper FAFSA available to apply through the mail, but this takes four to six weeks’ processing time. This application 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, fee 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 book voucher, and will be sent in the mail the week before school begins.

The expected amount of student debt that an MWCC student might anticipate is \$5500 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 will 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 Academic Competitiveness Grant

Awards range from \$750 to \$1,300 per year, and are awarded to first-year, full-time low income students who have completed a rigorous secondary program of study.

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 \$200 to \$4,310 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 \$4,500 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 \$400 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 awards 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 (*billing code 100 courses). 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. 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

MWCC General Endowment Scholarship

Academic achievement: QPA of 3.3 or higher; preference: 30 credits earned at MWCC; transfer credits may be considered; financial need and community service may be considered; awards for direct costs: tuition, fees, and books

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

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)

Cindy Stange Memorial Scholarship

Nursing student enrolled in final year at MWCC demonstrating holistic philosophy to nursing; willingness to assist other students; demonstrated leadership aptitude and commitment to patient; financial need

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

Presidential Scholarship

Incoming freshmen graduating from local area high school; enrolled full-time; student must be majoring in Business Administration, Computer Graphic Design, Computer Information Systems, Broadcasting and Electronic Media

Ramsey Rehabilitation PTA Scholarship

Student who is completing their final semester of coursework, will demonstrate academic excellence and the responsibility, dedication and interpersonal skills necessary to function as a successful physical therapist assistant

Robert Hopkins Memorial Fund Scholarship

Four awards: (2) Incoming freshman (1 male, 1 female) graduating from local area high school. (2) Continuing MWCC student must be majoring in criminal justice. Commitment to education; interest in/or service in field of criminal justice. Financial need. Additional essay required

Robert Weibel Art Award

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

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

Fitchburg VNA Trust Scholarship

Nursing student entering second year of program and planning to work in the nursing field in the North Worcester County area

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

For most transfer scholarship information (except as indicated below), visit the MWCC transfer planning services website at transfer.mwcc.edu, and/or contact the Advising & Counseling Center, Room 134.

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

Barry M. Goldwater Scholarship

US Citizen; US national or resident alien; current sophomore or junior; average B (QPA 3.0), interest in math, natural sciences, engineering; **nominated by institution/MWCC**

Foster Furcolo Scholarship

MWCC graduate; MA resident; accepted at UMass Boston for fall; QPA 3.5; nominated by institution/MWCC

Jack Kent Cooke Scholarship

US Citizenship is not required; plan to transfer to four-year college or university; QPA 3.5; nominated by institution/MWCC

Morris K. Udall Foundation Scholarship

US citizen, US national or permanent resident; outstanding potential; study environmental & related fields or Native American or Alaska Native; health care or tribal public policy; nominated by institution/MWCC

Mount Observer Scholarship

Has worked for at least one full year as an active staff member of the school newspaper as a reporter, assistant editor, editor, advertising representative, or graphic arts designer; transferring to baccalaureate institution

New England Transfer Association (NETA) Scholarship

US citizenship is **not** required. Complete degree by end of spring/summer semester; to NETA affiliated institution; QPA 3.5; 30 credits upon application; nominated by institution/MWCC (NETA Member)

UMASS Amherst Community College Academic Honors Scholarship

US citizen or permanent resident; enroll day division at UMASS, Amherst; QPA 3.5 at time of application; 45 credits at MWCC; complete transfer process to UMASS, Amherst; graduate from MWCC minimum 54 transferable credits

UMASS Lowell Community College Transfer Scholarship

US citizen or permanent resident; QPA 3.7; 45 credits completed at time of application; complete transfer admission process at UMASS Lowell; graduate from MWCC; matriculate as day student at UMASS Lowell

US Armed Services Scholarship**MWCC Veteran's Memorial Scholarship**

Service in US 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

Students enrolled in MWCC's courses are responsible for academic honesty. Cheating, plagiarism (any forms of presenting someone else's work as one's own), and fabrication are serious offenses and will not be tolerated. Students must read and comply with the academic honesty policy in college literature. 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 Honesty Policy

1. Statement on 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. 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.

2. 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.

3. 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 appropriate dean.

4. 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 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 sixth 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 Change of Program and Returning Students

A student who changes to another program may request that D, F and WF grades acquired in the previous program not be counted in the calculation of the cumulative quality point average (QPA) for the new program, unless such courses may be used to meet the degree requirements in the new program. Requests that D, F and WF grades not be counted in the QPA should be addressed to the records office and will only be considered when the student has completed at least 12 credits in the new program with a quality point average for those courses of at least 2.00. This amnesty policy also applies to students who return to the same curriculum after a three-year absence from the college. Grades removed under the amnesty policy, while not applicable to the QPA, do remain on the official transcript.

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 (1) 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, RDG099, RDG100, MAT090, MAT092, and MAT096 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 ten 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 ten years. Students should consult the specific program department chair or division dean.

Change of Major

Students who would like to change from one program of study to another can obtain the appropriate information from the records office. Normally, a request for a change of program initiated in one semester becomes effective for the start of the following semester. Current students must apply for admission to a selective program through the admissions office. Students wishing to change from a non-matriculated status to matriculated, and those who have graduated and wish to change their major to start a new program of study need to complete a new admission application in the admissions office.

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).

Commencement Awards

President's Keys

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

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's 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 www.mwcc.edu/library/copyright.html for the full text of Copyright and Fair Use at MWCC: Guidelines for the College Community.

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.

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.

Credit for Repeated Courses

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.

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 freshman 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:

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

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

	Credits Attempted	Grade	Grade Quality Points	Total (Credits X Grade Quality Points) Equals
	3	A	4.0	12
	3	B	3.0	9
	3	F	0.0	0
	3	C	2.0	6
Total:	12			27

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 Enrollment center or the records office. Late petitions will be considered only under special circumstances, and may result in the late delivery of a diploma. The petition to graduate fee is \$50.

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 3 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 degree, 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 Board of Higher Education approved, program of collegiate-level courses of which at least 33 credits have been drawn from the field of liberal arts & sciences.

The associate in science degree shall be granted to students who have satisfactorily completed the requirements of a college-designed, and Board 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 2.00. **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 2.00. In addition, students must earn a minimum of 15 credits in residence at MWCC.

In Progress (IP) Grades

IP grades are granted in 100-level and English-as-a-Second-Language courses only. An IP grade indicates that a student is making satisfactory progress but needs more time to complete course requirements. Students may not be given more than one IP grade for the same 100-level course. Thus, at the end of a student's second semester in the same 100-level course, he or she must be given a grade other than IP.

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 thirty 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 which 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.
2. **Quantitative reasoning and scientific modes of inquiry** – Students demonstrate the ability to use scientific inquiry and mathematical modes of thinking.
3. **Information literacy** – Through electronic and traditional modes, students demonstrate the ability to identify, access, evaluate and use information effectively, 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.

Effective for students admitted to the college in the fall of 2008, a capstone course will be a graduation requirement for many 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 Towards 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 towards 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:

Stage One

- 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 should sign the report indicating receipt only

- The student receives a copy of the report 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.
- 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.

Stage Two

Upon referring the case 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.

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 IP grade or a W, WF, WP, or F does not satisfy any prerequisite requirements. A student with only an IP, 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.

Total Number of Credit Hours Attempted	Minimum Quality Point Average Required for Good Standing
12 or less	1.65
13-24	1.70
25-36	1.76
37-48	1.82
49-60	1.88
61+	2.00

1. Attempted credits include all courses registered for except those dropped during the first week of classes.
2. Each repeated course counts toward registered credits. Only the higher grade received is used in the grade point computation.
3. 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.
4. 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 courses attempted (including those with a grade of W, WF, and WP), must 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 student services office in Gardner or from the receptionist at our branch campuses (Leominster, Devens, Burbank). 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 G.P.A. 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 Enrollment Center in Gardner or from the receptionist at our branch campuses (Leominster, Devens, Burbank), bringing the form to their instructor or assigned advisor, and returning the signed form to the Enrollment 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 Q.P.A. 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. Library staff provides instruction in effective ways to seek and evaluate information, while working to create an environment in which teaching and learning can flourish. 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 55,000 volumes, and subscribes to 153 print magazines and 12 newspaper titles. Many more full-text journals, magazines, and newspapers are available online. Additionally, the library has collections of audiocassettes, videotapes, popular fiction books and recreational paperbacks. DVD players, VCRs, CD burners, a scanner, an electronic typewriter, 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 Direct*, 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 Massachusetts. MWCC is also a member of the Central Massachusetts Regional Library System (CMRLS), which provides daily deliveries of system-wide holds to member libraries—patrons requesting

items from other libraries may have them delivered to the most convenient member library.

LaChance Library is also a member of the Academic and Research Collaborative (ARC) of the Central Massachusetts Regional Library System (CMRLS). 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 disk or CD, emailed, or scanned. A lab assistant is available during posted hours. Laptop computers, with wireless access to the network, 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 study rooms may be reserved for private use for three hours at a time—at the circulation desk, or by phone. 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 8:30 p.m., and Friday, 7:30 a.m. to 4:00 p.m. When summer classes are in session, it is open Monday through Thursday, 8:00 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 4:00 p.m. During intersessions, the library is open Monday through Thursday, 8:00 a.m. to 5:00 p.m., and Friday, 8:00 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 LaChance 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 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 library use 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. For more information about library policies, please see the LaChance Library Student Guide, or visit the library website: <http://library.mwcc.edu>

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 advocates 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 assistant dean of library and information 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 www.mwcc.edu/library/copyright.html

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 e-mail 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; or,
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 terminals (OPAC). Once a search is conducted, the software deletes all records of the search.

Circulation Records: Library material is circulated via the Millennium 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.

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. To learn more about the PATRIOT Act, visit the American Library Association’s webpage at www.ala.org/ala/oif/ifissues/default883.htm

Overdue Materials Policy

Approximately two weeks after an item is overdue, an overdue postcard will be mailed or an email 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.

ACADEMIC SUPPORT CENTER

MWCC is committed to the academic success of every student. The Academic Support Center, located in rooms 116 and 115, 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, located in the lower level of the library, 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 will assist students with the use of adaptive equipment and provide ongoing instruction in the use of adaptive technology.
- Online tutoring is available to all registered MWCC students through **eTutoring** at all campuses seven days a week. Professional tutors provide tutoring in math, writing, accounting, statistics, biology, chemistry, and anatomy & physiology. Students can access their accounts by using their Blackboard/email username and password. For tutoring assistance, go to www.eTutoring.org.

TRANSFER INFORMATION

Transfer advising is offered for students who want to continue their education beyond MWCC. The transfer planning services office 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 sixty different colleges and universities across the United States. Learn how you can save time and money by graduating from MWCC. Visit the transfer planning services web page: <http://transfer.mwcc.edu>, call (978) 630-9321, or email ngreenlaw@mwcc.mass.edu, for more information. Transfer planning services is located in the Advising & Counseling Center, room 134G, on the Gardner Campus.

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 & Counseling Center, room 134, (978) 630-9568, to schedule an appointment.

3 Plus ONE Partners:

Franklin University
Nichols 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 that 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 & 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 (MAT160 or higher)	<u>3 credit hours</u>
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 will be guaranteed acceptance to the appropriate university/college/school/major. Qualifying MassTransfer programs are to be determined in spring 2009.

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 1/3 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 2009.*

Massachusetts Board of Higher Education Early Childhood and Elementary Education Compacts

Chapter 15A, the legislation that created the Board 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 & ALTERNATE METHODS OF EARNING COLLEGE CREDIT

To graduate, students must earn a minimum of thirty credits for an associate’s degree and fifteen credits for a certificate through completion of formal coursework at MWCC. A maximum of thirty credits can be transferred, including courses from other colleges, CLEP, DANTES, AP, Challenge Exams, life experience, armed services, (with some exceptions), and Tech Prep. 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.

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 forty-five transfer credits toward some associate’s 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 Tech Prep 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 degree 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

A maximum of six 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 fifteen credits in residence at MWCC with a minimum QPA of 2.50. 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.

Transfer of Credit to MWCC

Effective January 2009, all transfer policies at the college have been reviewed for potential barriers with regard to the transfer of credits. Students may transfer credits for most individual courses taken at accredited colleges under the following conditions, although program specific restrictions may apply:

1. A grade of C (2.0) or better was earned
2. Course content is comparable in scope to a program requirement
3. Courses taken more than ten years prior are subject to approval by the appropriate division dean

To receive transfer credit, students must have an official transcript sent to MWCC and must sign a completed request for the transfer of credits" form. The credits will not be used in the computation of a student's quality point average. Credits are evaluated according to this policy at point of application by the student, and when the official transcript(s) have been received by the college. The college generally accepts credits that are applicable to the student's declared certificate or degree program in an effort to give a potential student the most accurate information about their status toward the completion of their program. If a student changes a program, the college will re-evaluate transcripts to provide up-to-date information up to the maximum number of allowable transfer credits (30 credits).

- A MWCC Transfer Credit Evaluation Team has been established as a standing subcommittee of the MWCC Academic Council with additional representation from the MWCC Enrollment Center. The group will meet once per semester when any significant transfer issue arises that requires their input.

- Any student, who feels as though an error or omission has occurred in the evaluation of his/her transfer credit, may appeal the situation through the vice president of academic affairs or her designee. All credits are evaluated using the following standard of review:

MWCC Transfer Credit Evaluation Procedure

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 associate dean of enrollment services 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).

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 the (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.

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.

The transfer ombudsperson whose responsibility is to ensure institutional compliance with transfer policies and procedures is the vice president of academic affairs or his/her designee. *Effective date: January 1, 2009*

For more information on transfer of prior college credit, please contact the associate dean at (978) 630-9237.

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)

Cooperative 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 director 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, contact the director of cooperative education, (978) 630-9254.

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's degree program must have completed a minimum of forty-five 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 & 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 & 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 thirty-five 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 these 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.

Service Learning

Service learning is a teaching method used by many MWCC faculty members to assist students in bridging classroom theory with real life experience. Students work in the community as part of an experience designed for them by their instructor. Service learning participation is noted on the official college transcript. Participants in MWCC's service learning program may need to submit to a CORI (Criminal Offender Records Information) check prior to placement. For more information on CORI or if you are interested in participating in service learning, please contact the service learning office, (978) 630-9288.

LIFELONG LEARNING AND WORKFORCE DEVELOPMENT

The Division of Lifelong Learning & 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) 895-2895.

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.

Mission

The Division of Student Services & Enrollment Management is committed to providing services to students to aid them in developing a better understanding of their individual values, ethics, goals, and responsibilities as well as an increased ability to resolve problems and engage in critical thinking and reasoning. The division establishes standards of behavior to teach students to accept personal responsibility for their learning and their actions. The Division of Student Services & Enrollment Management works with the Division of Academic Affairs and other college departments to support students in their career and personal growth through educational activities and programs. These include opportunities to experience, appreciate, and contribute to the multitude of ideas and experiences contained in the diverse college community. The division strives to continuously improve the quality and convenience of the services by effectively managing both human and fiscal resources to ensure the provision of services that support individual and institutional goals. The Division of Student Services & Enrollment Management conducts formative evaluation of the students' needs and the division's performance in meeting the determined needs.

Advising & Counseling Center

Advising and counseling services for current MWCC students are housed in the Advising & Counseling Center. The staff is comprised of professionals with expertise in various counseling areas including transfer, career, disability services, personal counseling, job shadowing opportunities and academic advising. Students are assisted with general advising concerns and guided to their individual faculty advisors. Resources are available to assist students in personal decision making, course selection, access to web-based services and other student-centered needs.

Advising Services

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. Evening students have advisors available to them through the Enrollment Center in Gardner or by appointment at the Leominster or Devens campuses. To schedule an appointment with an advisor, please call, (978) 630-9274 or (978) 630-9362.

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. In addition, career counselors work closely with the job shadowing specialist to further assist students in the career decision-making process.

Job Shadowing

Job shadowing provides an opportunity for students to enter the private/public job sector to observe someone in a particular career field of interest. Students may spend anywhere from a few hours to a full day in a job shadowing habits, obtaining first-hand information from those experienced in the field, adding

experiences to their resumes and portfolios, and enhancing personal growth and development. For more information, contact the Advising & Counseling Center.

Job Placement

Job placement services are offered to students seeking either part or full-time employment. Full-and part-time positions are posted on the job board outside of the Advising & Counseling Center for all interested students. Job openings from employers in business, industry, social services, 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 placement office in Room 135.

Personal Counseling

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. Although there are several professional counselors throughout the campus, 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.

Enrollment Center

After placement testing is completed, students meet with an advisor in the Enrollment Center. The advisor will guide students in initial course selections to meet his or her degree requirement. The advisor will also explain academic standards, college policies and procedures, help develop an educational plan and provide information regarding support services.

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. The nurse is available for walk-in visits and by appointment. Nursing assessment and education is 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.

Services for Students With Disabilities Including Learning 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 who are available to assist students with disabilities. To access these services, contact the coordinator for students with disabilities, (978) 630-9120.

Student Electronic Mail (email)

At point of acceptance at the college, students are issued passwords and usernames for a college sponsored email account. The email system allows enhanced communication between faculty, staff, and students. Students may still use their own non-college sponsored email accounts on campus.

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 biology and mathematics. 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 Vocational Education Program

The Carl D. Perkins Basic Allocation Federal Grant funds the vocational 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 and career education. Individual job placement and career counseling services are provided for students, along with group workshops, printed information, and seminars on topics such as portfolio development, all aspects of industries, job requirements, non-traditional occupations, gender equity jobs, resume writing, interviewing skills, and job readiness.

Web Services

The college offers students easy access to many of their student records through online services via WebConnect at www.mwcc.edu. Currently enrolled and former students may access their records by using a college-assigned username and password. Students' personal information, academic transcript, course schedule, billing information, and financial aid information are available at this secure location. Additionally, students or prospective students may access the college catalog, general financial aid information, and course offerings (schedule information) without a username or password.

Currently enrolled students may register for a class and add or drop courses using the WebConnect system. It is always recommended that students consult with a faculty advisor prior to making course selections. Students may also pay their bills online at any time after the completion of their registration.

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 the student life website at www.mwcc.edu/studentlife/default.html.

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:

- ALANA Club
- Alpha Beta Gamma
- Art Club
- Campus Crusade for Christ
- CATS (Campus Activities Team for Students)
- Computer Graphic Design Club
- Dental Hygienist Club
- Early Childhood Education Club
- Green Society
- Human Service Club
- International Club
- Intramurals
- iPublications
- Legal Studies Group
- MARC Club (Mature Adults Returning to College)
- Marketing Club
- Mount Observer
- Phi Theta Kappa
- Pride (People Rising In Defense of Everyone)
- Student Nurses Association (SNA)
- Student Government Association (SGA)
- 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 | • Weight training |
| • Jogging | • Cardiovascular workouts |
| • Swimming | • Tennis |
| • Basketball | • Racquetball |
| • Volleyball | • Spinning |

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

- | | |
|----------------------------|---------------------|
| • Aerobics | • Dance |
| • Racquet sports lessons | • Swimming lessons |
| • Water safety instruction | • CPR and First Aid |
| • Senior fitness | • Wellness programs |
| • Yoga | • Golf |

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
3. At least 12 credits of course work must be in courses which could be applied to an associate's degree at MWCC

4. Student must be of good moral character and must possess recognized qualities of citizenship

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 vice president of student services & enrollment management
2. The vice president of student services & enrollment management 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 & 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

The Student Government Association (SGA) fosters the recognition of student body rights. It acts as a unified body that represents and governs the students. The SGA endeavors to provide for student welfare, approves the existence of organizations on-campus, administers the budget for student activities, and facilitates the necessary communication 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 Success Manual

This annual publication provides a basic source of information about academic policies and procedures, student activities, student support services, and campus resources. Students are urged to read it to gain a better understanding of the resources and policies of MWCC and the opportunities available.

Who's Who in American Junior and Community Colleges

The college participates in the national publication, *Who's Who in American Junior and Community 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.

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 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. 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) 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 & Posting Policy

Advertising on campus, posting on bulletin boards, and similar solicitations are subject to the approval of the vice president of student services and enrollment management 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 vice president's 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 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. 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

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. The Garrison Center for Early Childhood Education, located at the MWCC Gardner Campus, serves as the central location for childcare services and as a laboratory school for the MWCC Early Childhood Education program.

Course Cancellation Policy

A minimum of twelve 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. 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, WINQ 97.7 FM, WKNE 103.7 FM, WMJX 106.7 FM, WXLO 104.5 FM, WGAW 1390 AM, WKBK 1290 AM and WBZ News Radio 1030 AM.

Telephone

Automated Notification System: When a situation warrants its use, an automated system will call registered students with a recorded message announcing school closures 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.

Parking

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 non-resident 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.

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 Busses, 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.

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 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 30 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 11 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, serves 600 students in grades 6-12. Currently, the program services participants in the Gardner, Winchendon, Leominster, 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 these programs.

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 towards 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)

The 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 or 2012 and enrolled in a participating Fitchburg public school. In addition, GEAR UP offers students at MWCC the opportunity to volunteer in one or more of these activities as service learning experiences.

Inclusive Concurrent Enrollment

An initiative funded by the Massachusetts Department of Elementary and Secondary Education; this grant is in partnership with the school districts of Fitchburg, Gardner, Ashburnham-Westminster, Mahar, Leominster and Nashoba regional. Its goal is to bring disabled high school students aged 18-22 to the Mount. Each fall eligible students will be recruited and will concurrently take courses at their high school and either credit or non-credit classes at MWCC.

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 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.

MWCC Secondary Postsecondary Career/Vocational Technical Education Secondary Postsecondary Linkage Consortium

This initiative serves juniors and seniors from Fitchburg, Leominster and Montachusett Regional Vocational Technical High Schools. The primary goals are to increase the number of articulated and dual enrollment credits students can earn prior to graduation; to decrease remediation when a student enters college; and to increase college enrollment of high school students. It is funded by the Massachusetts Dept. of Elementary & Secondary Education.

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.

Project Excel

Funded by the Massachusetts Department of Higher Education, Project Excel is a Massachusetts Educational Opportunity Program, which provides early college awareness services to 60 targeted middle school students from Fitchburg and Leominster. Students receive ongoing basic skills instruction, tutoring, academic and college counseling along with assistance transitioning to high school.

Summer Programs

The Division of Access and Transition provides an educational and recreational summer program to over 800 students in the Fitchburg, Leominster, Gardner and Winchendon areas. Included in it's 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; MCAS Academy, providing MCAS instruction and recreational opportunities to students; CyberCamp, offering fun computer skill-building activities; KSAP, which offers a structured summer activity program for the children of MWCC faculty and staff; Math and Science UP!, providing hands-on science and engineering projects; 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 these programs.

Associate Degrees and Certificate List

Associate Degrees

Allied Health Concentration (AHD)*
Art—Professional Track (RTP)
Art—Traditional Program (RT)
Automotive Technology (ATD)
Biotechnology/Biomanufacturing (BTD)
Broadcasting & Electronic Media (BCT)
Business Administration—Career (BAC)
Business Administration—Transfer (BA)
Clinical Laboratory Science (CLS)
Communications Concentration (LAC) *
Complementary Health Care—Massage Therapy (CHD) (*pending program*)
Complementary Health Care—Yoga Teacher Training Concentration (CHY)
Computer Graphic Design—Print (CGD)
Computer Graphic Design—Web Design (CGW)
Computer Information Systems (CIS)
Criminal Justice—Corrections (CJCD)
Criminal Justice—Law Enforcement (CJL)
Dental Hygiene (DHY)
Early Childhood Education—Career (ECC)
Early Childhood Education—Transfer (ECT)
Elementary Education Concentration (LAEL) *
Energy Management (EGD) (*program pending*)
Fire Science Technology (FS)
Fitness Leadership & Exercise Science Concentration (LAX) *
General Studies (GS)
General Studies—Clinical Laboratory Science Track (GSCLS)
General Studies—Dental Hygiene Track (GSDH)
History & Political Science Concentration (LAHP) *
Human Services (HS)
Liberal Arts (LA)
Liberal Studies (LAS)
Medical Assisting (MAS)
Natural Resources (NRD)
Nursing (NU) and (NUE)
Paralegal Studies (PLD)
Physical Therapist Assistant (PTA)
Manufacturing Technology—Plastics (Nypro, Inc.) (PT)
Theatre Arts Concentration (LAT) *

Certificate Programs

Allied Health (AHC)
Automotive Technology (ATC)
Biotechnology/Biomanufacturing (BTC)
Business Administration (BUC)
Complementary Health Care (CHC)
Computer-assisted Accounting (CAA)
Computer Graphic Design—Print (CGDC)
Computer Graphic Design—Web Design (CGWC)
Electronic Communications & Digital Media (EDC)
Energy Management (EGC) (*program pending*)
Fitness Leadership & Exercise Science (EXS)
Human Service Technician (HSC)
IT Support Specialist (ITC)
Law Enforcement (CJLC)
Massage Therapy (MTC) (*program pending*)
Medical Office (MOC)
Office Assistant (OAC)
Paralegal (PLS)
Practical Nurse (PN)
Small Business Management (SBC)

Other Options

Emergency Medical Technician Certificate of Completion
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

Associate Degrees*	Day	Evening	Devens Campus	Gardner Campus	Leominster Campus	All courses online	Selective
Allied Health Concentration (AHD)	X	X		X	X		
Art –Traditional Program (RT)	X			X			
Art –Professional Track (RTP)	X			X			
Automotive Technology (ATD)	X			X			
Biotechnology/Biomanufacturing (BTD)	X	X	X				
Broadcasting & Electronic Media (BCT)	X			X			
Business Administration—Career (BAC)	X	X		X	X	90%	
Business Administration—Transfer (BA)	X	X		X		90%	
Communications Concentration (LAC)	X	X		X		90%	
Clinical Laboratory Science (CLS)	X			X			X
Complementary Health Care— Massage Therapy (CHD) (program pending)	X			X			X
Complementary Health Care—Yoga Teacher Training Concentration (CHY)	X	X		X			
Computer Graphic Design—Print (CGD)	X			X			
Computer Graphic Design—Web Design (CGW)	X			X			
Computer Information Systems (CIS)	X	X		X		95%	
Criminal Justice—Corrections (CJCD)	X			X			
Criminal Justice—Law Enforcement (CJL)	X			X			
Dental Hygiene (DHY) Burbank Campus only	X						X
Early Childhood Education— Career (ECC)	X	X		X			
Early Childhood Education— Transfer (ECT)	X	X		X			
Elementary Education Concentration (LAEL)	X	X		X			
Energy Management (EGD) (program pending)	X	X		X			
Fire Science Technology (FS)		X		X			
Fitness Leadership & Exercise Science Concentration (LAX)	X	X		X			

Associate Degrees*	Day	Evening	Devens Campus	Gardner Campus	Leominster Campus	All courses online	Selective
General Studies (GS)	X	X		X	X	X	
General Studies—Clinical Laboratory Science Track (GSCLS)	X			X			
General Studies—Dental Hygiene Track (GSDH)	X	X	X	X			
History and Political Science Concentration (LAHP)	X	X		X			
Human Services (HS)	X	X		X	X	95%	
Liberal Arts (LA)	X	X	X	X		95%	
Liberal Studies (LAS)	X	X		X		X	
Medical Assisting (MAS)	X			X		X	
Natural Resources (NRD)	X			X			
Nursing (NU)	X	X		X			X
Paralegal Studies (PLD)	X	X		X	X	X	
Physical Therapist Assistant (PTA)	X		X	X			X
Manufacturing Technology—Plastics (Nypro, Inc.) (PT)		X					
Theatre Arts Concentration (LAT)	X	X		X			

**Transfer agreements exist with various four-year public and private colleges and universities. See program descriptions for detailed information.*

Certificates	Day	Evening	Devens Campus	Gardner Campus	Leominster Campus	All courses online	Selective
Allied Health (AHC)	X			X		X	
Automotive Technology (ATC)	X			X			
Biotechnology/Biomanufacturing (BTC)	X	X	X				
Business Administration (BUC)	X	X		X	X	90%	
Complementary Health Care (CHC)	X	X		X			
Computer-assisted Accounting (CAA)	X	X		X	X	X	
Computer Graphic Design—Print (CGDC)	X			X			
Computer Graphic Design—Web Design (CGWC)	X			X			
Electronic Communications & Digital Media (EDC)		X					
Energy Management (EGC) <i>(program pending)</i>	X	X		X			
Fitness Leadership and Exercise Science (EXS)	X			X			
Human Service Technician (HSC)	X	X		X	X		
IT Support Specialist (ITC)	X	X		X	X	90%	
Law Enforcement (CJLC)	X			X			
Massage Therapy (MTC) <i>(program pending)</i>	X			X			
Medical Office (MOC)	X	X	X	X			
Office Assistant (OAC)	X	X		X	X	90%	
Paralegal (PLS)	X	X		X	X	X	
Practical Nurse (PN)	X		X	X			X
Small Business Management (SBC)	X	X		X	X	X	

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 thirty-five credit core as follows:

ENG101	English Composition I	3 credits
ENG102	English Composition II	3 credits
PER126/130*	Health, Fitness, & Wellness Elective	2 credits/3 credits
Humanities Electives		9 credits
Social Science Electives		9 credits
Mathematics/Science Electives		11-13 credits

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

ENG101	English Composition I	3 credits
ENG102	English Composition II	3 credits
PER126/130*	Health, Fitness, & Wellness Elective	2 credits/3 credits
Humanities Elective		3 credits
Social Science Elective		3 credits
Mathematics Elective		3 credits
Science Elective		3-4 credits
Business Elective		3 credits

* PER130 may be better for transfer. Contact transfer services at (978) 630-9321 or email ngreenlaw@mwcc.mass.edu, with questions.

Technical Standards

Students are expected to meet the technical standards for enrollment in college programs. In some cases, assessment and foundation courses may help students meet these standards. Please see appropriate program page(s) for technical 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.

Elective Courses by Abbreviation

Social Sciences Electives

Behavioral Social Science: ANT, DSI, PSY, SOC, SSC

Non-behavioral Social Science: GEO, HIS, POL, ECO, SSC

Business Electives

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

Science Electives

BIO, BTC, CHE, EAS, ENV, NUT, PHY, NRD

Lab Science Electives

BIO, BTC, CHE, EAS, ENV, NRD, PHY

(4 credit courses)

Health Sciences Electives

CHC, HEA, EXS102, EXS201, PTA101

Humanities Electives

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

Literature Electives

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

General Electives

Any course other than the following: Beginning or Intermediate ESL courses*, ENG099, ENG100, MAT090, MAT092, MAT096, RDG099, RDG100, SSS101, CSS100

** Note: only ELG103, ELR103, and ELW103 count as general electives.*

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
ENG101	English Composition I	3			ENG100, RDG100 or placement
BIO115 <i>or</i> BIO203	Human Biology <i>or</i> Anatomy and Physiology I	4			ENG100, RDG100 or placement
MAT126	MAT 126 <i>or</i> higher	3			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 or placement
	General Elective	3			Any course (see page 64 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 145 of the college catalog for technical standards.

Campus/format: This program can be completed during the day at the Gardner Campus. Some courses may be available in the evenings or at satellite campuses.

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

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.

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

Earning potential: Varies according to industry and level of success.

Career electives: CHC110 Reiki, CHC101 Introduction to Complementary Healthcare, PLB101 Introduction to Phlebotomy, PLB203 Phlebotomy Practicum, EKG101 EKG Concepts and Practice, CHC110 Reiki, HEA115 Nurse Assistant Theory, HEA116 Nursing Aid Practicum, PER130 Health, Fitness and Wellness, NUT101 Introduction to Nutrition, CHC102 Foundations of Yoga, CHC202 Yoga II; CHC204 Yoga III.

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 programs (see page 15 of the college catalog). Acceptance into this General Studies Concentration does not guarantee admission into a selective healthcare program.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites
ENG101	English Comp I	3			ENG100, RDG100 or placement
BIO115 or BIO203	Human Biology or Anatomy and Physiology I	4			ENG100, RDG100 or placement
MAT126 or higher	Topics in Mathematics or higher	3			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 or placement
	General Elective	3			Electives: Any course (see page 64 for exceptions)
	Career Elective	3			Electives: as listed to the right
	Career Elective	2/4			Electives: as listed to the right
ENG102	English Composition II	3			ENG101
PSY110	Human Growth and Development	3			PSY105
	Science Elective	4			Electives: B10, BTC, CHE, EAS, ENV, NUT, PHY, NRD
PER126/130	Health, Fitness & Wellness Elective	3			Prerequisites: MAT096, RDG100
	Business Elective or Humanities Elective	3			Note: PER130 is recommended for transfer Business Elective: ACC, BSS, BUS, CIS, ECO, MAS, MGT, MKT, PLS Humanities Elective: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
CIS127	Computer Technologies	3			ENG100, RDG100 or placement
THE113	Speech	3			ENG101
	Science or General Elective	3/4			Note: see above Science & General Elective
	General Elective	3			Note: see above General Elective
	General Elective	3			Note: see above General Elective
	Career Elective	3			Electives: as listed to the right
Total: 61/63 credits					

See page 119 of the college catalog for program competencies and technical standards.

Campus/format: This degree can be completed online or during the day or evening at the Gardner or Leominster Campus.

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.

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: Students interested in pursuing a selective healthcare program should apply after fulfilling prerequisite requirements

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

Visit MWCC's transfer planning services website:
<http://transfer.mwcc.edu>

Career electives: CHC110 Reiki, CHC101 Intro to Complementary Healthcare, PLB101 Introduction to Phlebotomy, PLB203 Phlebotomy Practicum, EKG101 EKG: Concepts and Practice, CHC110 Reiki, HEA115 Nurse Assistant Theory, HEA116 Nursing Aid Practicum, PER130 Health, Fitness and Wellness, NUT101 Intro to Nutrition, CHC102 Foundations of Yoga, CHC202 Yoga II; CHC204 Yoga III

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, 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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ART109	Art History I	3			ENG100, RDG100, or placement
ART252	Three-dimensional Design	3			ENG100, RDG100, or placement
ART259	Ceramics I	3			ENG100, RDG100, or placement
ART263	Drawing I	3			ENG100, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement
ART110	Art History II	3			ENG100, RDG100, or placement
ART251	Two-dimensional Design	3			ENG100, RDG100, or placement. ART263 is strongly recommended.
ART264	Drawing II	3			ART263 or permission of instructor/dean
ENG102	English Composition II	3			ENG101
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
	Art Elective	3			Electives: ART241, 242, 260, 257, 269, 273, 284, 285, 286, 287, 291
ART253	Painting I	3			ART251 and ART264 or permission of instructor/dean
ART271	Sculpture I	3			ART252 or permission of instructor/dean
ART269	Drawing III	3			ART263, ART264 and permission of instructor/dean
	Behavioral Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, SSC
	Art Elective	3			See above Art Elective
ART254	Painting II	3			ART253 or permission of instructor/dean
	Literature Elective	3			Electives: ENG201, 213, 214, 221, 227, 228, 233, 235, 236, 259, 260, 261
MAT126	Topics Mathematics (or higher)	3			MAT096 or placement
	Science Elective	3/4			Electives: BIO, BTC, CHE, EAS, ENV, NRD NUT, PHY
	General Elective	3			Electives: Any course (see page 64 for exceptions)
Total: 62/64 credits					

See page 69 of the college catalog for program competencies and technical standards.

Campus/format: 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; 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.

Visit MWCC's transfer planning 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.

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

Earning potential: Varies according to field, skill level, studio training, and on-going ability to learn and adapt to a changing marketplace.

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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ART109	Art History I	3			ENG100, RDG100, or placement
ART252	Three-dimensional Design	3			ENG100, RDG100, or placement
ART259	Ceramics I	3			ENG100, RDG100, or placement
ART263	Drawing I	3			ENG100, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
ART110	Art History II	3			ENG100, RDG100, or placement
ART251	Two-dimensional Design	3			ENG100, RDG100, or placement. ART263 is strongly recommended.
ART264	Drawing II	3			ART263 or permission of instructor/dean
ENG102	English Composition II	3			ENG101
	General Elective	3			Electives: Any course (see page 64 for exceptions)
ART253	Painting I	3			ART251 and ART264 or permission of instructor/dean
ART271	Sculpture I	3			ART252 or permission of instructor/dean
	Science Elective	3/4			Electives: BIO, BTC, CHE, EAS, ENV, NRD, NUT, PHY
	Behavioral Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, SSC
	Non-behavioral Social Science Elective	3			Electives: GEO, HIS, POL, ECO, SSC
ART254	Painting II	3			ART253 or permission of instructor/dean
MAT160	College Math I (or higher)	3			MAT096, MAT128, or placement
	Literature Elective	3			Electives: ENG201, 213, 214, 221, 227, 228, 233, 235, 236, 259, 260, 261
	Social Science Elective (Behavioral or Non-behavioral)	3			Note: See above Behavioral and Non-behavioral Social Science Electives
	Science Elective	3/4			Note: see above Science Elective
Total: 62/65 credits					

See page 69 of the college catalog for program competencies and technical standards.

Campus/format: 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 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 planning 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 field, skill level, studio training, and on-going ability to learn and adapt to a changing marketplace.

* See page 44 for MassTransfer information.

**Art Degree—Professional Track (RTP) and
Traditional Program (RT)—continued**

Program Competencies for RTP and RT

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

1. Have the skills and knowledge necessary to transfer to an art program at a four-year college or university.
2. Have an understanding of the creative process.
3. Have an understanding of the language of visual design (i.e., basic design theory, design elements, composition, etc.).
4. Have an understanding of the properties of various media (i.e., clay, oils, watercolor, inks, charcoal, etc.).
5. Have an awareness and understanding of the sources, history, and development of art.
6. Have an 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.
9. Perform critical thinking.

Technical Standards* for RT and RTP

** For general information about technical standards and accommodation, see page 64.*

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.

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).

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
AUT120	Performance and Diagnosis I	5			RDG100, MAT092, or placement
AUT121	Performance and Diagnosis II	5			AUT120
AUT122	Brakes	4			RDG100, MAT092, or placement
AUT123	Electrical Systems I	4			RDG100, MAT092, or placement
AUT124	Electrical Systems II	4			AUT123
AUT125	Engine Repair	5			RDG100, MAT092, or placement
AUT127	Suspension and Steering	4			RDG100, MAT092, or placement
AUT130	Automatic and Manual Drive trains	4			RDG100, MAT092, or placement
Total: 35 credits					

See page 72 of the college catalog for technical standards.

Campus/format: 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 \$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: \$29,181 to \$38,826 per year. Earnings increase significantly with experience.

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, MAT092, or placement
AUT122	Brakes	4			RDG100, MAT092, or placement
AUT123	Electrical Systems I	4			RDG100, MAT092, or placement
AUT125	Engine Repair	5			RDG100, MAT092, or placement
AUT121	Performance and Diagnosis II	5			AUT120
AUT124	Electrical Systems II	4			AUT123
AUT130	Automatic and Manual Drivetrains	4			RDG100, MAT092, or placement
AUT127	Suspension and Steering	4			RDG100, MAT092, or placement
AUT204	Heating and Air Conditioning	3			RDG100, MAT092, or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement
MGT110	Small Business Management	3			RDG100 or placement
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
ENG102	English Composition II	3			ENG101
MAT126	Topics in Mathematics (<i>or</i> higher)	3			MAT096 or placement
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	General Elective	3			Electives: Any course (see page 64 for exceptions)
	Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO, SSC
	Science Elective	3/4			Electives: BIO, BTC, CHE, EAS, ENV, NRD, NUT, PHY
Total: 67/69 credits					

See page 72 of the college catalog for program competencies and technical standards.

Campus/format: 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 planning 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: \$34,625 to \$59,250 per year. Earnings may increase significantly with experience.

Automotive Technology Certificate (ATC) and Degree (ATD)–continued

Program Competencies for 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.
14. Remove and reinstall engine.
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 ATC and ATD

** For general information about technical standards and accommodation, see page 64.*

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) 630-9433.**

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
CHE203	Introduction to Inorganic, Organic and Biochemistry	4			ENG100, RDG100, MAT096, or placement
BIO160	Principles of Biochemistry	4			MAT096 or placement, or MAT126, CHE203
MAT126	Topics in Mathematics	3			MAT096 or placement
BTC101	Introduction to Biotechnology	4			ENG100, RDG100, MAT096, or placement
BTC102	Basic Solution and Media Prep.	3			ENG100, RDG100, MAT096, or placement
	Professional Elective	3			Electives: MAT, CIS, or consult advisor
BTC120	Biotechnology Experience: Biomanufacturing	4			BTC101, 102, CHE203, BIO160 (co-requisite)
BTC200	Biotechnology Seminar	3			Completion of all BTC (or co-enrollment) courses and/or permission of instructor
Total: 28 credits					

See page 75 of the college catalog for technical standards.

Campus/format: This program can be completed during the day or evening at the Devens Campus. Most 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.

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

Earning potential: \$34,000 to \$42,000 per year.

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. Bristol-Myers Squibb will open a manufacturing plant in late 2009, which will employ approximately 200 individuals possessing an associate's degree in biotechnology or related science knowledge. The biotechnology/biomanufacturing curriculum will offer excellent academic and skill development for anticipated positions. **For more information, please call (978) 630-9433.**

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
BIO109	General Biology	4			MAT092, RDG100 or placement
BTC101	Introduction to Biotechnology	4			ENG100, RDG100, MAT096 or placement
CIS127	Computer Technologies	3			MAT092, RDG100 or placement
CHE203	Introduction to Inorganic, Organic and Biochemistry	4			ENG100, RDG100, MAT096 or placement
ENG101	English Composition I	3			ENG100
HUM212	Medical Ethics	3			MAT092, RDG100 or placement
BIO160	Principles of Biochemistry	4			MAT096 or placement, CHE203
ENG102	English Composition II	3			ENG101
BTC102	Basic Solution & Media Preparation	3			ENG100, RDG100, MAT096 or placement
	General Elective	3			Electives: Any course (see page 64 for exceptions)
BTC110	Biotechnology Experience I: Concepts and Procedures	4			BTC101, BTC102; BIO160
	Professional Elective	3			Electives: CIS or consult advisor
MAT143	Probability and Statistics	3			MAT096
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisites: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
	Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO, SSC
BTC120	Biotechnology Experience: Biomanufacturing	4			BTC110
BIO170	Cell Biology	4			BIO109 or BIO205
BTC200	Biotechnology Seminar	3			Completion of all BTC (or co-enrollment) courses and/or permission of instructor
Total: 60/61 credits					

See page 75 of the college catalog for program competencies and technical standards.

Campus/format: This program can be completed during the day or evening at the Devens Campus. Most biotechnology classes are offered 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.

Career options: Graduates can pursue technician-level positions throughout the biomanufacturing industry (*not just Bristol-Myers Squibb*).

Earning potential: \$40,232 to \$53,206 per year.

Biotechnology/Biomanufacturing Certificate (BTC) and Degree (BTD)—continued

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 appreciate the regulatory requirements of cGMP (current Good Manufacturing Practices).
5. Understand the basic biology behind the manufacturing processes.

Technical Standards* for BTC and BTD

** For general information about technical standards and accommodation, see page 64.*

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.
8. Differentiate by touch, hotness/coldness, wetness/dryness, 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.

Broadcasting & Electronic Media Degree (BCT)

Prepare for careers in the television, radio, recording, multimedia, and cable industries. You'll acquire both technical and communications skills through academic coursework, production skills training, and on-the-air experience. Equipment and facilities include: two state-of-the-art television studios, four audio studios, DVC-Pro electronic field production equipment, digital video editing suites, and audio workstations. Students can gain valuable experience by producing live and taped programming aired over MWCC's community cable TV channel.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
BCT111	Introduction to Broadcasting & Electronic Media	3			ENG100, RDG100, or placement
BCT112	Audio Production	3			ENG100, RDG100, or placement
BCT212	TV Production and Direction I	3			ENG100, RDG100, or placement
MAT126	Topics Mathematics (or higher)	3			MAT096 or placement
BCT122	Audio Production II	3			BCT112
BCT208	Broadcast Writing	3			ENG101
BCT213	TV Production and Direction II	3			BCT212
ENG102	English Composition II	3			ENG101
CIS127	Computer Technologies	3			ENG101, RDG100, or placement
ENG245	Film Appreciation	3			ENG102 or permission of instructor/dean
THE113	Speech	3			ENG101
	Professional Elective	3			Electives: As listed to the right
	Behavioral Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, SSC
	Lab Science Elective	4			Electives: BIO, BTC, CHE, EAS, ENV, NRD, PHY
BCT214	Broadcast and Electronic Media Operations & Management	3			Prerequisite: BCT111. Note: This course must be completed during the last semester of student's program of study.
MKT241	Advertising	3			ENG100, RDG100, MAT092 or placement
PER126/130	Health, Fitness & Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
	Non-behavioral Social Science Elective	3			Electives: GEO, HIS, POL, ECO, SSC
	Professional Elective	3			Electives: As listed to the right
	General Elective	3			Electives: Any course (see page 64 for exceptions)
Total: 63/64 credits					

See page 77 of the college catalog for program competencies and technical standards.

Campus/format: This program can be completed during the day at the Gardner Campus.

Helpful hints: Electives allow BCT students to concentrate in: multi-track audio recording and mixing, interactive media, and streaming video production.

Transfer options: Transfer agreements exist 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, Fitchburg, Westfield, and Worcester State College.

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

Career options: Video production, broadcast journalism, on-air performance, audio production, multimedia production, DVD/CD and webpage design, journalism, advertising, sales, and management.

Professional electives: Any BCT course, ART109 Art History I, ART110 Art History II, ART113 Introduction to Studio, ART263 Drawing I, CGD104 Digital Imaging, CGD107 Designing Web Graphics, CGD110 Animation, CGD240 Creative Web Design, ENG239 Creative Writing I, ENG240 Creative Writing II, ENG241 Journalism I: News Reporting & Writing, ENG242 Journalism II: Advanced Newswriting, MKT142 Marketing, MKT143 Retailing, MUS103 Music Skill and Theory I, MUS104 Music Skill and Theory II, MUS210 Music Appreciation, THE101 Fundamentals of Acting, THE103 Introduction to Theatre, THE284 Technical Theatre Practicum I, or THE285 Technical Theatre Practicum II.

Earning potential: Varies greatly depending on position and geographic location.

Broadcasting & Electronic Media Degree (BCT)—continued

Program Competencies for BCT

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

1. Analyze and describe the component parts, interrelationships, technological developments, and the legal and business practices of the current electronic media industry, and apply this understanding to proposals of the industry's future.
2. Explain, analyze, and evaluate the electronic media's power and role in and on today's society, and the ethical issues that confront electronic media practitioners.
3. Set up and operate broadcast 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. Analyze communications problems and design media solutions.
6. Demonstrate success and experience working individually and as part of a production team in developing media projects from initial conception to final completion, while meeting industry-standardized guidelines.
7. Produce audio and video projects that exhibit how aesthetics can maximize a project's communications effectiveness and create audience interest.
8. Analyze career opportunities and individual strengths, and master job search and acquisition skills.

Technical Standards* for BCT

** For general information about technical standards and accommodation, see page 64.*

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 part of a production team.
7. Function as production team leader, including decision making and scheduling.
8. Use appropriately tools/machines/equipment traditionally associated with audio and television courses such as television cameras, audio consoles, video editing systems, and video special effects generators (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 in it.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ACC101	Principles of Accounting I	3			MAT092, RDG100, or placement
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement
CIS101	Keyboarding	3			Prerequisite: RDG100, or placement Note: A placement (proficiency) exam is offered. Proficiency exempts student from CIS101; credit is not awarded and another course must be taken.
ACC102	Principles of Accounting II	3			ACC101
MGT210	Principles of Management	3			ENG100, RDG100, or placement
MAT126	Topics in Mathematics (<i>or</i> higher)	3			MAT096 or placement
MGT110	Small Business Management	3			RDG100 or placement
Total: 24 credits					

See page 81 of the college catalog for technical standards.

Campus/format: This program can be completed during the day or evening at the Gardner or Leominster Campus.

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 and education level.

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, 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 business degree website at <http://business.mwcc.edu>.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ACC101	Principles of Accounting I	3			MAT092, RDG100, or placement
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement
MGT210	Principles of Management	3			ENG100, RDG100, or placement
MAT126	Topics in Mathematics <i>or</i> higher	3			MAT096 or placement
ACC102	Principles of Accounting II	3			ACC101
ACC227	Computerized Accounting	3			CIS127 or CIS120
ENG102	English Composition II	3			ENG101
MKT142	Marketing	3			MAT092, RDG100, or placement
	Restrictive Business Elective	3			Electives: ACC, BUS, ECO, FIN, MGT, or MKT course. One CIS course may apply.
BUS211	Business Law I	3			ENG100, RDG100, or placement
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisites: MAT092, RDG100, or placement Note: PER130 is recommended for transfer.
ECO101 <i>or</i> ECO102	Macroeconomics <i>or</i> Microeconomics	3			ENG101, MAT096 ENG101, MAT096 and ECO101 strongly recommended
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	Restrictive Business Elective	3			Note: See above Restrictive Business Elective
MGT110	Small Business Management	3			RDG100 or placement
MGT250	Strategic Management	3			ACC101, CIS127, ENG102, & 45 credits earned toward a BA or BAC degree
	Restrictive Business Elective	3			Note: See above Restrictive Business Elective
	Social Science Elective	3			Electives: ANT, DSI, ECO, GEO, HIS, POL, PSY, SOC, SSC
	Science Elective	3/4			Electives: BIO, BTC, CHE, EAS, ENV, NUT, NRD, PHY
	General Elective (<i>or</i> Co-op)	3			Electives: Any course (see page 64 for exceptions)
Total: 62/64 credits					

Campus/format: 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 planning 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: 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 you 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 81 of the college catalog for program competencies and technical standards.

Business Administration—Transfer Degree (BA)

Start your business degree education and training at MWCC. The MWCC 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, 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 business degree website at <http://business.mwcc.edu>.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ACC101	Principles of Accounting I	3			MAT092, RDG100, or placement
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement
MAT160	College Mathematics I	3			MAT096 or placement
MGT210	Principles of Management	3			ENG100, RDG100, or placement
ACC102	Principles of Accounting II	3			ACC101
MAT126 or MAT143	College Mathematics II or Statistics	3			MAT096 or placement
ENG102	English Composition II	3			ENG101
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement
	Behavioral Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, SSC
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
BUS211	Business Law I	3			ENG101, RDG100, or placement
ECO101	Macroeconomics	3			ENG101, MAT096
ACC226	Managerial Accounting	3			ACC102 or permission of instructor
	Restrictive Business Elective	3			Electives: ACC, BUS, FIN, MGT or MKT
	Lab Science Elective	4			Electives: BIO, BTC, CHE, EAS, ENV, NRD, PHY
	Lab Science Elective	4			Note: See above Lab Science Elective
THE113	Speech	3			ENG101
ECO102	Microeconomics	3			ENG101, MAT096, and ECO101 strongly recommended
	Humanities Elective	3			Note: See above Humanities Elective
MGT250	Strategic Management	3			ACC101, CIS127, ENG102, and 45 credits earned toward a BA or BAC degree.
Total: 64/65 credits					

See page 81 of the college catalog for program competencies and technical standards.

Campus/format: This program can be completed day or evening at the Gardner Campus. Ninety percent of this program can be completed online.

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 College, Hesser College, University of Phoenix, and Westfield State College (online). Check with the transfer advisor early to maximize transfer options.

Visit MWCC's transfer planning 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 you 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 44 for MassTransfer information.

Business Administration—Career Degree (BAC), Transfer Degree (BA), and Certificate (BUC), Computer-assisted Accounting (CAA) and Small Business Management Certificate (SBC)—continued

Program Competencies for BA and BAC

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, and BUC
CAA and SBC**

** For general information about technical standards and accommodation, see page 64.*

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 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), National Accrediting Agency for Clinical Laboratory Science, 8410 W. Bryn Mawr Ave., Suite 670, Chicago, Illinois 60631, telephone (773)-714-8880. Graduates of the CLS program will be eligible to take the national certification examination, such as those offered by the Board of Registry of the American Society for Clinical Pathology or the National Credentialing Agency for Laboratory Personnel.

Application deadline: The application deadline for the second year of the curriculum is March 1 for clinical courses starting in the fall. This selective enrollment program requires additional application components. The selection process is competitive and space is very limited (see page 16 of the college catalog).

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites
Semester I					
ENG101	English Composition I	3			ENG100, RDG100, or placement
MAT126	Topics in Mathematics (<i>or higher</i>)	3			MAT096 or placement
BIO203	Anatomy and Physiology I	4			ENG100, RDG100, or placement BIO109 or 115 is strongly encouraged
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
PLB101	Phlebotomy (Cycle1)	3			ENG100, RDG100, or placement
CLS104	Introduction to Body Fluids (Cycle 2)	2			PLB101
January Intersession (two weeks) or Maymester					
CLS102	Clinical Practicum in Phlebotomy and Urinalysis	2			PBL101, CLS104
Semester II					
ENG102	English Composition II	3			ENG101
BIO204	Anatomy and Physiology II	4			BIO203
CHE203	Introduction to Inorganic, Organic, and Biochemistry	4			MAT096, ENG100, RDG100, or placement
CLS103	Introduction to CLS II	3			CLS104, PLB101, BIO204, or co-requisite
BIO205	Microbiology	4			BIO109, BIO115 or BIO203 (encouraged)
	Social Science Elective	3			Electives: ANT, DSI, ECO, GEO, HIS, POL, PSY, SOC, SSC
Semester III					
CLS203	Clinical Hematology I	3			Note: Restricted to students accepted to CLS Program
CLS205	Clinical Immunohematology I	3			Note: Restricted to students accepted to CLS Program
CLS207	Clinical Microbiology I	3			Note: Restricted to students accepted to CLS Program
CLS213	Clinical Chemistry I	3			Note: Restricted to students accepted to CLS Program
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
Semester IV					
CLS204	Clinical Hematology II	3			CLS203
CLS206	Clinical Immunohematology II	3			CLS205
CLS208	Clinical Microbiology II	3			CLS207
CLS214	Clinical Chemistry II	3			CLS213
PER126	Fitness and Wellness	2			MAT092, RDG100 or placement
Total: 70 credits					

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

Campus/format: Pre-CLS (CLS 101, 102, 103, 104, PLB101) courses (year one) are offered at the Gardner Campus (usually at night); clinical CLS courses (year two) are offered in conjunction with Heywood Hospital laboratory. CLS is a day only, full-time, selective program.

Requirement for consideration: Applicants must meet certain academic standards. See page 16 of the college catalog for specific details or refer to the program application available on our website or through the admissions office.

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.

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

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 83 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 17). Students must maintain a C+ (77 percent) or better in all CLS/BIO/CHE/MAT courses to maintain good standing. All students in selective majors must participate in the Massachusetts 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: \$40,123 to \$50,179 per year.

For more information, please call (978) 630-9215.

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.
10. Perform multi-functional tasks.
11. Actively participate in continuing education.

Technical Standards* for CLS

** For general information about technical standards and accommodation, see page 64.*

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, 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 Concentration (LAC)

A Degree in Liberal Studies

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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
MAT160	College Math I (<i>or</i> higher)	3			MAT 096 or placement
BCT105	Introduction to Mass Media	3			ENG100, RDG100, or placement
ENG241	Journalism I: News Reporting and Writing	3			Co-requisite: ENG101
	Lab Science Elective	4			Electives: BIO, BTC, CHE, EAS, ENV, NRD, PHY
ENG102	English Composition II	3			ENG101
THE113	Speech	3			ENG101
	Art/Music/Theater Elective	3			Electives: ART, MUS, THE
BCT115	Digital Photography	3			No prerequisites
	Lab Science Elective	4			Note: See above Lab Science Elective
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
	Behavioral Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, SSC
	Communication Elective	3			Electives: ENG242 or ENG 245
CGD109	Introduction to Web Media	3			RDG100
	Non-behavioral Social Science Elective	3			Electives: GEO, HIS, POL, ECO, SSC
	Literature Elective	3			Electives: ENG201, 203, 205, 210, 213, 214, 221, 224, 227, 228, 233, 235, 236, 237, 259, 260, 261
	Non-behavioral Social Science Elective	3			Note: See above Non-behavioral Social Science Elective
	Literature Elective	3			Note: See above Literature Elective
	CIS Elective	3			Electives: Any CIS course
CGD237	Electronic Page Layout	3			ENG100, RDG100, or placement
	Behavioral Social Science Elective	3			Note: See above Behavioral Social Science Elective
Total: 64/65 credits					

See page 129 of the college catalog for program competencies and technical standards.

Campus/format: This program can be completed day or evening at the Gardner Campus. Ninety percent of this program can be completed online.

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 planning 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 44 for MassTransfer information.

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 and completing the massage therapy coursework.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
BIO115	Human Biology	4			ENG100, RDG100, or placement
CHC101	Complementary Health Care	3			ENG100, RDG100, or placement
PSY105	Introduction to Psychology	3			ENG100, RDG100, or placement
	Professional Elective	3			Electives: Any CHC course that is not required. PHL210, PSY280
CHC220	Mind/Body/Spirit Connection	3			ENG100, RDG100, or placement
NUT101	Introduction to Nutrition	3			ENG100, RDG100, or placement
ENG102	English Composition II	3			ENG 101
HST140	Counseling Methods & Interviewing Techniques	3			PSY105 strongly recommended; may be taken concurrently
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
	Professional Elective	3			Note: See above Professional Electives
Total: 33/34 credits					

See page 88 of the college catalog for technical standards.

Campus/format: 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 and Massage Therapy Degree (CHD). Consult with your 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 pages 34-35 of the college catalog).

Please Note: All BIO, MTC and PTA courses require a grade of "C+" in order to be eligible for promotion to the next level.

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: Varies by position.

Complementary Health Care—Massage Therapy Degree (CHD)

(program pending) (selective, fall entrance)

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 licensed massage therapists. The Complementary Health Care Degree has two components: the Complementary Health Care Certificate (CHC) and the Massage Therapy Certificate (MTC). Students are welcome to begin the CHD program by completing the CHD program application and general college application. At the conclusion of all coursework, they will have earned both certificates and a degree.

Complementary Health Care Certificate (CHC) Track

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
BIO115	Human Biology	4			ENG100, RDG100, or placement
CHC101	Complementary Health Care	3			ENG100, RDG100, or placement
PSY105	Introduction to Psychology	3			ENG100, RDG100, or placement
	Professional Elective	3			Electives: CHC104, 105, 108, 110, 111, 112, 212, 221, PHL210, PSY280, CHC102, HUM212
	Business Elective	3			Note: Not needed for certificate students.
CHC220	Mind/Body/Spirit Connection	3			ENG100, RDG100, or placement
NUT101	Introduction to Nutrition	3			ENG100, RDG100, or placement
ENG102	English Composition II	3			ENG100, RDG100, or placement
HST140	Counseling Methods & Interviewing Techniques	3			ENG100, RDG100, or placement
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
	Professional Elective	3			Note: See above Professional Electives

Massage Therapy Certificate (MTC) Track (program pending)

Beginning each September					
MTC101	Massage Therapy I (7 weeks)	4			BIO115 pref. or BIO203; PTA104 as a prerequisite or co-requisite
PTA104	Applied Anatomy and Kinesiology	4			ENG100, MAT100, RDG100 or placement; BIO115 or BIO203
Beginning each November					
MTC102	Massage Therapy II (7 weeks)	4			MTC101
MTC201	Massage Therapy Practicum I	2			MTC101
Beginning each January					
MTC103	Massage Therapy III (7 weeks)	4			MTC102, PTA104
MTC110	Prof. Issues & Ethics for Body Workers	3			ENG101 or placement
PTA139	Human Disease and Pathology	4			BIO115 or BIO203
MTC202	Massage Therapy Practicum II	4			MTC201, MTC102
Beginning each March					
MTC104	Massage Therapy IV (7 weeks)	4			MTC103
CHD program total: 69/70 credits					

Massachusetts/New Hampshire Massage Therapy Licensure and MWCC Equivalencies

Number	MWCC Course	Credits
BIO 115	Human Biology	4
MTC 101	Massage Therapy I	4
MTC 102	Massage Therapy II	4
MTC 201	Massage Therapy Practicum I	2
MTC 103	Massage Therapy III	4
MTC 104	Massage Therapy IV	4
MTC 202	*Massage Therapy Practicum II	4

Campus/format: This program is selective and can be completed during the day at the Gardner Campus.

Application deadline: The application deadline is **March 1**. This selective enrollment program requires additional application components. The selection process is competitive and space is limited (see page 88 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 our website or through the admissions office.

Special requirements: CHD students taking massage courses 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) (see pages 34-35 of the college catalog). Students must score 83 or greater on the Algebra CPT or score 31 or greater on the College Math CPT or have completed a math course equal to MAT126 or higher. All BIO credits must have been taken within five years.

Transfer options: Some CHC courses may transfer to Fitchburg State College. Check with the transfer advisor. Transfer agreements exist with Charter Oak State College and the University of Phoenix. This program qualifies for the Franklin University Community College Alliance program.

Visit the MWCC transfer services website at <http://transfer.mwcc.edu>.

Career options: Massage therapists in fitness centers, wellness centers, spas, hospitals, retirement communities, doctor and chiropractic offices, assisted-living centers, yoga centers, and group/individual practices.

Earning potential: Between \$37,815 to \$57,334. If employed by a health center or spa, a portion of the fee is retained by the employer.

*Student will need to complete the Massage Therapy Practicum II research project.

See page 64 of the college catalog for program competencies and technical standards.

Complementary Health Care—Yoga Teacher Training Degree (CHY)

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

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
BIO115	Human Biology	4			ENG100, RDG100, or placement
CHC101	Complementary Health Care	3			ENG100, RDG100, or placement
PSY105	Introduction to Psychology	3			ENG100, RDG100, or placement
FYE101	First Year Experience	3			ENG099, RDG099
CHC102	Foundations of Yoga	3			ENG100, RDG100, or placement
CHC220	Mind/Body/Spirit Connection	3			ENG100, RDG100, or placement
ENG102	English Composition II	3			ENG100, RDG100, or placement
HST140	Counseling Methods & Interviewing Techniques	3			ENG100, RDG100, or placement
MAT126	Topics in Mathematics	3			MAT096 or placement
Total 31 credits					

Year 2

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
	Business Elective (CIS127)	3			Electives: CIS127 is recommended
CHC202	Yoga II	3			CHC102
	Humanities Elective	3			ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	Social Science Elective	3			ANT, DSI, PSY, SOC, SSC, GEO, HIS, POL, ECO, SSC
	General Elective (or HST140)	3			Electives: Any course (see page 64 for exceptions)
NUT101	Introduction to Nutrition	3			ENG100, RDG100, or placement
MTC110	Professional Issues and Ethics for Body Workers	3			ENG101 or placement
CHC204	Yoga III	4			CHC102, CHC202
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
		3			Electives: CHC102, 104, 105, 108, 110, 111, 112, 212, 221, PHL210, PSY280, HUM212
Total 30/31 credits					

See page 88 of the college catalog for program competencies and technical standards.

Campus/format: This program can be completed during the day or evening at the Gardner Campus.

Helpful hints: Academic & career advising sessions with the complementary healthcare advisors is recommended.

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 pages 34-35 of the college catalog). Students must score 72 or greater on the Algebra CPT or score 31 or greater on the College Math CPT or have completed a math course equal to MAT126 or higher with a C+ or better. 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.

Transfer options: Some CHC courses may transfer to Fitchburg State College. Check with the transfer advisor. Transfer agreements exist with Charter Oak State College and the University of Phoenix.

Visit the MWCC transfer planning 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 by position.

**Complementary Health Care Certificate (CHC) and Degree concentrations in Massage Therapy (CHD), and Yoga Teacher Training (CHY), and
Massage Therapy Certificate (MTC)—continued**

Program Competencies for CHD and CHY

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

Complementary Health:

1. Attain skilled listening and physical skills for the delivery of service as health care workers.
2. Integrate information obtained from professional literature review into clinical practice.
3. Realize the importance of lifelong learning through continuing education in a specific or various fields of bodyworks.
4. Gain introductory knowledge in various types of bodywork modalities that comprise a holistic and complementary approach to maintaining health and treating injury and/or injury.

Massage Therapy:

1. Attain the manual skills necessary to work as licensed massage therapists.
2. Attain the business skills necessary to work as licensed massage therapist autonomously or as an employee of another.
3. Communicate effectively and accurately through oral, written and electronic means.
4. Identify the steps and meet the criteria to attain a license to practice as a massage therapist.
5. Practice within ethical and regulatory frameworks for massage therapy in accordance with the standards set by the American Massage Therapy Association.

Yoga:

1. Attain the practical skills necessary to work as a yoga instructor.
2. Communicate effectively and accurately through oral, written and electronic means.
3. Identify the steps and meet the criteria to become registered as a yoga instructor.

Technical Standards* for CHD, CHY, CHC, and MTC

** For general information about technical standards and accommodation, see page 64.*

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, scoop, bend at the waist, pinch or grasp with hands, reach with arms overhead.
5. Lift, handle and carry massage therapy equipment including table, chair which can weigh up to 50 pounds.
6. Manipulate clients for positioning requiring lifting up to 40 lbs.
7. Demonstrate tactile ability commensurate with assessing muscle tonicity. In addition, tactile sensitivity to hotness/coldness, wetness/dryness, hardness/softness.
8. Demonstrate fine and gross motor skills commensurate with sustained pressure using thumbs, wrist and hands for up to 60 minutes.
9. Respond to spoken verbal communication, as well as sounds that indicate changes in the patient's physiological condition (i.e. breath sounds, slurred speech).
10. Identify behaviors that would endanger a person's life or safety, and intervene quickly in a crisis situation with an appropriate solution.
11. Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
12. Exhibit behavioral and ethical skills appropriate to professional interactions.
13. Maintain cleanliness and personal grooming consistent with close personal contact.
14. 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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
CGD101	Design Theory	3			Prerequisite: ENG100, RDG100, or placement Prerequisite or co-requisite: CGD104. Note: CGD101 should be taken in the fall. CGD104 must be taken first or concurrently with CGD101.
CGD104	Digital Imaging (<i>Photoshop</i>)	3			Prerequisite: ENG100, RDG100, or placement Note: CGD104 must be taken first or concurrently with CGD101. CGD104 should be taken in the fall.
CGD109	Intro to Web Media	3			Prerequisite: RDG100 Note: CGD109 should be taken in the fall.
CGD235	Typography in Visual Communication (<i>InDesign</i>)	3			Prerequisite: CGD101 Note: CGD235 should be taken in the spring.
CGD105	Electronic Illustration (<i>Illustrator</i>)	3			Prerequisite: CGD101 Note: CGD105 should be taken in the spring.
CGD240	Creative Web Design (<i>Dreamweaver</i>)	3			Prerequisite: CGD109 or permission of instructor Note: CGD240 should be taken in the spring
CGD103	Print Production for Designers	3			Prerequisite or co-requisite: CGD101, 104, 105, 235 Note: CGD103 should be taken in the spring.
	CGD Professional Elective *	3			See electives listed below
Total: 24 credits					

See page 94 of the college catalog for technical standards.

*CGD Professional Electives (*Please consult with your advisor*)

CGD102 Publication Design (*Advanced InDesign and QuarkXPress*)

CGD106 Portfolio Preparation (*Capstone Course—see prerequisites*)

CGD112 Communication in Design and Technology

CGD110 Introduction to Animation and Game Design (*Flash*)

CGD204 Advanced Digital Imaging (*Photoshop*)

CGD205 Digital Photo Art (*Photoshop*)

CGD241 Integrated Website Design (*Advanced Authoring: Dreamweaver*)

ART251 Two-Dimensional Design

ART263 Drawing I

BCT115 Digital Photography

BCT235 DVD Authoring

MGT110 Small Business Management

THE113 Speech

Campus/format: This program can be completed during the day at the Gardner Campus.

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: \$40,451 to \$52,207 per year.

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).

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
CGD101	Design Theory	3			Prerequisite: ENG100, RDG100, or placement Prerequisite or co-requisite: CGD104. Note: CGD101 should be taken in the fall. CGD104 must be taken first or concurrently with CGD101.
CGD104	Digital Imaging (<i>Photoshop</i>)	3			Prerequisite: ENG100, RDG100, or placement Note: CGD104 must be taken first or concurrently with CGD101. CGD104 should be taken in the fall.
CGD109	Intro to Web Media	3			Prerequisite: RDG100 Note: CGD109 should be taken in the fall.
ART263	Drawing I	3			ENG100, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement
CGD105	Electronic Illustration (<i>Illustrator</i>)	3			Prerequisite: CGD101 Note: CGD105 should be taken in the spring.
CGD235	Typography in Visual Communication (<i>InDesign</i>)	3			Prerequisite: CGD101 Note: CGD235 should be taken in the spring.
CGD240	Creative Web Design (<i>Dreamweaver</i>)	3			Prerequisite: CGD109 or permission of instructor Note: CGD240 should be taken in the spring.
	Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO, SSC
ENG102	English Composition II	3			ENG101
CGD102	Publication Design (<i>Advanced InDesign/QuarkXPress</i>)	3			Prerequisite: CGD101, 104, 105, and 235 Note: CGD102 should be taken in the fall.
CGD204	Advanced Digital Imaging (<i>Photoshop</i>)	3			Prerequisite: CGD104 or permission of instructor Note: CGD204 should be taken in the fall.
MKT241	Advertising	3			ENG100, RDG100, MAT092 or placement
PER126/ 130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
	CGD Restrictive Elective*	3			Electives: CGD110, 112, 205, 241, 242, 244
MAT126	Topics in Mathematics (<i>or</i> higher)	3			MAT096 or placement
CGD103	Print Production for Designers	3			Prerequisite: CGD101, 104, 105, 235 Note: CGD103 should be taken in the spring.
CGD106	Portfolio Preparation	3			Prerequisite: CGD101, 102, 104, 105, 204, 235, 240 Co-requisite: CGD103 Note: CGD106 should be taken in the spring.
	CGD Professional Elective**	3			Electives: See electives listed to the right
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	Science Elective	3/4			Electives: BIO, BTC, CHE, EAS, ENV, NRD, NUT, PHY
Total: 62/64 credits					

See page 94 of the college catalog for program competencies and technical standards.

Campus/format: This program can be completed during the day at the Gardner Campus.

Transfer options: Transfer agreements exist with Charter Oak State College, New England Institute of Art, 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 planning services website: <http://tranfer.mwcc.edu>.

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

Special requirements: CGD 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: 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: \$40,451 to \$52,207 per year.

*CGD Restrictive Electives for Print Majors:

CGD110 Introduction to Animation & Game Design
CGD112 Communication in Design and Technology
CGD205 Digital Photo Art
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.*)
ART*** Any higher level ART beyond ART263
BCT115 Digital Photography
BCT235 DVD Authoring
MGT110 Small Business Management
MKT142 Marketing
THE113 Speech
BUS125 Communication for Business and Industry

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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites
CGD101	Design Theory	3			Prerequisite: ENG100, RDG100, or placement. Prerequisite or co-requisite: CGD104. Note: CGD101 should be taken in the fall. CGD104 must be taken first or concurrently with CGD101.
CGD104	Digital Imaging (Photoshop)	3			Prerequisite: ENG100, RDG100, or placement Note: CGD104 must be taken first or concurrently with CGD101. CGD104 should be taken in the fall.
CGD109	Intro to Web Media	3			Prerequisite: RDG100 Note: CGD109 should be taken in the fall.
CGD110	Introduction to Animation and Game Design (Flash)	3			Prerequisite: RDG100 and Basic Computer Skills (see page 174 for description) Note: CGD110 should be taken in the fall.
CGD112	Communication in Design and Technology	3			Prerequisite: ENG100, RDG100 or placement.
CGD240	Creative Web Design (Dreamweaver)	3			Prerequisite: CGD109 or permission of instructor. Note: CGD240 should be taken in the spring
CGD204	Advanced Digital Imaging (Photoshop)	3			Prerequisite: CGD104 or permission of instructor
	CGW Restrictive Elective*	3			See elective listed below
	CGW Professional Elective**	3			See elective listed below
Total: 27 credits					

See page 94 of the college catalog for technical standards.

*CGW Restrictive Electives:

CGD242 Advanced Website Animation (*Advanced Flash*)
 CGD210 Advanced Website Portfolio (*Capstone Course—see prerequisites*)
 CGD241 Integrated Website Design (*Advanced Authoring: Dreamweaver*)
 CGD244 Designing for E-commerce
 CGD205 Digital Photo Art (*Photoshop*)
 CGD105 Electronic Illustration (*Illustrator*)
 CGD235 Typography in Visual Communication (*InDesign and QuarkXPress*)

**CGW Professional Electives (*Please consult with your advisor*):

(CGW Professional electives also include the Restrictive Electives listed above.)

BCT115 Digital Photography
 CIS119 JavaScript for Designers
 CIS109 Programming in Basic
 CIS218 E-Commerce Systems
 CIS130 Programming for the Web
 MGT110 Small Business Management
 BUS125 Communication for Business and Industry

Campus/format: This program can be completed during the day at the Gardner Campus.

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: \$41,764 to \$54,788 per year.

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, 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).

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
CGD101	Design Theory	3			Prerequisite: ENG100, RDG100, or placement Prerequisite or co-requisite: CGD104. Note: CGD101 should be taken in the fall. CGD104 must be taken first or concurrently with CGD 101.
CGD104	Digital Imaging (<i>Photoshop</i>)	3			Prerequisite: ENG100, RDG100, or placement Note: CGD104 must be taken first or concurrently with CGD101. CGD104 should be taken in the fall.
CGD109	Intro to Web Media	3			Prerequisite: RDG100 Note: CGD109 should be taken in the fall.
ART263	Drawing I	3			ENG100, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement
CGD105	Electronic Illustration (<i>Illustrator</i>)	3			Prerequisite: CGD101 Note: CGD105 should be taken in the spring
CGD112	Communication in Design and Technology	3			Prerequisite: ENG100, RDG100 or placement.
CGD240	Creative Web Design (<i>Dreamweaver</i>)	3			Prerequisite: CGD109 or permission of the instructor. Note: CGD240 should be taken in the spring
	Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO, SSC
ENG102	English Composition II	3			ENG101
CGD110	Introduction to Animation and Game Design (<i>Flash</i>)	3			Prerequisite: RDG100 and Basic Computer Skills (see page 174 for description). Note: CGD110 must be taken in the fall.
CGD204	Advanced Digital Imaging (<i>Photoshop</i>)	3			Prerequisite: CGD104 or permission of instructor Note: CGD204 should be taken in fall.
CGD241	Integrated Website Design (<i>Advanced Authoring: Dreamweaver</i>)	3			Prerequisite: CGW majors: CGD109 and CGD240 Non-majors: Permission of instructor Note: CGD241 should be taken in fall.
	CGW Restrictive Elective*	3			See elective list to the right
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer.
MAT126	Topics in Mathematics (or higher)	3			MAT096 or placement
CGD210	Advanced Website Portfolio (<i>Capstone Course</i>)	3			Prerequisite: CGD101, 104, 109, 110, 204, 240, 241 or permission of instructor Note: CGD210 should be taken in the spring.
	CGW Professional Elective**	3			See elective list to the right
	Business Elective	3			Electives: CIS119 Javascript for Designers is highly recommended
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	Science Elective	3/4			Electives: BIO, BTC, CHE, EAS, ENV, NRD, NUT, PHY
Total: 62/64 credits					

See page 94 of the college catalog for program competencies and technical standards.

Campus/format: This program can be completed during the day at the Gardner Campus.

Transfer options: Transfer agreements exist with Charter Oak State College, New England Institute of Art, 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 planning 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: \$41,764 to \$54,788 per year.

*CGW Restrictive Electives for Web Majors:

CGD102 Publication Design
CGD103 Print Production for Designers
CGD205 Digital Photo Art
CGD235 Typography in Visual Communication
CGD242 Advanced Website Animation
CGD244 Designing for E-commerce

**CGW Professional Electives for Web Majors:

(CGW Professional electives also include the Restrictive Electives listed above.)

BCT115 Digital Photography
BCT235 DVD Authoring
MKT142 Marketing
MGT110 Small Business Management
CIS109 Programming in Basic
CIS119 JavaScript for Designers
CIS130 Programming for the Web
CIS218 E-commerce Systems
THE113 Speech
BUS125 Communication for Business and Industry

**Computer Graphic Design Print Certificate (CGDC), Print Degree (CGD), Web Design Certificate (CGWC), and Web Design Degree (CGW)—
continued**

Program Competencies for CGD

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. Exhibit measureable proficiency in the following industry standard graphic design software: Adobe InDesign, Photoshop, and Illustrator. As well as, demonstrate a solid working knowledge of QuarkXpress, Adobe Dreamweaver and Adobe Acrobat Professional.
4. 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.
5. Create complex electronic illustrations and single page layouts with a solid understanding of the complex functions of Adobe Illustrator.
6. Have a solid working knowledge of the fundamentals of building websites using HTML, XHTML, CSS and Dreamweaver with the ability to design structurally as well as aesthetically.
7. Exhibit the ability to work with advanced graphic design principles, grids, typography, and advanced layout techniques while utilizing QuarkXPress and Adobe InDesign.
8. Possess a working knowledge of print capabilities, the printing process and understanding pre-press techniques.
9. Prepare for the job market with career planning, skill assessment, resume writing, interviewing, as well as compile a professional-quality portfolio for entering the job market or for transferring to a four-year program.
10. Manage and development client-based visual communication pieces with the use of effective design and layout while meeting strict deadlines.

Program Competencies for CGW

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.
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. Exhibit a solid understanding of the principles of visual communication coupled with an understanding of current web and multimedia tools, concepts, terminology and techniques.
4. Exhibit measureable proficiency in the following industry standard graphic design software: Adobe Photoshop, Illustrator, Dreamweaver, and Flash. As well as, demonstrate a solid working knowledge of Adobe InDesign, Acrobat Professional, and Fireworks.
5. 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.
6. Create complex electronic illustrations and single page layouts while exhibiting a solid understanding of the complex functions of Adobe Illustrator.
7. Plan and design websites utilizing basic and advanced web authoring techniques while exhibiting proficiency in the use of HTML, XHTML, CSS layouts and techniques, Adobe Photoshop and Dreamweaver.
8. Create dynamic, animated computer art, web motion graphics, and websites through the use of Adobe Flash.
9. Prepare for the job market with career planning, skill assessment, resume writing, interviewing, as well as compile a professional-quality portfolio for entering the job market or for transferring to a four-year program.
10. 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 64.*

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 program will prepare you for an entry-level position in the information technology field in areas such as web application development, e-commerce, networking administration, and desktop applications support. You will study widely-used office applications; learn programming languages to support website development, office applications, and e-commerce systems; and gain knowledge of network administration to support business networks and web servers.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
CIS109	Programming in Basic	3			MAT092, RDG100, or placement
	CIS Elective	3			Electives: CIS121, 141, 142, 224, 244, 130, 290, 292 See page 64 of the college catalog for suggested electives
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement
CIS140	Microcomputer Networking Applications	3			MAT092, RDG100, or placement
CIS123	Microcomputer Database Applications	3			CIS127 or CIS120 or permission of instructor
	Social Science Elective	3			Electives: ANT, DSI, ECO, GEO, HIS, POL, PSY, SOC, SSC
ENG102	English Composition II	3			ENG101
MAT126	Topics in Mathematics <i>or</i> higher	3			MAT096 or placement
CIS102/143	Computer Service and Repair <i>or</i> PC Maintenance	1/3			Basic computer skills, MAT092, RDG100, or placement
	CIS Elective <i>or</i> BUS Elective <i>or</i> CGD Elective	3			Note: See above CIS Elective Electives: BUS108, BUS112, BUS113, BUS125, BUS211, BUS212, BUS220, BUS224 Electives: CGD
	CIS Elective	3			Note: See above CIS Elective
	CIS/CGD Elective	3			Electives: CGD; See above CIS Elective
	Science Elective	3/4			Electives: BIO, BTC, CHE, EAS, ENV, NRD NUT, PHY
	MKT/BUS/ACC/MGT Elective	3			Electives: MKT, BUS, ACC, MGT
CIS218	E-commerce Systems	3			24 CIS credits or permission of instructor
	CIS Elective	3			Note: See above CIS Elective
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisites: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
	MKT/BUS/ACC/MGT Elective	3			Electives: MKT, BUS, ACC, MGT
	General Elective	3			Electives: Any course (see page 64 for exceptions)
Total: 60/64 credits					

See page 96 of the college catalog for program competencies and technical standards.

Campus/format: This program can be completed during the day or evening at the Gardner Campus. Ninety-five percent of this program can be completed online.

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.

Career options: Careers in the information technology fields including: programming, networking, web systems development, and software application support. A recent survey of graduates indicated employment as: software quality specialists, programmer, programmer/business analyst, MIS staff, and NT administrator.

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 planning services website: <http://transer.mwcc.edu>

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

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 e-commerce 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.

**Computer Information Systems Degree (CIS), IT Support Specialist Certificate (ITC), and Office Assistant Certificate (OAC) —
continued**

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 64.*

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.

Computer-assisted 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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ACC101	Principles of Accounting I	3			MAT096, RDG100, or placement
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
CIS101	Keyboarding	3			Prerequisite: RDG100, or placement Note: A placement (proficiency) exam is offered. Proficiency exempts student from CIS101; credit is not awarded and another course must be completed.
MAT126	Topics in Mathematics (<i>or</i> higher)	3			MAT096 or placement
ACC102	Principles of Accounting II	3			ACC101
ACC227	Computerized Accounting	3			ACC101, CIS127 or CIS120
MGT210	Principles of Management	3			ENG100, RDG100, or placement
ACC224 <i>or</i> MKT142	Taxation <i>or</i> Marketing	3			ACC101, MAT092, RDG100, or placement
Total: 24 credits					

See page 81 of the college catalog for technical standards.

Campus/format: 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. 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: \$29,579 to \$39,481 per year.

Criminal Justice—Corrections Degree (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. 5) Criminal justice is also a good foundation for those pursuing a career in law. The corrections concentration focuses on counseling and rehabilitation of offenders, probation, parole, community corrections, and juvenile services. **The Criminal Justice program is approved as a Police Career Incentive Program by the Massachusetts Board of Higher Education.**

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
Level 1					
ENG101	English Composition I	3			ENG100, RDG100, or placement
SOC103	Introduction to Sociology	3			Note: SOC103 is a prerequisite to CJU232 and is recommended for first semester.
MAT126	Topics in Mathematics (<i>or</i> higher)	3			MAT096 or placement
CJU131	Introduction to Criminal Justice	3			Note: CJU131 should be taken during the first semester.
CJU133	Criminal Law	3			ENG100, RDG100, or placement
ENG102	English Composition II	3			ENG101
PSY105	Introduction to Psychology	3			ENG100, RDG100, or placement
CIS127	Computer Technologies (<i>or</i> higher)	3			ENG100, RDG100, or placement
CJU134	Criminal Procedure	3			ENG100, RDG100, or placement
CJU232	Introduction to Criminology	3			SOC103
Level 2					
	BIO103 <i>or</i> Lab Science	3/4			Lab science required for transfer
POL211	Massachusetts and the Federal System	3			ENG100, RDG100, or placement
	Restrictive Elective	3			Electives: CJU252, SOC208, SOC212, SPA109 (<i>or</i> higher)
CJU254	Counseling and Rehabilitation of the Offender	3			PSY105 preferred & either CIS131, 250, 232, or permission of instructor
CJU250	Introduction to Corrections	3			CJU131
CJU220	Technical Writing for the Criminal Justice Professional	1			ENG101 (Should be taken in semester preceding CJU255)
THE113	Speech	3			ENG101
PSY240 <i>or</i> SOC205 <i>or</i> HIS125	Abnormal Psychology <i>or</i> Social Problems <i>or</i> American Ethnic History	3			PSY105, SOC103, ENG100, RDG100, or placement
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisites: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
	General Elective	3			Recommended: PSY240, HIS125, SOC205
CJU260	Probation, Parole, and Community Corrections	3			CJU131; CJU250 recommended.
CJU255	Seminar in Criminal Justice	3			Prerequisites: ENG102, completion of all required criminal justice courses, or one to two concurrently, or permission of instructor Note: This course should be taken in the semester immediately preceding graduation.
Total: 63/65 credits					

See page 100 of the college catalog for program competencies and technical standards.

Campus/format: 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, Roger Williams University, UMASS Lowell and the University of Phoenix. Check with your advisor to ensure proper course selections.

Visit MWCC's transfer planning services website:
<http://transer.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 Colleges and Secondary Schools 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. Students should complete Level I before Level II. 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: Varies depending on education level and position.

Criminal Justice–Law Enforcement Degree (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. 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. **The Criminal Justice program is approved as a Police Career Incentive Program by the Massachusetts Board of Higher Education.**

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites
Level 1					
ENG101	English Composition I	3			ENG100, RDG100, or placement
SOC103	Introduction to Sociology	3			Prerequisites: ENG100, RDG100, or placement Note: SOC103 is a prerequisite to CJU232 and is recommended in the first semester.
MAT126 <i>or</i>	Topics in Mathematics (<i>or</i> higher)	3			MAT096 or placement
CJU131	Introduction to Criminal Justice	3			ENG100, RDG100, or placement Note: CJU131 should be taken during the first semester.
CJU133	Criminal Law	3			ENG100, RDG100, or placement
ENG102	English Composition II	3			ENG101
PSY105	Introduction to Psychology	3			ENG100, RDG100, or placement
CIS127	Computer Technologies (<i>or</i> higher)	3			ENG100, RDG100, or placement
CJU134	Criminal Procedure	3			ENG100, RDG100, or placement
CJU232	Introduction to Criminology	3			SOC103
Level 2					
	BIO103 <i>or</i> Lab Science	3/4			Lab science required for transfer
POL211	Massachusetts and the Federal System	3			ENG100, RDG100, or placement
	Restrictive Elective	3			Electives: CJU252, CJU254, CJU260, SOC208, SOC212, SPA109 (<i>or</i> higher)
CJU233	Criminal Investigation	3			CJU134 or permission of division dean
CJU250	Introduction to Corrections	3			CJU131
CJU220	Technical Writing for the Criminal Justice Professional	1			ENG101 (Should be taken in semester preceding CJU255)
THE113	Speech	3			ENG101
PSY240 <i>or</i> SOC205 <i>or</i> HIS125	Abnormal Psychology <i>or</i> Social Problems <i>or</i> American Ethnic History	3			PSY105, SOC103, ENG100, RDG100, or placement
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisites: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
	General Elective	3			Recommended: PSY240, HIS125, SOC205
CJU140	American Policing	3			ENG100, RDG100, or placement
CJU255	Seminar in Criminal Justice	3			Prerequisites: ENG102, completion of all required criminal justice courses, or one to two concurrently, or permission of instructor Note: This course should be taken in the semester immediately preceding graduation.
Total: 63/65 credits					

Campus/format: 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, Roger Williams University, UMASS Lowell and the University of Phoenix. Check with your advisor to ensure proper course selections

Visit MWCC's transfer planning 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 Colleges and Secondary Schools 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. Students should complete Level I before Level II. 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: 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: Varies depending on education level and position.

See page 100 of the college catalog for program competencies and technical standards.

Criminal Justice—Corrections Degree (CJCD), Law Enforcement Degree (CJL), and Law Enforcement Certificate (CJLC)—continued

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 64.*

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 advocacy.
6. Maintain cleanliness and personal grooming consistent with close personal contact.
7. Learn to operate a computer, with or without adaptation.

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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites
Year 1					
BIO205	Microbiology	4			BIO109 or BIO115 or BIO203 encouraged as prerequisite: Note: Recommended completion prior to program application
DHY101	Anatomic Science for the Dental Hygienist I	3			BIO204 and admission into the Dental Hygiene Program; Co-requisites: DHY102, DHY103
DHY102	Dental Hygiene Process of Care I	5			Current CPR certification, health prof. level; BIO204 and admission into the Dental Hygiene Program. Co-requisites: DHY101, DHY103
DHY103	Dental Radiology (& Lab)	3			BIO204 and admission into the Dental Hygiene Program. Co-requisites: DHY101, DHY102
DHY 105	Anatomic Science for the Dental Hygienist II	3			DHY101; Co-requisites: DHY106, DHY107, DHY 108
DHY106	Dental Materials (& Lab)	3			DHY101, DHY102, DHY103; BIO205; Co-requisites: DHY105, DHY106, DHY108
DHY107	Periodontology	3			DHY101, DHY102, DHY103; BIO205; Co-requisites: DHY105, DHY106, DHY108
DHY108	Dental Hygiene Process of Care II	6			DHY101, DHY102, DHY103; BIO205; Co-requisites: DHY 105, DHY106 ,DHY107
Summer					
DHY205	Pain Control (& Lab)	3			DYH106, DHY107 and DHY108, ENG102; Co-requisites: DHY201, DHY202, DHY203, DHY204, PSY105
ENG102	English Composition II	3			Prerequisite: ENG101 Note: Recommended completion prior to program application
DHY201	Oral Pathology	2			DHY106, DHY107 & DHY108; ENG102, Co-requisites: DHY202, DHY203, DHY204, DHY205, PSY105;
DHY202	Pharmacology for the Dental Hygienist	3			DHY106, DHY107 & DHY108, ENG102Co-requisites: DHY202, DHY203, DHY204, DHY205, PSY105
DHY203	Dental Hygiene Process of Care III	5			DHY106, DHY107 and DHY108, ENG102; Co-requisites: DHY201, DHY202, DHY204, DHY205, PSY105
DHY204	Oral Health Promotion	2			DYH106, DHY107 and DHY108, ENG102; Co-requisites: DHY201, DHY202, DHY203, DHY205, PSY105
PSY105	Introduction to Psychology	3			ENG100, RDG100, or placement Note: Recommended completion prior to program application
DHY206	Community Health	3			DHY201, DHY202, DHY203 DHY204, DHY205; Co-requisites: DHY207 and DHY208; SOC103
DHY207	Dental Hygiene Process of Care IV	5			DYH201, DHY202, DHY203, DHY204, DHY 205; co-requisites: DHY206 and DHY 208; SOC103
DHY208	Dental Ethics and Professional Issues	2			DYH201, DHY202, DHY203 DHY204, DHY205; co-requisites: DHY207 and DHY206; SOC103
SOC103	Introduction to Sociology	3			ENG100, RDG100, or placement Note: Recommended completion prior to program application
	Humanities or Business Elective	3			Humanities Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE Business Electives: ACC, BSS, BUS, CIS, ECO, MAS, MGT, MKT, PLS
Total: 67 credits					

See page 101 of the college catalog for program competencies and technical standards

Campus/format: This program is selective and can be completed during the day at the Burbank Campus; however, many non-day courses can be completed at other campuses.

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 pages 18-19 of the college catalog).

Requirements for consideration: Applicants must meet certain academic standards. See pages 18-19 of the college catalog for specific details, or refer to the program application available on our website or through the admissions office. Prior to admission, prerequisite courses needed are ENG101 (advised completion within three years of application with C+ or better), MAT126 with C+ or better, BIO203 and 204, and PER130.

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 planning services website:
<http://transeer.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 19 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 should not be more than five years old. Applicants currently working in a health care field can petition to lengthen the time to 10 years after successfully passing a competency examination. For more information, please call (978) 630-9367.

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: \$56,488 to \$72,641 per year for full-time employment.

Dental Hygiene Degree (DHY)—continued

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

** For general information about technical standards and accommodation, see page 64.*

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.

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, and local practicum sites.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ECE101	Introduction to Early Childhood Education	3			ENG100, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement
PSY105	Introduction to Psychology	3			ENG100, RDG100, or placement
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
BIO103	Human Health & Disease	3			ENG100, RDG100, or placement
ENG102	English Composition II	3			ENG101
PSY108	Child Development	3			ENG100, RDG100, or placement; PSY105
THE113	Speech	3			ENG101
SOC206	Marriage & Family	3			ENG100, RDG100, or placement
MAT126 <i>or</i> MAT143 <i>or</i> MAT160	Topics Mathematics <i>or</i> Statistics <i>or</i> College Math I	3			MAT096 or placement
ECE134	Guiding Children's Behavior	3			PSY108
ECE114	Early Childhood Practicum I	4			ECE102, PSY108; permission of instructor or dean
PSY244	Children With Special Needs	3			PSY108
ECE102	Early Childhood Curriculum & Program Planning	3			PSY108 or permission of division dean
ECE104 <i>or</i> ECE132 <i>or</i> ECE105	Infant & Toddler Development & Curriculum <i>or</i> Applying Theories of Curriculum <i>or</i> Day Care Administration	3			PSY108; ENG100, RDG100, or placement PSY108, ECE102 Lead Teacher certified or permission of instructor or division dean
ECE124	Early Childhood Practicum II	4			ECE114; permission of instructor or dean
ENG235	Children's Literature	3			ENG102; permission of instructor or dean
ECE103	Home, School, & Community Relations	3			ECE101; permission of instructor or dean
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisites: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
ECE260	Leadership in Education Seminar	3			ECE101, 102, 103, 114, ENG101, 102, PSY108, 244. Co-requisite ECE124
Total: 61/62 credits					

See page105 of the college catalog for program competencies and technical standards.

Campus/format: This program can be completed during the day or evening at the Gardner Campus.

State certification: After completing the degree, students can apply for Department of Early Education and Care (EEC) Lead Teacher certification. Lead Teachers must be age 21 or over (those under 21 can receive Teacher certification). EEC certification indicates that students are qualified to work in childcare facilities. The program helps students meet the new Massachusetts state guidelines that require an associate's degree by 2010.

Helpful hints: To meet Department of Early Education and Care (EEC) requirements, students should attain First Aid certification. Childcare facilities are required to have one CPR certified professional always present, therefore, students who attain certification will be even more marketable.

Transfer options: This concentration is designed for immediate career entry. However, transfer agreements exist with Becker College, Charter Oak State College and the University of Phoenix.

Visit MWCC's transfer planning 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: Graduates can work with children ages 0-5 in Head Start, preschool, daycare programs, or as classroom aides. They can also work toward becoming a center director or administrator.

Earning potential: \$24,157 to \$32,995 per year, according to a graduate survey.

Early Childhood Education—Transfer Degree (ECT)

This program satisfies the requirements of the Massachusetts Board 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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ECE101	Introduction to Early Childhood Education	3			ENG100, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement
PSY105	Introduction to Psychology	3			ENG100, RDG100, or placement
	BIO109, BIO110, EAS115, <i>or</i> EAS125	4			ENG100, RDG100, or placement
CIS127	Computer Technologies	3			ENG100, RDG100, or placement.
ENG102	English Composition II	3			ENG101
PSY108	Child Development	3			PSY105
ECE103	Home, School, & Community Relations	3			ECE101 or permission of instructor/division dean
SOC103	Introduction to Sociology	3			ENG100, RDG100, or placement
MAT140 <i>or</i> MAT143 <i>or</i> MAT160	Elements of Mathematics <i>or</i> Statistics <i>or</i> College Mathematics I	3			MAT096, or placement
PSY244	Children With Special Needs	3			ENG100, RDG100, or placement. Must be taken in the fall.
ECE102	Early Childhood Curriculum & Program Planning	3			PSY108 or permission of division dean
THE113	Speech	3			ENG101
ECE114	Early Childhood Practicum I	4			ECE102, PSY108, or permission of division dean
ART109 <i>or</i> ART110 <i>or</i> MUS103	Art History I <i>or</i> Art History II <i>or</i> Music Skills & Theory	3			ENG100, RDG100, or placement ENG100, RDG100, or placement
PHY101 <i>or</i> PHY105	Introduction to Physical Science <i>or</i> College Physics I	4			ENG100, MAT096, RDG100, or placement ENG100, RDG100, or placement; Co-requisite MAT160
SOC206	Marriage & the Family	3			ENG100, RDG100, or placement
ENG235	Children's Literature	3			ENG102 or permission of instructor/division dean
HIS201	History of United States I	3			ENG100, RDG100, or placement
PER126/130	Health, Fitness, & Wellness Elective	2/3			MAT092, RDG100, or placement Note: PER130 is recommended for transfer
ECE124	Early Childhood Education Practicum II	4			Prerequisite: ECE114 Note: Not required, but recommended to receive EEC Lead Teacher Certification
Total: 63/67 credits					

Campus/format: This program can be completed during the day or evening at the Gardner Campus.

Transfer options: Completion of this program will meet the Massachusetts Early Childhood Education Transfer Compact (some restrictions apply; check with your advisor or transfer planning services). This program qualifies for MassTransfer.* Transfer Agreements exists with Becker College, Charter Oak State College, Fitchburg State College, and the University of Phoenix.

Visit MWCC's transfer planning services website: <http://transfer.mwcc.edu>.

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

Special requirements: Most four-year colleges and universities (including all Mass. public institutions) require satisfactory completion of the Communication and Literacy section of the Mass Tests of Educator Licensure (MTEL) prior to entrance to junior-level courses. The exam is **not** a prerequisite to enter MWCC's program. Technical standards must be met with or without accommodations.

Career options: After earning a bachelor's degree and meeting Massachusetts Department of Education teacher requirements, graduates can pursue careers as teachers in Pre-kindergarten to grade 2.

Earning potential: \$42,008 to \$63,071 per year, for an entry-level teacher with a bachelor's degree who has met Mass Department of Education requirements. Salaries increase substantially with experience and education level.

* See page 44 for MassTransfer information.

See page 105 of the college catalog for program competencies and technical standards.

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 a reflective learner who integrates knowledge from a variety of sources.
9. Engage in informed advocacy for children and the early childhood profession.

Technical Standards* for ECC and ECT

** For general information about technical standards and accommodation, see page 64.*

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.

Electronic Communications & Digital Media Certificate (EDC)

Employers worldwide are looking for highly-trained individuals with demonstrated skill in computer electronics technology. Learn to setup, design and support new technologies in voice, cabling, and data security and to implement networking hardware at associate and professional levels. Emphasis will be placed on networking design, router and switch installation, configuration and management, voice over IP and infrastructure security. This program emphasizes the importance of certification and assists students in preparing for certification examinations. At the certificate's completion, students will be prepared for the following certification exams: CompTIA A+, Cisco Certified Networking Associate (CCNA), Securing Cisco IOS Networks (SECUR), Cisco Secure PIX Firewall (CSPF), CompTIA Security +, and Cisco Wireless LAN Design Specialist.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
EDC102	Communications Fundamentals	3			EDC101 or permission of instructor
EDC103	Router Technology	4			EDC102
EDC104	Advanced Routing and Switching	4			EDC103
EDC105	Projects in Routing Design and Administration	3			EDC104
	EDC/CIS/CET elective	3			Electives: EDC/CIS/CET
	EDC/CIS/CET elective	3			Note: See above EDC/CIS/CET elective
	EDC/CIS/CET elective	3			Note: See above EDC/CIS/CET elective
	EDC/CIS/CET elective	3			Note: See above EDC/CIS/CET elective
Total: 26 credits					

Technical Standards for EDC

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. 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. Ability to work at a computer for two or more hours.

Campus/format: This program can only be completed in the evening at Worcester Technical High School in Worcester, MA.

Special requirements: The curriculum consists of course content in basic electronics, computer, and networking technologies. In these courses, students will access the curriculum and take assessments in the form of quizzes, tests, and exams through the Internet. Technical standards must be met with or without accommodations.

Helpful hints: This is a very demanding program. Students should be committed to working hard in the classroom and on lab assignments.

Transfer options: This program is designed for immediate career entry.

Career options: Systems analyst, telecommunications technician, LAN/WAN administrator, Internet service provider support engineer, computer service technician, or LAN cable installation specialist.

Earning potential: \$27,680 to \$56,000 per year, depending on position.

Elementary Education Concentration (LAEL)

A Degree in Liberal Studies

This program satisfies the requirements of the Massachusetts Board 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.

Campus/format: This program can be completed during the day or evening at the Gardner Campus.

Helpful hints: Students should consult with a transfer advisor early to ensure that they choose a combination of liberal arts and education courses that transfer to the four-year colleges and universities of their choice.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
HIS105 or HIS106	Introduction to World Civilization I or II	3			ENG100, RDG100, or placement ENG100, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement
PSY105	Introduction to Psychology	3			ENG100, RDG100, or placement
BIO109	General Biology I	4			ENG100, RDG100, or placement
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
ENG102	English Composition II	3			ENG101
EDU101	Introduction to Education	3			ENG100, RDG100, or placement
EAS115 or EAS125 or PHY101	Biogeology: History of Life or Physical Geology of the Dynamic Earth or Introduction to Physical Science	4			ENG100, RDG100, or placement ENG100, RDG100, or placement ENG100, RDG100, MAT096, or placement
THE113	Speech	3			ENG101
MAT160 or MAT143 or MAT140	College Math I or Statistics or Elements of Math	3			MAT 096 or placement
ENG235	Children's Literature	3			ENG102
HIS201 or HIS202	History of United States I or History of United States II	3			ENG100, RDG100, or placement ENG100, RDG100, or placement
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisites: MAT092, RDG100, or placement Note: PER130 is recommended for transfer.
PSY108 or PSY110	General Elective: Child Development or Human Growth & Development (Recommended)	3			Electives: Select courses to fulfill requirements for the intended academic major at the four-year college to which you plan to transfer.
ART109, or ART110, or MUS103	Art History I or Art History II or Music Skills & Theory	3			ENG100, RDG100, or placement ENG100, RDG100, or placement No Prerequisites
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
Total: 61/62 credits					

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 planning 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 planning 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 (MTL) 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 1-6.

Earning potential: \$42,812-\$60,831 per year, for an entry-level teacher with a bachelor's degree who has met Mass Department of Education requirements. Salaries increase substantially with experience and education level.

* See page 44 for MassTransfer information.

See page 129 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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
HCC111	Emergency Medical Technician I	4			ENG100, RDG100, or placement.
HCC112	Emergency Medical Technician II	4			HCC111 or placement
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.
3. Gather and draw conclusions from data acquired from patient treatment.
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.

Campus/format: This program can be completed during the evening at the Gardner Campus.

Program length: These courses can potentially be completed in one semester. HCC111 meets the first seven weeks of a semester and HCC112 meets the second seven weeks. Classes are typically held Mondays/Wednesdays and some Fridays from 6:00-10:00 p.m.

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).

Earning potential: \$26,055 to \$30,923 per year; earnings of EMTs depend on employment setting, geographic location, and experience.

Energy Management Certificate (EGC)

(program pending)

This proposed 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 solar, photovoltaic, heating and cooling, as well as energy audits and conservation.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
MAT096	Foundations of Algebra II	4			MAT092 or placement
MET105	Blueprint Reading	3			
NRD105	Introduction to Energy Management Principles	3			ENG100, RDG100, or placement
NRD106	Energy Efficiency & Conservation Methods	3			ENG100, RDG100, or placement
EET103	Circuit Analysis I	4			ENG100, RDG100, MAT126, or placement
EGM105	Principles of Photovoltaic Tech & Installation	4			RDG100, MAT096, EET103 or co-requisite
EGM125	Energy Analysis and Auditing	3			RDG100, MAT096, or co-requisite
EGM110	Electrical Lighting and Motors	3			RDG100, MAT096; EET103 or co-requisite
Total: 27 credits					

See page 111 of the college catalog for technical standards.

Campus/format: This program can be completed during the day and evening at the Gardner 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, photovoltaic technicians, etc.

Earning potential: \$30,000 per year.

Energy Management Degree (EGD)

(program pending)

This proposed 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 solar, photovoltaic, heating and cooling, as well as energy audits and conservation.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
MAT126	Topics Mathematics <i>or</i> higher	3			MAT096 or placement
NRD104	Renewable Energy Sources	4			ENG100, RDG100, or placement
MET105	Blueprint Reading	3			
	General Elective	3			Electives: Any course (see page 64 for exceptions)
ENG102	English Composition II	3			ENG101
NRD105	Introduction to Energy Management Principles	3			ENG100, RDG100, or placement
NRD106	Energy Efficiency & Conservation Methods	3			ENG100, RDG100, or placement
CIS 127	Computer Technologies	3			Prerequisite: ENG100, RDG100, or placement
EET103	Circuit Analysis I	4			ENG100, RDG100, MAT126, or placement
EGM105	Principles of Photovoltaic Tech & Installation	4			RDG100, MAT096; EET103 or co-requisite
PER126	Health, Fitness, & Wellness Elective	2			MAT092, RDG100, or placement
EGM125	Energy Analysis and Auditing	3			RDG100, MAT096 or co-requisite
EGM120	Cooling Systems	3			RDG100, MAT096, EET103
EGM130	Energy Control Strategies	3			RDG100, MAT096, EET103, EGM120, EGM115
EGM110	Electrical Lighting and Motors	3			RDG100, MAT096; EET103 or co-requisite
EGM115	Heating Systems	3			RDG100, MAT096, EET103, EGM110
	Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO, SSC
BIO132	Global Environmental Issues (CapStone)	3			Required after completing all "major" courses.
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
Total: 62 credits					

See page 111 of the college catalog for program competencies and technical standards.

Campus/format: This program can be completed during the day and evening at the Gardner 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, photovoltaic technicians, etc.

Earning potential: \$30,000 per year.

Energy Management Certificate and Degree Continued

Program Competencies for EGC and EGD

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 between 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. Describe and install photovoltaic systems for residential and commercial venues.
10. 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 64.*

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 company firefighters with relevant coursework in building construction, fire prevention, arson 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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisite/Notes
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement
ENG102	English Composition II	3			ENG101
FST125	Intro. to the Fire Service	3			ENG100, RDG100, or placement
FST111	Building Construction	3			ENG100, RDG100, or placement
FST112	Fire Hydraulics	3			ENG100, RDG100, MAT096, FST125
FST113	Fire Protection Systems and Equipment	3			ENG100, RDG100, MAT096, or placement, FST125
FST114	Hazardous Materials	3			ENG100, RDG100, or placement
FST117	Fire Codes and Prevention	3			ENG100, RDG100, or placement
FST122	Fire Fighting Tactics and Strategy	3			ENG100, RDG100, or placement, FST125
FST128	Incident Command	3			ENG100, RDG100, or placement, FST125
MAT126	Topics in Mathematics (<i>or</i> higher)	3			MAT096 or placement
PER126	Fitness & Wellness	2			Prerequisites: MAT092, RDG100, or placement
	General Elective	6			Electives: any course (see page 64 for exceptions)
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	Science Elective	3/4			Electives: BIO, BTC, CHE, EAS, ENV, NRD, NUT, PHY
	Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO, SSC
	Professional Electives	11			Includes any FST course and HCC111/112. A current EMT license will receive 8 prof. elective
Total: 64/65 credits					

Fire Academy Certificate and MWCC Course Equivalencies

Fire Academy Certificate	Number	MWCC Course	Cr
Recruit Training Program (Firefighter I/II Certificate)	PER126	Fitness & Wellness Elective	2
	FST125	Intro. to Fire Services	3
		Professional Elective	6
Firefighter I (Certificate)***		Professional Elective	3
Motor Pump Operator and Auto Sprinkler System (Certificate)***	FST112	Fire Hydraulics	3
Hazardous Materials Technical Training***	FST114	Hazardous Materials	3
		Professional Elective	3
Mass Civil Service Exam for Promotion to Fire Lieutenant <i>or</i> Captain	FST124	Fire Company Officer	3

Campus/format: This program can be completed during the evening at the Gardner Campus.

Helpful hints: Prepare to take the civil service test; it is a requirement for many fire companies. Also, students should consider completing EMT certification since fire companies are increasingly the providers for 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 Charter Oak State College and the University of Phoenix.

Visit MWCC's transfer planning 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).

Earning potential: \$30,880 to \$51,466 per year.

***Proper documentation required. Certificates of attendance are not acceptable.

See page 113 of the college catalog for program competencies and technical standards.

Fire Science Technology Degree (FS)—continued

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 64.*

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 Certificate (EXS) (*day only*)

The Fitness Leadership and Exercise Science Certificate prepare students for personal training licensure. Students study anatomy and kinesiology, exercise physiology, nutrition, biomechanics of exercise, human growth and development, aquatics, and personal safety (including CPR), organizational and legal considerations of the fitness industry, and practical applications of individual and group fitness instruction. Students have the option to begin a career after program completion or transfer. The Bureau of Labor Statistics predicts that because of an increased value placed upon physical fitness, demand for fitness leaders, instructors, and personal trainers will increase faster than average through 2008.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
EXS102 <i>or</i> PTA 104	Principles of Anatomy and Kinesiology <i>or</i> Applied Anatomy and Kinesiology	3			MAT096, ENG100, RDG100, or placement MAT096, ENG100, RDG100, or placement; BIO115 or BIO203
PSY105	Introduction to Psychology	3			ENG100, RDG100, or placement
CHC101	Complementary Health Care	3			ENG100, RDG100, or placement
EXS201	Exercise Science and Nutrition	4			MAT096, ENG100, RDG100, or placement
THE113	Speech	3			ENG101
PSY110	Human Growth and Development	3			PSY105
MAT126	Topics in Mathematics <i>or</i> Professional Elective	3			Only those students who test out of MAT096 may choose a professional elective. Professional electives may come from Complementary Health Care, Physical Therapy Assistant, and Nursing, or the following courses with approval by department chair/division associate dean: Computer Technologies, Small Business Management, Human Biology, Anatomy Physiology I and II, and Statistics.
EXS203	Exercise Testing and Program Design	4			Upon completion, students will be eligible to sit for the Personal Trainer Exam. Students must pay the costs incurred for their certifications. Prerequisites: EXS102, EXS201. Co-requisites: MAT096
Total: 29 credits					

Campus/format: This program can be completed during the day at the Gardner Campus.

Helpful hints: Those pursuing fitness leader and instructor careers should focus on a particular area of study: aquatics, aerobics, etc. Students should have a commitment to their own physical fitness.

Transfer options: Courses may transfer into other MWCC programs of study including: Complementary Health Care, Massage Therapy, Liberal Arts & Sciences—Fitness Leadership & Exercise Science Concentration, Physical Therapist Assistant, and Nursing. Consult with your academic advisor.

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

Career options: Fitness leaders, instructors, lifeguards, and personal trainers typically find jobs in fitness and wellness centers, recreational agencies, aquatic programs, as well as individual practices.

Earning potential: \$37,753 to \$64,562 per year. Varies by education level, certification, and geographical area.

For more program information: Contact the program chair, (978) 630-9261, or the associate dean of health sciences, (978) 630-9229.

See page 129 of the college catalog for technical standards.

Fitness Leadership & Exercise Science Concentration (LAX)

A Degree in Liberal Studies

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, or fitness management. 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 & wellness center and gain in-depth knowledge of exercise science to increase their skills and make them more marketable to prospective employers.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites
ENG101	English Composition I	3			ENG100, RDG100, or placement
MAT160	College Math I <i>or</i> above	3			MAT096
PSY105	Introduction to Psychology	3			ENG100, RDG100, or placement
EXS102 <i>or</i> PTA104	Principles of Anatomy & Kinesiology <i>or</i> Applied Anatomy & Kinesiology	3			BIO115 is a prerequisite for PTA104 only
CHC101	Complementary Health Care	3			ENG100, RDG100, or placement
EXS201	Exercise Science and Nutrition	4			ENG100, MAT092, RDG100, or placement
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer.
EXS203	Exercise Testing and Program Design	4			EXS102 and EXS201
ENG102	English Composition II	3			ENG101
THE113	Speech	3			ENG101
	CIS Elective	3			Electives: Any CIS course
BIO109 <i>or</i> BIO115	Biology I <i>or</i> Human Biology	4			ENG100, RDG100, or placement
PSY110	Human Growth & Development	3			PSY105
BIO203	Anatomy & Physiology I	4			ENG100, RDG100, or placement, BIO109 or BIO115 strongly suggested
	Art Elective	3			Electives: ART courses
	History Elective	3			Electives: HIS courses
	Literature Elective	3			Electives: ENG201, 203, 205, 210, 213, 214, 221, 224, 227, 228, 233, 235, 236, 237, 259, 260, 261
	History Elective	3			Note: See above History Elective
	Literature Elective	3			Note: See above Literature Elective
BIO204	Anatomy & Physiology II	4			BIO203
ECO102	Microeconomics	3			ENG100, RDG100, or placement; ECO101 strongly recommended
Total: 67/68 credits					

See page 129 of the college catalog for program competencies and technical standards.

Campus/format: This program can be completed during the day or evening 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 College, 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 College, Northeastern University, among 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 planning 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, program chair, (978) 630-9261, or the associate dean of health sciences, (978) 630-9229.

Earning potential: \$37,753 to \$66,856 per year.

* See page 44 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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
	Behavioral Social Sciences Elective	3			Electives: ANT, DSI, PSY, SOC, SSC
MAT126	Topics Mathematics <i>or</i> higher	3			MAT096 or placement
	Science Elective	3/4			Electives: BIO, BTC, CHE, EAS, ENV, NRD, NUT, PHY
	General Elective	3			Electives: Any course (see page 64 for exceptions)
ENG102	English Composition II	3			ENG101
	Behavioral Social Sciences Elective	3			Note: See above Behavioral Elective
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	Science Elective	3/4			Note: See above Science Elective
	General Elective	3			Note: See above General Elective
	Business Elective	3			Electives: ACC, BSS, BUS, CIS, ECO, MAS, MGT, MKT, PLS
CIS 127	Computer Technologies	3			Prerequisite: ENG100, RDG100, or placement
	Literature Elective	3			Electives: ENG201, 203, 205, 210, 213, 214, 221, 224, 227, 228, 233, 235, 236, 237, 259, 260, 261
	Non-behavioral Social Sciences Elective	3			Electives: GEO, HIS, POL, ECO, SSC
	General Elective	3			Note: see above General Elective
	Health Science Elective	3			Electives: CHC, HEA, EXS102, EXS201, PTA101, or permission of dean
	Non-behavioral Social Sciences Elective	3			Note: see above Non-behavioral Elective
THE113	Speech	3			Prerequisite: ENG101
	General Elective	3			Note: see above General Elective
	General Elective	3			Note: see above General Elective
Total: 62/65 credits					

See page 119 of the college catalog for program competencies and technical standards.

Campus/format: 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 planning services website: <http://transfer.mwcc.edu>.

3 Plus ONE eligible—go to:
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.

General Studies—Clinical Laboratory Science Track (GSCLS)

This concentration is for those who anticipate applying to the Clinical Laboratory Science (CLS) program, allowing them to complete general education requirements prior to acceptance. **CLS is a selective program (see pages 16-17 of the college catalog); enrollment into this General Studies concentration does not guarantee admission into the CLS program.**

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
Semester I					
ENG101	English Composition I	3			ENG100, RDG100, or placement
MAT126	Topics in Mathematics <i>or</i> higher	3			MAT096 or placement
BIO203	Anatomy and Physiology I	4			ENG100, RDG100, or placement Note: BIO109 or 115 is strongly encouraged
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
PLB101	Phlebotomy (Cycle I)	3			
CLS100	Body Fluids I (Cycle 2)	2			PLB101
January Intersession (two weeks) or Maymester					
CLS102	Clinical Practicum in Phlebotomy and Urinalysis	2			CLS101
Semester II					
ENG102	English Composition II	3			ENG101
BIO204	Anatomy and Physiology II	4			BIO203
CLS103	Introduction to CLS II	3			CLS101 or co-requisite
BIO205	Microbiology	4			BIO109, BIO115 or BIO203 (encouraged)
	Behavioral Social Science Elective	3			Electives: PSY, SOC, SSC
Semester III					
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	Non-behavioral Social Science Elective	3			Electives: ECO, GEO, HIS, POL, SSC
	Behavioral Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, SSC
	Business Elective	3			Electives: ACC, BSS, BUS, CIS, ECO, MAS, MGT, MKT, PLS
THE113	Speech	3			ENG101
Semester IV					
	Literature Elective	3			Electives: ENG201, 203, 205, 210, 213, 214, 221, 224, 227, 228, 233, 235, 236, 237, 259, 260, 261
	Health Sciences Elective	3			Electives: CHC, HEA, EXS102, EXS201, PTA101, or permission of Dean
	General Electives	6			
Total: 64 credits					

See page 119 of the college catalog for program competencies and technical standards.

Campus/format: This degree can be completed during the day at the Gardner Campus

Helpful hints: Clinical Laboratory Science is a rigorous degree program; students interested in applying to MWCC's Clinical Laboratory Science program should enter the GSCLS program first and take as many courses as possible before applying to the Clinical Laboratory Science program. See pages 16-17 for more information on the Clinical Laboratory Science degree program.

Special requirements: The Clinical Laboratory Science program is a selective enrollment program. It requires additional application components, the process is competitive, and space is limited. The application deadline is **Mar. 1**. Any student 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. Applicants must meet all requirements for consideration before entering the program. Students must meet technical standards with or without accommodations and additional requirements including immunizations, liability insurance, and a Criminal/Sexual Offender Records Information (CORI/SORI) check (see page 17). Students must maintain a C+ (77 percent) or better in all CLS/BIO/CHE/MAT courses to maintain good standing. The second year of the CLS program is a full-time day curriculum.

See pages 16-17 of the college catalog for requirements and more information about the Clinical Laboratory Science Degree. For more information, please call (978) 630-9215.

General Studies—Dental Hygiene Track (GSDH)

This concentration is for those who anticipate applying to the Dental Hygiene (DHY) program, allowing them to complete general education requirements prior to acceptance. **DHY is a selective program (see pages 18-19 of the college catalog); enrollment into this General Studies concentration does not guarantee admission into the DHY program.**

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
Prerequisite Courses Needed for the Dental Hygiene Degree					
MAT126	Topics in Mathematics (<i>or</i> higher)	3			MAT096 or placement
BIO203	Anatomy & Physiology I	4			ENG100, RDG100, or placement; BIO109 or 115 strongly encouraged.
BIO204	Anatomy & Physiology II	4			BIO203
PER130	Health, Fitness, & Wellness Elective	3			MAT092, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement Note: Recommended completion prior to program application Note: Students must earn C+ or better
Required Courses for the Dental Hygiene Degree					
BIO205	Microbiology	4			<i>Any of the following:</i> BIO109, BIO115, BIO203 are recommended.
ENG102	English Composition II	3			ENG101 Note: Recommended completion prior to program application
PSY105	Introduction to Psychology	3			ENG100, RDG100, or placement Note: Recommended completion prior to program application
SOC103	Introduction to Sociology	3			ENG100, RDG100, or placement Note: Recommended completion prior to program application
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	Non-behavioral Social Science Elective	3			Electives: GEO,HIS, POL, ECO, SSC
	Non-behavioral Social Science Elective	3			Electives: GEO,HIS, POL, ECO, SSC
	Business Elective	3			ACC, BSS, BUS, CIS, ECO, MAS, MGT, MKT, PLS
	Literature Elective	3			Electives: ENG201, 203, 205, 210, 213, 214, 221, 224, 227, 228, 233, 235, 236, 237, 259, 260, 261
	Health Elective	3			Electives: HEA101,102,103,105; CHC101,102,108,110, 220; PTA101; EXS201
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
THE113	Speech	3			ENG101
	General Elective	3			Electives: Any course (see page 64 for exceptions)
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
Total: 63 credits					

See page 119 of the college catalog for program competencies and technical standards.

Campus/format: This program can be completed during the day or evening at the Devens or Gardner Campus.

Helpful hints: Dental Hygiene is a rigorous degree program. Students interested in applying to MWCC's Dental Hygiene program should enter the GSDH program first and take as many courses as possible before matriculating into the Dental Hygiene program.

Special requirements: The Dental Hygiene program is a selective enrollment program. It requires additional application components, the process is competitive, and space is limited. The application deadline is **Feb 1**. Technical standards must be met with or without accommodations.

See page 18-19 of the college catalog for requirements and more information about the Dental Hygiene Degree.

General Studies Degree (GS) with tracks in Allied Health (AHD), Clinical Laboratory Science (GSCLS), and Dental Hygiene (GSDH)—continued

Program Competencies for GS, AHD, GSCLS, and GSDH

Program Competencies are those outcomes outlined in the Institutional Effectiveness and Learning Outcomes Assessment section. See page 37 of the college catalog.

Technical Standards* for GS, AHD, GSCLS and GSDH

** For general information about technical standards and accommodation, see page 64.*

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.

History and Political Science Concentration (LAHP)

A Degree in Liberal Studies

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 of history/political science, or go on to earn a master's degree in public policy, management, or a JD to practice law.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
MAT160	College Math I (<i>or</i> higher)	3			MAT096, or placement
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
HIS201	History of the United States I	3			ENG100, RDG100, or placement
	Behavioral Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, SSC
ENG102	English Composition II	3			ENG101
THE113	Speech	3			ENG101
HIS202	History of the United States II	3			ENG100, RDG100, or placement
	Lab Science Elective	4			Electives: BIO, BTC, CHE, EAS, ENV, NRD, PHY
	Concentration Elective	3			Electives: HIS113, HIS125, HIS140, HIS240, POL205, POL210, POL250
	Behavioral Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, SSC
HIS105	History of World Civilization I	3			ENG100, RDG100, or placement
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisites: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
	Lab Science Elective	4			Electives: BIO, BTC, CHE, EAS, ENV, NRD, PHY
	Literature Elective	3			Electives: ENG201, 203, 205, 210, 213, 214, 221, 224, 227, 228, 233, 235, 236, 237, 259, 260, 261
HIS106	History of World Civilization II	3			ENG100, RDG100, or placement
HIS121	History of the Constitution	3			ENG100, RDG100, or placement
	Literature Elective	3			Note: See above Literature Elective
POL211	Massachusetts & the Federal System	3			ENG100, RDG100, or placement
	Concentration Elective	3			Electives: see above Concentration Elective
	Art/Music/Theater Elective	3			Electives: ART, MUS, THE
Total:64/65 credits					

See page 129 of the college catalog for program competencies and technical standards.

Campus/format: 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 121 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 planning services website: <http://transfer.mwcc.edu>.

Career options: After earning a bachelor's degree in history/political science, students may pursue a career in government and politics, teaching of history/political science, or go on to earn a master's degree in public policy, management, or a JD to practice law.

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

* See page 44 for Mass Transfer information.

Honors Program **(Non-degree program)**

The Honors Program offers students the opportunity to study and learn in a challenging learning 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 challenge. 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: If you are entering MWCC with an exemplary high school record that includes:

- Combined (critical reading and mathematics) 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,*

you are welcome to commence your academic program as a member of the college’s selective Honors Program.

*Class rank to be determined after 6 or 7 completed high school semesters by the sending secondary school.

*Candidates must schedule an interview with the Honors Program Coordinator for consideration.

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
- 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 (MAT160 or higher or MAT143) 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 coordinator.
- One Honors Colloquium course:
Honors students enroll in the colloquium course after completing ENG201 and one of the two required Honors courses. The colloquium, exclusively for Honors students, is interdisciplinary in nature and designed 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 and opportunity to enhance their skills.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
HST101	Introduction to Human Services	3			ENG100, RDG100, or placement
PSY101	Psychology of Self	3			ENG100, RDG100, or placement
PSY105	Introduction to Psychology	3			ENG100, RDG100, or placement
HST140	Counseling Methods & Interviewing Techniques	3			PSY105
	Professional Elective	3			Electives: ASL101, 102, CHC101, 105, 108, 110, 220, CJU131, 232, 250, 254, DSI113, ECE101, HST145, 147, PSY143, 244, 246, 280, 290, SOC125, 129, 206, 208, 210, SPA109, 110.
HST150	Cultural Awareness	3			ENG100, RDG100, or placement
PSY240	Abnormal Psychology	3			PSY105
Total: 24 credits					

See page 124 of the college catalog for technical standards.

Campus/format: This certificate can be completed during the day or evening at the Gardner or Leominster Campus.

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 service positions.

Earning potential: \$17,820 – \$27,930 per year.

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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
HST101	Introduction to Human Services	3			ENG100, RDG100, or placement
PSY105	Introduction to Psychology	3			ENG100, RDG100, or placement
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
HST150	Cultural Awareness	3			ENG100, RDG100, or placement
ENG102	English Composition II	3			ENG101
HST140	Counseling Methods & Interviewing Techniques	3			PSY105 strongly recommended, may be taken concurrently
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisites: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
PSY101	Psychology of Self	3			ENG100, RDG100, or placement
PSY110	Human Growth and Development	3			PSY105
MAT126	Topics in Mathematics (or higher)	3			MAT096 or placement
PSY 240	Abnormal Psychology	3			PSY105
THE 113	Speech	3			ENG101
SOC103	Introduction to Sociology	3			ENG100, RDG100, or placement
	Professional Elective	3			Electives: ASL101, 102, CHC101, 105, 108, 110, 220, CJU131, 232, 250, 254, DSI113, ECE101, HST145, 147, PSY143, 244, 246, 250, 280, 290, SOC125, 129, 206, 208, 210, 212, SPA109, 110,.
	BIO103 or Lab Science	3/4			Electives: Lab course in BIO, BTC, CHE, EAS, ENV, NRD, PHY
POL211	Massachusetts and the Federal System	3			ENG100, RDG100, or placement
SOC205	Social Problems	3			SOC103
HST260	Human Services Seminar (capstone)	3			45 credits earned toward the Human Services Degree including ENG102, HST101, 140, PSY105, 110, 240, SOC103.
HST250	Human Services Internship Experience	4			QPA 2.0, HST101, HST140, and permission of department chairperson
	General Elective	3			Electives: Any course (see page 64 for exceptions)
Total: 63/65 credits					

See page 124 of the college catalog for program competencies and technical standards.

Campus/format: This degree can be completed during the day or evening at the Gardner or Leominster Campus. Ninety-five percent of this program can be completed online.

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 College. Consult with the transfer advisor early to maximize your transfer options.
Visit MWCC's transfer planning services website: <http://transfer.mwcc.edu>.

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

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: \$19,220 - \$30,900 per year.

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. Advocate for people with whom you work through knowledge of community resources in the human services network.
2. Demonstrate an understanding of the needs of a variety of populations including individuals who are chemically dependent, mentally disabled, developmentally disabled, or abused.
3. Communicate effectively in interviewing and counseling situations.
4. Explain and evaluate the functions of the various levels of professions in human services; know the organizational structure and funding sources of human services at the federal, state, and local levels.
5. Analyze major social issues, social problems, and current events that affect human services.
6. Demonstrate knowledge of the basic methods used to evaluate people with mental health and developmental disabilities diagnoses.
7. Explain, analyze, and evaluate common treatment approaches, including key concepts, goals of therapy, unique contributions, and limitations of various treatment/supportive modalities.
8. Demonstrate knowledge of concepts of normal and abnormal development and descriptions of different types of abnormal behavior, theories of causation, and treatment approaches and supportive models.
9. Demonstrate knowledge of the historical roots of human services.
10. Demonstrate knowledge of how major physical, cognitive, social, and emotional developmental patterns create issues, problems, and personality characteristics in people with whom you work.
11. Demonstrate awareness of one's individual strengths and potentials from both a personal and professional level, and analyze personal and interpersonal values, respect for rights, privileges, and motives.
12. Demonstrate knowledge of legal and ethical standards in human services.

Technical Standards* for HS and HSC

** For general information about technical standards and accommodation, see page 64.*

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 towards the Computer Information Systems degree.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
CIS140	Introduction to Networking	3			RDG100 or placement
CIS143	PC Repair	3			ENG100, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement
CIS123	Microcomputer Database Applications	3			RDG100 or placement
	CIS Elective	3			Any CIS course
	CIS Elective	3			See above CIS elective
	Professional Elective	3			Electives: BUS112, BUS125, ENG106, THE113
Total: 24 credits					

See page 96 of the college catalog for technical standards.

Campus/format: It is expected that the majority of this program will 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.

Career options: This program prepares students for entry level Help Desk/IT Support positions as well as the Computer Information Systems Degree.

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.

Earning potential: \$25,000 (and above) per year, depending on position

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) Criminal justice is also 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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
CJU131	Introduction to Criminal Justice	3			ENG100, RDG100, or placement. This course should be taken during a student's first semester in the program.
CJU133	Criminal Law	3			ENG100, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement
SOC103	Introduction to Sociology	3			ENG100, RDG100, or placement
CJU220	Technical Writing for the Criminal Justice Professional	1			ENG101
PSY105	Introduction to Psychology	3			ENG100, RDG100, or placement
CJU134	Criminal Procedure	3			ENG100, RDG100, or placement
CJU140	American Policing	3			ENG100, RDG100, or placement
CJU232	Introduction to Criminology	3			SOC103
THE113	Speech	3			ENG101
Total : 28 credits					

See page 100 of the college catalog for technical standards.

Campus/format: This program can be completed during the day at the Gardner Campus.

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 the New England Association of Colleges and Secondary Schools 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.

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.

Earning potential: Varies depending on education level and position.

Liberal Arts Degree (LA)

This program is for those who intend to transfer to a four-year institution to pursue professions related to law, medicine, education, dentistry, public service, or science. Emphasizing the study of language, literature, history, philosophy, mathematics, science, and the fine arts, the program provides students with a substantial educational foundation with which to pursue their chosen profession. LA students can transfer to many four-year colleges or universities as a junior.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites
ENG101	English Composition I	3			ENG100, RDG100, or placement
MAT160	College Math I	3			MAT 096 or placement
PSY105	Introduction to Psychology	3			ENG100, RDG100, or placement
	World Language	3			Electives: ASL, SPA
	Lab Science Elective	4			Electives: BIO, BTC, CHE, EAS, ENV, NRD, PHY
ENG102	English Composition II	3			ENG101
MAT161	College Math II	3			MAT160 or equivalent
SOC103	Introduction to Sociology	3			ENG100, RDG100, or placement
	World Language	3			Note: See above World Language Elective
	Lab Science Elective	4			Note: See above Lab Science Elective
HIS105	History of World Civilization I	3			ENG100, RDG100, or placement
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
THE113	Speech	3			ENG101
	Literature Elective	3			Electives: ENG201, 203, 205, 210, 213, 214, 221, 224, 227, 228, 233, 235, 236, 237, 259, 260, 261
	General Elective	3			Electives: Any course (see page 64 for exceptions)
	General Elective	3			Note: See above General Elective
HIS106	History of World Civilization II	3			ENG100, RDG100, or placement
CIS 127	Computer Technologies	3			ENG100, RDG100, or placement
	Literature Elective	3			Note: See above Literature Elective
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
Total: 64/65 credits					

See page 129 of the college catalog for program competencies and technical standards.

Campus/format: This program can be completed during the day or evening at the Gardner Campus. Ninety-five percent of this program can be completed online.

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 Mass public higher education system, and MWCC graduates are guaranteed acceptance into the Honors Programs of these colleges and universities. See page 121 of the college catalog for more information.

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

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

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 planning services website: <http://transfer.mwcc.edu>.

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

* See page 44 for MassTransfer information.

Liberal Studies Degree (LAS)

This program is for those who do not require the specific courses of the Liberal Arts option but 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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
MAT160	College Math I (<i>or</i> higher)	3			MAT096 or placement
	Behavioral Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, SSC
	General Elective	3			Electives: Any course (see page 64 for exceptions)
	Lab Science Elective	4			Electives: BIO, BTC, CHE, EAS, ENV, NRD, PHY
ENG102	English Composition II	3			ENG101
THE113	Speech	3			ENG101
	Art/Music/Theater Elective	3			Electives: ART, MUS, THE
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
	Lab Science Elective	4			Note: See above Lab Science Elective
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
	Behavioral Social Science Elective	3			Note: See above Behavioral Social Science Elective
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
	Non-behavioral Social Science Elective	3			Electives: GEO, HIS, POL, ECO, SSC
	Literature Elective	3			Electives: ENG201, 203, 205, 210, 213, 214, 221, 224, 227, 228, 233, 235, 236, 237, 259, 260, 261
	Non-behavioral Social Science Elective	3			Note: See above Non-behavioral Social Science Elective
	Literature Elective	3			See above Literature Elective
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
Total: 64/65 credits					

See page 129 of the college catalog for program competencies and technical standards.

Campus/format: 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 121 of the college catalog for more information.

Transfer options: This program qualifies for MassTransfer.* Transfer agreements exist with Becker College, Cambridge College, Charter Oak State College, Framingham State College (with an online option in social sciences and humanities), Hesser College, and the University of Phoenix. A partnership exists with Amherst College. Visit MWCC's transfer planning 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 44 for MassTransfer information.

Liberal Arts (LA), and Liberal Studies (LAS) with Concentrations in Elementary Education (LAEL), Fitness Leadership & Exercise Science (LAX), History & Political Science (LAHP), Communications (LAC), and Theatre Arts (LAT)—continued

Program Competencies for LA, LAC, LAEL, LAS, LAX, LAHP, and LAT

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

1. Demonstrate competence in written and oral communication in English.
2. Demonstrate competence in problem solving, scientific modes of inquiry, quantitative reasoning, and critical thinking.
3. Demonstrate competence in understanding historic and social processes.
4. Demonstrate competence in the use of modern technology to access, evaluate, and apply information.
5. Demonstrate competence in assessment of aesthetic and ethical standards in a diverse local and global environment.
6. Demonstrate competence in career planning, health management, and lifelong learning.

Additional Program Competencies for LAX

In addition to the above program competencies, upon graduation from the Liberal Arts & Sciences—Liberal Studies—Fitness Leadership & Exercise Science Concentration program, students shall have the ability to:

1. Understand the professional responsibility surrounding liability, safety, and ethics of being a fitness leader.
2. Understand good, basic exercise testing and program design.
3. Demonstrate knowledge of good nutrition and exercise physiology.
4. Have incentive for further education through visits to other facilities.
5. Explore fitness leadership certifications.
6. Demonstrate knowledge of how to use fitness equipment.

Technical Standards* for LAX and EXS

** For general information about technical standards and accommodation, see page 64 of the college catalog.*

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 LA, LAC, LAEL, LAS, LAHP, and LAT

** For general information about technical standards and accommodation, see page 64.*

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 (Nypro, Inc.) (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, worldwide, few colleges offer plastics programs. This program is a cooperative venture among Nypro, Inc. of Clinton, Fitchburg State College, and MWCC. Students first complete a set of core technical courses at Nypro.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
PT725	Measurement Techniques and Blueprint Reading	3			All Plastics Technology (PT) courses are taken through NYPRO Institute of Technology (NYPRO, Inc., Clinton, MA) as accredited by Fitchburg State College. MWCC accepts NYPRO courses as transfer credit.
PT720	Statistical Process Control	3			
PT722	Electrical Maintenance	3			
PT726	Polymeric Materials Design and Application	3			
PT721	Injection Molding	3			
PT723	Mold Design	3			
PT724	Principles of Supervision	3			
PT727	Hydraulics and Pneumatics	3			
ENG101	English Composition I	3			ENG100, RDG100, or placement
MAT126	Topics in Mathematics (<i>or</i> higher)	3			MAT096 or placement
ENG102	English Composition II	3			ENG101
	General Elective	3			Electives: Any course (see page 64 for exceptions)
THE113	Speech	3			ENG101
MGT210	Principles of Management	3			ENG100, RDG100, or placement
PER126/ 130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	Lab Science Elective	4			Note: CHE107 recommended
	Lab Science Elective	4			Note: CHE108 recommended
	Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO, SSC
	General Elective	3			Electives: Any course (see page 64 for exceptions)
Total: 64/65 credits					

See page 131 of the college catalog for program competencies and technical standards.

Campus/format: This course is taken through NYPRO Institute of Technology (NYPRO, Inc., Clinton, MA) as accredited by Fitchburg State College. MWCC accepts NYPRO courses as transfer credit. Courses are offered evenings only.

Helpful hints: Information for the technical courses (PT) and scheduling of specific classes can 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 College'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; Nypro (PT) courses are treated as transfer credits.

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: \$22,000 to \$40,000 per year.

Manufacturing Technology —Plastics (Nypro, Inc.) (PT)

Program Competencies for PT

Upon graduation from these programs, 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 algebra, geometry, trigonometry, and statistics skills.
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 computers 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 64.*

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 forty pounds.
11. Learn to operate a computer.

Massage Therapy Certificate (MTC) (selective, fall entrance) **(program pending) next class accepted fall 2010**

This program is an excellent option for those who are seeking to become licensed massage therapists in a short amount of time; already have a degree; or those who want to earn credit for their training but do not need, or have time, to complete a two-year degree. Benefits of MWCC's program include: a comprehensive, leading edge curriculum; highly skilled instructors; courses that award academic credit; an on-campus massage therapy center with supervised practicum; job experience; networking opportunities; and job placement assistance. **For more information, please call (978) 630-9292.**

Application deadline: The application deadline is **March 1, 2010** for classes beginning fall 2010. This selective enrollment program requires additional application components. The selection process is competitive and space is limited (see pages 17-18 of the college catalog).

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
Summer Session					
BIO115	Human Biology	4			ENG100, RDG100, or placement
Beginning September					
MTC101	Massage Therapy I (7 weeks)	4			BIO115 preferred or BIO203 PTA104 as a pre or co-requisite
PTA104	Applied Anatomy and Kinesiology	4			ENG100, MAT092, RDG100, or placement; BIO115 or BIO203
Beginning November					
MTC102	Massage Therapy II (7 weeks)	4			MTC101
MTC201	Massage Therapy Practicum I	2			MTC101
Beginning January					
MTC103	Massage Therapy III (7 weeks)	4			MTC102, PTA104
MTC110	Prof. Issues & Ethics for Body Workers	3			ENG101 or placement
PTA139	Human Disease and Pathology	4			BIO115 or BIO203
MTC202	Massage Therapy Practicum II	4			MTC201, MTC102
Beginning March					
MTC104	Massage Therapy IV (7 weeks)	4			MTC103
Total: 37 credits					

See page 88 of the college catalog for technical standards.

Campus/format: This program is selective and can be completed during the day at the Gardner Campus.

Requirements for consideration: Applicants must meet certain academic standards. See pages 17-18 of the college catalog for specific details or refer to the program application available on our website or through the admissions office.

Transfer options: Courses in the Massage Therapy Certificate may be applied to MWCC's Complementary Health Care—Massage Therapy Concentration Degree. Check with your academic advisor.

Special requirements: MTC 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 12). Students must score 72 or greater on the Algebra CPT or score 31 or greater on the College Math CPT or have completed a math course equal to MAT126 or higher. Completion of BIO115 required prior to admission and credits must have been taken within the prior five years. Upon matriculation into Massage Program, students will be assessed a fee of \$400.00 to cover the cost of a massage table.

Please Note: All BIO, MTC, and PTA courses require a grade of C+ in order to be eligible for promotion to the next level.

Career options: Massage therapists in: fitness centers, wellness centers, spas, hospitals, retirement communities, doctor and chiropractic offices, assisted-living centers, yoga centers, and group and individual practices.

Earning potential: \$37,815 to \$57,334 per year. If employed by a health center or spa, a portion of the treatment fee is retained by the employer.

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 Curriculum Review Board of the American Association of Medical Assistants Endowment: 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.**

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
MAS101	Medical Secretarial Procedures I	3			RDG100 or placement; BSS153 or placement
MAS102	Medical Terminology	3			RDG100 or placement
BIO115	Human Biology	4			ENG100, RDG100, or placement
MAT126	Topics in Mathematics (<i>or</i> higher)	3			MAT096 or placement
ENG102	English Composition II	3			ENG101
MAS201	Medical Machine Transcription I	3			BSS153 or placement; MAS102
MAS202	Medical Insurance Coding and Billing	3			BSS153 or placement; MAS102
BSS236	Word I	3			RDG100 or placement
PER126/ 130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
MAS203	Medical Secretarial Procedures II	3			MAS101
May or June					
MAS210	Externship I	1			Completion of first 2 semesters of MAS program
MAS306	Medical Assisting Lab Procedures	4			Prerequisite: BIO115, MAS102 Note: Must be taken concurrently with MAS307.
MAS308	Principles of Pharmacology	3			BIO115, MAT096 or higher
MAS307	Medical Assisting Clinical Procedures	4			Prerequisite: BIO115, MAS102 Note: Must be taken concurrently with MAS306.
PSY105	Introduction to Psychology	3			ENG100, RDG100, or placement
	General Elective	3			Recommended: BUS125, NUT101, PLB101, PSY101, SPA103
MAS309	Medical Legal Concepts, Practices, and Ethics	3			MAS101, MAS102
MAS310	Externship II	4			Completion of first 3 semesters of MAS program & MAS210
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
Total: 61/62 credits					

See page 135 of the college catalog for program competencies and technical standards.

Campus/format: This program can be completed during the day at the Gardner Campus.

Helpful hints: Several courses are offered only in the semester they are shown in the catalog; 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 planning 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 BSS153 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). MWCC is a national testing site; exams are offered in January and June each year.

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.

Earning potential: \$26,490 to \$31,463 job prospects in this fast-growing field should be best for medical assistants with formal training or experience, particularly those with certification.

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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
MAS101	Medical Secretarial Procedures I	3			RDG100 or placement; CIS101 or co-requisite
MAS102	Medical Terminology	3			RDG100 or placement
CIS101	Keyboarding	3			Prerequisite: RDG100 or placement Note: 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.
MAS201	Medical Machine Transcription I	3			CIS101, MAS102
MAS202	Medical Insurance Coding and Billing	3			CIS101, MAS102
CIS103	Word Processing Applications	3			RDG100 or placement
MAS203	Medical Secretarial Procedures II	3			MAS101
Total: 24 credits					

See page 135 of the college catalog for technical standards.

Campus/format: This program can be completed during the day or evening at the Devens or Gardner Campus.

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, coding and insurance specialist, and self-employed consultants to medical practices.

Earning potential: \$29,912 to \$36,989 per year assuming immediate career entry after program completion.

**Medical Assisting Degree (MAS) and
Medical Office Certificate (MOC)—continued**

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 and MOC

* For general information about technical standards and accommodation,
see page 64.

***All technical standards listed apply to MAS; technical standards that apply to
MOC 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 as 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; 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 in a crisis situation with an appropriate solution.
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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100
MAT126	Topics in Mathematics	3			MAT096 or placement
BIO116	Ecology	4			ENG100, RDG100, or placement
BIO130	Plant Science	4			ENG100, RDG100, MAT092 or placement
EAS125	Dynamic Earth	4			RDG100, ENG100, or placement
ENG102	English Composition II	3			ENG101
BIO140	Introduction to Greenhouse Management	4			ENG100, RDG100, MAT092, or placement
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
BIO220	Soil Science	4			CHE120 or CHE107 (pre or co-requisite); ENG100, RDG100, or placement, BIO130, MAT092
CHE120	Environmental Chemistry	4			MAT096, RDG100, ENG100, or placement
BIO102	Introduction to Forestry	4			ENG100, RDG100, MAT092, or placement
BIO120	Horticulture	4			ENG100, RDG100, or placement
	Humanities Elective	3			Note: THE113 recommended
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
BIO122	Zoology: The Biology of Animals	4			ENG100, RDG100, or placement
	General Elective	3			Note: MGT110, BIO104, NRD105, NRD106 is recommended
	Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO, SSC
BIO132	Global Environmental Issues (CapStone)	3			Required after completing all "major" courses.
NRD220	Practicum in Natural Resources	3/4			Completed in final semester
Total: 65/67 credits					

See page 137 of the college catalog for program competencies and technical standards.

Campus/format: 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 and the University of Phoenix.

Visit MWCC's transfer planning 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: Per year \$32,533 to \$49,225 for an agricultural inspector or a forest aide can receive \$22,326 to \$25,149.

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 64.*

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. Complete repetitive tasks such as transplanting and trimming while maintaining attention to detail.
5. Work at tasks with a minimum of supervision and with constant awareness of the development of impending problems, such as insect/mold infestations.
6. Function to purchase, store, apply, and properly dispose of materials such as fertilizers and pesticides within 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 dressed in suitable/uncomfortable gear 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

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 pages 19-20 of the college catalog.)

Requirements for consideration: Applicants must meet certain academic standards. See pages 19-20 of the college catalog for specific details, or refer to the program application available on our website or through the admissions office.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
BIO203	Anatomy and Physiology I*	4			ENG100, RDG100, or placement
ENG101	English Composition I*	3			Prerequisite: ENG100, RDG100, or placement Note: Recommended completion prior to program application Note: Students must earn a C+ or better
NUR111	Foundations of Nursing	7			Prerequisites: MAT126 or placement Co-requisites: BIO203, Eng101, PSY105
PSY105	Introduction to Psychology*	3			Prerequisite: ENG100, RDG100, or placement Note: Recommended completion prior to program application
BIO204	Anatomy and Physiology II*	4			BIO203 Note: Recommended completion prior to program application
BIO205	Microbiology*	4			BIO109 or BIO115 or BIO203 Note: Recommended completion prior to program application
NUR113	Nursing Care of Children and Family	4			NUR111; Co-requisites: BIO204, BI205, PSY110
NUR114	Nursing Care of the Childbearing Family	4			NUR111; Co-requisites: BIO204, BI205, PSY110
PSY110	Human Growth and Development*	3			Prerequisite: PSY105 Note: Recommended completion prior to program application
ENG102	English Composition II*	3			Prerequisite: ENG101 Note: Recommended completion prior to program application
NUR220	Medical Surgical Nursing, Part I	6			NUR113, NUR114, BIO204, BIO205; PSY110; Co-requisites: ENG102, NUR230, SOC103
NUR230	Psychiatric Nursing	4			NUR113, NUR114, BIO204, BIO205; PSY110; Co-requisites: ENG102, NUR220, SOC103
SOC103	Introduction to Sociology*	3			Prerequisite: ENG100, RDG100, or placement Note: Recommended completion prior to program application
NUR204	Trends in Nursing	3			NUR220, NUR230, SOC103, ENG102; Co-requisites: PER126/130, NUR222, Humanities or Business elective
NUR222	Medical Surgical Nursing, Part II	10			NUR220, NUR230, SOC103, ENG102, PER126; Co-requisites: PER126/130, NUR024, Humanities or Business elective
PER126/130	Health, Fitness, and Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
	Humanities or Business Elective*	3			Note: Must be taken prior to or concurrently with NUR 204 & 222 Bus. Electives: ACC, BSS, BUS, CIS, ECO, MAS, MGT, MKT, PLS or Hum. Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE Note: Preferred electives include HUM212, CIS127 or MAS102
Total: 70/71 credits					

See page 140 of the college catalog for program competencies and technical standards.

Campus/format: This program is selective and can be completed during the day or evening at the Gardner Campus.

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 and Framingham State, UMASS Lowell, the University of Phoenix, and New England College (Nursing and Healthcare Administration online program). 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 into to determine if MWCC courses will be accepted as transfer credit. Visit MWCC's transfer planning 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. 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. Applicants currently working in a health care field can petition to lengthen the time to ten years (see page 20).

Career options: RNs in hospitals, sub acute units, extended care facilities, medical offices, rehabilitation centers, and home care.

Earning potential: \$56,578 to \$67,599 per year.

*These courses must be taken concurrently or prior to the nursing courses specified for that particular semester.

LPN Bridge to Nursing Degree (NU) *(selective, day and evening)*

MWCC offers currently licensed LPNs a Bridge Program to complete requirements for the associate's degree in Nursing. Credit is given for the first semester (NUR111) of the associate degree program allowing applicants to enter second semester nursing courses. Second semester nursing courses (NUR113/114) are available in the spring (day/evening if space allows) and in the summer (day only). 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; 343 Peachtree Road, NE, Suite 500, Atlanta, GA 30326 (800) 669-1656, ext. 153 or website www.nlnac.org. Applicants are strongly encouraged to apply with at least one year of employment experience as an LPN.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
Must be completed prior to acceptance:					
BIO203	Anatomy and Physiology I	4			Prerequisites: ENG100 and RDG100, or placement Note: Recommended completion prior to program application
ENG101	English Composition I	3			ENG100, RDG100, or placement Note: Students must earn a C+ or better Note: Recommended completion prior to program application
NUR111	Foundations of Nursing	7			Prerequisites: MAT096 or placement. Co-requisites: BIO203, ENG101, PSY105 Note: Credit given
PSY105	Introduction to Psychology	3			ENG100, RDG100, or placement Note: Recommended completion prior to program application
BIO204	Anatomy and Physiology II	4			Prerequisite: BIO203 Note: Must be taken prior to or concurrently with NUR 113 & 114 Note: Recommended completion prior to program application
BIO205	Microbiology	4			BIO109 or BIO115 or BIO203 must be taken prior to or concurrently with NUR113 & 114 Note: Recommended completion prior to program application
NUR113	Nursing Care of Children and Family	4			NUR111. Co-requisites: BIO204, BIO205, PSY110
NUR114	Nursing Care of the Childbearing Family	4			NUR111. Co-requisites: BIO204, BIO205, PSY110
PSY110	Human Growth and Development	3			PSY105. Note: Must be taken prior to or concurrently with NUR113 & 114 Note: Recommended completion prior to program application
ENG102	English Composition II	3			ENG101. Note: Must be taken prior to or concurrently with NUR220 & 230 Note: Recommended completion prior to program application
NUR220	Medical Surgical Nursing, Part I	6			NUR113, NUR114, BIO204, BIO205, PSY110. Co-requisites: NUR230, ENG102, SOC103
NUR230	Psychiatric Nursing	4			NUR113, NUR114, BIO204, BIO205, PSY110. Co-requisites: NUR220, ENG102, SOC103
SOC103	Introduction to Sociology	3			ENG100, RDG100, or placement. Note: Must be taken prior to or concurrently with NUR220 & 230 Note: Recommended completion prior to program application
NUR204	Trends in Nursing	3			NUR220, NUR230, SOC103, ENG102. Co-requisites: PER126/130, NUR222, Humanities or Business elective
NUR222	Medical Surgical Nursing, Part II	10			NUR220, NUR230, SOC103, ENG102, PER126 Co-requisites: PER126/130, NUR204, Humanities or Business elective
PER126/130	Health, Fitness & Wellness & Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: Must be taken prior to or concurrently with NUR204 & 222; PER130 is recommended for transfer
	Humanities or Business Elective	3			Note: Must be taken prior to or concurrently with NUR204 & 222. Bus. Electives: ACC, BSS, BUS, CIS, ECO, MAS, MGT, MKT, PLS or Hum. Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
Total: 70/71 credits					

See page 140 of the college catalog for program competencies and technical standards.

Campus/format: This program is selective and can be completed during the day or evening at the Gardner Campus.

Application deadline: The application deadline for May enrollment is Feb 1. This selective enrollment program requires additional application components. The selection process is competitive and space is limited (see pages 19-20 of the college catalog). Applicants will be notified 45 days after deadline.

Requirements for consideration: Applicants must meet certain academic standards. See pages 19-20 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 and Framingham State, UMASS Lowell, the University of Phoenix, and New England College (Nursing and Healthcare Administration online program). 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 into to determine if MWCC courses will be accepted as transfer credit. Visit MWCC's transfer planning 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. Applicants currently working in a health care field can petition to lengthen the time to ten years.

Career options: RNs in hospitals, sub acute units, extended care facilities, medical offices, rehabilitation centers, and home care.

Earning potential: \$56,578 to \$67,599 per year.

Nursing Degree—Day and Evening (NU and NUE) and Practical Nursing Certificate (PN)—continued

Technical Standards* for NU, NUE, and PN

For general information about technical standards and accommodation, see page 64.

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.
8. Determine 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 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.

Program Competencies for NU and NUE

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.
8. Assume responsibility for lifelong learning.
9. Function within the ethical and legal framework of Associate's Degree 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 for 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.

Office Assistant Certificate (OAC)

This program provides students with the skills necessary for entry-level positions in the professional office environment.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
CIS101	Keyboarding	3			RDG100 or placement
BUS113	Business Etiquette and Protocol	3			ENG100, RDG100, or placement
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
CIS103	Word Processing Applications	4			RDG100 or placement
CIS121	Spreadsheet Applications	3			ENG100, RDG100, or placement
BUS125	Communicating for Business and Industry	3			ENG100, RDG100, or placement
	Professional Elective	3			Electives: ACC101, BUS105, BUS112, BUS125, CIS123, MAS101, PLS101
Total: 25 credits					

See page 96 of the college catalog for technical standards.

Campus/format: This program can be completed during the day at the Gardner or Leominster Campus.

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: Varies according to industry and level of success.

Paralegal Certificate (PLS)

You 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 you 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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
PLS101	Introduction to Law	3			ENG100, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
BUS211	Business Law I	3			ENG100, RDG100, or placement
PLS110	Litigation	3			ENG100, RDG100, or placement
PLS250	Legal Research and Writing I	4			ENG101
	Restrictive Elective	3			Electives: All PLS courses, ACC101, ACC102, BUS212, CIS121, CIS123, CJU133, CJU134, ECO101, ECO102, ENG106, ENG239, ENG240, HIS121, MKT142, MKT241, POL250, PSY246
	Restrictive Elective	3			Note: See above Restrictive Elective
	Restrictive Elective	3			Note: See above Restrictive Elective
Total: 28 credits					

See page 144 of the college catalog for technical standards.

Campus/format: Courses for this program can be completed online or during the day or evening at the Gardner or Leominster Campus.

Helpful hints: Students enrolling in the Paralegal Practicum must contact the program coordinator for approval and available options (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: \$31,921 to \$52,717 per year; varies greatly depending on education, training, experience, employer, and geographic location.

Paralegal Studies Degree (PLD)

This degree prepares you for a paralegal position in a legal setting such as a law office, courthouse, administrative agency, corporate in-house counsel office, or insurance company. You 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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
PLS101	Introduction to Law	3			ENG100, RDG100, or placement
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
PLS104	Introduction to Family Law	3			ENG100, RDG100, or placement
	General Elective	3			Electives: Any course (see page 64 for exceptions)
ENG102	English Composition II	3			ENG101
MAT126	Topics Mathematics	3			MAT096 or placement
BUS211	Business Law I	3			ENG100, RDG100, or placement
	Restrictive Elective	3			Electives: all PLS courses, ACC101, ACC102, ACC224, BUS212, CIS121, CIS123, CJU133, CJU134, ECO101, ECO102, ENG106, ENG239, ENG240, HIS121, MKT142, MKT241, POL250, PSY246
	Restrictive Elective	3			Note: See above Restrictive Elective
PLS110	Litigation	3			ENG100, RDG100, or placement
PLS250	Legal Research and Writing	4			ENG101
POL211	Massachusetts & the Federal System	3			ENG100, RDG100, or placement
PLS262	Estate Planning or General Elective	3			Prerequisites: ENG100, RDG100, or placement Electives: Any course. (See page 64 for exceptions)
PER126/130	Health, Fitness, & Wellness Elective	2/3			MAT092, RDG100, or placement Note: PER130 is recommended for transfer
PLS106	Introduction to Real Estate Law	3			ENG100, RDG100, or placement
	Science Elective	3/4			Electives: BIO, BTC, CHE, EAS, ENV, NRD, PHY Note: A four-credit science with a lab is highly recommended for transfer
THE113	Speech	3			ENG101
	Restrictive Elective	3			Note: See above Restrictive Elective
PLS270	Legal Studies Seminar	3			ENG101, PLS101, 104, 110, 250, BUS211, concurrent ENG102
Total: 60/62 credits					

See page 144 of the college catalog for program competencies and technical standards.

Campus/format: Courses for this program can be completed online or during the day or evening at the Gardner or Leominster Campus.

Helpful hints: Students enrolling in the Paralegal Practicum must contact the program coordinator for approval and available options: (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, and the University of Phoenix.

Visit MWCC's transfer planning 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: \$31,921 to \$52,717 per year; varies greatly depending on education, training, experience, employer, and geographic location.

Paralegal Certificate (PLS) and Paralegal Studies Degree (PLD)—continued

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 64.*

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 clinical practicum (a three week, 40 hour per week commitment). Starting in the fall 2009, a \$100 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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
PLB101	Phlebotomy	3			ENG100, RDG100, or permission of instructor
PLB203	Phlebotomy Practicum	4			PLB101
Total: 7 credits					

Technical Standards* for AHC and PLB

** For general information about technical standards and accommodation, see page 64 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.
8. Determine 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 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.

Campus/format: This program 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.

Special requirements: Students must have proof of immunizations, liability insurance (for PLB203), and Criminal and Sexual Offender Records Information checks (CORI/SORI) (see page 34 of the college catalog). Drug testing may be required by individual clinical agencies. Due to the number of credits of this program (seven), students are not eligible for financial aid. Technical standards must be met with or without accommodations. Due to the limited supply of practicum sites, students may be assigned a location which may require a special fee.

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.

Career options: After passing the certification exam, graduates can become phlebotomists.

Earning potential: \$26,144 to \$30,892 per year.

Physical Therapist Assistant Degree (PTA) (*selective*)

Next class accepted fall 2009 Devens campus and fall 2010 Gardner campus

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: April 1 for the Devens Campus program starting fall 2009. March 1 for the Gardner Campus program starting fall 2010. 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 22 of the college catalog.)

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
Summer Session					
ENG101	English Composition I	3			Prerequisite: ENG100, RDG100, or placement Note: a grade of C+ or better is required
PSY105	Introduction to Psychology	3			ENG100, RDG100, or placement
Semester I					
BIO203	Anatomy and Physiology I	4			Prerequisite: ENG100, RDG100, or placement. Note: Must be taken concurrently or prior to PTA101, 102, 104
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
PTA101	Introduction to Physical Therapy Assisting	1			ENG101, MAT096, RDG100, or placement.
PTA102	Basic Therapeutic Techniques	4			ENG101, MAT096, RDG100 or placement. Co-requisite: BIO203
PTA104	Applied Anatomy and Kinesiology	4			ENG101, MAT096, RDG100, or placement. BIO115 or BIO203
Intersession—Winter					
PTA105	Assessment Techniques	3			PTA101, PTA102, PTA104
Semester II					
ENG102	English Composition II	3			ENG101
BIO204	Anatomy and Physiology II	4			Prerequisite: BIO203. Note: Must be taken concurrently or prior to PTA107, 108, 109
PTA107	Therapeutic Exercise	4			PTA105. Co-requisite: BIO204
PTA108	Clinical Orthopedics	4			PTA105. Co-requisite: BIO204
PTA139	Human Disease and Pathology	4			Pre-requisite: BIO115 or BIO203 Note: PTA majors, consult advisors
Summer Session					
PTA110	Clinical Practicum I	2			Prerequisite: PTA107, PTA108, PTA109 Note: 160 hours in a clinical setting
Semester III					
CIS127	Computer Technologies or Humanities Elective	3			CIS127 Prerequisite: ENG100, RDG100, or placement Humanities Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
PSY110	Human Growth and Development	3			PSY105
PTA112	Therapeutic Modalities	4			PTA110
PTA113	Advanced Rehabilitation Techniques	3			PTA110
PTA114	Neurophysiological Techniques	4			PTA110
Semester IV					
PTA116	Clinical Practicum II	5			Prerequisite: PTA112, PTA113, PTA114. Note: 240 hours in a clinical setting
PTA117	Special Topics	3			PTA112, PTA113, PTA114
PTA118	Clinical Mgmt & Healthcare Issues	1			PTA112, PTA113, PTA114
PTA119	Clinical Practicum III	5			Prerequisite: PTA116, PTA117, PTA118. Note: 240 hours in a clinical setting
Total: 76/77 credits					

See page 147 of the college catalog for program competencies and technical standards

Campus/format: This program is selective and can be completed during the day at the Gardner Campus.

Requirements for consideration: Applicants must meet certain academic standards. See page 22 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 PTA101 as well other 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 chose 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 planning services website: <http://transfer.mwcc.edu>.

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

Special requirements: Complete MAT126 or higher with C+ or better or placement is required prior to semester I coursework. 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: \$35,000-\$45,000 per year.

Physical Therapist Assistant Degree (PTA)—continued

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 within the plan of care and the working relationship of the PTA to the supervising physical therapist in the application of an established treatment plan.
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 assessment 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 their clinical practice.
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 64.*

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.
8. Determine 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 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, Jan./Sept. entrance)*

Licensed Practical Nurses (LPNs) provide care for sick and injured patients under the direction of physicians and registered nurses. They take vital signs, prepare and give medications, apply dressings, observe physical and mental changes in patients, collect samples, maintain patient hygiene, and attend to physical, mental, and spiritual needs. 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 catalog for application requirements.**

Application deadline: The application deadline is **May 1** for the Devens Campus with classes starting in September and **August 1** for the Gardner Campus with classes starting in January. This selective enrollment program requires additional application components. The selection process is competitive and space is limited. (See pages 20-21 of the college catalog.)

Requirements for consideration: Applicants must have completed Math126 (C+ or better) and meet certain academic standards. See pages 20-21 of the college catalog for specific details, or refer to the program application available on our website or through the admissions office.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
Cycle I					
BIO115**	Human Biology*	4			ENG100, RDG100, or placement Note: Recommended completion prior to program application
NUR101	Fundamentals of Practical Nursing	11			Co-requisite: BIO115 and admission into the Practical Nursing program
Cycle II					
ENG 101	English Composition and Writing	3			Prerequisites: ENG100, RDG100, or placement Note: Recommended completion prior to program application (advised within 3 years of application) Note: Students must earn a C+ or better
NUR103	Practical Nursing Practicum	2			NUR101, BIO115. Co-requisites: ENG101, PSY105
PSY105	Introduction to Psychology*	3			ENG100, RDG100, or placement
Cycle III					
NUR105	Practical Nursing Care for Adults and Families	14			Prerequisites: NUR103, ENG101, PSY105. Co-requisite: PSY110 Note: Recommended completion prior to program application
PSY110	Human Growth and Development*	3			Prerequisite: PSY105 Note: Recommended completion prior to program application
Cycle IV					
NUR107	Advanced Concepts in Practical Nursing	5			PSY110, NUR105
Total: 45 credits					

See page 140 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: This program is a selective, day only program. All Nursing classes starting in January are held at the **Gardner Campus**. All Nursing classes starting in September are 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 one-year LPN employment experience, additional courses and acceptance, PNs can matriculate into the second semester of MWCC's Nursing associate's degree 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 pages 20-21). Additional tuition applies for this program (see page 23). Some clinical facilities may require drug testing.

Please note: All BIO (BIO115 or BIO203/204), MAT126 (prerequisite), and NUR courses require a grade of C+ to be eligible for promotion to the next level. Also, BIO115, BIO203, and BIO204 credits should not be more than five years old.

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.

Radiologic Technologist Articulation Agreement

This program is offered through an articulation agreement with Quinsigamond Community College.

Students may complete general education courses at MWCC through 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 & Physiology I, BIO204 Anatomy & 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.

For more information about Quinsigamond Community College courses, prerequisites, and the college itself, go to their website: www.qcc.edu.

Application deadline: The application deadline is February 1, 2010. Students applying after the deadline will be considered on a space available basis. This selective admissions program requires additional application components. Contact the Advising and 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 or 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.*

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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
ACC101	Principles of Accounting I	3			MAT092, RDG100, or placement
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
MAT126	Topics Mathematics	3			MAT096 or placement
MGT110	Small Business Management	3			RDG100
ECO101 or ECO102	Macroeconomics or Microeconomics	3			ENG101 and MAT096 ECO101 strongly recommended
ACC102	Principles of Accounting II	3			ACC101
MKT142	Marketing	3			MAT092, RDG100, or placement
Total: 24 credits					

See page 81 of the college catalog for technical standards.

Campus/format: 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 and level of success.

Theatre Arts Concentration (LAT)

A Degree in Liberal Studies

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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
MUS103	Music Skills & Theory	3			No prerequisites
THE101	Fundamentals of Acting	3			RDG100, ENG100, or placement
	Behavioral Social Science Elective	3			Electives: ANT, DSI, PSY, SOC
	Lab Science Elective	4			Electives: BIO, BTC, CHE, EAS, ENV, NRD, PHY
ENG102	English Composition II	3			ENG101
MUS120	Musical Theatre Dance Styles	3			No prerequisites
THE284	Technical Theatre Practicum I	3			ENG100, RDG100, MAT092, or placement
	Computer Science Elective	3			CIS127 or above
	Lab Science Elective	4			Note: See above Lab Science Elective
MAT160	College Math I (or higher)	3			MAT096 or placement
MUS111	Voice	3			No prerequisites
THE103	Introduction to Theatre	3			RDG100, ENG100, or placement
THE285	Tech Theatre Practicum II	3			THE284
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
	Non-behavioral Social Science Elective	3			Electives: GEO, HIS, POL, ECO, SSC
ENG236 or THE207	Modern Drama or Styles of Drama	3			ENG102 or permission of instructor/dean
THE106	Fundamentals of Acting II	3			THE101
THE113	Speech	3			ENG101
	Art/Music/Theatre Elective	3			Electives: ART, MUS, THE
	Literature Elective	3			Electives: ENG201, 203, 205, 210, 213, 214, 221, 224, 227, 228, 233, 235, 236, 237, 259, 260, 261
Total: 64/65 credits					

See page 129 of the college catalog for program competencies and technical standards.

Campus/format: 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 Mass public higher education system, and MWCC graduates are guaranteed acceptance into the Honors Programs of these colleges and universities. See page 121 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 planning services website: <http://transfer.mwcc.edu>

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

* See page 44 for MassTransfer information.

COURSE DESCRIPTION INDEX

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COURSE DESCRIPTIONS

Courses are indicated as fall, spring, or fall and spring, and are meant to be a guide as to which semester courses are generally offered.

Accounting

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

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 instructor. Fall.*

ACC227 COMPUTERIZED ACCOUNTING

3 credits

The accounting cycle for a business, payroll, and bank statement reconciliation are entirely computerized into one coordinated, interactive system. Other problems may be introduced as appropriate. *Prerequisites: CIS127. Fall and spring.*

American Sign Language and Deaf Studies

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.*

DSI109 HISTORY OF DEAF PEOPLE IN AMERICA

3 credits

This course is an introduction to the history of Deaf people and the evolution of the Deaf community. Topics include the history of oppression and accomplishments of Deaf people, the influence of European philosophy on the American Deaf community, and the rise of schools for the Deaf and the modern Deaf empowerment movement. This course will be taught in American Sign Language and interpreted into English. *Prerequisites: ENG100, RDG100, or placement.*

Anthropology

DSI113 ORIENTATION TO THE DEAF COMMUNITY

3 credits

This course presents students with a broad range of topics relevant to knowledge of the Deaf community. These topics include, but are not limited to, developmental issues in childhood deafness, educational philosophies for Deaf children, language use in the Deaf community, Deaf people with disabilities, the speech and hearing process, and causes of hearing loss. Through readings, lecture, and class discussion, we will look at many topics and work at dispelling myths. *Prerequisites: ENG100, RDG100, or placement.*

DSI114 INTRODUCTION TO DEAF-BLINDNESS

3 credits

This course is an introduction to Deaf-blindness and its impact on learning and development. This is an overview of sensory systems and the issues that arise when a child has a dual sensory loss of vision and hearing. Course topics include etiologies of deaf-blindness, basic anatomy and function of the eye and ear, concept development, sensory integration, and communication and intervention strategies. *Prerequisites: ENG100, RDG100, or placement.*

DSI115 DEAF-BLINDNESS: COMMUNICATIONS & INTERACTION

3 credits

This course provides an introduction to the communication needs and relationship development of individuals with Deaf-blindness. The unique impact of Deaf-blindness on communication, language, speech, and social relationships will be explored. Intended as course two in a three series training, this course can stand alone as a valuable learning opportunity to individuals working with children with various special needs or anyone interested in this topic. *Prerequisites: ENG100, RDG100, or placement.*

DSI116 ISSUES IN DEAF-BLINDNESS, INCLUDING MULTIPLE DISABILITIES

3 credits

This course provides an overview of modifications and adaptations in accommodating individuals with Deaf-blindness and additional disabilities. Introduction of various instructional materials and strategies will be presented and evaluated. Intended as course three in a three series training, this course can stand alone as a valuable learning opportunity to individuals working with children with various special needs or anyone interested in this topic. *Prerequisites: ENG100, RDG100, or placement.*

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.*

Art

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, paintings, and architecture 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.*

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 or ART263 or ART264 or permission of instructor. 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 ART264, or permission of instructor/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, Painting II 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 instructor/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. Admission to the course by permission of the instructor only. *Prerequisites: ART253, ART254, and permission of the instructor. Fall and spring.*

ART259 CERAMICS I

3 credits

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 instructor/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 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 instructor/division dean. Spring.*

ART269 DRAWING III

3 credits

This course is designed for the art student to develop advanced level drawings and creating 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. *Prerequisites: ART263, 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. Admission to the course by permission of the instructor only. *Prerequisites: ART263, ART264, ART269, and permission of the instructor. 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 instructor/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 instructor/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. Admission to the course by permission of the instructor only. *Prerequisites: ART252, ART271, ART272, and permission of the instructor. 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. Recommended for the student who is motivated, directed, and able to work independently. Admission to the course by permission of the instructor only. *Prerequisites: ART252, ART271, ART272, ART273 and permission of the instructor. Fall and spring.*

ART 284 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, and 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. Admission to this course by permission of the instructor only. *Prerequisites: ART259, ART260 and permission of the instructor. Fall and spring.*

ART 285 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. Admission to this course by permission of the instructor only. *Prerequisites: ART259, ART260, ART284, and permission of the instructor.*

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 ART105 or permission of instructor/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 instructor/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. Admission to the course by permission of the instructor only. *Prerequisites: ART286, ART287, and permission of the instructor. Fall and spring.*

Automotive Technology

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. Four hours lecture and six and a half hours lab per week. *Prerequisites: RDG100, MAT092, 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 today's 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. Two hours lecture and seven hours lab per week. *Prerequisite: AUT120 or permission of instructor. Spring.*

AUT122 BRAKES

4 credits

The 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. Four hours lecture and four hours lab per week. *Prerequisites: RDG100, MAT092, 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 to 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. Three hours lecture and four and a half hours lab per week. *Prerequisites: RDG100, MAT092, 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. Three hours lecture and five and a half hours lab per week. *Prerequisite: AUT123 or permission of instructor. 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. Five hours lecture and six hours lab per week. *Prerequisites: RDG100, MAT092, 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. Three hours lecture and four hours lab per week. *Prerequisites: RDG100, MAT092, 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 systems 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. Four hours lecture and three hours lab per week. *Prerequisites: RDG100, MAT092, or placement. Spring.*

AUT204 HEATING AND AIR CONDITIONING

3 credits

This course is designed to teach the student 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, MAT09, or placement. Spring.*

Biology

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. Two hours lecture and four hours lab per week. *Prerequisites: ENG100, RDG100, MAT092, or placement. Offered either 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, or placement. Fall and spring.*

BIO104 INTRODUCTION TO NATURAL RESOURCE CONSERVATION

4 credits

This is an introductory course in natural resource conservation that will provides 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. Three hours lecture and two hours discussion/lab per week. *Prerequisite: ENG100, MAT092, RDG100, or placement. Offered either fall or 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. Three lecture hours and two lab hours per week. *Prerequisites: ENG100, RDG100, 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. Three hours lecture and two lab hours per week. *Prerequisites: 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, or placement. Offered occasionally.*

BIO115 HUMAN BIOLOGY

4 credits

An introductory study of the human body 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. Three hours lecture and two hours lab per week. *Prerequisites: ENG100, RDG100, or placement. Fall and spring.*

BIO116 ECOLOGY

4 credits

This course is the study of ecosystems: how they function, achieve balance, and continually change. Environmental science is the study of how humans and other species interact with one another and with the non-living environment. This course will combine the study of ecosystems with an exploration of environmental principles. Local and global environmental issues and their possible solutions will be discussed. The lab focuses on forest, field, and aquatic habitats, with field trips to local sites. Three hours lecture and two hours lab per week. *Prerequisites: ENG100, RDG100, 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, or placement. Offered occasionally.*

BIO120 HORTICULTURE

4 credits

This course is designed for those 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. Three hours lecture and two hours lab per week. *Prerequisites: ENG100, RDG100, or placement. 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. Three hours lecture and two hours lab per week. *Prerequisite: ENG100, RDG100, or placement. 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 has 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. Three hours lecture per week. *Prerequisite: 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. Three hours lecture and two hours lab per week. *Prerequisites: RDG100, ENG100, MAT092, or placement. Fall or spring.*

BIO132 GLOBAL ENVIRONMENTAL ISSUES

3 credits

This course is a study of environmental issues from both global and local perspectives. Global environmental issues are environmental problems that go beyond regional effect and spread out to an international scale. In this course we will research the major environmental issues taking into account the ecological principles, cultural impact, economic factors, and political controversies that shape each problem. We will compare the environmental impact of these issues in Massachusetts and in a variety of countries, cultures, and ecosystems. Field experiences in this course will focus on local environmental issues. *Prerequisites: ENG100, RDG100, or placement. Offered occasionally.*

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. Two hours lecture and four hours lab per week. *Prerequisites: ENG100, RDG100, 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 Krebs'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. Three hours lecture and two hours lab per week. *Prerequisites: 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 with the process of science and with course topics. Three hours lecture and two hours lab per week. *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. Three hours lecture and two hours lab per week. *Prerequisites: ENG100, RDG100, or placement; BIO109 or 115 is strongly encouraged. Fall, spring, summer.*

BIO204 ANATOMY & 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. Three hours lecture and two hours lab per week. *Prerequisite: BIO203. Fall, spring, 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. Three hours lecture and three hours lab per week. *Prerequisites: RDG100, ENG100 or placement. Encouraged prerequisite: any of the following: BIO109 or BIO115 or BIO203. Fall, spring, 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, 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. Three hours lecture and two hours lab per week. *Prerequisites: ENG100, MAT092, RDG100, or placement; CHE120 (pre or co-requisite): BIO130. Fall or spring.*

Biotechnology/Biomanufacturing

BTC101 INTRODUCTION TO BIOTECHNOLOGY (WITH APPLICATION)

4 credits

This course 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, and DNA fingerprinting and forensic analysis. Current ethical issues such as stem cell research and cloning will also be discussed.

Prerequisites: ENG100, RDG100, MAT096, or placement.

BTC102 BASIC SOLUTION AND MEDIA PREPARATION

3 credits

Topics in this course designed to develop fundamental skills in the set up 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, MAT096, or placement.*

BTC110 BIOTECH 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 mapping, DNA fingerprinting, gene cloning, gene expression and regulation, gene sequencing, mRNA isolation, and protein isolation and identification. *Prerequisites: BTC101, 102, CHE203.*

BTC120 BIOTECH 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. *Prerequisite: BTC110.*

BTC200 BIOTECHNOLOGY SEMINAR

4 credits

Students in the biotechnology degree or certificate will complete a 260 hour practicum experience assigned to a mentor(s) in a regional biomanufacturing facility. Students will apply the principles acquired in previous biotech courses to industry settings as they progress toward proficiency in bench lab skills. The seminar section of the class with meeting times set by arrangement will focus on the industry as a whole and utilize the case study method to develop a deep understanding of the biomanufacturing industry. *Prerequisites: BTC110, and BTC120 (or as co-requisite).*

Broadcasting and Electronic Media

BCT105 INTRODUCTION TO MASS MEDIA

3 credits

Students examine the effects and impact of the mass media on contemporary life. Emphasis is on the influence of television, film, radio, the Internet, and the print media in such areas as entertainment, news, politics, advertising, popular culture, and human behavior. (Not open to students in the Broadcasting and Electronic Media curriculum.) *Prerequisites: ENG100, RDG100, or placement. Offered occasionally.*

BCT111 INTRODUCTION TO BROADCASTING AND ELECTRONIC MEDIA

3 credits

Students survey the foundation and development of television, radio, and the electronic media; the regulatory, financial, and operating structure of the electronic media industries; programming content and criticism; the role and impact of the electronic media in society; and the electronic media's current and future applications. *Prerequisites: ENG100, RDG100, or placement. Fall.*

BCT112 AUDIO PRODUCTION I

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 lecture hours and two lab hours per week. *Prerequisites: RDG100, ENG100, or placement. Fall.*

BCT122 AUDIO PRODUCTION II

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 Audio Production I. Two lecture hours and two hours lab per week. *Prerequisite: BCT112. Spring.*

BCT123 AUDIO PRODUCTION III

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. Two lecture hours and two lab hours per week. *Prerequisite: BCT122. Fall.*

BCT124 AUDIO PRODUCTION IV

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. Two lecture hours and two lab hours per week. *Prerequisite: BCT123. Spring.*

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 department chair 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 department chair and minimum 2.75 QPA. Offered occasionally.*

BCT208 BROADCAST WRITING

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. Required for Broadcasting and Electronic Media majors. *Prerequisite: ENG101. 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. Two hours lecture and two hours lab per week. *Prerequisites: BCT111, BCT112, ENG101. Offered occasionally.*

BCT212 TELEVISION PRODUCTION AND DIRECTION I

3 credits

This course introduces the processes, equipment, facilities, and skills employed in television production. Emphasis is placed on the operation of studio equipment, the responsibilities of the production crew, and the direction of studio productions. An overview of video technology is also included. Two hours lecture and two hours lab per week. *Prerequisites: ENG100, RDG100, or placement. Fall.*

BCT213 TELEVISION PRODUCTION AND DIRECTION II

3 credits

Students build upon the skill and knowledge acquired in BCT212 to extend their production experience out of the studio and into the field. Instruction focuses on developing the pre-production, production, and post production expertise required to successfully plan and execute programs recorded on location. Two hours lecture and two hours lab per week. *Prerequisite: BCT212. Spring.*

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.*

BCT221 BROADCAST PERFORMANCE AND PRACTICE

3 credits

This course introduces the student 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, 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 department chair. Offered occasionally.*

BCT227 ADVANCED TELEVISION PRODUCTION

3 credits

This course builds on the basic studio production and EFP expertise and skills developed in BCT212 Television Production and Direction I and BCT213 Television Production and Direction II. 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: BCT213 and permission of instructor. Fall.*

BCT228 VIDEO GRAPHICS AND DIGITAL VIDEO EFFECTS

3 credits

This course is an introduction to a variety of desktop animation and digital video effects software. The course focuses on offering students the skills to creatively and effectively use these programs in a professional manner. Students will create familiar effects such as dissolves, wipes, and windowshades, and special effects such as morphing, warping, and 3-D

motion control. They will also learn to import, manipulate, and combine elements from other media such as stock and original photography and art, scanned images, Quicktime movies, video, and CDs to create special effects. These projects can be added to music videos and other videotape productions. The course combines lectures, demonstrations, and labs. *Prerequisite: permission of instructor. Offered occasionally.*

BCT229 EDITING DIGITAL VIDEO

3 credits

Building on their knowledge of television 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. Spring.*

BCT231 TV TECHNICIAN

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 instructor. Offered occasionally.*

BCT235 DVD AUTHORIZING

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, or placement. Spring.*

Business

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 everyday 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, 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, 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, or placement.*

BUS125 COMMUNICATING 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, and develop and use graphic and visual aids. Students prepare reports and presentations. Students develop skills to communicate through the application and interview process. *Prerequisites: ENG100, RDG100, or placement.*

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. *Prerequisites: ENG101, RDG100, 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 instructor.*

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, or placement.*

Career Planning and Placement

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 campaign. Topics to be addressed include focused and realistic career objectives, job market strategies, career networking, interviewing, résumé writing, cover letters, and professional communication competencies. Students will complete their personal portfolios as well as a presentation portfolio. *Prerequisites: RDG100, ENG100, or placement, or permission of the instructor. Offered occasionally.*

Chemistry

CHE107 GENERAL CHEMISTRY I

4 credits

This course provides the student with an understanding of the fundamental principles of matter and energy. Emphasis is placed on solving numerical problems. The course covers the study of atomic and molecular structure, chemical bonding, and stoichiometry. Laboratory work is correlated with class discussion. Three hours lecture and two hours lab per week. *Prerequisites: ENG100, RDG100, MAT096, or placement. Fall and summer.*

CHE108 GENERAL CHEMISTRY II

4 credits

A continuation of CHE107 General Chemistry I, this course covers such topics as behavior of gases and liquids, solution theory, chemical kinetics, equilibrium calculations, oxidation-reduction and electro-chemistry, and a survey of organic chemistry. Laboratory work is correlated with class discussion. Three hours lecture and two hours lab per week. *Prerequisite: CHE107. Spring and summer.*

CHE120 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. Three hours lecture and two hours lab per week. *Prerequisites: MAT096; RDG100, ENG100, or placement. Offered occasionally.*

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. *Prerequisites: MAT 096, ENG100, RDG100, or placement. Fall and spring.*

Clinical Laboratory

CLS101 INTRODUCTION TO CLINICAL LABORATORY SCIENCE I

4 credits

This introductory course provides students with the theory and laboratory skills that serve as the foundation for clinical coursework in the hospital laboratory. An overview of the role of the clinical laboratory scientist in health care in general and patient care in particular is emphasized. Students will learn to safely and proficiently collect various types of blood specimens for laboratory analysis. Students will also study the formation and function of various human body fluids as well as physical, biochemical, and

microscopic laboratory procedures used to analyze them, correlating results with states of health and disease. Three hours lecture and two hours lab.
Prerequisites: MAT096, ENG100, RDG100, or placement.

CLS102 CLINICAL PRACTICUM IN PHLEBOTOMY AND URINALYSIS

2 credits

A two week (40 hrs, per week) practical experience applies the knowledge, attitudes, and skills of clinical laboratory practices and procedures from CLS104 and PLB101. 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. *Prerequisite: CLS104, PLB101. Placement by arrangement.*

CLS103 INTRODUCTION TO CLINICAL LABORATORY SCIENCE II

3 credits

This introductory course expands on the student's knowledge gained in CLS104 and PLB101. Basics of laboratory equipment, measurement, and lab math, along with use of information systems are covered as laboratory basics. 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 in the lab. *Prerequisite: CLS104, PLB101 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 correlating of laboratory results with the patient's probable condition. *Prerequisites: ENG100, RDG100, PLB101. Offered 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 the 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

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 systems alterations involved in disease and therapeutic modifications. Students will apply the 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 the 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

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 it relates to common immunoassays. Students will apply the 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 the knowledge and skills using conventional microscopic, culture, and biochemical techniques to isolate, identify, quantify, differentiate, and determine the susceptibility of medically relevant microorganism pathogens with emphasis on bacteria found in clinical specimens. *Prerequisites: restricted to students accepted to CLS program.*

CLS208 CLINICAL MICROBIOLOGY II

3 credits

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 the knowledge and skills using conventional microscopic, culture, and biochemical techniques to isolate, identify, quantify, differentiate, and determine the susceptibility of medically relevant microorganism 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 to the biochemistry of human physiology and metabolism is the foundation of this course. Students will apply the 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 understand the operating principles, sources of error, and routine maintenance of the instrumentation. *Prerequisite: restricted to students accepted to CLS program*

CLS214 CLINICAL CHEMISTRY II

3 credits

This hospital-based course includes a didactic component as well as a laboratory practicum. Understanding the interrelationship of human disease to the biochemistry of human physiology and metabolism is the foundation of this course. Students will apply the 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: CLS213; restricted to students accepted to CLS program.*

Communication Disorders

SLA101 LANGUAGE ABILITY/DISABILITY

3 credits

This course introduces students to the development of the language, speech, and hearing processes, as well as disorders and variants of language learning. Topics include anatomy and physiology of the speech and hearing mechanisms and the role of brain development in language learning. Other topics covered include communication and speech disorders from infancy to the elder years, historical and structural aspects of English, and unique language situations such as creoles, pidgin, and the signed languages used in Deaf communities. *Prerequisites: ENG100, MAT092, RDG100, or placement; co-requisite: ENG101.*

Complementary Health Care

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, or placement. Fall.*

CHC102 FOUNDATIONS OF YOGA: AN INTRODUCTION TO THE PRINCIPLES AND PRACTICES 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, 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, 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, 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, or placement. Fall.*

CHC110 REIKI: TRADITIONAL USUI METHOD

3 credits

Reiki is an ancient healing method. Reiki 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, 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 movements 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, 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. *Prerequisites: CHC102 Foundations of Yoga.*

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, CHC202 Yoga II.*

CHC212 SPIRITUALITY, RELIGION, AND BELIEFS

3 credits

Health professionals are becoming increasingly aware of the linkage among spirituality, religion, disease, and well-being. In the medical literature, there is an ever increasing amount of scientifically-based information demonstrating that patients with a spiritual identity or belief system may have better health outcomes than those who do not. This course will be a review of the science and research that examines the impact of spiritual and religious practices on health and disease. This course reviews the power of belief, the basics of clinical research, and the medical literature regarding the relationships between spirituality and religion and a variety of physical, mental, and behavioral health outcomes. These include depression, anxiety,

heart disease, cancer, and immune system dysfunction along with destructive behaviors, such as alcohol and substance abuse. Both positive and negative effects on health throughout the lifespan from childhood to old age are examined. The role of emotions, the importance of the neurological science, and the impact of prayer and meditation will also be explored. *Prerequisites: ENG100, RDG100, or placement.*

CHC220 MIND-BODY-SPIRIT 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, or placement. Spring.*

CHC221 CONNECTIONS: MIND, BRAIN, AND IMMUNITY

3 credits

This course investigates the question of why some people are more immunologically susceptible than others to various ailments and diseases; the effects of social interaction on health; the physical and psycho-dynamics of stress, the relationship of faith and belief on illness and wellness and the phenomena of the placebo effect. The science of psychoneuroimmunology (PNI), the study of the relationship among physical, mental, and social dimensions of well-being, delves into these and other challenging areas of current study. The course will include the investigation of current research, the connection among the nervous, endocrine, and immune system interplay, and the relationship between physiology and biochemistry in health and disease. A basic overview of quantum physics, in particular the relationship of wave and particle theories of light will also be presented as a foundation for the growth of this scientific body of knowledge. The work of Candice Pert on endorphins will also be reviewed for its contribution to this new branch of science. Classes are informational, including current theories of mind/body medicine, and experiential, with training in positive self-programming, stretching, breathing, humor, relaxation, and meditation techniques. The relationship of mind/body medicine, personal stress-hardiness, and resistance to illness will thus be explored. *Prerequisites: BIO115 or CHC220, or permission of instructor.*

Computer-aided Design Drafting

CAD101 INTRODUCTION TO CAD

3 credits

This course represents an introduction to computer-aided drawing (CAD). It will introduce the student to the software and the hardware capability of the system by generating, moving, editing, deleting, and zooming the basic elements and features. Familiarity will be achieved with keyboard, menu, function buttons, and other system peripherals. Once the system's working characteristics are mastered, emphasis will then be placed on the steps of the layout process of utilizing AutoCAD. *Prerequisites: ENG100, MAT096, RDG100, or placement. Offered occasionally.*

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.*

Computer and Electronic Technology

CET101 COMPUTER TECHNOLOGY I: OPERATING SYSTEMS

3 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.*

Computer Graphic Design

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, 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 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 complex layout techniques such as master pages and style sheets. *Prerequisites: CGD101, CGD104, CGD105, and CGD235. 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, CGD104, CGD105, and CGD235. 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: *Basic computer skills, ENG100, RDG100, or placement. Fall and spring.*

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. *Prerequisites: CGD101 or permission of instructor. 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, CGD102, CGD104, CGD105, CGD109, CGD204, CGD235, CGD240. 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: *Basic computer skills. Fall and spring.*

CGD109 INTRODUCTION TO WEB MEDIA

3 credits

Unravel the mysteries of web codes and build useful extendable web pages for modern electronic devices. Follow simple understandable steps to build informative and visually attractive websites. Ever want to sign up for an online course? Learn to use and understand online/web Blackboard courses while exploring new Internet and World Wide Web media technologies and information literacy resources. Use media tools such as email, search engines, blogs, image viewers, web games, and PDF documents. Discover new media concepts: XHTML, CSS, and web design standards, which have expanded HTML. View and test your designs using new generation web browsers: Opera, Firefox, and Safari. Topics include hand-coding techniques, basic web construction, page structure, hypertext linking, using images, web color, attributes, values, introduction to style sheets, design considerations—usability, accessibility, browser problems, and solutions. Create a multi-page website by the end of the course. No previous experience with web page creation is needed for this course. *Prerequisite: *Basic computer skill and RDG100. Fall.*

CGD110 INTRODUCTION TO ANIMATION AND GAME DESIGN (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 experience needed. Use Adobe Flash (drawing, designing, advertising, gaming, and authoring software) to build basic objects and draw simple shapes and text that can be moved in creative ways. Individuals who have never sketched before or think they cannot draw have found this course accessible. Stick figure people move, cartoons are created, stories are plotted and storyboarded. Exploration of webisodes, anime, online games

and character animation takes place. Learn how the latest animated movie was made and analyze examples of dynamic animated computer art. The basics of vector-based animation will be used to create web motion graphics. Create original animations and build interactive digital games. Animation techniques such as motion guides, key frames, and shape/motion tweening are taught through a series of structured and freeform activities and projects that are fun, informative, and creative. *Prerequisites: RDG100 and *Basic computer skills. Fall.*

CGD112 COMMUNICATION IN DESIGN AND TECHNOLOGY

3 credits

Professional multimedia communication skills are essential for success in a fast-paced, diversified work environment. Multimedia communication is a world of video tubing, image manipulation, word and game play, voice streams, sound bytes, searches, avatars, music rips, and downloads—the world of Digital/Information Literacy. Are you prepared to weave together effective media presentations? Core topics help students develop a solid understanding of visual communication coupled with an overview of current multimedia tools, concepts, terminology, and techniques. Learn to create an inspiring presentation, chart out ideas, and write effective media materials. Hands-on experience using a number of software programs (Fireworks, Acrobat, Inspiration, and InDesign) is part of a practical guide to the development of digital media projects. Students apply communications principles (analysis, prototyping, flowcharting, storyboarding, image editing) to slide presentations, business cards, brochures, and professional business correspondence. Students learn professional production techniques and the foundations of portfolio building, interviewing and career skills using digital multimedia methods. Open to all students. *Prerequisites: ENG100, RDG100, or placement. Non-majors: *Basic computer skills. Required for CGW majors; recommended for CGD 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. Traditional and/or digital photography will be encouraged. *Prerequisite: CGD104 or permission of instructor. Fall.*

**CGD205 DIGITAL PHOTO ART
(PHOTOSHOP OR PHOTOSHOP ELEMENTS)**

3 credits

This project-based course is open to all students and begins with a component in computer literacy and continues on to teach students Photoshop, a “state-of-the-art” digital imaging program or Photoshop Elements. Students with previously acquired Photoshop skills are encouraged to enroll in the course as well. Students will choose to use either Adobe Photoshop Elements or Adobe Photoshop. 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. Focus will also be on printing complex digital art pieces. *Prerequisites: RDG100, ENG100 or placement. Spring and fall.*

**CGD210 ADVANCED WEBSITE PORTFOLIO
(CAPSTONE COURSE)**

3 credits

This practicum is the capstone for the CGD Web Design degree. Participants will need to apply skills learned in prerequisite courses to complete a professional portfolio and a publishable client website. This course is focused on helping students prepare for the job market through career planning, skill assessment, resume writing, interviewing, and job market analysis. Participants will produce a high quality marketing package, which will include a promotional website and professional portfolio. 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 develop client-based websites in a real-time environment. Participants will create an advanced website for a client with careful consideration of navigational architecture and interface design. The site is to be designed, revised, tested, and delivered within very compressed deadlines. Special emphasis will be on developing a revised and enhanced multimedia portfolio that is a culmination of all the computer graphic design courses. *Prerequisites: CGD101, CGD104, CGD109, CGD110, CGD112, CGD204, CGD240, CGD241, or permission of*

instructor. This practicum should not be taken without adequate preparation and completion of all prerequisites, since it is a very demanding and challenging course. Spring.

**CGD235 TYPOGRAPHY IN VISUAL COMMUNICATION
(INDESIGN and QUARK XPRESS)**

3 credits

This course introduces students to the techniques and tools used to create, manipulate, and organize graphic images and text using the industry leading page layout programs, Adobe InDesign and QuarkXPress. Special emphasis and focus will be on an advanced understanding of typography in visual communication, and students will gain a more solid understanding of design theory, page layout, basic grids, and style sheets. Projects include a typography analysis/history poster, a visually enhanced quotation piece and/or an early letterform assignment, and a web newsletter or a brochure utilizing grids and style sheets. *Prerequisites: CGD101 and CGD104, or permission of instructor. Spring.*

CGD240 CREATIVE WEB DESIGN (DREAMWEAVER)

3 credits

Create engaging web pages and websites that include text, images, links, forms and tables. The focus will be on hand coding sites that are standards compliant and accessible with web page content (XHTML) separated from the page presentation (CSS). Students will apply the principles of design to several website projects and an HTML email campaign. Course work will include single and multiple web page projects with students applying the principles of web design and accessibility to each project. Learn to design structurally (the building blocks of pages) as well as aesthetically (visual look of pages) using text, images, and links. This course utilizes the concepts and skills from the CGD109 course and continues building upon a solid working knowledge of the fundamentals of building web pages using HTML, XHTML, and CSS. Creating CSS rules, selectors, classes, id's, divs, font-families, embedded and external style sheets, site wide font sizing strategies, background images, styling forms and tables, box model, padding, borders, margins, web color techniques, document hierarchy trees, inheritance, and validation are part of the course. After mastering the fundamentals of hand coding with CSS, Adobe Dreamweaver's features will be introduced: code view, design view, FTP component and website management. For their final project, students will plan, design, build, and publish a multi-page website utilizing Dreamweaver's FTP upload capabilities to post websites to an active website server. *Prerequisites: CGD109 (Grade C or better) or permission of instructor. Recommended: CGD112 (taken concurrently with CGD240). Spring.*

CGD241 INTEGRATED WEBSITE DESIGN
(ADVANCED AUTHORIZING: DREAMWEAVER)

3 credits

This project-based course will expand upon the skills learned in CGD240 and is designed for students to develop higher-level websites utilizing advanced web authoring skills and effective graphic design concepts. The focus will be on building a variety of CSS layouts, learning new techniques and using Dreamweaver's best features throughout the building process. Web design principles will be applied to several extensive website projects. Pseudo-elements, sibling selectors, advanced contextual selectors, floating and clearing, the Aslett Clearing Method, dimensioned and undimensioned elements, inner divs, the display and overflow properties, CSS rollovers, faux columns, rounded corners, styling lists to create CSS navigation bars, adding favicons, pdf downloads, Javascript pop-ups, PHP scripts, Spry for dynamic pages, print and handheld style sheets, building image galleries, adding multimedia, image replacement and accommodations for older browsers will be covered. Discussions will include search engine optimization, connecting a website to a blog, browser usage statistics, obtaining and managing domain names and web space, hosting multiple websites, clients, and using the web host's control panel. Multi-tasking web development is emphasized through the creation of two comprehensive business oriented websites. *Prerequisites: CGD109 and CGD240 (Grade C or better) or permission of instructor. Fall.*

CGD242 ADVANCED WEBSITE ANIMATION
(ADVANCED FLASH)

3 credits

Go beyond the boundaries of static website designs! This course examines the creative use of multimedia interactivity: where media methods collide with meaningful messages! Advanced Adobe Flash animation techniques and action scripting are used to assemble text, images, animation, sound, and video. Students build interactive presentations utilizing multiple media formats saved in Flash animated websites. Topics include digital audio, digital video, dynamic text, animated graphics, vector-based navigation, action scripting and interactive interfaces. A foundation in basic Flash techniques is necessary for participation. The focus of this course is on creating Flash websites with built-in functionality, interactivity, and accessibility. Course work will include two website projects. *Prerequisites: CGD110 or skills with vector-based animation programs, and permission of instructor. Spring.*

CGD244 DESIGNING FOR E-COMMERCE

3 credits

The Internet has reshaped our world and shopping online is now as common as stopping at your neighborhood corner store used to be. The ability to create an online store has become an essential element of a web designer's skill set. This course will examine the basic components necessary for an e-commerce website including designing your store, shopping carts, merchant accounts, payment methods, SSL, shipping, sales tax, managing your store, marketing your store, promoting your products, and tracking your store statistics. Students will research and explore a wide variety of online store building options and discuss how to select the solution that best fits their client's needs. Topics include customizing pre-built store templates, selecting add-ons for increased functionality, dedicated store building software, solutions for digital downloads, an overview of PHP and JavaScript, and connecting to databases. For their course project students will plan, design and build a full store prototype for their portfolios and then implement their store using available e-commerce software. *Prerequisites: CGD109, CGD240. Co-requisite or prerequisite: CGD241. Fall.*

**Basic computer skills: Ability to use a computer operating system and follow basic procedures including keyboarding/mouse skills. System commands are necessary for success in CGD courses since students will be resizing windows, locating directories/folders, locating files within directories, saving files, creating folders/files, using undo command, opening/closing applications. If the student is unable to complete these tasks easily, please enroll in an appropriate introductory computer course.*

Computer Information Systems

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 memos, emails, and letters. Emphasis is placed on the preparation of unbound, left-bound, and multipage reports including internal citations, footnotes, and reference pages. Editing techniques for documents are applied. Creating tables and changing the table layout, as well as the use of graphics and newsletters, are introduced. *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 include file and folder management, Windows Explorer, Windows Desktop, and 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.*

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. *Prerequisite: MAT092, RDG100, or placement. Fall and spring.*

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, 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. *Prerequisite: 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. *Prerequisite: ENG100, RDG100, 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 instructor.*

CIS123 MICROCOMPUTER DATABASE MANAGEMENT SYSTEMS

3 credits

This course uses a database software package for a wide range of business applications. Students create tables, construct queries, design forms, and generate reports. Topics include the design of forms using database commands to create buttons to manage tables. *Prerequisite: CIS127 or CIS120 or permission of instructor.*

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, how to use a word processing program, how to use the computer to communicate with others, and how to use the Internet and the 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, 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. *Prerequisite: CIS109, CIS118, or permission of the instructor.*

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: MAT092, RDG100, or placement. 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, 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 PC MAINTENANCE

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: MAT092, RDG100, or placement. Fall.*

CIS218 E-COMMERCE SYSTEMS

3 credits

This course is a capstone course for the Computer Information Systems program and is designed to prepare students for entry into the IT community. 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 instructors. 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. *Prerequisite: CIS109 and (CIS120 or CIS127).*

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 or CIS290 comparable programming/course experience.*

CIS244 INTERNETWORKING

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 INTERNETWORKING II

4 credits

This course is a continuation of CIS244 Internetworking 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. *Prerequisites: CIS140 and CIS244.*

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 Window applications using the graphic user interface (GUI) packages. Topics include inheritance, abstract classes, interfaces, packages, graphics, exceptions, files, and databases. *Prerequisite: CIS 290 or comparable programming/course experience.*

Cooperative Education (Co-op)

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.*

Criminal Justice

See additional criminal justice related courses in the listing of Sociology course descriptions: SOC129, SOC208, SOC210, and SOC212.

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, 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, or placement. Fall.*

CJU134 CRIMINAL PROCEDURE

3 credits

In this course, 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, or placement. 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, or placement. Spring.*

CJU220 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 three hours weekly for five weeks. *Prerequisite: ENG101. Fall.*

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.*

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.*

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 participation. One seminar hour and nine hours of field experience per week are required. A consideration for placement will be the student's appropriate qualifications in relationship to a specific agency. *Prerequisites: completion of at least two criminal justice courses, sophomore status, and permission of instructor or division dean.*

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 and CJU131, CJU250 or CJU232, or permission of the instructor. 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: completion of all required criminal justice courses, or one to two concurrently, or permission of instructor. 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.*

Dental Hygiene

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 extracted teeth 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 with 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. *Prerequisites: BIO204. Co-requisites: BIO205, DHY102, DHY103.*

DHY102 DENTAL HYGIENE PROCESS OF CARE I *5 credits*

This course is an introduction to the practice of dental hygiene. The student is expected to develop an understanding of sterilization, aseptic techniques, and infection control. 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. The student is provided with initial exposure to the culture and climate of dental hygiene practice. *Prerequisites: Current CPR certification, health professional level. BIO204 and admission into the Dental Hygiene Program. Co-requisites: DHY101 and DHY103.*

DHY103 DENTAL RADIOLOGY *3 credits*

This course is an introduction to the science of radiology: the nature of radiation, radiation physics, theory and practice in the fundamentals of exposure and processing techniques, radiation hygiene and safety, and introduction to radiographic interpretation. Lab experience is included. *Prerequisites: BIO204 and admission into the Dental Hygiene Program. Co-requisites: DHY101 and DHY102.*

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 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 for the Dental Hygienist I. *Prerequisites: DHY101. Co-requisites: DHY202, DHY106, DHY107, DHY108.*

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 selection, 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. Lab experience included. *Prerequisites: DYH101, 102 and 103; BIO209; Co-requisites: DHY202, 107, 108, NUT101.*

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 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: DYH101, 102, and 103; BIO209. Co-requisites: DHY202, 106, 108, NUT101.*

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. *Prerequisites: DHY101, 102, and 103; BIO209. Co-requisites: DHY106 and DHY107 and NUT101.*

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 relationship 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 heal 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, courses of diseases, 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 parameters for normal health are taught in order to provide the basis for identification of illness and dysfunction. *Prerequisites: DHY106, 107, and 108, ENG102, PSY105. Co-requisites: DHY02, 203, 204, and 205.*

DHY202 PHARMACOLOGY FOR THE DENTAL HYGIENIST

3 credits

This course was designed to present the student with the principles of pharmacology, the drug actions, interactions, and effects on treatment of dental patients. Drugs commonly used in dentistry will be covered as well as physical and chemical properties, mode of administration, preparations, and effects on body systems. Nitrous oxide sedation will also be introduced along with pharmacological aspects of general and local anesthesia.

Prerequisites: DYH106, 107, and 108, ENG102, PSY105. Co-requisites: DHY201, 203, 204, and 205.

DHY203 DENTAL HYGIENE PROCESS OF CARE III

5 credits

This course was designed to present students with the theory needed to design and implement sound patient education. Content will be aimed at providing students 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 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 accentuated. This 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. It is also 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. *Prerequisite: DYH106, 107, and 108, ENG102, PSY105; Co-requisites: DHY201, 202, 204, and 205*

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 aimed at providing the student with the tools for developing a comprehensive dental health education plan. Topics include patient motivation, goal setting, nutrition, theories of learning, behavior modification, communication skills, developing instructional objectives, and sensitivity to multicultural concerns. In addition, an awareness of learning styles will be accentuated. *Prerequisites: DYH106, 107, and 108, ENG102, PSY105; Co-requisites: DHY201, 202, 203, and 205.*

DHY205 PAIN CONTROL

3 credits

This course introduces the student to recognizing pain management in the patient and provides the basic technique for the administration of local anesthesia. Techniques will include infiltration and field and nerve block administration. In assessing the patient, the student will recognize which techniques are necessary and understand how to provide appropriate anesthesia. Lab experience is included. Pharmacological treatment of medical emergencies associated with dental treatment will also be covered.

Prerequisites: ENG102, DHY 101, 105, 107, 108, PSY105; Co-requisites: DHY202, 203, 204, and 205.

DHY206 COMMUNITY HEALTH

3 credits

This course provides the student with the basic components of dental public health and community dentistry. 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. 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 reviewed (DHY204) and elaborated on as well. Clinical experiences expand to include the community, such as schools, health care agencies, veterans' homes, clinics, etc., with the student taking on the role of health educator. A practicum experience is included.

Prerequisites: DYH201, 202, 203 204, 205; Co-requisites: DHY207 and 208; SOC103.

DHY207 DENTAL HYGIENE PROCESS OF CARE IV

6 credits

This course progresses the student 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. The student has had a level of preparation to allow for independent thinking and judgment. Clinical experience is included, with emphasis on the adult periodontal patient. *Prerequisites: DYH201, 202, 203 204, 205; co-requisites: DHY206 and 208; SOC103.*

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, recent legislation and its practice ramifications.

Additionally, the student is exposed to membership to their professional organization, the CEU process and the State Practice Act. *Prerequisites: DYH201, 202, 203, 204, 205; co-requisites: DHY207 and 208; SOC103.*

Early Childhood Education

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, 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 guidelines into the curriculum. Students gain skills in working with, understanding, and meeting the needs of young children. Various curriculum areas involving language, science, social studies, music, art, literature, and drama are emphasized, along with understanding the importance of play, and of planning for encouraging the development of a child'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 instructor or 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. *Prerequisites: PSY108. Fall.*

ECE105 DAY CARE ADMINISTRATION

3 credits

This course examines the organization, planning, and the 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 instructor or division dean.*

ECE114 EARLY CHILDHOOD EDUCATION PRACTICUM I

4 credits

Students have the opportunity to gain supervised practical experience in working with young children in a preschool, Head Start or day care center. A total of 150 hours, with a minimum of 12-15 hours per week must be completed in one Department of Early Education and Care (EEC) licensed center. Seminar meetings of one hour and a half each week are planned to discuss appropriate use of material and equipment in preschool programming. Students will be responsible for planning, implementing, and evaluating curriculum, and working as a member of a classroom team. Emphasis will be placed on students building their teaching skills and confidence, and on learning to analyze their own teaching practices. Passing grade is C or better. *Prerequisites: ECE102, PSY108; permission of instructor or 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.*

ECE124 EARLY CHILDHOOD EDUCATION PRACTICUM II

4 credits

Students have the opportunity to gain supervised practical experience in working with young children in a preschool, Head Start, or day care center. A total of 150 hours, with a minimum of 12-15 hours per week must be completed in one Department of Early Education and Care (EEC) licensed center. Seminar meetings of one hour and a half each week are planned to discuss appropriate use of materials and equipment in preschool programming. Students will be responsible for planning, implementing, and evaluating curriculum, and working as a member of a classroom team. Emphasis will be placed on helping students build their teaching skills to a higher level, building confidence and competence. Students will continue to analyze their own teaching practices, develop their own philosophy of early childhood education, and become strong advocates of the field of early childhood. Passing grade is C or better. *Prerequisites: ECE114; permission of instructor or 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. *Prerequisites: PSY108 or permission of division dean. Fall.*

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, 102, 103, 114, ENG102, PSY108, PSY244. Co-requisite ECE124. Spring.*

Earth Sciences

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. three-hour lectures and two-hour labs. *Prerequisites: ENG100, RDG100, 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 dinosaurian 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 hot-bloodedness, and the various theories dealing with extinction will also be reviewed. *Prerequisites: RDG100 and ENG100 or placement; or concurrent. Offered occasionally.*

EAS125 THE PHYSICAL GEOLOGY OF THE DYNAMIC EARTH

4 credits

This course 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. Geologic time will be viewed as a basis for the changes in life forms and crustal deformation that have created the familiar structures seen in our everyday world. Field trips will be available. Three lecture and two hours lab per week. *Prerequisites: RDG100, ENG100, or placement. Fall or spring.*

Economics

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.*

Education

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.*

Electronics

EET103 CIRCUIT ANALYSIS I

4 credits

This course is an introduction to the analysis of resistive circuits with D.C. or sinusoidal inputs. A software program is used by the student to enhance

the instruction of D.C. circuits through solving, synthesizing, and troubleshooting. Topics include Ohm's Law, Kirchhoff's Laws, power, superposition, Thevenin's theorems, and meter design. Lab work stresses industrial practices with emphasis on original data taking, utilizing digital multimeter. Three lecture and two lab hours per week. *Prerequisites: ENG100, RDG100, or placement.*

Electronic Communications & Digital Media

EDC101 CISCO ESSENTIALS

4 credits

This course is designed to teach the student the advanced material covered on the CompTIA A+ Certification exams. Through further self study, obtained partially by completing practice test exams and through hands-on experience during shop, the student should then be able to take and pass the A+ certification exams. The updated CompTIA A+ credential requires two tests: CompTIA A+ Essentials Exam plus CompTIA A+ 220-602 Exam. A+ exams will cover hardware and software with added elements of security and soft skills, as well as safety and environmental issues. *Prerequisite: ENG100, RDG100 or permission of instructor. Students are required to be fluently bilingual in English and a target language and must pass a written and oral language proficiency examination. Students must pass the examination with a score of 70 or higher.*

EDC102 COMMUNICATIONS FUNDAMENTALS

3 credits

This course helps the student understand and apply the basics of networking hardware. The course covers the OSI Model and industry standards, network topologies, IP addressing (including subnet masks), and basic network design. *Prerequisites: CET101 and CET102 or permission of instructor.*

EDC103 ROUTER TECHNOLOGY

4 credits

This course is designed to prepare a student to apply and understand the basics of networking hardware. It covers the beginning router configurations or, routed and routing protocols and an introduction to LAN switching. This is the second of a four-part series designed to prepare students for the Cisco Certified Networking Associate Exam. *Prerequisite: EDC102.*

EDC104 ADVANCED ROUTING AND SWITCHING

4 credits

Switching Basics and Intermediate Routing is the third of four courses leading to the Cisco Certified Network Associate (CCNA) designation. The course focuses on the following advanced IP addressing techniques: Variable Length Subnet Masking (VLSM), intermediate routing protocols such as RIP v2, single-area OSPF and EIGRP, command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (STP), and VLAN trunking Protocol (VTP). Students will be required to apply lessons from CCNA1 and CCNA2 to a network and should be able to explain how and why a particular strategy is used. *Prerequisite: EDC103.*

EDC105 PROJECTS IN ROUTING DESIGN AND ADMINISTRATION

3 credits

In this course, students understand and apply the advanced principles, applications, and implementation of networking hardware. The course covers the advanced network design projects and advanced network management projects. *Prerequisite: EDC104.*

EDC106 FUNDAMENTALS OF INFRASTRUCTURE SECURITY

3 credits

This course focuses on the overall security processes with an emphasis on hands-on skills in the areas of secure perimeter, secure connectivity, security management, identity services, and intrusion detection. Upon completion of this course, students will be prepared for the following certification exams: Securing Cisco IOS Networks (SECUR), Cisco Secure PIX Firewall Advanced (CSPFA), and CompTIA Security +. *Prerequisite: EDC105 or CCNA Certification or permission of instructor.*

EDC110 BUILDING SCALABLE INTERNETWORKS

3 credits

This course will teach advanced skills required to implement and support enterprise-class IP routing networks. The course will cover multicast routing, expanded coverage of IPv6, and routing protocol authentication with outer routing protocol updates; it will also leverage the latest IOS software. This course includes a more in-depth look at EIGRP and Single Area OSPF, along with Multi-Area OSPF, IS-IS, BGP, route authentication, redistribution between routing protocols, multicast routing, discard routes, loop avoidance, and IPv6. Structure and lookup process of the IP routing table is also discussed. This will align with the Building Scalable Cisco Internetworks (BSCCI) 642-901 exam. *Prerequisite: CCNA certification or permission of instructor.*

EDC111 INTEGRATING SECURE CONVERGED WIDE-AREA NETWORKS

3 credits

This course will teach advanced skills required to secure and enhance services in enterprise networks for teleworkers and remote sites. It will focus on securing remote access, VPN client configuration and other topics involved Multi-Protocol Label Switching (MPLS), IPsec, Cisco device hardening, IOS firewall features, and IOS threat defense features. The course aligns with the Implementing Secure converged WANs (ISCW) 642-825 exam. *Prerequisite: CCNA certification or permission of instructor.*

EDC112 BUILDING MULTILAYER SWITCHED NETWORKS

3 credits

This course teaches advanced skills required for building enterprise-class switched networks with integrated VoIP and wireless applications. The course will cover wireless LANs, basic quality of service (QoS) to support voice, high-availability features, and enhanced security for switches. This course includes a more-depth look at VLANs, trunking, STP, RSPT and inter-VLAN routing, along with multilayer switching, CEF, high availability in switched networks with HSRP, VRRP, and GLBP; IP Telephony (VoIP), and securing switched networks. This will align with the Building Cisco Multilayer Switched Network (BCMSN) 642-812 exam. *Prerequisite: CCNA certification or permission of instructor.*

EDC113 OPTIMIZING CONVERGED NETWORKS

3 credits

This course will teach advanced skills required to optimize QoS in converged networks supporting voice, wireless, and security applications. This course discusses VoIP implementation, packetized voice, IP Quality of Service, DiffServ, DSCP, IP packet classification and marking, QoS service class, network Based Application Recognition (NBAR) queuing implementations including QFQ, CBWFQ, LLQ; congestion avoidance mechanisms such as RED, WRED, CB-WRED; traffic shaping and policing, WAN link efficiency mechanisms, and VPNs. This course aligns with the Optimizing Converged Cisco Networks (ONT) 642-845 examination. *CCNA certification or permission of instructor.*

EDC116 FUNDAMENTALS OF NETWORK SECURITY II

3 credits

This course focuses on the overall security process in a network with particular emphasis on hands on skills in the following areas: Firewall and secure router design, installation, configuration, and maintenance, Intrusion Prevention (IPS) implementation using routers and firewalls, VPN implementation using routers and firewalls. *Prerequisite* EDC106.

Energy Management

EGM105 PRINCIPLES OF PHOTOVOLTAIC TECHNOLOGY AND INSTALLATION

4 credits

This course will review solar energy, electricity, and photovoltaic technologies and combine this information with the technical aspects of solar installations such as the types of technologies and characteristics of various PV panels, and the balance of system equipment to include mounting options, disconnects, controllers, batteries, inverters, load centers and lightning protection. Students will also learn the differences of various applications such as independent, and stand alone DC systems and grid tie systems with and without batteries for both residential and commercial applications. Topics also include a detailed study of system components as well as the proper and safe electrical interconnection of these components includes hands-on training exercises and experiments. Principles of installation of photovoltaic panels will be practiced in the laboratory as well as visits to local PV installations. *Prerequisite: RDG100, MAT096; EET103 or co-requisite.*

EGM110 ELECTRICAL LIGHTING AND MOTORS

3 credits

The course covers the components of lighting systems and motors. Energy efficiency opportunities and environmental impacts in these areas are identified and analyzed. *Prerequisites: RDG 100, MAT 096; EET103 or co-requisite.*

EGM115 HEATING SYSTEMS

3 credits

This course covers gas, fuel oil, and electric furnaces, as well as heat pumps. Temperature, humidity, air filtering, air movement, and energy efficiency for a complete home conditioning system is also covered. Steam and hot water heating systems for residential and commercial applications will also be described, including energy conservation and efficiency options, potential savings for new and existing systems, and environmental

impacts of specific heating systems. *Prerequisites: RDG100, MAT096, EET103, EGM110.*

EGM120 COOLING SYSTEMS

3 credits

This course covers residential and commercial cooling systems, including temperature, humidity, air filtering, and air movement. Descriptions of new products, and maintenance and operations for residential and commercial cooling systems are also covered, emphasizing energy conservation and efficiency options for new and existing equipment. *Prerequisites: RDG100, MAT096, EET103.*

EGM125 ENERGY ANALYSIS AND AUDITING

3 credits

The student will perform critical examinations of energy consuming facilities, both domestic and commercial, for the purpose of identifying energy conservation opportunities. In addition, the student will identify various energy conservation measures, including equipment that can be installed to further conserve energy. Energy audits will be performed at various commercial facilities, selected by the student and approved by the instructor. The student will create a final energy audit report and energy management plan, and will present the plan to both the class and to the energy management team at the facility. *Prerequisite: RDG100, MAT096 or co-requisite.*

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. *Prerequisite: RDG100, MAT096, EET103, EGM120, EGM115*

English

A grade of C or higher must be achieved in ENG099 and ENG100 before a student can enroll in the next higher level English class.

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 or co-requisite: FYE101. Institutional credit only. Courses that earn institutional credit do not apply toward graduation. Fall and spring.*

ENG101 ENGLISH COMPOSITION I

3 credits

Students will develop college-level writing skills through the practice of composition with an emphasis on the writing process and models of rhetorical modes. Through class assignments, students will demonstrate an understanding of grammar, punctuation, mechanics, and library research. Reading selections will foster improved writing skills and critical and analytical thinking. *Prerequisites: ENG100, RDG100, or placement. Fall and spring.*

ENG102 ENGLISH COMPOSITION II

3 credits

This course emphasizes reading and writing about literature. Writing assignments encourage careful reading and provide the student with such important rhetorical skills as marshalling evidence, formulating generalizations, and making interpretive judgments. The various genres: short story, novel, poetry, and drama engage curiosity, stimulate imagination, and provide pleasurable reading. *Prerequisite: ENG101. Fall and spring.*

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 honors-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, Vonnegut, Morrison, and Erdrich. *Prerequisite: ENG102 or permission of instructor/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 instructor/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 instructor/division dean. Fall.*

ENG214 AMERICAN LITERATURE II

3 credits

This course surveys significant American writings 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, Fitzgerald, Frost, Stevens, Hemingway, Miller, Faulkner, Pynchon, and contemporary poets. *Prerequisite: ENG102 or permission of instructor/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 instructor/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 instructor/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 instructor/division dean. Fall.*

ENG228 ENGLISH LITERATURE II

3 credits

This course is a continuation of ENG227 with selections from such authors as Wordsworth, Byron, Keats, Tennyson, Yeats, and Eliot. *Prerequisite: ENG102 or permission of instructor/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 instructor/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 instructor/division dean. Fall and spring.*

ENG236 MODERN DRAMA

3 credits

This course is a survey of European and American 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, Brecht, Williams, Beckett, Hansberry, and Miller. *Prerequisite: ENG102 or permission of instructor/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 instructor/dean. This course may be used by LAT students as a substitute for Modern Drama. Fall and spring.*

ENG239 CREATIVE 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 CREATIVE 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*. *Prerequisite: ENG101 or permission of instructor/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 instructor/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 instructor/division dean. 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 instructor/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 instructor/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 instructor/division dean. Spring.*

English as a Second Language

Mastery of the English language is essential for improving educational and professional opportunities. Our ESL courses help native speakers of other languages improve and master their English conversation, reading, writing, and grammar skills. Following a language assessment, students are placed in one of four levels of study: beginning, advanced beginning, intermediate, or advanced. After successfully completing the ESL courses, students take the Comprehensive Placement Test (CPT) to determine placement into college-level courses. Classes are now held at the Leominster Campus, using state of the art classrooms and a new language lab. Multiple opportunities exist for students looking to take credit courses toward a degree while improving their English language skills. For further information about the ESL courses, visit or call the Leominster Campus: (978) 840-3221.

ELC103 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. *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.*

ELS103 ADVANCED ENGLISH LANGUAGE SKILLS

9 credits

This course is designed as an integrated ESL course which combines conversation, reading, writing, and grammar. The course is designed to prepare speakers of other languages to succeed in college-level courses. This course will address the academic needs of speakers of other languages. The course will provide instruction in advanced grammar forms, grammatically clear sentences and effective writing, fluency and comprehension in reading, and vocabulary enrichment and proper pronunciation in conversation. Upon completion of this course, students will take the college placement test to determine which college-level language courses they are prepared to take. They may take non-language courses, such as most math, art, and music classes, concurrently with this course. This course will focus on mastering the listening and speaking skills by actively engaging in conversation throughout instruction of all the language components. *Prerequisites completion of ESL102 or placement. 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.*

ELW100 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.*

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 every day 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.*

ELG101 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.*

ELR101 ESL ADVANCED BEGINNING READING

Advanced beginning reading is designed to increase students’ vocabulary and reading fluency. This course is a continuation of ELR100 ESL Beginning Reading. The course meets twice a week for three hours and forty minutes. Credits are not applicable toward a degree. *Prerequisites: high school diploma or GED and ELR101 or appropriate placement. Institutional credit only. Fall and spring.*

ELW101 ADVANCED BEGINNING WRITING

3 credits

This course is for students with little or no previous training in writing English. Students will explore various kinds of composition writing including narration and description. 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.*

ELC101 ESL ADVANCED BEGINNING CONVERSATION

3 credits

This advanced beginning conversation 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. The course meets twice a week for three hours and forty minutes. Credits are not applicable toward a degree. *Prerequisites: high school diploma or GED and ELC100 or appropriate placement. Institutional credit only. Fall and spring.*

ELG102 INTERMEDIATE GRAMMAR

3 credits

Intermediate Grammar 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.

ELR102 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.*

ELW102 INTERMEDIATE WRITING

3 credits

Intermediate Writing 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.*

ELC102 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.*

ELG103 ESL ADVANCED GRAMMAR

3 credits

ESL Advanced Grammar is the last course in a four-course sequence designed to prepare non-native 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. *Prerequisites: high school diploma or GED and ELG102 or appropriate placement. 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. *Prerequisites: high school diploma or GED and ELR102 or appropriate placement. Fall and spring.*

ELW103 ESL ADVANCED WRITING

3 credits

Advanced Writing 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. *Prerequisites: high school diploma or GED and ELW102 or appropriate placement. Fall and spring*

Environmental Science

ENV105 ENVIRONMENTAL SCIENCE I

4 credits

This course covers an introduction to the physical and biological structure of natural environment within a global perspective. The course emphasizes both a local and global perspective on the study of natural systems and the impacts of human society on these systems. Topics include ecosystem dynamics, international conservation biology, biodiversity evolution and technology in business and society, and sustaining ecosystems and wildlife. Laboratory investigations develop critical thinking and formal report writing skills. This course is offered by Bunker Hill Community College through Mass. Colleges Online. *Fall, spring, and summer.*

Exercise Science

EXS102 PRINCIPLES OF ANATOMY AND KINESIOLOGY

3 credits

This course is intended to provide the student with a detailed overview of musculoskeletal structure and function and its application to a more complex analysis of human movement and skill. Introduction of concepts concerning tissue and organ system organization, basic biomechanics, and the nervous system and its relationship to the musculoskeletal systems will be studied. Identification and detailed palpation of the bones and muscles of the human skeleton will be correlated with joint and muscle function. *Prerequisites: ENG100, RDG100, MAT092, or placement. 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, 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, EXS201. Co-requisite: MAT096. Spring.*

Finance

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: ACC101.*

Fire Science Technology

FST111 BUILDING CONSTRUCTION

3 credits

Exploration of building construction and design with emphasis focused on fire protection concerns is at the center of this course. Statutory and suggested guidelines at the local, state, and national levels are reviewed. *Prerequisites: ENG100, RDG100, or placement. Offered occasionally.*

FST112 FIRE HYDRAULICS

3 credits

This is a course in incompressible fluids including fluid properties, principles of fluid statics, fluid flow system principles, pipe friction and heat loss, flow measurements, pumps, and other hydraulic devices and machinery. Applications are related to fire protection systems such as sprinklers, standpipes, hoses, nozzles, pumpers, and water supply systems. Demonstrations will illustrate and supplement the principles developed in class. *Prerequisites: ENG100, RDG100, MAT096, or placement. Offered occasionally.*

FST113 FIRE PROTECTION SYSTEMS AND EQUIPMENT

3 credits

Fire detection and extinguishing systems of both automatic and manual types are studied, such as sprinkler and standpipe systems, inert gases, foam and dry chemicals, temperature and smoke responsive devices, and alarm and signaling systems. *Prerequisites: ENG100, RDG100, or placement. Offered occasionally.*

FST114 HAZARDOUS MATERIALS

3 credits

The course includes a review of basic chemistry; storage and handling of hazardous materials; and laws, standards and fire fighting practices within extreme fire hazard areas. Demonstrations will illustrate and supplement the

class work. *Prerequisites: ENG100, RDG100, or placement. Offered occasionally.*

FST117 FIRE CODES AND PREVENTION

3 credits

This course is a study of the history and development of codes that influence the field of fire prevention. Emphasis is placed on the nature and scope of legal statutes and related codes in fire protection control.

Prerequisites: ENG100, RDG100, or placement. Offered occasionally.

FST122 FIRE FIGHTING TACTICS AND STRATEGY

3 credits

This course reviews fire chemistry, equipment, and manpower; basic fire fighting tactics and strategy; methods of attack; and preplanning fire problems. Fire situations are presented for analysis and study, consistent with accepted fire fighting practices. *Prerequisites: ENG100, RDG100, or placement, and a basic knowledge of fire behavior and fire fighting skills. Offered occasionally.*

FST123 INVESTIGATION AND ARSON

3 credits

This course is a systematic introduction to the terminology, causes, analysis, and prosecution related to arson. Court cases will be analyzed, and guest speakers will present topics relevant to arson investigation. *Prerequisites: ENG100, RDG100, or placement. Offered occasionally.*

FST124 FIRE COMPANY OFFICER

3 credits

This fire science course introduces students to the organizational necessities required of new fire company officers as they relate to firefighters and the public. Included will be discussions of supervision, budgeting, etc., as a method to educate potential company officers. *Prerequisites: ENG100, RDG100, or placement. Offered occasionally.*

FST125 INTRODUCTION TO THE FIRE SERVICE

3 credits

This class has been designed to give the student who has little or no experience or knowledge of the Fire Service a basic understanding of the essential aspects of the varied functions of the Fire Service. This course will be a prerequisite to Tactics and Strategies, Hazardous Materials, Fire Hydraulics, Fire/Arson Investigation, and Incident Management. *Prerequisites: ENG100, RDG100, or placement. Offered occasionally.*

FST128 INCIDENT COMMAND*3 credits*

This course exposes students to the history of the Incident Management System from “Firescope” to the current National Incident Management System. The various components of the IMS will be studied in detail. The student will apply IMS to a variety of incidents including fires, multi casualty, hazardous materials, search and rescue, natural disasters, and terrorism incidents. Multiple operations utilizing unified command will be emphasized. This course will involve case studies, exercises, and field visits that test the knowledge and apply the skills of the student. *Prerequisites: ENG100, RDG100, or placement, and a basic knowledge of fire behavior and fire fighting skills. Offered occasionally.*

FST130 MUNICIPAL FIRE ADMINISTRATION*3 credits*

This course reviews aspects of the administration of a fire department within the confines of cities and towns including supervision, employer-employee relations, budgetary issues, etc. *Prerequisites: ENG100, RDG100; current fire service employment, full- or part-time or call firefighter status. Offered occasionally.*

FST132 INTRODUCTION TO TERRORISM*3 credits*

This course provides students with information relating to terrorism at both large- and small-scale incidents. The student will learn the profiles of terrorists from past and present events. Preparation and response guidelines will be explored along with policy development. *Prerequisite: None. Offered occasionally.*

First Year Experience**FYE101 FIRST YEAR SEMINAR***3 credits*

First Year Seminar is a course designed to support the successful transition of students into the college community. In this interactive course, students will be introduced to a variety of topics critical to student success: time management, goal setting, learning styles, campus resources and policies, co-curricular participation, critical thinking, motivation, reading strategies, and test taking. Students will also learn about important current issues pertaining to the college student population, allowing them to be more active and informed citizens in their communities. Finally, students will investigate their career goals and interests. Upon completion of this course, students will have developed concrete strategies for the pursuit of those goals and interests through resume development, interview skills, and the beginning development of a portfolio. Students will leave this course with increased academic preparedness, self-confidence, and a clearer sense of

direction towards their life goals. **Effective Fall 2008, students who test into either RDG100 or ENG100 are required to complete FYE101 as a co-requisite or prerequisite.** *Prerequisites: RDG099, ENG099. Fall and spring.*

Geography**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. *Prerequisite: ENG100, RDG100, or placement.*

Health Care**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 (refer to page 34 of the college catalog). Students must have proof of immunizations as well. *Prerequisites: ENG100, RDG100 or permission of instructor. Fall and spring.*

HCC111 EMERGENCY MEDICAL TECHNICIAN I (EVENING ONLY)*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, or placement. Fall and spring.*

HCC112 EMERGENCY MEDICAL TECHNICIAN II (EVENING ONLY)

4 credits

This is a continuation of HCC111 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: HCC111 or placement. 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. *Prerequisites: ENG101 or permission of instructor. 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 instructors.*

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 (online)

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*

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. *Prerequisites: Nurse Assistant Theory*

History

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, 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, or placement. Spring.*

HIS113 HISTORY OF CONTEMPORARY ISSUES

3 credits

This course focuses on domestic and world events as they occur, interpreted in the light of both historical background and current issues and events. *Prerequisites: ENG100, RDG100, or placement.*

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, or placement.*

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 and World War II and their influences on the presidents of the last forty years. *Prerequisites: ENG100, RDG100, or placement.*

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, 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. *Prerequisite: ENG100, RDG100, or placement. Fall and spring.*

HIS201 HISTORY OF THE 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, or placement. Fall.*

HIS202 HISTORY OF THE 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, 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, or placement; permission of instructor or division dean.*

Humanities

HUM212 MEDICAL ETHICS

3 credits

This course will address the ethical dilemmas involved in medical decision-making by physicians, health care 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. *Prerequisites: ENG101, RDG100, or placement. 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 I

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. *Prerequisites: ENG101. Fall and spring.*

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.*

Human Services

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, or placement. Fall and spring.*

HST140 COUNSELING METHODS AND INTERVIEWING TECHNIQUES

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. 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, 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, 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 course 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 and 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, 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. *Prerequisite: ENG100, RDG100, or placement.*

HST250 HUMAN SERVICES INTERNSHIP EXPERIENCE

4 credits

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, mental retardation, and community service projects. Students must complete 150 hours in addition to one class meeting per week. A consideration for placement will be the appropriate qualifications in relationship to a specific agency (the college requires a Criminal Offender Record Information (CORI) for all interns). *Prerequisites: QPA 2.0, HST101, HST140, and permission of department chairperson. Spring.*

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, 140, PSY105, 110, 240, SOC103. Spring.

Interdisciplinary

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, we 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. *Prerequisites: RDG100, ENG101, or placement. 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, or placement. Fall and spring.*

ISC230 ADVANCED MULTIMEDIA PRODUCTION

3 credits

This Broadcasting and Electronic Media and Computer Graphic Design 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 Non-linear 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 instructor. BCT co-requisite: BCT229. CGD prerequisites: CGD104 and permission of the instructor. Spring.*

Management

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, then, will deal with business planning and operations as they relate to the small business entrepreneur. Business operations are discussed with attention to business functions and to management functions as they relate to small business. *Prerequisites: RDG100 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 (evening only)

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 or placement.*

MGT201 TOTAL QUALITY MANAGEMENT

3 credits

This course introduces the principles of company-wide quality management including the theories of Deming, Ishidawa, Juran, Crosby, and others. Quality tools such as the integrated flow charts, fishbone diagrams, and Pareto charts will be introduced. *Prerequisites: MAT092, RDG100, 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, its relationship to society, and to 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: ENG100, RDG100, or placement. Fall and spring.*

MGT250 STRATEGIC MANAGEMENT

3 credits

This capstone course prepares the student 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 approach 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, CIS127, ENG102, and 45 credits earned toward a BA or BAC degree.*

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, interviews, testing, training, job analysis, and wage plans and policies. *Prerequisite: RDG100 or placement.*

Marketing

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: MAT092, RDG100, or placement. Fall and spring.*

MKT143 RETAILING

3 credits

This course includes topics such as competition, motivation, risk, buying, pricing, store location, and planning and controlling of inventories. The management approach to the study of retailing is emphasized. *Prerequisites: ENG100, MAT092, RDG100, 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: ENG100, RDG100, 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. *Prerequisite: ENG100, MAT092, RDG100, 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 current sales professionals in need of a foundational refresher. Students will make in-class sales presentations. *Prerequisite: ENG100, RDG100, or placement.*

Massage Therapy

MTC101 MESSAGE THERAPY I

4 credits

This course concentrates on Swedish massage taught through lectures, demonstration 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.*

MTC102 MESSAGE THERAPY II

4 credits

This course covers deep tissue massage, myofascial release techniques, tissue mobility, and reflexive techniques. In-depth work focuses toward specific muscles/muscle groups of the upper and lower extremities, muscle palpation, and myotherapy related to and for injury, maintenance, and rehabilitation of soft tissue. Also included in this course will be discussion of common injuries, pathologies, and the indication/contraindications of massage. Detailed history, initial assessment, and developing a massage routine/protocol will be discussed and practiced. Seated chair massage will also be discussed and taught with the intent that students use this skill immediately in practicum settings. *Prerequisites: MTC101, pre or co-requisite. BIO115, PTA104. Fall.*

MTC103 MESSAGE THERAPY III

4 credits

This course covers deep tissue massage, myofascial release techniques, tissue mobility, and reflexive techniques. In-depth work focuses toward specific muscles/muscle groups of the head, trunk and pelvic regions, muscle palpation and myotherapy related to and for injury, maintenance, and rehabilitation of soft tissue. This course also covers specialized massage techniques that may incorporate breathing patterns, relaxation, and visualization techniques to enhance massage therapy. Hydrotherapy, or the application of heat and cold to the body to promote healing, will include physiological and therapeutic effect as well as precaution and contraindications. *Prerequisites: MTC102, PTA104. Spring.*

MTC104 MESSAGE THERAPY IV

4 credits

This course introduces a variety of complementary health and alternative therapeutic disciplines in hopes of gaining an insight into how these various modalities can complement traditional massage therapy, as well as to encourage a lifelong commitment to expanding students’ knowledge and skills. Topics covered may include myofascial massage, craniosacral therapy, reflexology, hot stone massage, energy healing, and transforming stress, acupuncture, reiki, holistic counseling, yoga, polarity, lymphedema massage/drainage, pregnancy massage, infant massage, shiatsu, spa treatments, and aromatherapy. Students will also be required to complete a comprehensive anatomy and physiology review in preparation for the National Certification examination for Therapeutic Massage and Bodywork (NCBTMB). *Prerequisite: MTC103. Spring.*

MTC110 PROFESSIONAL ISSUES AND ETHICS FOR BODY WORKERS

3 credits

This course introduces students to a global perspective of practice through the various elements necessary to a career as a bodyworker. 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. Both independent practice and practicing for another agency are included in the course, as well as membership in a professional organization, licensure and certification, practice guidelines, development of a business plan, advertising, and record keeping. Topics such as professionalism, ethics, legal aspects of practice, and career advancement will also be included. *Prerequisite: ENG101 or placement.*

MTC201 MESSAGE PRACTICUM I

2 credits

Students are assigned to a clinical setting of supervised clinical practice. Students are expected to apply massage techniques learned in MTC101 Massage Therapy I advancing to massage skills. As students advance through massage curriculum they will experience working with a diverse population of clients in at least one clinical setting under the supervision of licensed personnel. With instructor approval, students may pursue individual areas of interest. Other areas of emphasis may include administrative and facility management duties and basics of business management. Clinical settings currently include the MWCC Student Massage Therapy Clinic on campus and a variety of health care settings. *Prerequisite MTC101; co-requisites MTC102, PTA104. Fall.*

MTC202 MESSAGE PRACTICUM II

4 credits

Students are assigned to a clinical setting of supervised clinical practice. Students are expected to apply massage techniques learned in Massage I and II advancing to massage skills. As students advance through massage curriculum, they will experience working with a diverse population of clients in at least two clinical settings under the supervision of licensed personnel. With instructor approval, students may pursue individual areas of interest. Other areas of emphasis may include administrative and facility management duties and basics of business management. Clinical settings currently include the MWCC Student Massage Therapy Clinic on campus and a variety of health care settings. *Prerequisite : MTC201, MTC102. Spring.*

Mathematics

A grade of C or higher must be achieved in MAT090, MAT092 and MAT096 before a student can enroll in the next higher level mathematics class. MAT090, MAT092, and MAT096 do not satisfy any degree requirements.

MAT090 FOUNDATIONS OF ARITHMETIC

3 credits

This course is designed for those 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. *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, percent 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. *Prerequisite: MAT090 or placement. Institutional credit only; courses that earn institutional credit do not apply toward graduation. Fall and spring.*

MAT096 FOUNDATIONS OF ALGEBRA II

4 credits

This course completes the Developmental Math curriculum, and prepares the student for the credit-bearing courses of College Mathematics, Topics in Math, Statistics, or Elements of Math. Topics include systems of equations, exponents and polynomials, factoring, rational expressions, roots and radicals, and quadratic equations. It is designed for the student with demonstrated competence in real numbers, equations and inequalities, and their graphs. *Prerequisite: MAT092 or placement. Institutional credit only; courses that earn institutional credit do not apply toward graduation. Fall and spring.*

MAT126 TOPICS IN MATHEMATICS

3 credits

This course explores a number of important ideas and practical applications in contemporary mathematics. Topics include critical thinking and problem solving strategies; sets, relations, and functions; consumer applications such as interest, annuities, and present value; basic statistics; measurement and the metric system; linear functions and their graphs; the geometry of Pythagoras, area, circumference, and volume. This course is intended as an alternative to MAT160 College Math I for those students not planning to study further mathematics courses, and focuses more on practical applications than algebraic manipulations; *Prerequisite MAT096 or placement. Fall and spring.*

MAT128 INTERMEDIATE ALGEBRA

3 credits

This is a course in intermediate algebra designed for the student who has completed coursework in elementary or introductory algebra. It prepares students for the study of college mathematics or functions. Topics include exponential laws, operations with polynomials, solving many types of 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.

Prerequisite: MAT096, or placement. Fall and spring.

MAT140 ELEMENTS OF MATHEMATICS I

3 credits

This course provides a comprehensive, conceptually-based study of the rational and real number systems, fundamental concepts of number theory, and plane geometry and measurement. Topics include patterns and problem-solving; algorithms for arithmetic operations; concepts of divisibility and proof; ratios, percents and proportions; plane geometry; systems of measurement; and data collection and graphing. Problem solving skills, individual and group project work, and the appropriate use of technology are emphasized. This course is recommended for Early Childhood and Elementary Education majors only. *Prerequisite: MAT096 or placement beyond MAT096 Fall and spring.*

MAT141 ELEMENTS OF MATHEMATICS II

3 credits

This course continues the comprehensive, conceptually-based study of the rational and real number systems, fundamental concepts of number theory, and plane geometry and measurement. Topics include problem-solving with algebra; sets and Venn diagrams; functions and graphs; deductive and inductive reasoning; data analysis, with sampling and simulations; volume and surface area; congruence of triangles. Inquiry based instruction; problem solving skills, project work, and the appropriate use of technology are emphasized. This course is recommended for Early Childhood and Elementary Education majors only. *Prerequisite: MAT140.*

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 (MAT128 recommended) or higher. Fall and spring.*

MAT160 COLLEGE MATHEMATICS I

3 credits

This course emphasizes functions and other concepts critical to the understanding of calculus. Topics include coordinate geometry and graphing techniques, operations and graphing of functions, exponential and logarithmic functions, polynomial and rational functions, and other topics as appropriate. A calculator is required. *Prerequisite: MAT096 (MAT128 recommended), or placement. Fall and spring.*

MAT161 COLLEGE MATHEMATICS II

3 credits

This course, along with MAT160 College Mathematics I, continues to prepare students for calculus. The main emphasis is on trigonometry. Topics include angular measurements, trigonometric functions and graphs, trigonometric identities and equations, Law of Sines, Law of Co-sines, vectors, and polar coordinates. A calculator is required. *Prerequisite: MAT160 or equivalent. Fall and spring.*

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. Four hours lecture. *Prerequisite: MAT161 or equivalent. Fall.*

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 L'Hopital's Rule. Four hours lecture. *Prerequisite: MAT211. Spring.*

Mechanical Engineering Technology

MET105 BLUEPRINT READING

3 credits

This course will introduce the student 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.

Medical Assisting

MAS101 MEDICAL SECRETARIAL PROCEDURES I (MSP I)

3 credits

This is the first semester of a comprehensive two-semester course sequence (MAS101 and MAS203 Medical Secretarial Procedures I and II) designed to provide the student with the skill, 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 and confidentiality. In MAS101 the student learns 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.*

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 the student through exercises that teach and reinforce medical terminology. Numerous and varied activities challenge the student to understand and remember the significant concepts of medical word building. Audiocassettes provide reinforcement of pronunciation, definition of medical words, and spelling practice. *Prerequisite: RDG100 or placement. Fall.*

MAS201 MEDICAL MACHINE TRANSCRIPTION I

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. Spring.*

MAS202 MEDICAL INSURANCE CODING AND BILLING

3 credits

This course is designed to introduce the 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.

Prerequisites: CIS101 or placement and MAS102. Spring.

MAS203 MEDICAL SECRETARIAL PROCEDURES II (MSP II)

3 credits

This is the second semester of a comprehensive two-semester course sequence (MAS101 and MAS203) designed to provide the student with the skill, 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 and confidentiality. In MAS203 the student learns the “computerized” methods of completing the tasks listed above by completing simulations.

Prerequisite: MAS101. Spring.

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 health care 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. *Prerequisite: Completion of first two semesters of Medical Assisting degree program. May-June.*

MAS306 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; use universal precautions and laboratory safety protocols. Three hours lecture and two hours lab per week. *Prerequisites: BIO115 and MAS102. Must be taken concurrently with MAS307. Fall.*

MAS307 MEDICAL ASSISTING CLINICAL PROCEDURES

4 credits

Students will learn to perform clinical duties such as 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 and MAS102. Fall. Must be taken concurrently with MAS306.*

MAS308 PRINCIPLES OF PHARMACOLOGY

3 credits

This course reflects 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 health care professional. *Prerequisites: BIO115 or higher, MAT126 or higher. Fall.*

MAS309 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 the OSHA, DEA, and CDC requirements most important to medical office workers. *Prerequisites: MAS101 and MAS102. Spring.*

MAS310 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. Application of all coursework in the Medical Assisting degree program will be performed. This is considered the capstone course of the medical assisting program. *Prerequisites: completion of first three semesters of Medical Assisting degree program and MAS210. Spring.*

Music

MUS103 MUSIC SKILLS AND THEORY I

3 credits

Designed for the non-musician, this course emphasizes ear training and sight-singing and develops concepts of music theory. Students move at their own rate 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, the course applies the concepts of theory to four-part harmony, melodic construction, and accompaniment. *Prerequisite: MUS103 or equivalent. Spring.*

MUS105 and MUS107 MOUNT SINGERS CHORALE

2 credits

These courses study the major works of the choral repertory through performance. Regular classroom instruction and rehearsal and presentation of public performances during the semester are required for credit. MUS105 and MUS107 may be taken in any order for two credits each. *Prerequisite: audition or permission of instructor. Fall and 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, or placement. Offered occasionally.*

MUS111 VOICE I

3 credits

This course emphasizes the development and improvement of proper vocal techniques for both solo and group singing. *Prerequisite: none. Fall and spring.*

MUS112 VOICE II

3 credits

This course is a continuation of Voice I, with a focus on improving tone, production and resonance.

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.*

Natural Resources

NRD104 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 potentials of renewable energy technologies to help solve environmental and economic problems within society. *Prerequisite: ENG100, RDG100, MAT092. Available at the Gardner Campus or online. Offered occasionally.*

NRD105 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. This course is designed for students who are not vocationally oriented but are interested in energy usage. *Prerequisite: MAT096, ENG100, RDG100. Available at the Gardner Campus or online. Offered occasionally.*

NRD106 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. In addition, the student will demonstrate the appropriate usage of energy monitoring and measuring equipment commonly used by energy specialists and energy auditors. *Prerequisite: MAT096, RDG100, ENG100. Available at the Gardner Campus or online. Offered occasionally.*

NRD220 PRACTICUM IN NATURAL RESOURCES

3-4 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 hour 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 advisor and completion of most NRD/BIO program-related courses. Offered either fall or spring.*

Nursing

NUR099 FOUNDATIONS OF NURSING SUCCESS

3 credits

This course focuses on the basic concepts that form the foundation of nursing practice. It will involve cooperative learning opportunities for exploring the practice of nursing and preparing the student for the process and rigors of nursing education. In addition, this course will assist the student 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 admitted 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: MAT096, RDG100, or college placement.*

NUR101 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-ethical nursing practice, and caring behaviors. Students will have the opportunity to practice and learn skills in a classroom laboratory environment. Clinical experience is provided in area hospitals, long-term care facilities, and community facilities. *Prerequisite: Admission to the Practical Nursing program. Co-requisite: BIO115.*

NUR103 PRACTICAL NURSING PRACTICUM

2 credits

This course provides an opportunity for the practical nursing student to reinforce, through direct application in clinical settings, fundamental theories and skills learned in NUR101 Fundamentals of Practical Nursing and BIO115 Human Biology. This clinical experience allows the practical nursing student to apply Orem's theory of nursing and become more independent in the practice of delivering basic, safe nursing care to adult clients who are experiencing health deviation and/or self-care deficits in acute and sub-acute care agencies. *Prerequisites: NUR101, BIO115. Co-requisites: ENG101, PSY105.*

NUR105 PRACTICAL NURSING CARE OF ADULTS AND FAMILIES

14 credits

This course focuses on the developmental self-care requisites of culturally diverse individuals across the lifespan. Content and skills developed in NUR101 Fundamentals of Practical Nursing and NUR103 Practical Nursing Practicum, will be expanded to assist the student to care for this client population. This course is divided into three components of nursing care needs: 1) care of the childbearing family; 2) care from infancy through adulthood and 3) care of the client experiencing mental health disorders. The clinical component of the course includes maternity, pediatric, and adult health care experiences. *Prerequisites: NUR103, ENG101, PSY105. Co-requisite: PSY110.*

NUR107 ADVANCED CONCEPTS IN PRACTICAL NURSING

5 credits

This final nursing course assists the practical nursing student in learning to care for groups of adult clients recovering from selected disease or injury and/or concluding one's life as comfortable as possible. It also introduces

the student 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 health care agencies, and in selected clinics. *Prerequisites: PSY110, NUR105.*

NUR111 FOUNDATIONS OF NURSING

7 credits

This course introduces the student to the concepts of nursing, nursing education, health care, and the nursing process. Emphasis is placed on basic nursing skills. Each student develops 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. *Prerequisite: 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, the student has the opportunity to apply the nursing process to the care of the child and family in diverse settings. The student is 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.*

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, the student has the opportunity to apply the nursing process to the care of the childbearing client. The student is 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.*

NUR131 PHARMACOLOGY FOR NURSES

3 credits

This course will introduce and instruct nursing students on basic pharmacology content to prepare for the NCLEX Exam and for a foundation in practice. *Prerequisites:* MAT126 or higher, NUR111 or NUR107, or equivalent, or permission of instructor. *Intersession and summer.*

NUR204 TRENDS IN NURSING

3 credits

This course facilitates the transition from nursing education to practice. An historical perspective is presented to encourage the student 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 health care delivery system, leadership/management, delegation, conflict, time management, advocacy, and political action and ethical/legal principles. Service learning is a required component. *Prerequisites:* NUR220, NUR230, SOC103, ENG102. *Co-requisites:* NUR222, PER126/130, humanities or 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 the student to develop the knowledge and skill required to provide the nursing care needed by individual clients. *Prerequisites:* NUR113, NUR114, BIO204, BIO205, PSY110. *Co-requisites:* NUR230, ENG102, SOC103. *Fall.*

NUR222 MEDICAL-SURGICAL NURSING PART II

10 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 skill 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 or 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. The student is 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 develop an assessment and care plan utilizing selected functional health patterns. Core components and competencies introduced in NUR111 Foundations of Nursing are developed. Service learning is a required component. *Prerequisites:* NUR113, NUR114, BIO204, BIO205, PSY110. *Co-requisites:* NUR220, ENG102, SOC103. *Fall.*

Nutrition

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, or placement. *Fall and spring.*

Paralegal

PLS101 INTRODUCTION TO LAW

3 credits

This course introduces the student to basic legal concepts, principles, and procedures. It is designed to provide the student 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, 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 procedure and child custody and support issues. Students will be introduced to contract law as its principles are specifically applied to antenuptial 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, 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, 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, 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, or placement.*

PLS230 THE LAW OF TORTS

3 credits

This course introduces the student to the fundamentals of torts law, 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, or placement.*

PLS250 LEGAL RESEARCH AND WRITING I

4 credits

This course introduces the 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 the student 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, or placement.*

PLS265 PARALEGAL PRACTICUM

3 credits

Students will be placed in a paralegal work environment 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 instructor. 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 student's 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. The students will integrate and apply knowledge, theory, and understanding developed from their previous course work 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. *Prerequisites: ENG102, PLS101, PLS104, PLS110, PLS250, BUS211.*

Philosophy

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. *Prerequisite: ENG101. Fall.*

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.*

Phlebotomy

PLB101 INTRODUCTION TO PHLEBOTOMY

3 credits

Introduction to Phlebotomy provides theory in phlebotomy and practical instruction in skills needed to obtain acceptable blood samples by venipuncture, capillary (dermal) puncture, or other techniques. The student 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, 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 Information (CORI/SORI) checks are necessary for enrolled students. Students must have proof of immunizations, a physical examination and liability insurance as well. *Prerequisites: ENG100, RDG100, 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. The student is required to complete 120 hours (completed within a specific amount of time), 100 venipunctures, and 25 capillary (dermal) punctures during the Phlebotomy Clinical Practicum. After successful completion of this clinical course, the student 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 as well. Starting fall 2009, a \$100 fee will be assessed. *Prerequisites: PLB101. Fall and spring.*

Photography

BCT115 INTRODUCTION TO DIGITAL PHOTOGRAPHY

3 credits

The demand for digital photography and the electronic transmission of digital images now outpaces all forms of film photography. This course addresses the needs of film photographers who want to transition to digital as well as new photographers using this exciting new medium. 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 3.2mp) is required. One that can be manually controlled is preferred. *Prerequisite: None. Fall and spring.*

BCT215 ADVANCED DIGITAL PHOTOGRAPHY

3 credits

This course is designed to go beyond the basic skills learned in BCT115 Intro to Digital Photography. It is designed to allow the student to reach a new level of artistic achievement. It 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 4 mp digital camera and tripod are required. Camera must have manual exposure capability. *Prerequisite: BCT115. Fall and spring.*

BCT225 INTRODUCTION TO FILM PHOTOGRAPHY

3 credits

There is nothing that can compare with the elegance of a hand-printed black & 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 should have a 35mm camera with manual exposure and focus controls. They will be required to purchase film and photographic paper. A tripod is recommended. *Prerequisites: ENG100, RDG100, or placement. Fall.*

BCT226 ADVANCED FILM PHOTOGRAPHY

3 credits

Long before the advent of computer manipulation, photographers were creating masterpieces using alternative methods of computer 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 computer 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: BCT225. Spring.*

210

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, 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 4mp digital camera and tripod are required. Camera must have manual exposure capability. *Prerequisite: BCT115. Spring.*

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. A 4mp digital camera and tripod are required. Camera must have manual exposure capability. *Prerequisite: BCT115. Fall.*

Physical Education

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.*

PER125 AEROBICS I

2 credits

This course is designed as a fitness activity that offers complete and effective conditioning through the use of basic dance steps and patterns. The course helps students develop flexibility, agility, grace of movement, and cardiovascular efficiency. *Prerequisite: none. Fall and spring.*

PER126 FITNESS AND WELLNESS

2 credits

This course is an introduction to physical fitness and wellness designed to acquaint the student 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 Health, Fitness, and Wellness. *Prerequisites: MAT092, RDG100, or placement. Fall and spring.*

PER127 WEIGHT CONTROL THROUGH WALKING AND WEIGHT 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. *Prerequisites: MAT092, RDG100, or placement. Fall and spring.*

PER130 HEALTH, FITNESS, AND WELLNESS

3 credits

An introduction to healthy lifestyles and fitness 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. Three hours lecture and one and a half hours exercise lab. Includes fitness and wellness evaluations. Students cannot receive academic credit for both PER126 Fitness and Wellness, and PER130. *Prerequisites: RDG100, MAT092, or placement. Fall and spring.*

Physical Therapist Assistant

PTA101 INTRODUCTION TO PHYSICAL THERAPIST ASSISTING

1 credit

This course provides the student with an introduction to the profession of physical therapy and the role and utilization of the physical therapist assistant in the profession. Professional and ethical behavior are emphasized throughout various course topics including documentation, patient/healthcare provider interaction, legal issues, death and dying, and stress management. *Prerequisites: ENG100, MAT092, RDG100, or placement.*

PTA102 BASIC THERAPEUTIC TECHNIQUES

4 credits

This course provides the student 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, and verbal commands, patient turning and positioning, wheelchair prescription and management, transfer techniques, ambulation with assistive devices, and traditional soft-tissue massage. *Prerequisites: ENG100, MAT096, RDG100 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 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-requisite: BIO204. 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-requisite: BIO204. 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. *Prerequisite: PTA109, or co-requisites: PTA107, PTA108. 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

Clinical Practicum II 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 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, résumé 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 skill 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 the student in understanding the cause and effect relationship between disease and disability. Emphasis will be placed on the most common diseases and disabilities that the student will likely encounter in the practice of physical therapy. *Prerequisite: BIO115 or BIO203. (PTA majors, consult advisor). Fall and spring.*

Physics

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. Three hours lecture and two hours lab per week. *Prerequisite: RDG100, ENG100, MAT096, or placement. Fall and spring.*

PHY105 COLLEGE PHYSICS I

4 credits

This course is designed to give the student 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. Three lecture hours and two lab hours per week. *Prerequisites: ENG100, RDG100, or placement; co-requisite: MAT160. Fall and spring.*

PHY106 COLLEGE PHYSICS II

4 credits

This course is a continuation of PHY105. 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. Three hours lecture and two hours lab per week. *Prerequisite: PHY105. Spring.*

Political Science

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, 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, 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, or placement. Fall and spring.*

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 instructor or division dean. Spring.*

Psychology

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, the student gains 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, or placement. Fall and spring.*

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, or placement. Fall and spring.*

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. *Prerequisites: ENG100, RDG100, or placement; 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. Fall and spring.*

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, 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. Fall and spring.*

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. *Prerequisites: PSY108. 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 Kübler-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, 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, or placement. Spring.

Reading

A grade of C or higher must be achieved in order to successfully complete RDG100.

RDG099 READING READINESS

3 credits

This course is designed to develop the basic reading skills required for success in RDG100 Fundamentals of Reading. 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: none. Institutional credit only. Courses that earn institutional credit do not apply toward graduation. Fall and spring.*

RDG100 FUNDAMENTALS OF READING

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. We will also make use of reading software. *Prerequisite: RDG099 or placement, or co-requisite FYE101. Institutional credit only. Courses that earn institutional credit do not apply toward graduation. Fall and spring.*

Social Sciences

SSC120 PERSPECTIVES ON LEADERSHIP

3 credits

This course explores the role and function of leadership and its application to 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, or placement. Fall and spring.*

Sociology

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, or placement. Fall and spring.*

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, 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. *Prerequisite: ENG100, RDG100, 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 crime 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.*

Spanish

SPA103 SPANISH FOR HEALTH CARE PROFESSIONALS

3 credits

This course in basic Spanish is designed for those in the health care 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 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. Three hours lecture and one hour lab per week. *Prerequisites: RDG100, ENG100 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. Three hours lecture and one hour lab per week. *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. Three hours class and one hour lab per week. *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. Three hours lecture and one hour lab per week. *Prerequisite: SPA209. Spring.*

Theatre

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 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 or placement. Spring.*

THE106 FUNDAMENTALS OF ACTING II

3 credits

Building on the skills learned in Acting I, 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.*

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. Fall and spring.*

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. *Prerequisites: ENG102.*

THE281-283 SPECIAL TOPICS IN THEATRE

1-3 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, 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)
 - 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 dollars 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.

3. Under-age drinking is prohibited at MWCC functions and on any campuses.
4. It is MWCC's policy that consumption of alcohol on or off campus is prohibited, in connection with any college function, whether on or off-campus 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 Associate 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.

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. Alcoholics 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 experiencing or 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 three 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 Board of Higher Education recommendation that the parents or legal guardians of students under twenty-one 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 twenty-one, 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

Introduction

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 contaminants. 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, because 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 healthful 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 adheres 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

3.1 RESEARCH GUIDELINES

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 are 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

(ii) 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>.

Campus Solicitation Policy

The intent of the campus solicitation policy is to ensure non-interference with the educational activities and business operations of the college. It is the general policy of the college not to serve as a forum/meeting place wherein vendors can solicit employees or students. For a full description of the Solicitation Policy and Procedures please contact the student services office or the director of human resources.

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 of 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 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

Legal Definition

Sexual harassment of a student, an employee, or any other person in the college is unacceptable, impermissible, intolerable, and punishable under law. It is also unlawful to retaliate against anyone for filing a complaint of sexual harassment.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations that share a common element: the inappropriate introduction of sexual activities or comments into the work or learning environment. There are two types of sexual harassment.

Quid Pro Quo Harassment

Quid pro quo harassment is defined in Chapter 151B as sexual advances, requests for sexual favors, 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 as a term or condition of employment or as a basis for academic/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 him/her 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 his/her refusal to respond to, or rejection of, requests for sexual favors or gratification, then he/she was subjected to quid pro quo harassment.

Hostile Work Environment Harassment

The second form of sexual harassment is hostile classroom/work environment harassment, of 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.

Examples of Sexual Harassment

For general purposes, sexual harassment may be described as unwelcome advances, requests for sexual favors, and other physical conduct and expressive behavior of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance and/or creating an intimidating, hostile, or demeaning employment or educational environment.

Under these definitions, direct or implied requests by an instructor/supervisor for sexual favors in exchange for actual or promised academic/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,
- Discussion of one's sexual activities.

Legal References

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 incident 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 promptly to investigate the 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, (978) 630-9160.

Policy Dissemination

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 15, 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.

Grievance Process

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. 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.

Informal Grievance Process

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, an assistant/associate division dean, 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.

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, (978) 630-9160. The grievance procedure for students is described on pages 230-233 and is available in complete written form in the office of student services, (978) 630-9164.

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 these agencies. Each of the agencies has a deadline for filing claims: EEOC and 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 02203
(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

Educational Efforts

The Affirmative Action Officer, 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 proscribed;
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 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 President's, Division Chairs, Counseling Staff, Library Department of Human Resources and Affirmative Action, and the Office of Public Safety and Security.

i. 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) required 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 following 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 rape prevention program is the maintenance of an alert and effective campus police officer 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, human sexual education and 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, and will 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) Security 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.

I. 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.

B. 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, include make, model, year, color and license number) and the direction of travel.

2. If there is the potential for the immediate apprehension of the assailant, the campus police should call the state and/or local police next.

3. If immediate apprehension is not likely, the campus police officer shall then call the chief of public safety and Security/Designated College Official (DCO) or appropriate designee. The chief of public safety and Security or her designee shall determine whether to call the local and/or state police.

4. 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 shall provide the victim with a copy of the Victim Information Sheet, if possible.

5. The campus police officer should refer all media inquiries to the executive vice president of the college.

6. 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.

II. 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 the 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, vice president of student services, etc.

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 I, above.

III. The Designated College Official—Chief of Public Safety & Campus Police and Executive Vice President

A. The chief of public safety and security and executive vice president or designee shall be responsible for ensuring that all college policies and procedures are followed.

B. The executive vice president or designee shall be the designated spokesperson for all media inquiries.

C. The chief of public safety, security and executive vice president or designee shall contact the vice president of student services and enrollment management in instances where students are involved. The vice president of student services and enrollment management shall determine whether college disciplinary action should be initiated.

D. Whether the victim is a student or an employee, the chief of public safety and security and 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.

Disciplinary Procedures

1. 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 the following: warning, probation, suspension, dismissal for an indefinite period, permanent dismissal, restitution, special assignments, and restriction or revocation of privileges.

2. 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.

These procedures shall include the following:

A. The disciplinary hearing shall take place, soon as possible, after the accuser has filed the initial report.

B. The accuser and the accused are entitled to the same opportunities to have an advisor present during a campus disciplinary proceeding.

C. 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 student 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 of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- (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.**

Students should submit to the records office, dean, assistant dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official 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 or misleading.**

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her 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 consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception that permits disclosure without consent is 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 position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection 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 in order to fulfill his or her professional responsibility. Further, 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 file a complaint with the U.S. Department of Education concerning alleged failures by an institution of higher education to comply with the requirements of FERPA.**

Such complaints may be filed with the Family Policy Compliance Office at the U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

The college identifies the following 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 third-party requesting such student information without first obtaining the parent's or eligible student's consent. A parent or eligible student has the right to refuse to permit the college from identifying those types of information about the student as directory information. A parent or eligible student must notify the college's records office within two weeks of the beginning of each academic semester if the parent or eligible student does not want those types of information about a student designated as directory

information. Notwithstanding the college's definition of directory information, the Department of Defense, pursuant to the Omnibus Consolidated Appropriations Act of 1997, identifies the following student information as directory information: student names, addresses, and telephone listings; and if known, student ages, levels of education, majors. If a parent or eligible student chooses not to exercise his/her aforementioned right to refuse to permit the college to designate some or all of those types of information about the student as directory information, the college will release to the Department of Defense, or an agency thereof, that student information which the Department of Defense has designated as directory information. This may result in the nonconsensual release of students' personally identifiable information by the college to the Department of Defense. When student information is released pursuant to a Department of Defense request, notice of the request and the release of student information in accordance therewith will be posted in a conspicuous location in the college records office for the period of one academic year.

In addition to these policies and in compliance with FERPA regulations, MWCC has adopted a Massachusetts Board of Higher Education recommendation that the parents or legal guardians of students under twenty-one 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 twenty-one, 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.

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, Tewksbury 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.

MWCC Information Technology

Acceptable Use Policies

The MWCC Information Technology Acceptable Use Policy applies to all MWCC students, faculty and staff.

Information Technology General Acceptable Use Policy Introduction

MWCC provides information technology resources for students, faculty and staff.

The Acceptable Use Policy:

- Provides guidelines for responsible use of MWCC's technology resources by all members of the college community
- Provides policies that MWCC 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

A link to the complete policy is displayed when you log on to the network.

Guidelines for Responsible Use of College Technology Resources

MWCC recognizes that free expression of ideas is central to the academic environment. For this environment to flourish, all users must adhere to the guidelines within this statement.

MWCC provides computing equipment and services. The primary purposes of this computing equipment are the academic, research, administrative and

communications needs of its students, faculty and staff. The use of computing equipment for other purposes is allowed, provided that it does not violate or conflict with (a) any federal, state or local law; (b) the college mission or policies; and (c) any guideline in this statement. Access to all MWCC owned and/or operated computing and electronic communications facilities is a privilege and not a right. Individuals who refuse to follow the Acceptable Use Policy (AUP) will not be granted user accounts.

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 email 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 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 MWCC'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—are inappropriate except as a part of an instructional plan. In such instances these activities are allowed as long as they are (a)

legal, (b) do not interfere with the primary purposes of the system, and (c) do not interfere with the primary purpose of the college's technical environment.

- 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 email 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 email 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 email from the sender constitutes harassment. Complaints are handled via the Enforcement Procedures section (see page 231).
- No one may use email to engage in "chain letter" or "spamming" (bulk "junk" email activity).
- No one may send, store, print or solicit receipt of email messages, files or programs that are offensive or in conflict with the Mission Statement of MWCC, 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.

College Technology Resources and Network Services Policies

Disclaimer: The responsibility for the content of personal files, programs, webpages and email rests solely with the individual and not with the college. MWCC does not monitor the contents of embedded links of personal user accounts or personal webpages 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:

- All email (read or unread) stored within any folder on the Exchange Server will be deleted after 90 days.
- Bulletin board messages of events will be posted for 30 days and then removed. Messages pertaining to courses are under the control of the instructor.
- The creation of public mail groups is limited to college departments, committees, and official student organizations.

- Use of this list for any commercial purpose not directly connected to college sponsored events requires approval of the president or his/her designee prior to sending the email.
- Computing resources are provided for academic, research, administrative and communications uses only.
- 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 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.
- The college respects the privacy of authorized users of its computing resources. Therefore, the college will not access the personal files or monitor the system usage of any authorized user without that individual's consent, with certain exceptions:
 1. 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.
 2. A written request from an appropriate senior officer of the college to provide information as part of an ongoing investigation and/or disciplinary matter.
 3. 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 property rights. The executive director of information technology must endorse such a request.

4. A written request from the president of the college.
5. A written request from College Counsel in support of a ongoing investigation or inquiry.
6. 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.

- In most jurisdictions electronic files are treated like paper files and subject to subpoena in legal actions.
- Student accounts are deleted after graduation or after one year of inactivity. Employee accounts are disabled as soon as the IT department is notified of termination of employment. Human resources should notify the CIO 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/her rights, he/she should report the incident to the chief information officer and his/her department head.

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.

Appeals Officer: The person designated by the College's President to hear student appeals of a judicial board finding.

Cheating: Includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) 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 (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff. Cheating shall also include 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.

College: This term refers to Mount Wachusett Community College.

College Official: Includes any person employed by the College, performing assigned administrative or professional responsibilities.

College Premises: 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: The informal, often unwritten stage of an allegation of a violation of the Student Code of Conduct.

Day: As used in this policy, shall mean a calendar day.

Faculty or Staff Member: Any person hired by the College to conduct classroom, instructional, administrative or support activities.

Complaining Party: The individual bringing a complaint against an accused student.

Judicial Board : A panel of College Officials designated by the Vice President of Student Services & Enrollment Management to conduct a hearing after the Vice President of Student Services & Enrollment Management has determined that a violation of the Student Code of Conduct has occurred and an Administrative Remedy cannot be reached. All Judicial Board members shall act in an impartial, unbiased manner.

Member of the College Community: Includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the Director of Human Resources or the Registrar.

Plagiarism: Includes, but is not limited to, 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. 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. This would also include material that is obtained from the computer.

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."

Student Organization: Any number of students who have complied with the formal requirements for the College's organization recognition process.

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 Vice President of Student Services & Enrollment Management or designee may extend the time limits at their discretion with notice to both parties in writing.

Vice President of Student Services & Enrollment Management or Designee: The College Official designated by the College's President to be responsible for the administration of the Student Code of Conduct.

Disciplinary Offenses

The College's jurisdiction under this policy shall extend to student conduct occurring on College property, property under the management and/or control of the College, and/or off College property when such conduct adversely affects the College Community, poses a risk of harm or the threat of harm to the College Community and/or interferes with the College's pursuit of its objectives and mission. A student shall be subject to the disciplinary sanctions outlined in this policy for 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 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 and/or failure to identify oneself to these persons when requested to do so.
11. Failure to identify oneself when on College property or at a College-sponsored or supervised event, upon request of a College official acting in the performance of his/her duties.
12. Use possession, or distribution of alcoholic beverages or public intoxication except as expressly permitted by law and/or College regulations.
13. Use, possession, or distribution of illegal drugs or other controlled substances.
14. 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.
15. Defacement or destruction of College materials or College property. Attempted or actual theft, or unauthorized use of and/or damage to property of the College or property of a member of the College community or other personal or public property.
16. Acting in a manner or participating in an event which disrupts the normal operations of the College and the learning environment and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which interferes with freedom of movement, either pedestrian or vehicular, on campus.
17. Harassment (verbal or physical) and or intimidation of a member of the College Community.
18. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, including use of unauthorized books or notes, plagiarism, or other forms of academic dishonesty, as defined by College policy.
 - b. Forgery, alteration, or misuse of any College document, record, or instrument of identification. Alteration of college records, documents, or identification instruments or the use of the same with the intent to defraud.
 - c. Furnishing false information to any College official, faculty member or office.
 - d. Disrupting or tampering with the election of any College recognized student organization.
19. 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.
20. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises.
21. Unauthorized solicitation, including but not limited to sale of goods and services for personal profit. 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 disturbing the classroom is a violation of the College's Student Code of Conduct. A faculty member has the right to remove a disruptive student from class, pending a review of the situation by the Vice President of Student Services and Enrollment Management or designee. Any faculty member may, at any time, refer a student to the Vice President of Student Services and Enrollment Management or designee, if the student is in violation of the Student Code of Conduct. The Vice President of Student Services and Enrollment Management or designee may impose disciplinary sanctions against the offending student consistent with the rules and regulations of the Student Code of Conduct. At the discretion of the Vice President of Student Services and Enrollment Management or designee, a student may be allowed to attend class during the disciplinary review process. In making this determination the Vice President of Student Services and Enrollment Management or designee will consider the severity of the disruptive behavior and may consult with the Chief Academic Officer.

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 Diane Ruksnaitis, the College's Affirmative Action Officer, at the Office of Human Resources or at (978) 630-9160.

Off Campus Behavior

If a student is charged only with an off-campus violation of federal, state, or local laws, the College reserves the right to take disciplinary action and impose sanctions against the student. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Code of Conduct Disciplinary Process

The Disciplinary Process is initiated once a formal complaint is filed against a student by a member of the College community or by the Vice President of Student Services and Enrollment Management. This policy is not intended to prevent members of the College Community from attempting to resolve matters mutually and informally. For example, if a student engages in disruptive conduct in the classroom, a faculty member may confront the student and resolve the matter without resorting to filing a complaint under the Code. Where, however, a matter cannot be resolved mutually and informally, the Code of Conduct Process shall be followed.

1. Disciplinary Process

- a. All complaints under the Code of Conduct shall be filed with or by the Vice President of Student Services and Enrollment Management or designee.
- b. When the VP receives a complaint that a student has acted in a manner which may be in violation of the Code, the VP or designee 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. Thereafter, the VP or designee may conduct an investigation.
- c. If the Vice President of Student Services and Enrollment Management or designee determines that a violation exists, two procedural options are available. One, the violation may be resolved through an administrative disposition conducted by the VP or designee. In this case, the student may accept the administrative remedy proposed by the VP or designee and in doing so waives in writing his/her right to a disciplinary hearing or appeal. Alternatively, if the Accused Student does not accept the proposed administrative remedy, then the student may receive a hearing before a Judicial Board, to which a right of appeal exists.
- d. If the student chooses a hearing with the Judicial Board, the VP or designee will schedule a hearing.
- e. The Judicial Board will hear the case and issue a written decision and/or sanction within ten (10) days of the hearing.
- f. The student may appeal the Judicial Board decision to the College's Appeals Officer. A right of appeal exists only if based on new evidence or information. 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. 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 Warning
- b. Written Warning
- c. Restrictions/Loss of Privileges
- d. Probation
- e. Community/Educational Service
- f. Restitution
- g. Suspension
- h. 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 the student's violation, the College reserves the right to impose any of the above-referenced sanctions at any time. The College also reserves the right to issue an interim suspension where a student's conduct:

- (a) poses a threat to him/herself or others;
- (b) poses a threat to or results in damage to College property; or
- (c) poses a threat to or results in disruption or interference with the normal operations of the College. During an interim suspension, a student is prohibited from entering the College's premises or participating in any College activities until further notice from the VP.

3. Charges and Hearing

a. When an Accused Student is to appear before a Judicial Board, all charges shall be presented to the accused student in written form. A notice of charges shall be presented to the student no less than five (5) days prior to the hearing. A hearing shall be scheduled no later than thirty (30) days following the accused student's request for a hearing.

b. Hearing rules are as follows:

- Hearings normally shall be conducted in private.
- Admission of any person to the hearing shall be at the discretion of the VP or designee.
- In hearings involving more than one Accused Student, the VP/SSAO or designee may permit at his/her discretion individual hearings for each Accused Student.
- The Accused Party has the right to be assisted by any advisor he/she may choose, at their own expense. The advisor may be an attorney. An advisor is not permitted to speak or to participate directly in any hearing before a Judicial Board.
- Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a Judicial Board at the Board's discretion.
- All procedural questions are subject to the final decision of the VP or designee.
- After the hearing, the Judicial Board shall determine by majority vote whether the student has violated each section of the Student Code which the student is charged with violating.
- The Judicial Board's determination shall be based on whether it is more likely than not that the Accused Student violated the Student Code.

c. There shall be a record created of all hearings before a Judicial Board. The record shall be the property of the College subject to state and federal student record laws.

d. A hearing before a Judicial Board is an administrative hearing. The rules of evidence do not apply. Direct cross-examination is not permitted. All questions must be directed through the Board, as indicated below.

4. Conduct of Hearing

A hearing shall proceed as follows:

- The VP or designee presents the complaint with supporting investigatory materials and/or witnesses.
- Accused Student presents statement, materials and/or witnesses in opposition of the complaint.
- Once the parties have presented their respective positions, the Judicial Board "*Honesty is the best policy.*" - Miguel de Cervantes, author of *Don Quixote*

5. Appeal

An Appeal of the VP's decision is permitted only to consider new evidence, which was not brought out in the original hearing because such evidence was not reasonably known to the Accused Student at that time, and which is sufficiently relevant such that it could alter the VP's decision. An Appeal must be filed in writing with the Appeals Officer within five (5) days of the Accused Student's receipt of the VP's decision. Upon considering an appeal, the Appeals Officer may:

- a. confirm the original decision and sanction; or
- b. modify the original decision and/or sanction. The Appeals Officer's decision shall be final. Adopted on: July 1, 2

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, as stated in the college's *Student Handbook* and/or *Policy Guide*. The student grievant or the responding party may consult with the student grievance officer at any time. The college's student grievance officer is Ann McDonald.

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 dean/vice president of student affairs.

Further, in matters involving physical assault, students and employees are strongly encouraged to report the incident to the local authorities.

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.

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.

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 no 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 Board 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 the 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 enrollment management 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, forcible 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, forcible 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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Mount Wachusett Community College

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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.

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