



College Catalog

2005 - 2006

& Student Handbook



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Mount Wachusett
Community College

MOUNT WACHUSETT COMMUNITY COLLEGE



2005-2006 CATALOG

444 Green Street, Gardner, MA 01440
(978) 632-6600
TTY: (978) 632-4916
www.mwcc.edu
Printed March 2005

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MOUNT WACHUSETT COMMUNITY COLLEGE CATALOG 2005-2006

A Message from the President



March 1, 2005

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 the 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 the Mount. 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

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 Greb, Officer, Affirmative Action
- Nancy Kennedy, Director of Counseling, Coordinator, American Disabilities Act
- Saul Torres, Disabilities Counselor and 504 Coordinator
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 Greb, Oficial de Acción Afirmativa
- Nancy Kennedy, Coordinadora Ley Federal de Incapacidades
- Saul Torres, Coordinador Sección 504
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

ACADEMIC CALENDAR

Fall Semester 2005

September 1	Advisement/Orientation Day
September 2	Professional day (<i>faculty</i>)
September 5	Labor Day
September 6	Classes begin—day and evening Leominster Campus—Cycle 1 courses begin
September 12	Last day to add a class
September 26	Last day to withdraw and receive partial refund
October 10	Columbus Day, no classes
October 24	Mid-term warnings due
October 26	Leominster Campus—Cycle 1 courses end
October 27	Leominster Campus—Cycle 2 courses begin
November 7	Last day to drop a class without possible grade penalty
November 7 - 18	Advising/registration week
November 10	Registration Day (no day classes)
November 11	Veterans Day, no classes
November 24 - 25	Thanksgiving holiday break, no classes
November 28 - Dec. 1	Student evaluations
December 12	Last day of classes
December 13	Discretionary/reading day*
December 14 - 19	Final exams
December 19	Leominster Campus – Cycle 2 courses end
December 20	Conflict Exam Day

Spring Semester 2006

January 17	Professional day (<i>faculty</i>)
January 18	Advisement/Orientation Day
January 19	Classes begin—day and evening Leominster Campus—Cycle 3 courses begin
January 26	Last day to add a class
February 15	Last day to withdraw and receive a partial refund
February 20	Presidents Day, no classes
March 8	Leominster Campus—Cycle 3 courses end
March 13 - 17	Spring break
March 20	Leominster Campus—Cycle 4 courses begin
March 22	Mid-term warnings due
March 29	Last day to drop a class without possible grade penalty
April 3 - 14	Advising/registration period
April 6	Registration day (no day classes)
April 17	Patriots Day, no classes
May 1	Last day of classes
May 2	Discretionary/reading day*
May 3 - 8	Final exams
May 8	Leominster Campus—Cycle 4 courses end
May 9	Conflict Exam Day
May 18	Graduation

* To be used at the discretion of the instructor

Note: The college reserves the right to make changes in published academic calendars. Students and staff will be notified if changes must occur. This catalog is published as a convenience and source of information for students, prospective students, and the general public. It should be understood, however, that the college reserves the right to add, revise or withdraw courses and programs as described herein and to make changes to its catalog, policies, and fees at its discretion.

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 Leominster, Fitchburg, Athol, Orange, and Devens. The college offers over 40 associate degree and certificate programs, as well as adult basic education/GED programs, education and training for business and industry, and noncredit community service programs. MWCC students enjoy many support services and resources including the Fitness and Wellness Center, the Academic Support Center, and the 555-seat Theatre at the Mount. Courses are offered in the day, evening, on weekends, and online. www.mwcc.edu

Campus Locations

MWCC's main campus is in Gardner and its satellite campuses are located in Leominster (Leominster Campus & Corporate Training Center), Fitchburg, Athol, Orange, and Devens (Shriver Job Corps, Devens Learning Center, and the Devens Center). 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.

Accreditation

Mount Wachusett Community College (MWCC) is accredited by the New England Association of Schools and Colleges, 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 New England Association 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 New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association 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.

Institutional Vision, Values, and Mission

Mount Wachusett Community College 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 joint admissions 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. We offer 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 community 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, service area resident) has potential to learn, grow, 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—Meeting 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—Transforming 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 degree or certificate, or selected courses for job training, preparation for transfer or personal growth, our admissions staff will gladly help you through every step of the process.

Associate 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).

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.

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.

Campus Tours & Information Sessions

Prospective students are encouraged to visit MWCC, tour the campus facilities, and attend one of our general information sessions. If you are considering one of our selective majors, information sessions specific to these programs are available throughout the year and attendance is strongly recommended. To arrange an appointment to visit campus or to attend an information session, call the admissions office, (978) 630-9110, TTY (978) 632-4916 or email, admissions@mwcc.mass.edu. The college website at www.mwcc.edu has a section for "Prospective Students" with general and program information.

Annual Security Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. 1092(a) and (f)), commonly

known as the Clery Act, MWCC publishes and distributes an Annual Security Report to students, prospective students and their families, faculty, and staff. The report which is available in printed form from the offices of student services, admissions, and campus security details all policies and procedures related to campus safety. Crime statistics are also included for the previous year. The document is also accessible online on the college's website: www.mwcc.edu.

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 Mount Wachusett Community College. Applications may be obtained from the admissions office by calling (978) 630-9110 or online at www.mwcc.edu. Mail applications to: Mount Wachusett Community College, Admissions Office, 444 Green Street, Gardner, MA 01440
3. Official high school/home school/GED or college transcripts are not required unless one of the following applies: 1) you are applying to one of our nursing programs; 2) you seek to transfer college credits; or 3) you have been awarded an educational certificate from outside the U.S. Those documents awarded from a country outside the U.S. must be translated and evaluated to US standards through a credential evaluating agency. Agencies can be found on the web at www.naces.org. Current high school students may be accepted into a major pending verification of high school graduation.
4. Applicants who possess neither a high school diploma nor a GED may qualify for admission under the Ability to Benefit guidelines; see the Ability to Benefit section on page 10 of this catalog for details.
5. Once your application file is complete, you will be notified of your status and how to proceed.
6. Once you are accepted into a program, you will follow program guidelines as outlined in this 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 33.

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 10 of this catalog 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.

Home Schooled Students

If you have been home schooled 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 the Nursing 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 nursing programs.

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 Student Success Center, call (978) 630-9244. Upon completion of the test, applicants must submit their scores to the admissions office for review.
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 remedial 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 nursing programs

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

Selective Admissions

The college has some selective admission programs, outlined below. 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 necessarily accepted. Students are encouraged to enter the college as a General Studies track student to complete 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 and the process is competitive and not all applicants will be granted admission. Priority 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/volunteer experience.

Program applications displaying all deadlines and program requirements are available in the admissions office or on our website: 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 may be used to meet minimum requirements. A limited number of applicants

may be accepted on a “conditional” basis. The admissions office must receive all items no later than 5:00 p.m. on the posted deadline date. Completed applications received after the deadlines will be reviewed on a rolling basis if seats remain available. All applicants will be notified of the admission decision by mail approximately 30 days following the application deadline.

Proof of immunization will be required if an applicant is accepted. Applicants should refer to the program application form for the specific program of interest 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 33 for MWCC’s CORI (Criminal Offender Records Information) policy.

Selective Program Requirements Chart 2005-2006

Program	H.S. Diploma or GED	Placement Testing	Additional Requirements	Priority Deadlines
Complementary Health Care/Massage (CHD)	Yes	Yes	Demonstrated English, math and biology competency	March 1. Late applicants will be considered on a space available basis
Dental Hygiene Degree (DHY)	Yes	Yes	Demonstrated English, math and science competency	February 1. Late applicants will be considered on a space available basis
Nursing (NU/NUE)	Yes	Yes	Demonstrated English, math and science competency	February 1. Late applicants will be reviewed on June 1 if space is available.
Massage Therapy (MTC)	Yes	Yes	Demonstrated English, math and biology competency	March 1. Late applicants will be considered on a space available basis
Practical Nursing (PN)	Yes	Yes	Demonstrated English, math, and reading competency	May 1 for the Devens campus program that begins in September. August 1 for the Orange campus program that begins in January.
Physical Therapist Assistant (PTA)	Yes	Yes	Demonstrated English, math and science competency	Next class to be accepted for September 2006 with a deadline of March 1, 2006. Late applicants will be considered on a space available basis

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

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

Students wishing to pursue the Complementary Health Care Degree should first complete either the CHC or MTC program. Application to the CHD program can be made upon anticipation of completing one of the certificate tracks. Students will then complete the other track. 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 and MTC

March 1 (fall entrance only). Applications will be reviewed and candidates will be notified of the admissions decision by mail approximately 30 days after the deadline. Candidate files completed after deadlines will be reviewed on a monthly basis if seats remain available.

Requirements for Consideration for CHD and MTC

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

English Proficiency:

Score 7 or greater on the Writeplacer Essay, or have completed ENG100; and, score 69 or greater on the Reading comprehension CPT test or have completed RDG100; or have completed ENG101.

Math Competency:

Applicants must score 54 or greater on the Algebra CPT test (MAT121 placement) or have completed a math course equal to MAT120 or higher with a C+ or greater.

Biology Requirement:

Students must have completed 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. 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 officially for equivalency.
4. The CHD/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, (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.

CORI/SORI Policy for CHC, CHD, and MTC

(see the CHD/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

Requirements for Consideration to DHY

Math Proficiency:

A math course equal to MAT 121/124 or higher with a C+ or greater. Students may demonstrate competency by: completing MAT 121/124 Accelerated Introductory 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:

Score 7 or greater on the Writeplacer Essay, or have completed ENG100; and, score 69 or greater on the Reading comprehension CPT test or have completed RDG100; or have completed ENG101.

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 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 our website).
2. Verification of completion of high school or equivalency (see page 17 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 of 550 on the paper/pencil version or 213 on the computer based test is required.
7. Letters of recommendation are not required or accepted.

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 start up date 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. 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, Health Provider) is required. CPR certification will be offered prior to the start of classes for a \$30 fee. This is good for two years and at the proper level of certification. It is strongly suggested all students take these courses. 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 clinical will be provided off campus at sites within the region; all students will be expected to complete clinical rotations on and off site.

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 their 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**.

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. Late applications will be reviewed June 1 if space is still available in the class. Applications will be reviewed and candidates will be notified of the admissions decision by mail approximately thirty days after the deadline.

Application Deadline for Advanced Standing Applicants

(Transfer and Readmit)

March 1 (September entrance) and November 1 (January entrance).

Requirements for Consideration to NU or NUE

English Proficiency:

Score 7 or greater on the Writeplacer Essay, or have completed ENG100; and, score 69 or greater on the Reading comprehension CPT test or have completed RDG100; or have completed ENG101.

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 MAT 121/124 Accelerated Introductory 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 Associate 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. Those accepted students who have not completed PSY110, BIO204 and BIO205, will be required to complete these courses concurrently with NUR113/114. Courses in progress at time of the application deadline may be considered as meeting these requirements on a case-by case basis. Further details are outlined in the program application which is available on our website or through the admissions office.

Application Deadline for the LPN Bridge Program

March 1 (May entrance).

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 Orange campus program that begins in January. Applications will be reviewed and candidates will be notified of the admissions decision by mail approximately thirty days after the deadline.

Requirements for Consideration to PN

English Proficiency:

Score 7 or greater on the Writeplacer Essay, or have completed ENG100; and, score 69 or greater on the Reading comprehension CPT test or have completed RDG100; or have completed ENG101.

Math Competency:

Score 54 or greater on the Algebra CPT test (MAT121 placement) or have completed a math course equal to MAT120 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 prior to enrolling in NUR103 (BIO 203 AND BIO 204 with a C+ or better may be substituted for BIO 115).

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: (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 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.

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 <http://www.mass.gov/dpl/boards/rn/forms/gmcreg.pdf>.

Physical Therapist Assistant Degree (PTA) (day only)

Application Deadline for PTA

Next class to be accepted for September 2006

March 1, 2006 (fall entrance only). Applications will be reviewed and candidates will be notified approximately thirty days after the deadline for application. Completed applications received after deadlines will be reviewed on a monthly basis if seats remain available.

Requirements for Consideration to PTA

English Proficiency:

Score 7 or greater on the Writeplacer Essay, or have completed ENG100; and, score 69 or greater on the Reading comprehension CPT test or have completed RDG100; or have completed ENG101.

Math Competency:

Score 54 on the Algebra CPT test (MAT121 placement) or have completed a math course equal to MAT120 or higher with a C+ or greater.

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, 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.

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.

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 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.

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.

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/pencil 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 2005-2006 (US Dollars)

Tuition and fees for one academic year (approximately 34 credits)	\$ 12,240
Room and board for 12 months	\$ 6,425
Universal Health Insurance (mandatory)	\$ 572
Books and supplies	\$ 1,500
Miscellaneous	\$ 2,000
Total:	\$22,710

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. Immigration and Naturalization 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.htm

Minimum Age Requirement

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.

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. The following criteria shall be a primary indication of residency:

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

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 50 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.

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.

Readmission

Students who have previously attended the college and would like to be considered for readmission should contact the admissions office to reactivate their registration status.

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 December 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 GPA (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: (978) 630-9110.
- Assessment Test Score Requirements:
English Proficiency: Score of 7 or greater on the Writeplacer Essay
Reading Proficiency: Score of 69 on the CPT Reading Comprehension assessment.
Math Proficiency: Score of 66 on the CPT Arithmetic assessment.

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 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.

Assessment & College Placement Test (CPT)

Following acceptance to the college, each student (matriculated and non-matriculated) will visit the Student Success Center 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 is distributed upon acceptance to the college. Students whose skills in these areas are not college level are placed in either developmental and/or English as a Second Language courses, as

appropriate. Assessment testing may be waived for transfer students who have completed previous college 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. The scores are valid for a period of three years. Students with a documented disability who need an accommodation should contact the counselor for students with disabilities: (978) 630-9120.

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.

Institutional Credit

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

Enrollment Services

New students who have completed their assessment test, or for whom testing has been waived, may register for classes in the enrollment services office. Students will meet with an academic advisor to select courses and plan their schedule.

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 services office.

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 a degree program unless an insurance waiver is provided.

All enrolled students and their immediate families are permitted to subscribe to the college insurance program whether they are enrolled in a degree program or not. This means that students who are enrolled for less than nine credits per semester may also apply if they so choose. Details of this coverage may be obtained from the bursar's 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, sec. 15C Chapter 76 Section 15B of the General Laws of Massachusetts was enacted in June 1985 requiring the immunizations of certain college students against measles, mumps, rubella, hepatitis B, diphtheria, and tetanus.

In order to be registered at an institution of higher learning, every 1) full-time undergraduate student 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.

Required Immunizations:

- Measles immunization #1
- Measles immunization #2 or proof of immunity
- Rubella immunization or proof of immunity
- Mumps immunization or proof of immunity
- Diphtheria-Tetanus booster (within 10 years)
- Hepatitis B vaccine (3 doses) or proof of immunity

It is recommended that all students in the country on a student visa including all international students attending or visiting classes as part of a formal academic visitation exchange program must present results of an Intradermal

Tuberculin Test (TB) dated within three months prior to the beginning of class.

Exemptions will be granted to those students who present a certificate from a physician who believes that the health of the student would be endangered by such an immunization and to students who state in writing that such an immunization would conflict with their religious belief. If there is any doubt of immunization, the person is to be considered non-immunized. Information concerning immunization may be obtained from the health and wellness center.

Physical and Medical History

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

Allied Health Students' Immunization Requirements

Complementary Health Care Degree and Certificate, Dental Hygiene, Nursing, Massage Therapy, Medical Assisting, Physical Therapist Assistant, Phlebotomy and Practical Nursing students must be vaccinated against Hepatitis B prior to participating in clinical activities during the academic year. Information on this, and other vaccinations, can be acquired from the college's health services office or from the department chair of each program. Also, all allied health students must present results of a yearly Intradermal Tuberculin Test (TB). Results must be complete (especially Intradermal Tuberculin Test) before the first clinical placement.

FINANCIAL INFORMATION

Tuition, Fees, and Refund Policies

as of March 2005

(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
<u>College fees per credit hour</u>	<u>\$106.00</u>
Total per credit hour	\$131.00

New England Regional Student Program *(see page 18)*

Tuition per credit hour	\$ 37.50
<u>College fees per credit hour</u>	<u>\$106.00</u>
Total per credit hour	\$143.50

Non-resident & International Students

Tuition per credit hour	\$230.00
<u>College fees per credit hour</u>	<u>\$106.00</u>
Total per credit hour	\$336.00

Division of Lifelong Learning & Workforce Development Courses (day or evening)

Tuition per credit hour	\$ 25.00
<u>College fees per credit hour</u>	<u>\$106.00</u>
Total per credit hour	\$131.00

***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 pages 17-18).

Additional Expenses—All Students

Registration fee	\$ 20.00 per semester
Masspirg (optional)	\$ 7.00 per semester
Technology access fee	\$ 35.00 per semester
Health insurance*	\$572.00 (September-August) \$388.00 (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
Audit fee	\$ 55.00 for a state-supported day class. The Division of Lifelong Learning & Workforce Development course audit fee equals the cost of a credit course.

* State law mandates that students (with nine credits or more) 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 completing a waiver card and returning it to the bursar's office prior to the first day of classes. Free care is not considered adequate medical coverage.

**LEM (laboratory, equipment and materials) fee applies to all courses with prefixes: ACC 227, ASL, ART, AUT, BCT, BIO (except 103, 209), BSS, CAD, CGD, CET, CHE, CIS, CJU 234, DHY, DSI 201, 202, EAS, EET, EKG, EVS, MAS (except 101, 102), MET, MTC, NRT 120, 130, NUR, PHY, PLB, PTA, SPA, WPT and all courses with section codes WEB, NET, MCO, W2B and TLC.

Tuition and Fees: Selective Health Science Courses

A differential tuition and fees apply to evening Nursing (\$220/credit), Practical Nursing (\$220/credit), LPN Bridge to Nursing (\$220/credit), and Dental Hygiene (\$480/credit) courses. For details, call the bursar's office, (978) 630-9149.

Payment: Credit Cards

Students may use MasterCard, VISA or Discover to pay their tuition and fees. If you wish to use this service and pay by mail, please enclose, in writing with your invoice, the following information: **Name, account number, and date of expiration.** You may also make payment online by accessing WebConnect from the college website's homepage: www.mwcc.edu.

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 registration fee)
 - 2. Through the first week of classes 100% (excluding registration fee)
 - 3. During the second week of classes 50% (excluding registration fee)
 - 4. During the third week of classes 25% (excluding registration fee)
 - 5. After the third week of classes 0%
- D. If a class is canceled by the college, all tuition and fees will be refunded.
- D. Prior to the start of each semester, the bursar's 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.

Tuition Waivers

A. Under Chapter 675, Acts of 1981, students 60 years and older and Massachusetts residents for at least one year are eligible for waiver of tuition on a space available basis.

B. Chapter 511, Acts of 1979 amended the Massachusetts National Guard Educational Assistance Program so that eligible members of the Massachusetts National Guard (Army or Air) are eligible for 100% tuition and application fee waiver. All other fees apply. Waivers do not apply to day or evening courses offered by the Division of Lifelong Learning & Workforce Development.

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 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. National Guard waivers apply only to day school, state-funded courses. Veteran tuition (\$25/credit hour) waivers do not apply to day or evening courses offered by the Division of Lifelong Learning & Workforce Development.

Important: The Vietnam Veteran waiver will apply to day and evening tuition for all Vietnam Veterans. All appropriate fees must be paid.

Policy on Unpaid Debt

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.

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 four weeks) for all paperwork to be finalized. When the process is complete, a financial aid award letter is sent that outlines the type and amount of assistance each student is eligible for.

After completing the FAFSA, students and the college will receive a Student Aid Report (SAR) from the federal processing center. The normal processing time is three to five weeks.

Following the receipt of the SAR, students will be required to complete the college “verification” procedures to ensure the validity of the information presented on the original application. Copies of the federal tax returns, verification of untaxed income, and the completion of the MWCC financial aid application may be required. If additional documentation is necessary a special request will be made in a timely fashion.

Following the completion of the “verification” procedures, students will be given an award letter that may be presented to the bursar’s office to defer the tuition and fee bill. Any balance due after the tuition and fees have been paid will be distributed to students by the mid-point of the semester. By regulation and policy, student loan checks cannot be processed until 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 fee bill, including coverage of book expenses. Other students may receive partial grant funding and choose to borrow a student loan to cover remaining tuition, fee 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.

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 bursar's office has an interest-free payment plan available that allows the entire or partial tuition and fee bill to be divided into four monthly payments.

Special Conditions

To receive "special" consideration or a "recalculation" to reflect a changing income pattern, 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

Yes, the financial aid process can be stressful. The applications are quite 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.

Sources of Assistance: Grants, Loans, and Employment

Federal Pell Grant

Awards range from \$200 to \$4,050 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.

MASSGrant

Students must meet Massachusetts residency requirements and be enrolled full-time. The awards range from \$300 to \$800 per year. Eligible students will receive notification from the Massachusetts Office of Student Financial Assistance. Application deadline is May 1 prior to academic year.

Tuition Waiver

Awards cannot exceed state-supported tuition charges (campus code GAR-D courses). Recipients must be Massachusetts residents for one year, enroll in state-supported courses, maintain half-time enrollment status, and demonstrate need.

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.

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.

Federal Supplemental Educational Opportunity Grant (SEOG)

Pell grant recipients have preference. The awards range from \$100 to \$1,000 per year.

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 \$3,500 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 Parent Plus Loan (dependent students)

Parent may borrow up to the maximum cost of education for dependent students.

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. Off-campus employment must be with a public or private non-profit agency and arranged with the financial aid office.

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 to borrow 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 vice president of student services for more information about this program.

Scholarships

The following scholarships are available to MWCC students. All require individual applications. The amount of the awards, the criteria, and the application deadlines vary. The scholarships listed in **Section I** are administered by the student services office; those in **Section II** are administered by MWCC Foundation, Inc. For more information about these awards and to obtain applications, contact the appropriate office.

SECTION I

David H. Butler Memorial Scholarship

Requirements: a) must be a continuing student at MWCC; b) minimum QPA of 2.7; c) demonstrated service to students within the college community; d) demonstrated service to the community in which the student resides; e) demonstrated financial need.

Craig Hamel Scholarship

Requirements: a) must be a graduate or post graduate from the MWCC Nursing program who has definite plans to further his or her education, or an MWCC student from another academic program who is transferring to a baccalaureate nursing program; b) displays a positive, healthy, and compassionate attitude; c) combines science and holism in order to facilitate healing in patients and families as well as themselves; d) must be nominated by an MWCC faculty member.

Robert H. Gilman Memorial Scholarship

Requirements: a) must be either a continuing or transferring MWCC student; b) demonstrated commitment to education; c) demonstrated commitment to family; d) demonstrated volunteerism; e) financial need.

Carl Tammi Award

Requirements: a) must be an extraordinary CIS programming major who has shown determination, initiative, and ability; b) minimum QPA of 3.0; minimum of 45 credits earned at time of application.

Alpha Beta Gamma (ABG) Scholarship

Requirements: (a) must be an active member of ABG; (b) academic achievement of 3.0 overall QPA; (c) enrolled in a business degree curriculum (CIS, CIM, BA, BAC, MAS, PLD) with a minimum of 30 credits earned in residence at MWCC.

UMASS Amherst Community College Academic Scholarships

Requirements: a) achieve a minimum cumulative grade point average of 3.5; b) at least forty-five of the total number of credits earned for the associate degree must be completed at a Massachusetts community college(s) c) nominees must complete the transfer admission application process to the university; complete graduation requirements at one of the Massachusetts community colleges prior to enrollment at University of Massachusetts at Amherst; be able to enter the university as a junior (minimum of 54 transferable credits); plan to enroll in the day division at the university; d) priority will be given to students who will complete coursework for a designated transfer program at the community college; e) priority will be given to participants of the Joint Admissions program.

University Scholars Program

Requirements: a) the scholar shall be the top academically ranked student of his/her graduating class and shall have earned a transfer designated associate degree at a Massachusetts community college. The scholar shall have achieved an overall grade point average of 3.75 or above from a Massachusetts community college at the time of selection and nomination to the university; b) the scholar shall be nominated by a community college president. Under no circumstances shall more than one student from any community college be eligible for nomination or awarded a scholarship; c) if a community college does not rank its students, the president shall select the top academic student by considering all college grades as of the time of designation and the level of academic challenge exhibited in each student's course selection; d) the student shall file an application to a University of Massachusetts campus, shall meet all admissions criteria established by the particular university campus to which he/she has applied, and shall be admitted to and enrolled at that campus; e) The scholar shall be a resident of Massachusetts.

Foster Furcolo Scholarship

The Foster Furcolo Scholarship Program was established in honor of former Massachusetts Governor Foster Furcolo (1950-1957), who played a major role

in the creation of the public community college system of the Commonwealth. Through the Foster Furcolo Scholarship Program, the University of Massachusetts at Boston provides, each year, the equivalent of a two-year tuition and fees scholarship to one entering transfer student from each of the public community colleges within the Commonwealth. Each recipient will be named by the president of his or her institution. Requirements: a) must have completed an associate degree; b) minimum QPA of 3.5 or better; c) the recipient must qualify as a Massachusetts resident; d) must exemplify the community college system's success in fulfilling the educational mission envisioned by Governor Furcolo; e) must apply and be admitted to the University of Massachusetts at Boston.

Vietnam Veterans Scholarship

The Vietnam Veterans Memorial Scholarship was established through the generosity of the Vietnam Memorial Committee to recognize the important role played by MWCC in insuring that the sacrifices and service of veterans who served in the Vietnam conflict will not be forgotten.

This scholarship will be awarded to a new or returning full-time (12+ credits) student who is an honorably discharged veteran of the United States Armed Forces (including the USCG), or is currently a Reservist or National Guardsman, who has served on active duty under "honorable conditions." Preference will be given to veterans with service in combat area.

SECTION II

Kathi J. Pullen Scholarship

Requirements: a) female student; b) 30 years of age or older; c) minimum QPA 3.3; d) at least nine credits completed at MWCC; e) nominated by an MWCC faculty member.

MWCC General Endowment Scholarships *(several scholarships)*

Requirements: a) academic achievement—strong preference for students with a 3.3 QPA; b) preference for students with a minimum of 30 credits earned in residence at MWCC; c) financial need will be considered but is not an absolute requirement.

Arthur F. Haley Scholarship *(several scholarships)*

Requirements: a) academic achievement with a strong preference for students with a 3.3 QPA; b) preference for students with a minimum of 30 credits earned in residence at MWCC—transfer credits from other colleges will be considered; c) financial need will be considered but is not an absolute requirement; d) community service involvement must be demonstrated with a minimum of eight hours per month during the past year, or a cumulative total

of 75-100 hours of significant community service in the last year. Community service both in the community and/or the college will be considered.

Alumni Association Scholarship *(two scholarships)*

Graduating and transferring students: a) must have completed a degree or certificate program at MWCC with a minimum 3.0 QPA and be transferring to a baccalaureate institution for the upcoming fall semester; b) financial need. Continuing MWCC students: a) must be a continuing MWCC student, having completed at least one semester of study with a minimum 3.0 QPA; b) financial need.

Stone Fund Scholarships at MWCC *(several scholarships)*

The endowment for this fund was given by the Albert H. and Reuben S. Stone Fund to assist residents of Gardner in their education. Requirements: a) residents of the City of Gardner attending MWCC; b) based on academic achievement, 3.3 QPA or higher; c) financial need.

Twyla J. Haley Memorial Nursing Scholarship *(one scholarship)*

Requirements: a) second year MWCC nursing student with a minimum 3.0 QPA; b) other considerations may include program completion within the year; community service involvement; employment status; and unmet financial need.

Rebecca Ann DesJardins Memorial Scholarship *(one scholarship)*

Requirements: a) resident of the town of Westminster or Ashburnham attending MWCC; b) academic achievement, 3.0 QPA or higher; c) financial need.

Barnes and Noble Scholarship *(several scholarships)*

Requirements: a) graduating and transferring students with 3.3 QPA overall; b) preference for students with a minimum of 30 credits earned in residence at MWCC; c) graduating from the Joint Admissions program and enrolling at a state college or UMASS campus.

Thomas and Alice Kymalainen Scholarship

Requirements: a) academic achievement – strong preference for students with a 2.5 QPA overall; (b) preference for students with a minimum of 30 credits earned in residence at MWCC. Transfer credits from other colleges will be considered; c) financial need is not an absolute for this award, though it may be considered. Financial need will be determined through the financial aid office. However, extenuating circumstances will also be considered; d) service to the college and/or community will be considered; e) must be a returning student to MWCC in the fall 2005; f) this award wishes to recognize an average student with ambitions of achieving his or her goals.

Carrie Progen Scholarship

Requirements: a) must be a student in the MWCC art program. Newly admitted students, continuing students or transferring graduates may apply; b) one recommendation from an art faculty member (high school or college) with knowledge of the student's artistic abilities; c) preference for a resident of the Greater Gardner area (Ashburnham, Baldwinville, Gardner, Hubbardston, Templeton, Westminster, Winchendon).

Carlton E. Nichols Scholarships

Requirements: a) must be a resident of the City of Gardner attending MWCC; b) academic achievement, 3.3 QPA or higher; c) financial need. Awards will be for direct educational expenses such as tuition, fees, and books.

Jonathan C. Craven Scholarship

Requirements: In addition to submitting a letter with the scholarship application describing why he/she epitomizes the traits of Mr. Craven and how he/she seeks to use his/her education to assist humanity, the student must: a) submit a written explanation of financial need; b) have a 3.0 QPA or better; c)

be a resident of Massachusetts; d) have 30 credits earned at MWCC; and e) return to MWCC to complete an associate degree **or** graduate from MWCC and transfer to a baccalaureate institution.

Robert Weibel Art Award

Requirements: a) must be a student in the MWCC art program; b) only graduating students are eligible; c) scholarship will be awarded to a student who has demonstrated outstanding progress and commitment to art while at MWCC.

The Barbara Chaplan Memorial Scholarship

Requirements: a) must be a nontraditional female student majoring in English or Education (Liberal Arts or related curriculum) who plans to transfer; is transferring; or has recently transferred to a baccalaureate institution; b) must successfully complete 30 credit hours at MWCC and maintain a minimum 3.0 QPA.

ACADEMIC AND GRADING POLICIES

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, including the library's website. 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.

MWCC's 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.

Example: borrowing from published works, whether material is taken verbatim or with minor alterations, without proper acknowledgement; failure to properly identify direct quotations by quotation marks, appropriate indentation and formal citation; failure to acknowledge and cite paraphrasing or summarizing material from another source.

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.

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 associated with or implied 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 in four areas by using a multiplicity of measurements. These areas are basic skills assessment, general education competency assessment, program competency assessment, and students' personal and social growth assessment.

To fully support the above mentioned core curriculum and 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.

Students completing degree programs will take an exit assessment measuring general education competencies prior to graduation. The purpose of the assessment is to measure students' success in attaining the above-mentioned competencies.

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

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)
WF	Withdrawn Failing (with grade point penalty)
WP	Withdrawn Passing (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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

Withdrawal from Courses

The instructor has the prerogative to initiate a withdrawal for a student from a course and give a grade of W, WP, or WF, as soon as the instructor has determined the student is not meeting the requirements of the course at a satisfactory level as outlined in the course syllabus.

Students may withdraw from courses at any time during the semester. If a student initiates a withdrawal, there will be no grade point penalty up to the last day of the ninth week of classes in each semester and the student will receive a grade of W. After that date, at the discretion of the instructor, unofficial and official course withdrawals may be recorded as failing grades, WP, WF, or W. A student wishing to withdraw from a class may do so by obtaining a drop form from the enrollment services office. The student will complete the form, listing the course(s) from which he/she wishes to

withdraw. After the ninth week, a WF, W or a WP may be awarded at the discretion of the faculty member, who will also give the last date of attendance. A WF grade will apply to the computation of the cumulative QPA. Any withdrawal grade may affect progress toward degree and future eligibility for financial aid.

Withdrawal from College

Students who wish to withdraw from the college should do so in person or in writing. Students must obtain a withdrawal form from the student services office. Students who officially withdraw after the ninth week will receive grades consistent with the level of achievement to that point (W, WF, WP) as determined by the faculty member. Students who do not officially withdraw from the college (fail to complete the withdrawal form) are subject to grades of WF or 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.

Students with Disabilities

Section 504 of the Rehabilitation Act of 1973 states that: "No otherwise qualified handicapped individual in the United States...shall, solely by reason of...handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

A "qualified handicapped person" is defined as one who meets the requisite academic and technical standards required for admission or participation in the post-secondary institution's programs and activities.

Selected courses may be substituted at the discretion of the appropriate division dean, and in consultation with the counselor for students with disabilities. Students must supply appropriate documentation that a disability exists before substitutions in certificate or degree programs will be considered.

Course Load

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

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.

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).

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.

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.

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.

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.

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 (special, personal) 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 complete their academic program prior to attempting 96 credits for associate degree candidates, and requires the student to earn 75 percent of all attempted credits (including those with a grade of W, WF, and WP) and earn a 2.0 cumulative quality point average. The complete financial aid satisfactory academic progress statement can be obtained from the financial aid office.

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.

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 and 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 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.

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 or will meet the degree requirements for graduation, must complete a petition to graduate form no later than November 1 for December graduation, and March 1 for May and August graduation.. Petitions are available from academic advisors, the enrollment services office, 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 \$20.00.
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.

4. Students who completed degree requirements in December and those anticipating completion in August are invited to participate in the May graduation ceremony.

The degree or certificate will be awarded 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, or else the graduation term will be the next graduation term.

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.

Commencement Awards

President's Keys

Awarded to one full-time and one part-time graduate who have 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 her staff, has made the most outstanding contribution to the life and spirit of the college through active participation in student activities, and who has made significant contributions to the college community.

Graduation Honors

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

LIBRARY

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 contains over 50,000 volumes, and subscribes to 156 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. A DVD player, VCRs, audiocassette players, CD burner, scanner, an electronic typewriter, two photocopiers, and two reader/printers for reproducing articles from microfilm and microfiche are available for use. *Alt-Health Watch*, *LexisNexis*, *Academic Search Premier*, and the *Boston Globe* are only a few of the more than 60 online databases available both on-campus and via remote access. The MWCC 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 MWCC Library as well as over 100 area libraries. MWCC is also a member of the Central Massachusetts Regional Library System (CMRLS), which provides daily deliveries of interlibrary loan items to member libraries—patrons requesting items from other libraries may have them delivered to the most convenient member library.

MWCC 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 can be issued an ARC borrowing card, which grants the user the privilege of going directly to the library and checking out materials. Visit the circulation desk if you would like an ARC card

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 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 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 students registered and referred by the students with disabilities office, room 135.

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 6:00 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: (978) 630-9125, or visit the library webpage: <http://library.mwcc.edu>. A valid MWCC ID or MWCC 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. Special services, such as reference assistance and interlibrary loan, are also available. For more information about library policies, please see the MWCC Library Student Guide, or visit the library website: <http://library.mwcc.edu>.

Overdue Materials Policy

Approximately two weeks after an item is overdue, an overdue postcard will be mailed. A final letter, which is a bill to replace the book if not returned, 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. No more items may be checked out to patrons with overdue 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, 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.

Challenged Materials Selection Policy

The resources acquired for the MWCC 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 MWCC Library. A challenge to a resource in the MWCC 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 MWCC 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.

MWCC Library Patron Confidentiality Policy

MWCC 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." MWCC 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." MWCC 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 does not retain a copy of the search. Any records of the search will not exist.

Circulation Records: Library material is circulated via the Millenium 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. A recent upgrade of the Millenium software (implemented in October, 2004) 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. The daily log-in sheet is destroyed. 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 MWCC 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 e-mail 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 the 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, e-mail or chat are records that could be subpoenaed. MWCC 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/oiof/ifissues/usapatriotactlibrary.htm/

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. Professional, paraprofessional and peer tutors may obtain certification through nationally-recognized tutoring programs while participating in ongoing professional development. 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 will match students with qualified tutors in most academic subjects for one-to-one tutoring or small weekly study groups.
- Accommodations are provided for students who may require a lower distraction room, equipment loans, books on tape or text enlargements, and a scribe service for students with documented disabilities.
- 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. Online tutoring (OWL) is available for help with essay writing.
- 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.

TRANSFER INFORMATION

Transfer Advising

Transfer advising is offered for students who want to continue their education beyond MWCC. The transfer office works with many four-year institutions developing articulation agreements that ease the transition for transferring students. Currently, MWCC participates in Joint Admissions programs with the Massachusetts public colleges and universities. Additionally, the college has many agreements with Massachusetts private colleges established to ensure a smooth transfer process. Annually, students transfer to more than sixty different colleges and universities across the United States. Visit the transfer services web pages: <http://transfer.mwcc.edu>.

Joint Admissions and the Tuition Advantage Program

The Joint Admissions Program offers MWCC students in qualified programs the opportunity for guaranteed admission to a number of baccalaureate institutions in the Massachusetts public higher education system. Currently 23 MWCC degree programs are included in the Joint Admissions Program that ensure transfer to state colleges such as Bridgewater, Fitchburg, Framingham, Massachusetts College of Liberal Arts, Salem, Westfield, and Worcester; and the University of Massachusetts campuses at Amherst, Lowell, Boston, and Dartmouth. To be eligible for the Joint Admissions Program, students must be in an approved curriculum and must graduate from MWCC with a minimum 2.5 QPA, and sign up for Joint Admissions before they graduate.

The Tuition Advantage Program (TAP) entitles Joint Admissions students who graduate with a QPA of 3.0 or higher to a waiver of one-third of the in-state tuition rate at the Massachusetts state college or University of Massachusetts campus for the first year of attendance. If the student maintains a 3.0 QPA for the first year at the transfer institution, he or she will receive a one-third tuition waiver for their second year of attendance. Students must transfer to the receiving public college within one year of graduation from MWCC. Currently, students transferring into continuing education programs are ineligible for the Tuition Advantage Program.

The Commonwealth Transfer Compact

Students who plan to transfer to a Massachusetts state college or university may be eligible to transfer under the State's Commonwealth Transfer Compact. This agreement, revised in January 1990 and approved by the Board of Regents (Board of Higher Education), guarantees that qualified students

who meet the conditions outlined below will be guaranteed acceptance of a minimum of 60 college-level credits earned in the associate degree.

Section I: Requirement for Transfer Compact Status

A student shall be eligible for transfer compact status if he or she has met the following requirements:

1. Completed an associate degree with a minimum of 60 credit hours exclusive of developmental coursework.
2. Achieved a cumulative QPA of not less than 2.0 (in a 4.0 system) at the community college awarding the degree.
3. Completed the following minimum general education core, exclusive of developmental 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	8 credit hours
Mathematics (MAT130 or higher)	3 credit hours

The sending institution is responsible for identifying the transcript of each student who is a candidate for transfer under this compact.

Section II: Credits to be Transferred

The 35 credits in general education specified in Section I will be applied toward the fulfillment of the receiving institution's general education requirements.

A minimum of 25 additional credits will be accepted as transfer credits by the receiving institution. These credits may be transferred as free electives toward the receiving institution's additional general education requirements, toward the student's major, or any combination, as the receiving institution deems appropriate.

Only college-level course credits consistent with the standards set forth in the recommendations of the undergraduate experience published by the board of higher education are included under this compact. Credits awarded by the sending institution through CLEP, challenge examinations, and alternate methods of earning credit may be included when the community college certifies that a student qualifies under this compact.

Section III: Credits Beyond the Associate Degree

To complete the baccalaureate degree, a student who transfers under this compact may be required to take no more than 68 additional credits unless:

1. The student changes his or her program upon entering the receiving institution; *or*
2. The combination of additional general education requirements, if any, and the requirements of the student's major at the receiving institution total more than 68 credits.

Under these circumstances, transfer students will be subject to the same requirements as native students (the term "native student" refers to students who began their undergraduate education at the baccalaureate institution).

For more information, students should contact the transfer officer at MWCC. Students who transfer but do not meet the conditions of the compact will be evaluated course-by-course at the four-year college or university.

All passing grades are transferable under the Commonwealth Transfer Compact agreement. For more information, contact the MWCC transfer services office. MWCC has designed several programs to meet the Commonwealth Transfer Compact status:

- Business Administration—Transfer (BA)
- Early Childhood Education—Transfer Concentration (ECT)
- Liberal Arts (LA)
- Liberal Studies (LAS)
 - Elementary Education Concentration (LAEL)
- Fitness Leadership & Exercise Science (LAX)
- Theatre Arts Option (LAT)

Massachusetts Board of Higher Education Early Childhood Education Compact and Elementary Education Compact

The Early Childhood Education Compact builds upon both the Commonwealth Transfer Compact adopted by the Board of Regents in 1990 and the Joint Admissions Agreement adopted by the Board of Higher Education in 2000. It represents another step in continuing efforts to facilitate the transfer of credit within the public higher education system. The adoption in October of 2001 of new licensure regulations by the Department of Education intensified the need to identify a program of courses that would transfer from community colleges into teacher preparation programs at public four-year institutions. The looming teacher shortage and the widespread demand for more teachers from minority groups have heightened the need for a smooth transition into teacher education from community colleges, which have significant minority enrollments. In addition, as research continues to emphasize the connection between each child's early experiences and later success in school, there is a growing need for experienced, well-trained teachers to teach and care for our youngest children in early childhood settings.

Baccalaureate Degree Completion Program Collaborations

MWCC has collaborated with Charter Oak State College, Franklin University, Lesley University, Drexel University, and the University of Phoenix to offer unique bachelor degree programs to MWCC graduates. For more information about these programs students should contact the transfer services office.

TRANSFER AND ALTERNATE METHODS OF EARNING COLLEGE CREDIT

Students must earn a minimum of thirty credits for an associate 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.

Transfer of Credit to MWCC

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.

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 on campus in the Student Success Center. The examinations are offered weekly 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 with essay for which the student receives the 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 the Student Success Center.

Financial aid and other forms of tuition waivers are not available.

For further information, and for a complete listing of all CLEPs available at MWCC, contact the assessment and career services center: (978) 630-9244.

Defense Activity for Non-traditional Education Support—(DANTES)

MWCC has been designated to participate in the Department of Defense’s DANTES distance learning program. As a DANTES member college, MWCC offers degrees in Business Administration, Criminal Justice, General Studies, and Human Services. Eligible military personnel include all active-duty members, members of a Reserve component, or the National Guard. Military service members worldwide are able to access these 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 in the Student Success Center, provides 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 in the Student Success Center. 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.

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. Consult the admissions office for information, (978) 630-9110.

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.

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 are 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.

Armed Services

Active duty military personnel are eligible to receive up to forty-five transfer credits toward some associate degrees. No military credit may apply to the criminal justice program. An official copy of form DD214, "AARTS" or DD295 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.

Tech Prep/Articulation Agreements

Articulation agreements between the college and area secondary schools provide coordination of technical and occupational 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 programs, as listed on the following page:

Tech Prep/Articulation Agreements

Athol High School

- Early Childhood Education

Auburn High School

- Broadcasting and Telecommunications

Burncoat High School

- Natural Resources Technology

Chelmsford High School

- Manufacturing Technology

Clinton High School

- Business Administration Career
- Computer Information Systems

Dartmouth High School

- Broadcasting and Telecommunications

Fitchburg High School

- Business Administration Career
- Early Childhood Education
- Computer Graphic Design

Gardner High School

- Business Administration Career
- Computer Graphic Design
- Computer Information Systems
- Early Childhood Education

Leominster High School

- Automotive Technology
- Broadcasting and Telecommunications
- Business Administration Career
- Computer and Electronic Technology
- Computer Information Systems
- Medical Assisting

Lunenburg High School

- Business Administration Career
- Broadcasting and Telecommunications
- Computer Information Systems

Madison Park Technical Vocational High School

- Broadcasting and Telecommunications

Maynard High School

- Broadcasting and Telecommunications

Montachusett Regional Vocational Technical High School

- Automotive Technology
- Computer and Electronic Technology
- Computer Graphic Design
- Early Childhood Education

Murdock High School

- Business Administration Career
- Broadcasting and Telecommunications
- Computer Graphic Design
- Computer Information Systems

Narragansett High School

- Business Administration Career
- Computer Information Systems

Nashoba High School

- Business Administration Career
- Computer Graphic Design
- Computer Information Systems

Nashoba Valley Technical High School

- Computer and Electronic Technology

North Middlesex High School

- Business Administration Career
- Computer Graphic Design
- Computer Information Systems
- Early Childhood Education

Oakmont Regional High School

- Business Administration Career
- Broadcasting and Telecommunications
- Computer Information Systems
- Early Childhood Education

Quabbin Regional High School

- Business Administration Career
- Early Childhood Education

Southeastern Regional High School

- Computer Graphic Design

Wachusett Regional High School

- Automotive Technology
- Business Administration Career
- Computer Graphic Design
- Early Childhood Education

Students from Tech Prep schools should consult the high school guidance office for information. Technical course work accepted by MWCC toward any associate degree or certificate may not transfer to a senior institution.

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.

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.

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 offerings available to MWCC students with the ease of registering for an MWCC course. The course offerings complement MWCC distance learning offerings to make it easier for you to complete your program of study. 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, and 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.

Independent Study

Independent study courses will be granted only under extraordinary circumstances. If there is another course required in a student's program and it is offered, or if there is a course that can be substituted, the student should take that course and should not request an independent study. Independent study

requests will not be granted simply because a course is canceled or not scheduled. Students enrolled in an associate degree program must have completed a minimum of 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 director of international studies.

Cooperative 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, 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.

Civic Engagement

MWCC students are working and learning with talented, dedicated faculty and unparalleled student services, but the college recognizes that education should reach outside of the classroom. MWCC is committed to building successful careers and stronger communities. As part of the Decade of Civic Engagement initiative, students have performed over 4,000 hours of service to their communities working with over 50 agencies. Students have worked with new mothers, distributed ID kits for kids with the Molly Bish Institute for Child Health and Safety, coordinated food and clothing drives, raised money for tsunami relief, and much more.

Make the most of your college career and get involved! The best overall resource is our website: <http://civicengagement.mwcc.edu>. Faculty organize individual civic engagement projects so ask in class. All of our fourteen student clubs and honors societies are all active. To learn more go to: <http://student.mwcc.edu/studentlife/default.html>

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

Division of Lifelong Learning & 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 at 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 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 the campus or at your business location. For information about customized services, call (978) 630-9309.

Adult Basic Education and GED Preparation and Testing Program

For information about General Education Development (GED), pre-GED instruction, and GED testing, visit the Adult Education Center in the Division of Lifelong Learning & Workforce Development or call (978) 630-9259 or (978) 630-9137.

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; support for non-traditional populations; 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.

Enrollment Services

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

Advising & Counseling Center

All counseling and advising services are housed in the college's Advising and Counseling Center. The staff are professionals with expertise in various counseling areas including transfer, career, job placement, and other personal counseling areas. 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 advisors: 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 by formally requesting a change at the records office. Evening students have advisors available to them through the enrollment services office. 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, 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 Developer to further assist students in the career decision making process.

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 room 128C 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. To register for Job Search or for more information, stop by the placement office in the Counseling & Advising Center.

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 experience. Students benefit by: clarifying career goals, learning positive work 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, stop by the Counseling & Advising Center.

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 matter 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.

Services for Students With Disabilities

All curricula at MWCC are open and accessible to all qualified individuals with disabilities. A disability, defined as a "handicap" under Federal law, is any significant disabling condition that interferes with any substantial life activity. Examples of such activities include the ability to care for oneself, the ability to walk, the ability to hear or see, or any other ability considered to be a major life activity. Examples of disabilities include, but are not limited to, spinal cord injuries, visual impairments, specific learning disabilities, head

injuries, hearing impairments, arthritis, cerebral palsy, multiple sclerosis, mental/emotional disabilities, seizure disorders, and communication disorders.

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 counselor for students with disabilities, (978) 630-9120.

Services for Students with Learning Disabilities

Students who wish to access services based on their learning disability must provide current appropriate documentation. They are assisted with understanding their individual learning profiles. Appropriate adjustments are then recommended. Services based on the recommendation are provided through the academic support center. To access these services, contact the counselor for students with disabilities.

Health Services

Health and wellness services are provided by the college nurse. The Health Services office is open Monday – 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.

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 cultural and recreational activities. 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 are designed to 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, as well as group workshops, printed information, and seminars on topics such as portfolio development, all aspects of industries, job requirements, non-traditional occupations, gender equity jobs, résumé writing, interviewing skills, and job readiness.

College Success Services

College success services are targeted to non-traditional populations and students who are experiencing personal difficulties that affect their academic success. Students are able to participate in workshops, obtain printed materials on special needs, and receive personal, academic and career counseling services. Students are provided valuable information regarding welfare reform, financial aid, health services, academic support services, childcare, and transportation.

Web Services

The college offers students easy access to many of their student records through online services through 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 and add and 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 Electronic Mail (email)

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

STUDENT LIFE

Student Life creates an environment that provides for the personal integration of educational, recreational, civic, and social experiences of 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 director of student life 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.

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
- American Sign Language Club
- Art Club

- Campus Crusade for Christ
- CARS (Committee for Activities and Recreation for Students)
- Club M' Ed for Parents
- Computer Information Systems (CIS) Club
- Graphic Design Club
- Green Society
- Human Service Club
- International Club
- i Publications
- MASSPIRG
- MARC Club (Mature Adults Returning to College)
- Nursing Clubs
- Phi Theta Kappa
- Spectrum (Lesbian, Gay, Bisexual, Straight Alliance)
- Student Government Association (SGA)

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 you of other available rooms.

MWCC Student Center

The MWCC office of student life will open the new Student Center in the fall 2005 semester. The casual atmosphere of the 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 you to drop in and enjoy the amenities and welcoming environment that the new facility offers.

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 in MWCC's Student Success Manual. 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 cordially 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 Government Association Booth

Students who wish to discuss issues or concerns are encouraged to contact a student government representative during their booth hour in the main cafeteria hallway. SGA Committee meetings are held frequently and students are encouraged to attend these general SGA meetings. Meetings are open to all students.

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. They must be set up in such a manner 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 of 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).

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 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 100 level courses are excluded from this evaluation.

Currently, students are selected for this recognition during the months of October and February. 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 will as a 3.0 overall average.

Student Publications

i Publications

iPublications is a student literary organization which annually publishes the *imagazine*. *imagazine* publishes 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 purpose of serving as a Student Trustee*

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 & 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 acquire a membership card by stopping by the Fitness & Wellness Center. All MWCC students who enroll and maintain 12 credits or more during the fall or spring semester or nine credits or more during the summer sessions (combined) receive free membership for that semester/session. Student rates are available for part-time students. Student membership fees will be set and announced for the 2005-06 academic year by Sept 1, 2005

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.

STUDENT RESOURCES

Bookstore (Barnes & Noble)

Books and supplies may be purchased from 8:30 a.m. to 4:00 p.m. Mon. through Thurs., or 8:30 a.m. to 3:00 p.m. on Fri. The bookstore is also open evenings during the first two weeks of each semester. Evening hours are posted outside of the store. Cash, checks, and MasterCard, Visa, American Express and Discover credit cards are accepted for purchases. Checks should be made payable to: MWCC Bookstore. Clothing, candy and snacks are also available.

Cafeteria

The cafeteria is open from 7:30 a.m. to 2:00 p.m. during the regular academic year. Please help the cafeteria staff by placing your refuse, trays and dishes in the designated areas. The cafeteria also encourages your participation in recycling cans and bottles on-campus by disposing of these items in the appropriate receptacles. 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 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.

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.

Interfaith Campus Ministry

Interfaith Campus Ministry reflects an ecumenical spirit in welcoming and serving the diverse religious traditions common to the college population by offering opportunities for members of the MWCC community to share faith

and fellowship, to expand knowledge and understanding, and to encourage personal enrichment and spiritual development. Interfaith Campus Ministry is a service provided to MWCC students, faculty and staff by the faith denominations that wish to participate. MWCC neither endorses nor promotes religion of any kind to any of its community members.

Policy on Unattended Children

Students and guests of the college, who bring children on campus, are responsible for them at all times. Unattended children are not permitted. If unattended children are located, security will be notified, and parents/guardians or caretakers will be expected to secure the child.

Transportation

The following transportation possibilities are available: MART Gardner Intra-City Busses; MART Fitchburg/Leominster Busses; 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.

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

Inclement Weather 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
CBS4 (formerly WBZ-TV Channel 4), WCVB Channel 5, WHDH TV Channel 7, WRKO Channel 7

Radio

WRKO 680 FM, WTAG 580 AM, WSRS 96.1 FM, WORC 1310AM, WGFP 940 FM, WEIM 1280 AM, WINQ 97.7 FM, WKNE 103.7 FM, WMJX 106.7 FM, WXLO 104.5 FM, WBZ News Radio 1030 AM, and WGAW 1310 AM.

- **Seven days a week via telephone:**

A recorded message is provided at (978) 632-6600, press 6 (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 cancellations at other times.

Bulletin Boards

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 stamped and dated by the vice president's office before appearing on bulletin boards. Unstamped advertisements 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 only. Windows, doors, walls and glass are not for advertising purposes. Advertising appearing in unassigned areas will be removed. 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.

Lost and Found

Lost and found is located in the security office in room 034 and is open from noon - 1:00 p.m. each day.

Parking

Parking rules are defined in detail in the MWCC Traffic Rules and Regulation 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 that are registered out of state. 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.

Student ID Cards

MWCC has instituted a photo identification system for all registered students at the college. There is a \$3 fee for the processing of all student ID cards. The student ID card is used to access materials from the college library, waive meal tax in the cafeteria, and access the Fitness and Wellness Center. Additionally, many students obtain student 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.

COLLEGE ACCESS AND PREPARATION PROGRAMS

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 service 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.

MCAS Pathways

MCAS Pathways is a Massachusetts Department of Education initiative offered to targeted graduating students who have yet to reach proficiency on the MCAS exam. Students receive MCAS remediation classes and tutoring at MWCC along with academic advising, career counseling and college admission assistance.

North Central Educational Opportunity Center (NCEOC)

The North Central EOC assists adults who wish to continue their education beyond high school/GED. This free 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.

Project GO (Greater Opportunities) and Project Excel

Project GO (Greater Opportunities), an Educational Talent Search TRIO program funded by the US Department of Education, serves students in grades 6-12. Project Excel, a Mass. Educational Opportunity Program funded by the Mass. Board of Higher Education, serves students in grades six through eight. Services offered include: academic counseling, tutoring, career exploration, financial aid and scholarship information, leadership, and enrichment activities. To participate, students must meet the eligibility criteria for these programs. For more information, call, (978) 630-9248.

GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs)

GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Program) is an MWCC program offered in partnership with the Fitchburg Public Schools, the Cleghorn Neighborhood Center, and Three Pyramids. Funded in part by the US Department of Education, GEAR UP offers college awareness activities, academic counseling, tutoring, mentoring, family support, and a variety of after school academic and social activities through collaboration with community and school-based programs. To be GEAR UP participants, students must be in the class of 2005 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. For information, call (978) 632-9248

ASSOCIATE DEGREE AND CERTIFICATE LIST

Associate Degrees

Art

- Professional Track (RTP)
- Traditional Program (RT)

Automotive Technology (ATD) - *day only*

Broadcasting & Telecommunications (BCT) - *day only*

Business Administration

- Career (BAC)
- Transfer (BA)

Complementary Health Care (CHD) – *selective**, - *day only; fall entrance*

Computer and Electronic Technology (CET)

Computer Graphic Design—Print (CGD) – *day only*

Computer Graphic Design—Web Design (CGW) – *day only*

Computer Information Systems (CIS)

- Desktop Support Option
- Networking Option
- Programming/Transfer Option

Criminal Justice

- Corrections Concentration (CJCD)
- Law Enforcement Concentration (CJL)

Dental Hygiene (DHY) – *selective**, *day only*

Early Childhood Education

- Career Concentration (ECC)
- Transfer Concentration (ECT)

Fire Science Technology (FS) - *evening only*

General Studies (GS)

- Business Concentration (GSB)
- Computer Technologies Conc. (GSC)
- Dental Hygiene Track (GSDH)
- English as a Second Language Track (GSE)
- Human and Social Services Conc. (GSHS)
- Nursing Track (GSN)
- Pharmacy Technology (GSPH)
- Physical Therapist Assistant Track (GSY)
- Practical Nurse Track (GSPN)
- Radiologic Technology Conc. (GSR)

Human Services (HS)

- American Sign Language/Deaf Studies Option
- Gerontology Option

Liberal Arts and Sciences

- Liberal Arts (LA)
- Liberal Studies (LAS)
 - Elementary Education Concentration (LAEL)
 - Fitness Leadership and Exercise Science Conc. (LAX)
 - History & Political Science Conc. (LAHP)
 - Theatre Arts Option (LAT)

Manufacturing Technology – *evening only*

- Plastics Technology Concentration (Nypro, Inc.) (PT) - *evening only*
- Wood Products Concentration (MNW) - *evening only*

Medical Assisting (MAS)

Natural Resources Technology (NRD) – *day only*

Nursing (NU) and (NUE) - *selective**

Paralegal Studies (PLD)

Physical Therapist Assistant (PTA)

Certificate Programs

Automotive Technology (ATC) - *day only*

Business Administration (BUC)

Business Skills Enhancement (BSE)

Complementary Health Care (CHC)

Computer-assisted Accounting (CAA)

Computer Graphic Design—Print (CGDC) - *day only*

Computer Graphic Design—Web Design (CGWC) - *day only*

Computer Service Technician (CST)

Early Childhood Education (ECE)

Electronic Communications and Digital Media (EDC) - *Leominster campus only*

Entrepreneurship (ENT)

Fitness Leadership & Exercise Science (EXS) – *day only*

Human Service Technician (HSC)

Law Enforcement Certificate (CJLC)

Massage Therapy (MTC) - *selective**, *day only, fall entrance*

Medical Office (MOC)

Microsoft® Office Specialist (MSC)

Networking Technology Certificate (NTC) – *Leominster campus only*

Paralegal (PLS)

Practical Nurse (PN) - *selective**; *day only, January entrance*

Small Business Management (SBC)

Other Options

Emergency Medical Technician Training

English as a Second Language courses

Honors Program

Phlebotomy Certificate of Completion (PLB) – *evening only*

(Call the admissions office: (978) 630-9110 for more information.)

**Admission to this program is selective. Prospective applicants must complete additional application components and must be evaluated for acceptance. Space is limited and the process is competitive. See pages 10-16 for individual program information.*

Please note: not all degree or certificate programs can be completed in the evening.

General Education Core Curriculum

The general education core curriculum at MWCC provides graduates with the skills, knowledge, and intellectual understanding that 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 is recommended for transfer

Technical Standards

Students are expected to meet the technical standards for enrollment in college programs. In some cases, assessment and developmental 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, CHE, EAS, NUT, PHY, NRT

Lab Science Electives

BIO, CHE, EAS, PHY

(4 credit courses)

Humanities Electives

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

Literature Electives

ENG 201, 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, MAT100, RDG099, RDG100, SSS101, CSS100

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

Art—Professional Track Degree (RTP)

This program's focus is studio art. Gain a solid background in drawing and design to prepare you for transfer to a four-year college or university to pursue fields such as: fine arts; graphic design; animation; architectural, industrial, landscape, or fashion design; or teaching. MWCC Art students are taught in a primarily one-on-one learning environment, with close attention to their 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			ENG00, 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: MAT100, 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.
	Science Elective	3/4			Electives: BIO, CHE, EAS, NUT, PHY, NRT
	Behavioral Social Science Elective	3			Electives: ANT, DSI, PSY, SOC
	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
	Math Elective	3			Electives: MAT120 or higher
	General Elective	3			Electives: Any course (see page 55 for exceptions)
	General Elective	3			Electives: Any course (see page 55 for exceptions)
Total: 62/63/64 credits					

See page 58 of the college catalog for program competencies and technical standards.

Helpful hints: Students should: work hard to create a sense of self-trust in their ability and judgment; realize that talent is not only what one is born with; resist the urge to package themselves up too soon (forget the signature identity); familiarize themselves with the art world—what exists in contemporary art museums as well as commercial art galleries.

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

Transfer options: The MWCC Art program is renowned for turning out students who are well prepared to transfer; many successfully compete for admission to well established art colleges and universities. This program has Joint Admissions agreements with state colleges and universities including Bridgewater, Framingham, Salem, Westfield, Massachusetts College of Liberal Arts and UMASS, Boston. Articulation agreements exists with The Art Institute of Boston at Lesley University, Charter Oak State College, and the University of Phoenix. Other popular transfer choices include: The School of the Museum of Fine Arts in Boston, Mass College of Art, Montserrat College of Art, and the Maine College of Art in Portland. Graduates have also transferred to: Smith College, Williams College, Pratt Institute, and the School of Visual Arts in New York.

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 marketing; graphic design; or architectural, industrial, landscape, or fashion design. In teaching, students can become elementary teachers, high school teachers, or college instructors or professors.

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 those who wish to gain a strong foundation in studio art to pursue fields where an art background is needed, but not necessarily the primary 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 you to transfer to a four-year college or university to concentrate in fields such as: art history, art conservation, museum administration, curating, or education. You could also pursue programs in architecture or industrial design.

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

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: MAT100, 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 55 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, CHE, EAS, NUT, PHY, NRT
	Behavioral Social Science Elective	3			Electives: ANT, DSI, PSY, SOC
	Non-behavioral Social Science Elective	3			Electives: GEO, HIS, POL, ECO
ART254	Painting II	3			ART253 or permission of instructor/dean
MAT130	College Math I (or higher)	3			MAT121, MAT124, or placement.
	Literature Elective	3			Electives: ENG 201, 213, 214, 221, 227, 228, 233, 235, 236, 259, 260, 261
	Social Science Elective (Behavioral or Non-behavioral)	3			See above Behavioral and Non-behavioral Social Science Electives
	Science Elective	3/4			Electives: BIO, CHE, EAS, NUT, PHY, NRT
Total: 62/63/64/65 credits					

See page 58 of the college catalog for program competencies and technical standards.

Helpful hints: Students should: work hard to create a sense of self-trust in their ability and judgment; realize that talent is not only what one is born with; resist the urge to package themselves up too soon (forget the signature identity); familiarize themselves with the art world—what exists in contemporary art museums as well as commercial art galleries.

Transfer options: The MWCC Art program is renowned for turning out students who are well prepared to transfer; many successfully compete for admission to well established art colleges and universities. This program has Joint Admissions agreements with state colleges including Bridgewater, Framingham, Salem, and Westfield; UMASS campuses at Amherst, Boston, and Dartmouth; and Massachusetts College of Liberal Arts. Articulation agreements exist with The Art Institute of Boston at Lesley University, Charter Oaks State College, and the University of Phoenix. Other popular transfer choices include: The School of the Museum of Fine Arts in Boston, Mass College of Art, Montserrat College of Art, and the Maine College of Art in Portland. Graduates have also transferred to: Smith College, Williams College, Pratt Institute, and the School of Visual Arts in New York.

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.

**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 55.*

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) (day only)

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; ENG100, MAT100 (pre/co-requisite), or placement
AUT121	Performance and Diagnosis II	5			AUT120
AUT122	Brakes	4			RDG100; ENG100, MAT100 (pre/co-requisite), or placement
AUT123	Electrical Systems I	4			RDG100; ENG100, MAT100 (pre/co-requisite), or placement
AUT124	Electrical Systems II	4			AUT123
AUT125	Engine Repair	5			RDG100; ENG100, MAT100 (pre/co-requisite), or placement
AUT130	Automatic and Manual Drivetrains	4			RDG100; ENG100, MAT100 (pre/co-requisite), or placement
AUT127	Suspension and Steering	4			RDG100; ENG100, MAT100 (pre/co-requisite), or placement
Total: 35 credits					

See page 61 of the college catalog for technical standards.

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

Special requirements: Students are required to purchase a basic tool set, which can cost \$2,200. 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: \$20,000 - \$30,000 per year. Earnings may increase significantly with experience.

Automotive Technology Degree (ATD) (day only)

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; ENG100, MAT100 (pre/co-requisite), or placement
AUT122	Brakes	4			RDG100; ENG100, MAT100 (pre/co-requisite), or placement
AUT123	Electrical Systems I	4			RDG100; ENG100, MAT100 (pre/co-requisite), or placement
AUT125	Engine Repair	5			RDG100; ENG100, MAT100 (pre/co-requisite), or placement
AUT121	Performance and Diagnosis II	5			AUT120
AUT124	Electrical Systems II	4			AUT123
AUT130	Automatic and Manual Drivetrains	4			RDG100; ENG100, MAT100 (pre/co-requisite), or placement
AUT127	Suspension and Steering	4			RDG100; ENG100, MAT100 (pre/co-requisite), or placement
ACC101	Principles of Accounting I	3			MAT100, RDG100 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
MAT120	Introduction to Mathematics I (or higher)	3			MAT100 or placement
PER126/130	Health, Fitness & Wellness Elective	2/3			Prerequisite: MAT100, 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 55 for exceptions)
	Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO
	Science Elective	3/4			Electives: BIO, CHE, EAS, NUT, PHY, NRT
Total: 67/69 credits					

See page 61 of the college catalog for program competencies and technical standards.

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

Transfer options: This program prepares students for immediate career entry, however, articulation agreements exist with Charter Oak State College and the University of Phoenix. This program also qualifies for the Franklin University Community College Alliance program.

Special requirements: Students are required to purchase a basic tool set which can cost \$2,200. 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: \$25,000 - \$60,000 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 55.*

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.

Broadcasting & Telecommunications Degree (BCT) (day only)

The BCT program prepares students for careers in the television, radio, recording, multimedia, and cable industries. Students 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, Avid digital video editing suites, and DigiDesign/ProTools audio recording equipment. 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	Intro to Broadcasting & Telecommunications	3			ENG100, RDG100 or placement
BCT112	Audio Production	3			ENG100, RDG100 or placement
BCT212	TV Production and Direction I	3			ENG100, RDG100 or placement
MAT120	Introduction to Mathematics	3			MAT100 or placement
BCT208	Broadcast Writing	3			ENG101, BCT111, 112
BCT213	TV Production and Direction II	3			BCT212
ENG102	English Composition II	3			ENG101
THE113	Speech	3			ENG101
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
ENG245	Film Appreciation	3			ENG102 or permission of instructor/dean
	Professional Elective	3			Consult Program Advisor
	Behavioral Social Science Elective	3			Electives: ANT, DSI, PSY, SOC
	Non-behavioral Social Science Elective	3			Electives: GEO, HIS, POL, ECO
	Lab Science Elective	4			Electives: BIO, CHE, EAS, PHY
BCT214	Broadcast and Electronic Media Operations & Management	3			BCT111. Completed in last semester of student's program of study.
MKT241	Advertising	3			ENG100, RDG100, MAT100 or placement
PER126/130	Health, Fitness & Wellness Elective	2/3			Prerequisite: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
	Professional Elective	3			Electives: Any BCT course, CGD104, 107, 110, 240; CIS127; EET130; ENG239, 240; MKT142, 143; THE101, 103, 281
	General Elective	3			Electives: Any course (see page 55 for exceptions)
	General Elective	3			Electives: Any course (see page 55 for exceptions)
Total: 63/64 credits					

See page 63 of the college catalog for program competencies and technical standards.

Helpful hints: Electives allow BCT students to concentrate in: multi-track audio recording and mixing, interactive media, and streaming video production. Students can earn up to six credits during their last two semesters, gaining experience through internships or cooperative education.

Transfer options: Joint Admissions agreements exist with Fitchburg State College, Mass. College of Liberal Arts, Worcester State College, and UMASS Amherst. Articulation agreements exist with Charter Oak State College 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, and Westfield 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.

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

Broadcasting & Telecommunications 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 55.*

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.

Campus/format: This program can be completed entirely at MWCC's Gardner campus or MWCC's Leominster Campus & Corporate Training Center.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ACC101	Principles of Accounting I	3			MAT100, RDG100, or placement
CIS127	Computer Technologies	3			ENG100, RDG100 or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement
BSS153	Keyboarding I	3			Prerequisite: RDG100, or placement Note: A placement (proficiency) exam is offered. Proficiency exempts student from BSS153; credit is not awarded and another course must be taken.
ACC102	Principles of Accounting II	3			ACC101
CIS120	Microcomputer Applications	3			MAT100, RDG100, or placement
MGT210	Principles of Management	3			ENG100, RDG100, or placement
MAT103	Business Mathematics	3			MAT100, RDG100, or placement
MGT110	Small Business Management	3			RDG100 or placement
Total: 27 credits					

See page 68 of the college catalog for technical standards.

Helpful hints: More advanced CIS, BSS, or MAT selections may be substituted on approval of the student's advisor.

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: 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)

This program offers a broad view of business operations. Through courses in management, general business, accounting, and marketing, you can gain the knowledge and skills necessary to obtain an entry-level position in a business organization, explore career fields you might consider pursuing at the bachelor's degree level, or enhance a current career by gaining the skills and knowledge necessary for advancement.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ACC101	Principles of Accounting I	3			MAT100, 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
MAT103	Business Mathematics (or higher)	3			MAT100, RDG100, or placement
ACC102	Principles of Accounting II	3			ACC101
ACC227	Computerized Accounting	3			ACC101, CIS127 or CIS120
ENG102	English Composition II	3			ENG101
MKT142	Marketing	3			MAT100, RDG100, or placement
	Restrictive Business Elective	3			Electives: ACC, BUS, ECO, 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: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
ECO101 ECO102	Macroeconomics <i>or</i> Microeconomics	3			ENG101 and MAT103 ENG101 and MAT103 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
	Science Elective	3/4			Electives: BIO, CHE, EAS, NUT, NRT, PHY
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
MGT110	Small Business Management	3			RDG100 or placement
	General Elective (or Co-op)	3			Electives: Any course (see page 55 for exceptions)
Total: 62/64 credits					

See page 68 of the college catalog for program competencies and technical standards.

Campus/format: This program can be completed entirely at MWCC's Gardner campus, MWCC's Leominster Campus & Corporate Training Center, or online.

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: Although this program prepares students for immediate career entry, students do transfer to four-year colleges and universities. Joint Admissions agreements exist with Fitchburg State College, Massachusetts College of Liberal Arts, and Worcester State College. Articulation agreements exist with Charter Oaks State College and the University of Phoenix. This program qualifies for the Franklin University Community College Alliance program. Check with the transfer advisor early to maximize transfer options.

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: Because this degree program prepares students for careers in a wide range of industries and roles, salaries vary greatly.

Business Administration—Transfer Degree (BA)

This program prepares you to transfer to a four-year college or university. You will take core courses in accounting, management, and business, as well as general education courses to gain a solid foundation for continuing your education in business administration.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ACC101	Principles of Accounting I	3			MAT100, RDG100, or placement
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement
MAT130	College Mathematics	3			MAT121, MAT124, or placement
MGT210	Principles of Management	3			ENG100, RDG100, or placement
ACC102	Principles of Accounting II	3			ACC101
MAT131or MAT143	College Mathematics II or Statistics	3			MAT130 or equivalent. MAT121 or equivalent
ENG102	English Composition II	3			ENG101
PER130	Health, Fitness & Wellness	3			Prerequisite: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
	Behavioral Social Science Elective	3			Electives: ANT, DSI, PSY, SOC
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
BUS211	Business Law I	3			ENG100, RDG100, or placement
ECO101	Macroeconomics	3			ENG101 and MAT103
ACC226	Managerial Accounting	3			ACC102 or permission of instructor
	Restrictive Business Elective	3			Electives: ACC, BUS, MGT or MKT course.
	Lab Science Elective	4			Electives: BIO, CHE, EAS, PHY
	Lab Science Elective	4			Electives: BIO, CHE, EAS, PHY
THE113	Speech	3			ENG101
ECO102	Microeconomics	3			ENG101 and MAT103, 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: 65 credits					

See page 68 of the college catalog for program competencies and technical standards.

Helpful hints: To be successful, students must spend additional time outside of class completing assignments. It is not advisable for full-time students to work full-time.

Transfer options: This program fulfills all requirements for the Commonwealth Transfer Compact (see pages 38-39). Joint Admissions agreements exist with state colleges including: Bridgewater, Fitchburg, Framingham, Salem, Westfield, and Worcester; UMASS at Amherst, Dartmouth; Lowell, and Massachusetts College of Liberal Arts. Articulation agreements exist with Charter Oaks State College and the University of Phoenix. This program qualifies for the Franklin University Community College Alliance program. Check with the transfer advisor early to maximize transfer options.

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: Because this degree program prepares students for careers in a wide range of industries and positions, salaries vary greatly.

Business Skills Enhancement Certificate (BSE)

Prepare for positions in the retail, financial, or service industry. This program focuses on basic critical skills, attitudes and behaviors demanded by employers. You will obtain skills in communication, teamwork, information technology, and customer relations, giving you maximum flexibility when applying for a wide selection of jobs. For students who choose to continue their education, all classes can be applied to the Business Administration—Career Associate Degree. By continuing toward the degree, you can acquire knowledge in accounting, marketing, and management necessary for advancement.

Campus/format: Some courses are only offered in the evening or on the Leominster Campus.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
BUS112	Introduction to Customer Relations	3			ENG100, RDG100, or placement
BUS113	Business Etiquette & Protocol	3			ENG100, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement
BSS153 or BSS236	Keyboarding I or Word I	3			RDG100 or placement RDG100 or placement
PSY143	Group Dynamics	3			ENG100, RDG100, or placement
MAT103	Business Mathematics	3			RDG100, MAT100 or placement
BUS125	Communicating for Business & Industry	3			BSS153, ENG101, or permission of instructor
CIS127	Computer Technologies	3			MAT100, RDG100, or placement
	Professional Elective	3			ACC101, CIS118, CIS120, ECO101, ECO102, MGT110, MGT210, MGT235, MKT142, MKT241
Total: 27 credits					

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

Transfer options: Courses can be applied toward MWCC's Business Administration—Career Degree and the Business Administration—Transfer Degree programs.

Career options: Customer service representative, assistant account manager, assistant administrative support, pre-manager position.

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

See page 68 of the college catalog for technical standards.

Business Administration Certificate (BUC), Degrees (BA and BAC), and Business Skills Enhancement Certificate (BSE)—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 U.S. 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, BUC, BSE, CAA, ENT, and SBC

** For general information about technical standards and accommodation, see page 55.*

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.

Complementary Health Care Certificate (CHC)

This one-year 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, Jin Shin Do Accupressure 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: CHC104, 105, 108, 110, 111, 112, 212, 221, 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: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
	Professional Elective	3			Note: See above Professional Electives
Total: 33/34 credits					

See page 71 of the college catalog for technical standards.

Transfer options: Courses may be applied to MWCC's Complementary Health Care—Massage Therapy Concentration 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 page 12 of the college catalog).

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

Earning potential: Varies by position.

Complementary Health Care Degree (CHD) (selective - day only - 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. Students need to complete either the Complementary Health Care Certificate program (CHC) or Massage Therapy Certificate program (MTC) prior to being accepted to the CHD program.

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
	Business Elective	3			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: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
	Professional Elective	3			See above Professional Electives

Massage Therapy Certificate (MTC) Track

Beginning each September					
MTC101	Massage Therapy I (7 weeks)	4			BIO115 pref. or BIO203; PTA104 as a pre- 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; BIO115 or PTA104 as a pre- or co-requisite
MTC201	Massage Therapy Practicum I	2			Pre- or co-requisite MTC101/MTC102
Beginning each January					
MTC103	Massage Therapy III (7 weeks)	4			MTC102, PTA104, BIO115. co-requisite PTA109
MCT110	Prof. Issues & Ethics for Body Workers	3			MTC 101, MTC 102, MTC 201
PTA109	Human Disease and Pathology	4			BIO105 or BIO203
MTC202	Massage Therapy Practicum II	6			Pre- or co-requisite MTC 103/104
Beginning each March					
MTC104	Massage Therapy IV (7 weeks)	4			MTC103
CHD program total: 71/72 credits					

See page 71 of the college catalog for program competencies and technical standards.

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 12 of the college catalog).

Requirements for consideration:

Applicants must meet certain academic standards. See page 12 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 page 12 of the college catalog). Students must place into MAT121/124 or above or have completed a math course equal to MAT120 or higher.

Transfer options: Some CHC courses may transfer to Fitchburg State College and UMASS. Check with the transfer advisor.

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 \$35 to \$65 per treatment in your own practice. If employed by a health center or spa, a portion of the fee is retained by the employer.

Complementary Health Care and Massage Therapy Programs
CHD, CHC, MTC—continued

Program Competencies for CHD

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

***Complementary Health:**

1. Attain career, business and interpersonal skills to lead to success as individuals in some field of bodywork.
2. Attain skilled listening and physical skills in delivery of service as health care workers.
3. Realize the importance of lifelong learning through continuing education.
4. Gain exposure to various types of bodywork modalities that comprise a holistic and complementary approach to maintaining health and treating injury and/or injury.
5. Demonstrate consistent commitment to lifelong learning through regular participation in continuing education.

***Massage Therapy Certificate:**

1. Attain the manual, interpersonal, and communication skills necessary to work as a licensed massage therapist.
2. Attain the knowledge and skills necessary to work autonomously, legally, and ethically as a small business entity in massage therapy, if so desired.
3. Attain the verbal and written documentation and communication skills to effectively interact with clients and other healthcare professionals.
4. Identify the steps to attain a license to practice as a massage therapist.
5. Apply for, take, and successfully pass the National Certification Examination for Therapeutic Massage and Bodywork (NCETMB), should they choose to participate in this nationally administered examination.

***These two sets of competencies equal the total competences for the Complementary Health Degree Program.**

Technical Standards* for CHD, CHC, and MTC

** For general information about technical standards and accommodation, see page 55.*

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. 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, 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.

Computer & Electronic Technology Degree (CET)

This degree prepares you for a career as an electronic technician or an information technologist. In addition to learning how to test, repair, and maintain complex electronic systems, it includes training in computer hardware, software, and networking. Electronic technicians can work in a variety of fields including telecommunications, manufacturing, security, avionics, and biomedical instrumentation. Information technologists install, maintain, and troubleshoot computers and computer networks in an office or industrial setting. As a graduate with suitable work experience in information technology, you will be prepared for Microsoft Certified Professional (MCP) and A+ computer certification examinations.

Campus/format: This program may be completed on a part-time basis: days, evenings, and during the summer.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites
ENG101	English Composition I	3			ENG100, RDG100 or placement
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
MAT120	Introduction to Math (or higher)	3			MAT100 or placement
	Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO
EET103	Circuit Analysis I	4			ENG100, RDG100 or placement; MAT120 (co-requisite)
ENG102	English Composition II	3			ENG101
EET130	Digital Systems I	4			ENG100, RDG100 or placement; MAT120
EET104	Circuit Analysis II	4			EET103, MAT120 (concurrent)
EET135	Semiconductor Circuits I	4			MAT120, EET104 (concurrent)
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
CET101	Computer Technology I (Operating Systems)	3			RDG100 or placement, CIS127
EET133	Digital Systems II	4			EET130, 135
EET136	Semiconductor Circuits II	4			EET104, 135
CIS140	Microcomputer Network Applications I	3			MAT100, RDG100 or placement
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
CET102	Computer Technology II (Hardware Systems)	3			CET101, EET104, EET133
EET112	Linear Integrated Circuits	4			EET136, MAT120, RDG100 or placement
	Science Elective	3/4			Electives: BIO, CHE, EAS, NUT, PHY, NRT
CIS141	Microcomputer Networking Applications II (or Co-op)	3			CIS140
Total: 63/65 credits					

See page 73 of the college catalog for program competencies and technical standards.

Helpful hints: Students may elect cooperative education, an opportunity to gain experience while earning college credit, in either electronics or computer servicing during the fourth semester. Full-time students are advised not to work full-time.

Transfer options: This program prepares students for immediate career entry. However, a Joint Admissions agreement exists with Fitchburg State College, which has a related program in Industrial Technology—Electronic Engineering Technology. Articulation agreements exist with Charter Oaks State College and the University of Phoenix. This program qualifies for the Franklin University Community College Alliance program. Check with the transfer advisor early to maximize transfer options.

Special requirements: Students are expected to have successfully completed at least one year of algebra at the high school level. Based upon placement testing, students should enroll in MAT100 prior to enrollment in EET103. Students may co-enroll in MAT120 (or 121) along with EET103. This program includes both class and lab work in all electronics courses. Technical standards must be met with or without accommodations.

Career options: Electronics technician or repairer in telecommunications, manufacturing, security, avionics, and biomedical instrumental and/or an information technologist in computer servicing, support, networking, and more.

Earning potential: \$22,000 - \$30,000 per year in entry-level positions. With experience, graduates can earn up to \$45,000 - \$60,000.

Computer and Electronic Technology Degree (CET) – continued

Program Competencies for CET

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

1. Use the principles of algebra, in evaluating, manipulating and graphing.
2. Explain the physical principles used in modern technology and apply these principles to everyday phenomenon in a quantitative and qualitative manner.
3. Describe the class and theorems governing electric circuits and use these concepts to quantitatively evaluate passive electric circuits.
4. Use the Laws of Boolean algebra in the analysis of digital integrated circuits and systems.
5. Describe the operating principles of discrete semiconductors and linear integrated circuits and analyze circuits using these devices.
6. Construct, test and troubleshoot electronic test equipment and troubleshooting techniques.
7. Use the computer as a tool in writing programs, creating schematic drawings, and analyzing electronic circuits.
8. Install, configure, upgrade, and troubleshoot PC operating systems and PC hardware.
9. Design, configure, and administer computer networks.

Technical Standards* for CET, EDC, and CST

** For general information about technical standards and accommodation, see page 55.*

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.

Additional for EDC:

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

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.

This program can be completed at MWCC's Gardner campus and/or at MWCC's Leominster Campus & Corporate Training Center.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ACC101	Principles of Accounting I	3			MAT100, RDG100, or placement
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
BSS153	Keyboarding I (or placement)	3			Prerequisite: RDG100, or placement Note: A placement (proficiency) exam is offered. Proficiency exempts student from BSS153; credit is not awarded and another course must be taken.
MAT103	Business Mathematics	3			MAT100, RDG100, 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
CIS120	Microcomputer Applications	3			MAT100, RDG100, or placement
ACC224 or MKT142	Taxation or Marketing	3			ACC101 MAT100, RDG100, or placement
Total: 27 credits					

See page 68 of the college catalog for technical standards.

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:
\$19,157-\$27,726 per year.

Computer Graphic Design—Print Certificate (CGDC) (*day only*)

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'll learn basic techniques of creating effective promotional pieces such as advertisements, brochures, flyers, logos, and artwork through the use of computer technology and with the latest graphic design programs. In addition to learning page layout software, design theory and techniques, and preparing design work for print, you'll learn computer skills, such as digital imaging and electronic illustration. Acceptance into the CGDC certificate does not guarantee acceptance into the degree program. Please note it is recommended to complete certain courses during summer and/or winter sessions because of the steep learning curve required on each of the major courses.

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>Adobe Photoshop/ImageReady</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
CGD237	Electronic Page Layout (<i>QuarkXpress</i>)	3			Prerequisite: ENG100, RDG100 or placement Note: CGD237 should be taken in the spring.
CGD105	Electronic Illustration (<i>Adobe Illustrator</i>)	3			Prerequisite: CGD101 Prerequisite or Co-requisite: ART263 or permission of instructor Note: CGD105 should be taken in the spring
CGD240	Creative Web Design (<i>Dreamweaver</i>)	3			Prerequisite: ENG100, RDG100 or placement. Note: CGD240 should be taken in the spring
CGD103	Print Production for Designers	3			Prerequisite or Co-requisite: CGD101, 104, 105, 237 Note: CGD103 should be taken in the spring
	CGD Professional Elective *	3			
Total: 24 credits					

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

CGD102 Publication Design (*QuarkXpress*)
 CGD106 Portfolio Preparation (*Capstone Course*)
 CGD110 Animation & Digital Drawing (*Flash*)
 CGD204 Advanced Digital Imaging for Print (*Photoshop/ImageReady*)
 CGD205 Digital Photo Art (*Photoshop*)
 CGD235 Typography in Visual Communication (*InDesign*)
 CGD241 Integrated Website Designs (*Advanced Authoring: Fireworks/Dreamweaver*)
 CGD242 Multimedia Motion Graphics (*Advanced Flash*)
 ART251 Two-Dimensional Design
 ART263 Drawing I
 BCT115 Digital Photography
 THE113 Speech

Helpful hints: CGDC students should either have a computer at home with Internet access or be able to spend time outside of class in the computer lab where Internet access is provided.

Transfer options: Some courses in the CGDC Print Certificate may be applied to MWCC's CGD Print Degree. Consult with your academic advisor.

Special requirements: CGDC students are required to take all CGDC courses as listed by semester. 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: \$26,560 - \$45,130 per year

See page 79 of the college catalog for technical standards.

Computer Graphic Design—Print Degree (CGD) (day only)

This program provides students with the visual design, communication, and computer graphic skills necessary to obtain an entry-level position in the computer graphic design field, or for those already employed, to upgrade their skills for potential advancement. You'll learn basic and advanced techniques of creating effective promotional pieces such as advertisements, brochures, flyers, logos, and artwork through the use of computer technology. In addition to learning page layout software, design theory and techniques, and preparing design work for print, you'll learn computer skills such as digital imaging, electronic illustration, and web design.

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 (Photoshop/ImageReady)	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 (Illustrator)	3			Prerequisite: CGD101 Prerequisite or Co-requisite: ART263 or permission of instructor Note: CGD105 should be taken in the spring
CGD237	Electronic Page Layout (QuarkXpress)	3			Prerequisite: ENG100, RDG100 or placement Note: CGD237 should be taken in the spring.
CGD240	Creative Web Design (Dreamweaver)	3			Prerequisite: ENG100, RDG100 or placement Note: CGD240 should be taken in the spring
	Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO
ENG102	English Composition II	3			ENG101
CGD102	Publication Design (Advanced QuarkXpress)	3			Prerequisite: CGD101, 104, 105, 237 Note: CGD102 should be taken in the fall.
CGD204	Advanced Digital Imaging for Print (Photoshop/ImageReady)	3			Prerequisite: CGD104 or permission of instructor Note: CGD204 should be taken in the fall.
MKT241	Advertising	3			ENG100, RDG100, MAT100 or placement
PER126/ 130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
	CGD Restrictive Elective*	3			
	Business Mathematics (MAT103 or higher)	3			RDG100 and MAT100 or placement
CGD103	Print Production for Designers	3			Prerequisite: CGD101, 104, 105, 237 Note: CGD103 should be taken in the spring.
CGD106	Portfolio Preparation	3			Prerequisite: CGD101, 102, 104, 105, 204, 240 Co-requisite: CGD103 Note: CGD106 should be taken in the spring.
	CGD Professional Elective**	3			
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	Science Elective	3/4			Electives: BIO, CHE, EAS, NUT, PHY, NRT
Total: 62/63/64 credits					

Helpful hints: CGD students should either have a computer at home with Internet access, or be able to spend time outside of class in the computer lab where Internet access is provided.

Transfer options: This program has Joint Admissions agreements with: Fitchburg State College and UMASS Lowell. An articulation agreement also exists with Franklin University. Students are encouraged to continue their education in areas such as electronic media, marketing, or communications.

Special requirements: CGD students are required to take all CGD courses as listed by semester, as well as ART263 in the fall. 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: \$26,560 - \$45,130 per year.

*CGD Restrictive Electives for Print Majors:

CGD110 Animation & Digital Drawing
CGD203 Advanced Digital Imaging for the Web
CGD205 Digital Photo Art
CGD235 Typography in Visual Communication
CGD241 Integrated Website Designs
CGD242 Multimedia Motion Graphics

**CGD Professional Electives for Print Majors:

(please consult with your advisor—CGD Professional electives also include the electives listed above.)

ART109 Art History I
ART251 Two-Dimensional Design
ART264 Drawing II
BCT115 Digital Photography
THE113 Speech

See page 79 of the college catalog for program competencies and technical standards.

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: HTML, DHTML, XML, PhotoShop, ImageReady, Flash, Fireworks, and Dreamweaver. Acceptance into the CGWC certificate does not guarantee acceptance into the degree program. Please note it is recommended to complete certain courses during summer and/or winter sessions because of the steep learning curve required on each of the major courses.

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 CGD 101.
CGD104	Digital Imaging (Adobe Photoshop/ImageReady)	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	Animation & Digital Drawing (Flash)	3			Prerequisite: RDG100 and Basic Computer Skills (see page 164 for description) Note: CGD110 can be taken in the fall or spring.
CGD240	Creative Web Design (Dreamweaver)	3			Prerequisite: ENG100, RDG100 or placement Note: CGD240 should be taken in the spring
CGD204	Advanced Digital Imaging for the Web (Photoshop/ImageReady)	3			Prerequisite: CGD104 or permission of instructor
	CGW Restrictive Elective*	3			
	CGW Professional Elective**	3			
Total: 24 credits					

*CGW Restrictive Electives:

CGD242 Multimedia Motion Graphics (*Advanced Flash*)
 CGD210 Advanced Website Portfolio (*Capstone Course—see prerequisites*)
 CGD241 Integrated Website Designs (*Advanced authoring: Fireworks/Dreamweaver*)
 CGD244 Web Database Design (*Dreamweaver—see prerequisites*)
 CGD205 Digital Photo Art (*Photoshop*)
 CGD105 Electronic Illustration (*Adobe Illustrator*)
 CGD235 Typography in Visual Communication (*InDesign*)

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

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

CIS119 JavaScript for Designers
 CIS109 Programming in Basic
 CIS218 E-Commerce Systems
 CIS130 Programming for the Web

Helpful hints: CGWC students should either have a computer at home with Internet access or be able to spend time outside of class in the computer lab where Internet access is provided.

Transfer options: Some courses in the CGWC Web Certificate may be applied to MWCC's CGW Web Degree. Consult with your academic advisor.

Special requirements: CGWC students are required to take all CGWC courses as listed by semester. 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: \$26,560 - \$45,130 per year.

See page 79 of the college catalog for technical standards.

Computer Graphic Design—Web Design Degree (CGW) (day only)

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 of 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. Current software programs used at the college are new versions of Photoshop, Fireworks, Flash, Dreamweaver, Adobe Acrobat, Internet Explorer, Safari, and Netscape Navigator.

Earning potential: \$26,560 - \$45,130 per year.

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/ImageReady</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>Adobe Illustrator</i>)	3			Prerequisite: CGD101 Prerequisite or Co-requisite: ART263 or permission of instructor Note: CGD105 should be taken in the spring
CGD235	Typography in Visual Communication (<i>InDesign</i>)	3			Prerequisite: CGD101, CGD104 or permission of instructor Note: CGW students should take CGD235 in the spring.
CGD240	Creative Web Design (<i>Dreamweaver</i>)	3			Prerequisite: ENG100, RDG100 or placement Note: CGD240 should be taken in the spring
	Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO
ENG102	English Composition II	3			ENG101
CGD110	Animation & Digital Drawing (<i>Flash</i>)	3			Prerequisite: RDG100 and Basic Computer Skills (see page 164 for description) Note: CGD110 can be taken in the fall or spring.
CGD203	Advanced Digital Imaging for Web (<i>Adobe Photoshop/ImageReady</i>)	3			Prerequisite: CGD104 or permission of instructor Note: CGD203 should be taken in fall.
CGD241	Integrated Website Designs (<i>Fireworks/Dreamweaver</i>)	3			Prerequisite: CGW majors: CGD109 and CGD240 Non-majors: CIS118 or Web design/authoring knowledge and permission of instructor Note: CGD241 should be taken in fall.
	CGW Restrictive Elective*	3			
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
	Business Mathematics Elective (<i>MAT103 or higher</i>)	3			RDG100 and MAT100 or placement
CGD210	Advanced Website Portfolio (<i>Capstone Course</i>)	3			Prerequisite: CGD101, 104, 109, 110, 203, 240, 241 or permission of instructor Note: CGD210 should be taken in the spring
	CGW Professional Elective**	3			
	Business Elective***	3			
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	Science Elective	3/4			Electives: BIO, CHE, EAS, NUT, PHY, NRT
Total: 62/63/64 credits					

Helpful hints: CGD students should either have a computer at home with Internet access or be able to spend time outside of class in the computer lab where Internet access is provided.

Transfer options: This program has a Joint Admissions agreement with UMASS Lowell. An articulation agreement exists with Franklin University. Students are encouraged to continue their education in areas such as electronic media, marketing, communications, or computer information science.

Special requirements: CGD students are required to take all CGD courses as listed by semester, as well as ART263 in the first semester to maintain good standing. A grade of C or higher is recommended for students taking CGD courses. 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.

*CGW Restrictive Electives for Web Majors:

CGD102 Publication Design
CGD103 Print Production for Designers
CGD204 Advanced Digital Imaging for Print
CGD205 Digital Photo Art
CGD237 Electronic Page Layout
CGD242 Multimedia Motion Graphics
CGD244 Web Database

**CGW Professional Electives for Web Majors:

(please consult with your advisor—CGW Professional electives also include the electives listed above.)

ART109 Art History I
ART251 Two-Dimensional Design
ART264 Drawing II
BCT115 Digital Photography
CIS109 Programming in Basic
CIS119 JavaScript for Designers
CIS130 Programming for the Web
CIS218 E-Commerce Systems
THE113 Speech

***Highly Recommended Business Elective:

CIS119 JavaScript for Designers
See page 79 of the college catalog for program competencies and technical standards.

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

Program Competencies for CGD

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

1. Have acquired the skills and knowledge necessary to obtain an entry-level position and/or pursue continued studies in computer graphics or related fields.
 2. Possess a working knowledge of basic design theory, design elements, and the design process, especially how they relate to such concepts as audience definition, concept development, continuity of format, and the preparation of comprehensive layouts.
 3. Have a working knowledge of essential computer graphic design software including QuarkXpress, Adobe Illustrator, PhotoShop, ImageReady, and Dreamweaver.
 4. Transform scanned images into new pieces of art through the use of filters, masks, blending modes, channels, and color, as well as be able to seamlessly composite several images into one, create line art, electronic color illustrations, and 3-D perspective drawings.
 5. Prepare designs for print and/or web production.
 6. Develop a professional portfolio for entering the job market or for transferring to a four-year program.
 7. Analyze career opportunities and assess their own skills and abilities in relation to computer graphic positions.
2. Possess a working knowledge of basic design theory, design elements, and the design process, especially how they relate to such concepts as audience definition, concept development, continuity of format, and the preparation of website design.
 3. Have a working knowledge of essential computer graphic design software including PhotoShop, ImageReady, Dreamweaver, and Flash.
 4. Transform scanned images into new pieces of art through the use of filters, masks, blending modes, channels, and color as well as be able to seamlessly composite several images into one, create line art, electronic color illustrations, and 3-D perspective drawings.
 5. Prepare designs for print and/or web production.
 6. Develop a professional portfolio for entering the job market or for transferring to a four-year program.
 7. Analyze career opportunities and assess their own skills and abilities in relation to web design positions.

Program Competencies for CGW

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

1. Have acquired the skills and knowledge necessary to obtain an entry-level position and/or pursue continued studies in computer graphics/web design or related fields.
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.

Technical Standards* for CGDC, CGD, CGWC, and CGW

** For general information about technical standards and accommodation, see page 55.*

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

Computer Information Systems Degree (CIS)

Program options: *programming* (suggested if you'd like to transfer to another college), *desktop support*, or *networking*.

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			MAT100, RDG100, or placement
CIS120	Microcomputer Applications	3			MAT100, RDG100, or placement
CIS118	Internet Technologies	3			MAT100, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement
	Social Science Elective	3			Electives: ANT, DSI, ECO, GEO, HIS, POL, PSY, SOC
	CIS Elective	3			Note: See page 81 the college catalog for electives for each option: programming/transfer, desktop support, or networking.
	CIS Elective	3			Note: See above CIS Elective
CIS140	Microcomputer Networking Applications	3			MAT100, RDG100, or placement
ENG102	English Composition II	3			ENG101
MAT121	Introduction to Mathematics II (or higher)	3			MAT120 or equivalent
CIS102/143	Computer Service and Repair	1/3			Basic computer skills & MAT100, RDG100, or placement
	CIS Elective	3			See above CIS Elective
	CIS Elective	3			See above CIS Elective
	CIS/CGD Elective	3			CIS Electives: See above CIS Elective CGD Electives: CGD104, CGD241, CGD107
	Science Elective	3/4			Electives: BIO, CHE, EAS, NUT, NRT, PHY
	MKT/BUS/ACC/MGT Elective	3			Electives: MKT, BUS, ACC, or MGT
CIS218	E-commerce Systems	3			24 CIS credits or permission of instructor
	CIS Elective	3			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: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
	MKT/BUS/ACC/MGT Elective	3			Electives: MKT, BUS, ACC, or MGT
	General Elective	3			Electives: Any course (see page 55 for exceptions)
Total: 63/67 credits					

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

Campus/format: This degree can be completed entirely at MWCC's Gardner campus or 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 such as: programming, networking, web systems development, and software application support. A recent survey of graduates listed job titles such 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. Joint Admissions agreements exist with: Mass. College of Liberal Arts, Westfield State College, and Worcester State College. Articulation agreements exist with Charter Oak State College, and the University of Phoenix. This program qualifies for the Franklin University Alliance program. Check with the transfer advisor early to maximize transfer options.

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: \$31,800 per year (ranges \$21,000 - \$33,000).

CIS Club: The CIS Club enhances peer relationships and fosters study groups. Activities include club meetings, company visits, and service learning activities.

Computer Information Systems Degree (CIS)-continued

Desktop Support Option:

Develop PC and database skills required for entry-level professionals seeking employment in customer support centers, IT solutions centers, and technical support centers.

Options for CIS Electives: CIS143, CIS121, CIS123, CIS224

Networking Option:

Learn the vendor-independent networking skills and concepts required for entry-level professionals seeking employment in the information technology or telecommunications industry.

Options for CIS Electives: CIS141, CIS142, CIS143, CIS123, CIS244

Programming/Transfer Option:

Gain fundamental skills in programming and databases to be applied to the development of web-based applications. This program provides a foundation for students who want to transfer to a four-year college or university to continue studies in CIS.

Options for CIS Electives: CIS123, CIS130, CIS290, CIS292

Transfer Electives: MAT130, PER130, four-credit lab science course

Program Competencies for CIS

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

1. Develop structured programs utilizing decision statements, loops and sub-procedures.
2. Develop programs that read and write data to files and databases.
3. Construct and analyze spreadsheets including formula construction and charting.
4. Demonstrate the understanding of a LAN/WAN.
5. Demonstrate proficiency in installation and management of LAN/WAN software.
6. Configure a server for Internet access and webpage publishing (a web server).

7. Use the fundamentals of object oriented programming using VB or Java classes.
8. Design and create relational database systems using a database management system or a programming language.
9. Demonstrate proficiency in retrieving and reporting data using queries.
10. Demonstrate knowledge of PC architecture and troubleshooting.
11. Create an executable business system.
12. Demonstrate the knowledge of object-oriented approach to systems design.
13. Design organized, professional user interfaces.
14. Demonstrate the knowledge of basic networking terminology.
15. Install, configure and administer user accounts on a network server.

Technical Standards* for CIS, MSC, and NTC

** For general information about technical standards and accommodation, see page 55.*

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 Service Technician Certificate (CST)

This two-semester certificate program prepares students for careers diagnosing and repairing common computer related malfunctions and installing PC equipment and peripheral systems. Because communication skills are essential for computer technicians and support specialists, it also focuses on enhancing teamwork and written and verbal communication skills. Successful completion prepares the student for the Comp TIA A+ certification exam. This program also allows students to segue into other sophisticated and advanced computer technology programs, including Cisco (CCNA and CCNP), Network Security, Voice and Data Communications and Linux, and others.

Campus/format: Two courses required for this certificate are only offered at MWCC's Leominster campus: CET101 Computer Technology I: Operating Systems and CET102 Computer Technology II: Hardware Systems.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
BUS 113	Business Etiquette and Protocol	3			ENG100, RDG100, or placement
CET101	Computer Technology I: Operating Systems	3			Prerequisites: RDG100 or placement, CIS127 Note: This course is only offered at the Leominster campus
ENG 101	English Composition I	3			ENG100, RDG100, or placement
PSY143	Group Dynamics	3			ENG100, RDG100 or placement
BUS125	Communication for Business & Industry	3			BSS153, ENG101, or permission of instructor.
CET102	Computer Technology II: Hardware Systems	3			Prerequisite: CET101 Note: This course is only offered at the Leominster campus
MAT103	Business Mathematics or higher	3			RDG100, MAT100, or placement
MGT210	Principles of Management	3			ENG100, RDG100, placement
Total: 24 credits					

See page 73 of the college catalog for technical standards.

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

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

Career options: PC technical support specialists, computer operator, help-desk worker.

Earning potential: \$35,000-\$38,000 per year.

Criminal Justice Degree—Corrections Concentration (CJCD)

There are several good reasons to pursue or continue your education in criminal justice: 1) It's 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.

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.
MAT120	Intro to Math I (or higher)	3			MAT100 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	3			ENG100, RDG100, or placement
CJU134	Criminal Procedure	3			ENG100, RDG100, or placement
CJU232	Introduction to Criminology	3			SOC103
Level 2					
	BIO103 or Lab Science	3/4			
POL211	Massachusetts and the Federal System	3			ENG100, RDG100, or placement
	Restrictive Elective	3			Electives: CJU252, SOC208, SOC212, SPA109 Spanish I (or 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 or SOC205 or HIS125	Abnormal Psychology or Social Problems or American Ethnic History	3			PSY105 SOC103 ENG100, RDG100, or placement
PER126/130	Health, Fitness & Wellness Elective	2/3			Prerequisite: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
	General Elective	3			Recommended: PSY240, HIS125, SOC205
CJU260	Probation, Parole, and Community Corrections	3			CJU131, level 2 status advised
CJU255	Seminar in Criminal Justice	3			Prerequisites: 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 85 of the college catalog for program competencies and technical standards.

Helpful hints: Close 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: This program has Joint Admissions agreements with Fitchburg and Salem state colleges and UMASS at Boston and Lowell. Check with your advisor to ensure proper course selections. Articulation agreements exist with Charter Oak State College, and the University of Phoenix. This program qualifies for the Franklin University Alliance program. Check with the transfer advisor early to maximize transfer options.

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 (6) 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. Students should meet with a criminal justice advisor regarding the certification status of the courses into which they wish to transfer. 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; community and court probation officers; and specialized counselors in areas such as: victim's services, juvenile services, substance abuse, domestic violence, sex offenders, rape crisis, and others.

Earning potential: Varies depending on education level and position.

Criminal Justice Degree–Law Enforcement Concentration (CJL)

There are several good reasons to pursue or continue your education in criminal justice: 1) It's 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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites
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 in the first semester.
MAT120	Intro to Math I (or higher)	3			MAT100 or placement
CJU131	Introduction to Criminal Justice	3			Note: CJU131 Introduction to Criminal Justice 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 (or higher)	3			ENG100, RDG100, or placement
CJU134	Criminal Procedure	3			ENG100, RDG100, or placement
CJU232	Introduction to Criminology	3			SOC103
Level 2					
	BIO103 or Lab Science	3/4			
POL211	Massachusetts and the Federal System	3			ENG100, RDG100, or placement
	Restrictive Elective	3			Electives: CJU232, CJU234, CJU252, SOC208, SOC212, SPA109 (or 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 or SOC205 or HIS125	Abnormal Psychology or Social Problems or American Ethnic History	3			PSY105 SOC103 ENG100, RDG100, or placement
PER126/130	Health, Fitness & Wellness Elective	2/3			Prerequisite: MAT100, 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: 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 85 of the college catalog for program competencies and technical standards.

Helpful hints: Close 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: This program has Joint Admissions agreements with Fitchburg and Salem state colleges and UMASS at Boston and Lowell. Check with your advisor to ensure proper course selections. This program qualifies for the Franklin University Alliance program. Check with the transfer advisor early to maximize transfer options.

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. Students should meet with a criminal justice advisor regarding the certification status of the courses into which they wish to transfer. 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, and working with victims or advocacy groups.

Earning potential: Varies depending on education level and position.

Criminal Justice Degree—Corrections Concentration (CJCD) and Law Enforcement Concentration Degree (CJL)—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 55.*

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 Region 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
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; BIO209; Co-requisites: DHY105,DHY106,DHY108
DHY107	Periodontology	3			DHY101,DHY102,DHY103; BIO209; Co-requisites: DHY105,DHY106,DHY108
DHY108	Dental Hygiene Process of Care II	6			DHY101,DHY102,DHY103; BIO209; Co-requisites: DHY 105, DHY106,DHY107
Summer					
ENG102	English Composition II	3			ENG101
Year 2					
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			DYH106, 107 and 108, ENG102; Co-requisites: DHY201, 202, 204, 205, PSY105
DHY204	Oral Health Promotion	2			DYH106, 107 and 108, ENG102; Co-requisites: DHY201, 202, 203, 204, PSY105
DHY205	Pain Control (& Lab)	1			DYH106, 107 and 108, ENG102; Co-requisites: DHY201, 202, 203, 204, PSY105
PSY105	Intro to Psychology	3			ENG100, RDG100, or placement
DHY206	Community Health	3			DYH201, 202, 203 204, 205; Co-requisites: DHY207 and 208; SOC103
DHY207	Dental Hygiene Process of Care IV	5			DYH201, 202, 203, 204, 205; co-requisites: DHY206 and 208; SOC103
DHY208	Dental Ethics and Professional Issues	2			DYH201, 202, 203 204, 205; co-requisites: DHY207 and 206; SOC103
SOC103	Introduction to Sociology	3			ENG100, RDG100, or placement
	Humanities or Business Elective	3			Humanities Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE or Business Electives: ACC, BSS, BUS, CIS, ECO, MAS, MGT, MKT, PLS
Total: 65 credits					

See page 87 of the college catalog for program competencies and technical standards.

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 13-14 of the college catalog).

Requirements for consideration:

Applicants must meet certain academic standards. See pages 13-14 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, MAT121/124, BIO203 and 204, 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: Articulation agreements are currently being developed for a baccalaureate degree with Fitchburg State College in Dental Hygiene.

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 pages 13-14 of the college catalog). All BIO, MAT (prerequisite) and DHY courses require a minimum grade of "C+" or greater in order 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 ten years

Career options: For the registered dental hygienist include: private practice, hospitals, clinics, health departments, schools, sales, research, and educators employed at dental hygiene and dental schools.

Earning potential: \$49,000 - \$88,000 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 life long learning and professional growth.

Technical Standards for DHY

** For general information about technical standards and accommodation, see page 55.*

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. The visual acuity with corrective lenses to identify changes in oral tissues.
5. Ability to discern changes in color, texture and shape of tissues. Ability to differentiate among subtle shades of gray as seen on radiographs.
6. Sufficient physical ability to perform cardiopulmonary resuscitation in the handling of a medical emergency.
7. 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. 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. A sense of touch that allows for assessment and palpation of oral tissues.
10. Ability to sit for prolonged (up to four hours) periods of time.
11. Ability to operate and manipulate mechanical equipment, e.g., dials, switches, push buttons, syringes, and blood pressure measurement devices.
12. Ability to pick up items of very small (2mm in width, 21 mm in length minimum) and varying diameters.
13. Ability to use upper body movements (up to five feet) to grasp, push/pull, reach overhead equipment, and to rotate and reach laterally.
14. Ability to lift, carry, and move equipment and supplies of up to ten pounds.
15. Ability to wear protective equipment such as gloves, face masks, face shields, and protective eye wear.

Early Childhood Education Certificate (ECE)

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 work with children ages 0-5 or continue your education. 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; options to begin a career or continue education after graduation; opportunities to gain real world experience; and many excellent, local practicum sites.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ECE101	Introduction to Early Childhood Education	3			ENG100, RDG100, or placement
ECE102	Early Childhood Curriculum & Program Planning	3			Pre- or co-requisite: PSY108 or permission of division dean
ECE114	Early Childhood Practicum I	4			ECE102, PSY108, or permission of division dean; CORI check required
PSY108	Child Development	3			ENG100, RDG100, or placement
ECE103	Home, School, & Community Relations	3			ECE101 or permission of instructor/division dean
ECE124	Early Childhood Practicum II	4			ECE114 or permission of instructor/division dean
ENG101	English Composition I	3			ENG100, RDG100, or placement
PSY244	Children with Special Needs	3			ENG100, RDG100, or placement
Total: 26 credits					

See page 91 of the college catalog for technical standards.

State certification: After completing the degree, students can apply for Office of Child Care Services (OCCS) Teacher certification. OCCS certification indicates that students are qualified to work in childcare facilities.

Helpful hints: To meet Office of Child Care Services requirements, students should attain First Aid certification. Childcare facilities are required to have one CPR certified professional always present, therefore, students who attain their certification will be even more marketable.

Transfer options: Some courses may be applied to MWCC's Early Childhood Degree programs. Consult with your academic advisor.

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, or daycare programs. They can also work towards becoming classroom aides or childcare directors or administrators.

Earning potential: \$15,000 - \$27,000 per year, according to a graduate survey.

Early Childhood Education Degree—Career Concentration (ECC)

In addition to attending to children's basic needs, early childhood education professionals organize activities that stimulate children's physical, emotional, intellectual, and social growth. They help children explore interests, develop independence, foster creativity, build self-esteem, and learn how to behave with others. MWCC's program will prepare you to begin a career working with children ages 0-5. Benefits of MWCC's program include: a great job placement rate (90 percent of students find jobs); the option of both day and evening classes; day classes scheduled conveniently for parents of school-age children; opportunities to gain real world experience; and many excellent, local practicum sites.

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 and 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
MAT103	Business Math (or higher)	3			RDG100 and MAT100 or placement
ECE134	Guiding Children's Behavior	3			ENG100, RDG100, or placement
ECE114	Early Childhood Practicum I	4			ECE102, PSY108; permission of instructor or dean
PSY244	Children With Special Needs	3			ENG100, RDG100, or placement; PSY244 must be taken in the fall
ECE102	Early Childhood Curriculum & Program Planning	3			PSY108 or permission of division dean
	Professional Elective	3			Suggested Electives: ASL101, ASL102, DSI113, ECE104, ECE105
ECE124	Early Childhood Practicum II	4			ECE114; permission - instructor or dean
ENG235	Children's Literature	3			ENG102; permission - instructor or dean
ECE103	Home, School, & Community Relations	3			ECE101; permission - instructor or dean
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisites: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
	General Elective	3			Electives: Any course (see page 55 for exceptions)
Total: 61/62 credits					

See page 91 of the college catalog for program competencies and technical standards.

State certification: After completing the degree, students can apply for Office of Child Care Services (OCCS) Lead Teacher certification. Lead Teachers must be age 21 or over (those under 21 can receive Teacher certification). OCCS certification indicates that students are qualified to work in childcare facilities.

Students will also meet the new Department of Education guidelines that require an associate degree by 2010.

Helpful hints: To meet Office of Child Care Services 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, articulation agreements exist with Charter Oak State College, and the University of Phoenix. This program qualifies for the Franklin University Alliance program. Check with the transfer advisor early to maximize transfer options.

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, or daycare programs. They can also work towards becoming classroom aides or childcare directors or administrators.

Earning potential: \$15,000 - \$27,000 per year, according to a graduate survey.

Early Childhood Education Degree—Transfer Concentration (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 and 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, or EAS125	4			ENG100, RDG100, or placement
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 None
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
PHY105, or PHY106	College Physics I, or College Physics II	4			ENG100, RDG100, or placement; co-requisite MAT130 PHY105 or permission of instructor
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
	General Elective	3			Note: Select courses to fulfill requirements for the intended second major at the four-year college.
MAT130 or MAT143	College Math I or Statistics	3			MAT121, MAT124, or placement MAT121 or placement
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
PER130	Health, Fitness, & Wellness	3			Prerequisites: MAT100, RDG100, or placement
Total: 63 credits					

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.

Transfer options: This program fulfills all requirements for the Commonwealth Transfer Program (see pages 38-39). Completion of this program will meet the Massachusetts Early Childhood Education Transfer Compact (some restrictions apply; check with transfer services). Articulation Agreements exist with: Fitchburg State College, Lesley University, Charter Oak State College, and the University of Phoenix. This program qualifies for the Franklin University Alliance program.

Special requirements: Most four-year colleges and universities (including all MA public institutions) require satisfactory completion of the Communication and Literacy section of the MA Tests of Educator Licensure (MTLE) 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 MA Department of Education teacher requirements, graduates can pursue careers as teachers in Pre-K to grade 2.

Earning potential: \$33,590 - \$37,890 per year, for an entry-level teacher with a bachelor's degree who has met MA Department of Education requirements. Salaries increase substantially with experience and education level.

See page 91 of the college catalog for program competencies and technical standards.

**Early Childhood Education Certificate (ECE) and Degree—
Career (ECC) and Transfer Concentration (ECT)—continued**

Program Competencies for ECC and ECT

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

1. Establish and maintain a safe, healthy environment for children (birth through age eight) that encourages play, exploration, and learning.
2. Demonstrate success and experience in implementing activities that advance children's physical, intellectual, social, and emotional competence appropriate to the developmental levels and learning styles of children.
3. Demonstrate success and experience in providing a supportive environment where children learn to get along with others, learn self-control, and practice appropriate and acceptable behaviors.
4. Explain, analyze and evaluate the importance of establishing and maintaining cooperative relationships with families that welcome diversity and encourage collaboration.
5. Demonstrate experience in record keeping, planning, communicating both oral and written, and participating as a member of a team.
6. Analyze career opportunities and individual strengths while developing job search skills and applying for Massachusetts Office of Child Care Services teacher or lead teacher certification.

Technical Standards* for ECC, ECT, and ECE

** For general information about technical standards and accommodation, see page 55.*

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 and 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.

Campus/format

This program can be completed only at the Leominster Campus & Corporate Training Center.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
CET101	Concepts & Operating Systems I	3			RDG100, MAT100 or placement
CET102	Concepts & Operating Systems II	3			CET101
EDC101	Structured Cabling	1			RDG100, MAT100 or placement
EDC102	Communications Fundamentals	3			CET101 and CET102 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
EDC106	Fundamentals of Infrastructure Security	3			EDC105 or CCNA certification or permission of instructor
EDC107	Understanding Voice over IP	3			EDC105 or CCNA certification or permission of instructor
EDC108	Wireless Technologies	3			EDC105 or CCNA certification or permission of instructor
Total: 30 credits					

See page 73 of the college catalog for technical standards.

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 – 56,000 per year, depending on position.

Emergency Medical Technician (EMT) 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.

Campus/format

This program is offered evenings only at the Gardner campus.

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 credits: 8					

Technical Standards* EMT

** For general information about technical standards and accommodation, see page 55.*

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.

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

\$19,040 - \$31,600; earnings of EMTs depend on employment setting, geographic location, and experience.

Entrepreneurship Certificate (ENT)

This program prepares students to start and operate for-profit or nonprofit entities. It focuses on critical skills and behaviors needed for starting, managing, or growing an entrepreneurial initiative. Student will acquire necessary skills in finance, management, organizational behavior, and community change. This is a great option for those who have a limited amount of time for education and would like to explore this realm before pursuing a degree. For students who choose to continue their education, some courses can be applied to MWCC's Business Administration Career or Transfer associate degree.

Campus/format: Some courses are offered only in the evening or on the Leominster campus.

Helpful hints: The management fundamentals of a for-profit and a nonprofit entrepreneurial organization are universal. The core of this program is applicable to both sectors. Since some students may come to this program with some background in either field, the flexibility of choices allows them to fit their education to a specific sector's needs. Regardless of prior background, this certificate allows the student to specialize more specifically in either for-profit or nonprofit entrepreneurship through the choice of two electives.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement.
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
BUS112 or BUS113	Introduction to Customer Relations or Business Etiquette and Protocol	3			ENG100, RDG100, or placement
MGT110	Small Business Management	3			RDG100 or placement
MGT210	Principles of Management	3			ENG100, RDG100, or placement
MKT142	Marketing	3			MAT100, RDG100, or placement
BUS220	The Business of Social Change	3			MGT110 or permission of instructor
	Professional Elective	3			ACC101, BUS211, BUS224, CIS118, CIS120, ECO101, ECO102, MGT115, MGT235, MKT241
	Professional Elective	3			Note: See above professional elective
Total credits: 27					

See page 68 of the college catalog for program competencies and technical standards.

Career options:

For-profit – Prepares students to competitively start or manage a variety of entrepreneurial organizations, including full-time, part-time for second income, home-based, franchise, independent contractors, or consultant in fields, including, but not limited to, architecture and engineering; arts, design, entertainment, media; automotive; building and grounds cleaning and maintenance; business and financial; children's products and services; computer and technological; construction; education and training; food and restaurants; health and personal care; home products and services; professional services; retail; specialty products; sports and recreation; travel and lodging. Opportunities for entrepreneurialism and/or self-employment exist in nearly every field.

Nonprofit – This certificate will add crucial skills to current nonprofit employees helping them to take on mid- and upper-management positions, such as executive director and program manager. Those interested in joining the nonprofit sector or interested in starting a nonprofit initiative will learn the financial and management skills needed to cope with an evolving, innovation-driven marketplace

Transfer options: Courses may be applied to MWCC's Business Administration—Career or Transfer program.

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

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

Fire Science Technology Degree (FS) (evening only)

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	Prerequisites/Notes
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100 or placement
ENG102	English Composition II	3			ENG101
FST107	Fundamentals of Fire Prevention	3			ENG100, RDG100 or placement
FST111	Building Construction	3			ENG100, RDG100 or placement
FST112	Fire Hydraulics	3			ENG100, RDG100, MAT120
FST113	Fire Protection Systems and Equipment	3			ENG100, RDG100 or placement
FST114	Hazardous Materials	3			ENG100, RDG100 or placement
FST117	Fire Codes and Ordinances	3			ENG100, RDG100 or placement
FST122	Fire Fighting Tactics and Strategy	3			ENG100, RDG100 or placement
FST128	Incident Command	3			ENG100, RDG100 or placement
MAT120	Introduction to Mathematics (or higher)	3			MAT100 or placement
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT100, 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			Electives: BIO, CHE, EAS, NUT, PHY, NRT
	Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO
	Professional Electives	17			Electives: HCC111 and HCC112 or current certification; other Fire Science courses as offered
Total: 64/66 credits					

Fire Academy Certificate and MWCC Course Equivalencies

Fire Academy Certificate	Number	MWCC Course	Cr
Recruit Training Program (Firefighter I/II Certificate)	PER126	Health, Fitness, & Wellness Elective	2
	FST107	Fundamentals of Fire Prevention	3
	FST112	Fire Hydraulics	3
		Professional Elective	3
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 Electives	6
Mass. Civil Service Exam for Promotion to Fire Lieutenant or Captain	FST124	Fire Company Officer	3

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. Articulation agreements exist with Charter Oak State College, and the University of Phoenix. This program qualifies for the Franklin University Alliance program.

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: \$29,316 - \$39,477 per year.

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

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

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 55.*

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 prepares 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 or PTA 104	Principles of Anatomy and Kinesiology Applied Anatomy and Kinesiology	3			MAT100, ENG100, RDG100 or placement MAT100, 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			MAT100, ENG100, RDG100 or placement
THE113	Speech	3			ENG101
PSY110	Human Growth and Development	3			PSY105
MAT124	Accelerated Introductory Algebra or Professional Elective	3			Only those students who test out of MAT124 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.
Total: 29 credits					

See page 122 of the college catalog for technical standards.

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. Most courses will transfer to the following four-year colleges with comparable programs in exercise science and/or coaching: Fitchburg State College, UMASS, Springfield College, Worcester State College, Bridgewater State College, Northeastern University, among others. 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: \$13,603 - \$34,278 per year. Varies by education level, certification, and geographical area.

For more program information:

Contact Nola Sapienza, program chair, (978) 630-9261, email: nsapienza@mwcc.mass.edu or Deborah Orre, associate dean of Health Sciences, (978) 630-9229, email dorre@mwcc.mass.edu.

General Studies Degree (GS)

If your career and educational goals are not yet firmly defined, the General Studies Degree program provides a flexible curriculum allowing you to explore many different disciplines. You can select a concentration in business, computer technology, or human and social sciences and take a minimum of 15 credits in one of these career clusters.

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
	General Elective	3			Electives: Any course (see page 55 for exceptions)
	Mathematics Elective	3			Electives: MAT120 or higher
	Non-behavioral Social Sciences Elective	3			Electives: GEO, HIS, POL, ECO
ENG102	English Composition II	3			ENG101
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	Non-behavioral Social Science Elective	3			Electives: GEO, HIS, POL, ECO
	Business Elective	3			Electives: ACC, BSS, BUS, CIS, ECO, MAS, MGT, MKT, PLS
	General Elective	3			Note: see above General Elective
	General Elective	3			Note: see above General Elective
	General Elective	3			Note: see above General Elective
	Science Elective	3/4			Electives: BIO, CHE, EAS, NUT, PHY, NRT
	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: 62/63/64 credits					

See page 108 of the college catalog for program competencies and technical standards.

Campus/format: This degree can be completed entirely at MWCC's Gardner campus, MWCC's Leominster Campus & Corporate Training Center, or online.

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 transferring should consult with their advisor about taking courses that meet the Commonwealth Transfer Compact (CTC). The CTC is a transfer agreement between Massachusetts community colleges and four-year public colleges and universities. It guarantees that qualified students who meet specific requirements will transfer to the receiving institution with a minimum of 60 credits. Articulation agreements exist with Charter Oak State College and the University of Phoenix.

General Studies students interested in transferring should consider changing their program of study to one of the Liberal Arts and 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 Degree—Business Concentration (GSB)

This program is for those whose career and educational goals are not yet firmly defined, allowing students to explore many different disciplines while concentrating in business. You can select 15 credits among courses in: accounting, broadcasting and telecommunications, business, economics, management, marketing, medical assisting, and paralegal studies.

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
	Career Elective	3			Career Electives: ACC, BCT, BUS, ECO, MGT, MKT, MAS, PLS
MAT120	Intro. to Math I (or higher)	3			MAT100 or placement
	Non-behavioral Social Sciences Elective	3			Electives: ECO, GEO, HIS, POL
ENG102	English Composition II	3			ENG101
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
	General Elective	3			Electives: Any course (see page 55 for exceptions)
	Career Elective	3			Career Electives: See above
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	Non-behavioral Social Science Elective	3			Electives: ECO, GEO, HIS, POL
	Business Elective	3			Electives: ACC, BSS, BUS, CIS, ECO, MAS, MGT, MKT, PLS
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
	Career Elective	3			Career Electives: See above
	Science Elective	3/4			Electives: BIO, CHE, EAS, NUT, PHY, NRT
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
	Career Elective	3			Career Electives: See above
	Career Elective	3			Career Electives: See above
Total: 62/64 credits					

See page 108 of the college catalog for program competencies and technical standards.

Campus/format: This degree can be completed at MWCC's Gardner campus and/or at MWCC's Leominster Campus & Corporate Training Center.

Helpful hints: General Studies is a good alternative if you have not decided on a career or transfer program of study. However, once you have decided, it is suggested that you change your program of study as soon as possible.

Transfer options: Students interested in transferring should consult with their advisor about taking courses that meet the Commonwealth Transfer Compact (CTC). The CTC is a transfer agreement between Massachusetts community colleges and four-year public colleges and universities. It guarantees that qualified students who meet specific requirements will transfer a minimum of 60 credits to the receiving institution. Articulation agreements exist with Charter Oak State College and the University of Phoenix.

General Studies students interested in transferring should consider changing their program of study to one of the Liberal Arts and 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 Degree—Computer Technologies Concentration (GSC)

This program is for those whose career and educational goals are not yet firmly defined, allowing students to explore many different disciplines while concentrating in computer technologies. You can select 15 credits among courses in: business software systems, computer-aided design drafting, computer and electronic technology, computer graphic design, and computer information systems.

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
	Career Elective	3			Career Electives: BSS, CAD, CET, CGD, CIS.
	Mathematics Elective	3			MAT120 or higher
	Non-behavioral Social Sciences Elective	3			Electives: ECO, GEO, HIS, POL
ENG102	English Composition II	3			ENG101
PER126/130	Health, Fitness, and Wellness Elective	2/3			Prerequisite: MAT100, RDG100, or placement Note: PER130 is recommended for transfer.
	General Elective	3			Electives: Any course (see page 55 for exceptions)
	Career Elective	3			Career Electives: see above
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	Non-behavioral Social Science Elective	3			Electives: ECO, GEO, HIS, POL
	Business Elective	3			Electives: ACC, BSS, BUS, CIS, ECO, MAS, MGT, MKT, PLS
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
	Career Elective	3			Career Electives: see above
	Science Elective	3/4			Electives: BIO, CHE, EAS, NRT, NUT, PHY
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
	Career Elective	3			Career Electives: see above
	Career Elective	3			Career Electives: see above
Total: 62/64 credits					

See page 108 of the college catalog for program competencies and technical standards.

Campus/format: This degree can be completed at MWCC's Gardner campus and/or at MWCC's Leominster Campus & Corporate Training Center.

Helpful hints: General Studies is a good alternative if you have not decided on a career or transfer program of study. However, once you have decided, it is suggested that you change your program of study as soon as possible.

Transfer options: Students interested in transferring should consult with their advisor about taking courses that meet the Commonwealth Transfer Compact (CTC). The CTC is a transfer agreement between Massachusetts community colleges and four-year public colleges and universities. It guarantees that qualified students who meet specific requirements will transfer a minimum of 60 credits to the receiving institution. Articulation agreements exist with Charter Oak State College and the University of Phoenix.

General Studies students interested in transferring should consider changing their program of study to one of the Liberal Arts and 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 Degree **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 13-14 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					
MAT121/124	Introductory Algebra	3			MAT120 or equivalent
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			MAT100, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100 or placement
Required Courses for the Dental Hygiene Degree					
BIO205	Microbiology	4			<i>Any of the following:</i> BIO109, BIO115, BIO203 or permission of instructor.
ENG102	English Composition II	3			ENG101
PSY105	Introduction to Psychology	3			ENG100, RDG100 or placement
SOC103	Introduction to Sociology	3			ENG100, RDG100 or placement
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	Non-behavioral Social Science Elective	3			Electives: GEO, HIS, POL, ECO
	Non-behavioral Social Science Elective	3			Electives: GEO, HIS, POL, ECO
	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
	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: 63 credits					

See page 108 of the college catalog for program competencies and technical standards.

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.

Transfer options: Students interested in pursuing the Dental Hygiene Degree (DH) should *apply* after fulfilling their prerequisite requirements (see first section of GSDH curriculum). See the Dental Hygiene application and information packet for more information.

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 86 of the college catalog for requirements and more information about the Dental Hygiene Degree.

General Studies Degree

English as a Second Language Track (GSE)

This concentration is designed to help non-native English speaking students improve English conversation, reading, writing, and grammatical skills necessary for academic and professional success. Following a complete language assessment, students may be placed in one of four levels of study: beginning, advanced beginning, intermediate, or advanced. Courses are available in reading, writing, grammar, and conversation at each level except the advanced level, which offers reading, writing, and grammar. After successfully completing ESL courses, students are prepared to enter other college-level academic programs. After completing the advanced level courses, students take the Comprehensive Placement Test (CPT) to ensure placement into appropriate college-level courses.

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
	General Elective	3			Note: Beginning or intermediate English as a Second Language (ESL) courses (all ESL 100, 101, 102 classes) are NOT accepted as general electives. These courses earn <i>institutional</i> credit rather than college credit; see page 19 of the college catalog. The only ESL courses that count for general electives are ELG103, ELR103, and ELW103.
	Mathematics Elective	3			Elective: MAT120 or higher
	Non-behavioral Social Sciences Elective	3			Electives: GEO, HIS, POL, ECO
ENG102	English Composition II	3			ENG101
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	Non-behavioral Social Science Elective	3			Electives: GEO, HIS, POL, ECO
	Business Elective	3			Electives: ACC, BSS, BUS, CIS, ECO, MAS, MGT, MKT, PLS
	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
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
	Science Elective	3/4			Electives: BIO, CHE, EAS, NUT, PHY, NRT
Total: 62/63/64 credits					

Special requirements: Advanced (103 level) ESL courses earn college credit. Pre-advanced (100-102 level) ESL courses earn institutional rather than college credit. See the note below on “General Electives.” See pages 176-178 for more information on ESL courses.

Technical standards must be met with or without accommodations.

Helpful hints: Students should use ESL classes to satisfy general electives.

Transfer options: As soon as they complete ESL103 level courses, those interested in transferring to a four-year institution should meet with an advisor to choose another academic program appropriate for transfer.

See page 108 of the college catalog for program competencies and technical standards.

General Studies Degree **Human and Social Services Concentration (GSHS)**

This program is for those whose career and educational goals are not yet firmly defined, allowing students to explore many different disciplines while concentrating in human and social services. You can select 15 credits among courses in: American Sign Language & Deaf studies, anthropology, criminal justice, early childhood education, history, human services, psychology, and sociology.

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
	Career Elective	3			Career Electives: ASL, DSI, ANT, CJU, ECE, HIS, HST, PSY, SOC.
MAT120	Intro to Math I (or higher)	3			MAT100 or placement
	Non-behavioral Social Sciences Elective	3			Electives: ECO, GEO, HIS, POL
ENG102	English Composition II	3			ENG101
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisites: MAT100, RDG100, or placement Note: PER130 is recommended for transfer.
	General Elective	3			Electives: Any course (see page 55 for exceptions)
	Career Elective	3			Career Electives: see above
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	Non-behavioral Social Science Elective	3			Electives: ECO, GEO, HIS, POL
	Business Elective	3			Electives: ACC, BSS, BUS, CIS, ECO, MAS, MGT, MKT, PLS
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
	Career Elective	3			Career Electives: see above
	Science Elective	3/4			Electives: BIO, CHE, EAS, NRT, NUT, PHY
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
	Career Elective	3			Career Electives: see above
	Career Elective	3			Career Electives: see above
Total: 62/64 credits					

See page 108 of the college catalog for program competencies and technical standards.

Campus/format: This degree can be completed entirely at MWCC's Gardner campus and/or at MWCC's Leominster Campus & Corporate Training Center.

Helpful hints: General Studies is a good alternative if you have not decided on a career or transfer program of study. However, once you have decided, it is suggested that you change your program of study as soon as possible.

Transfer options: Students interested in transferring should consult with their advisor about taking courses that meet the Commonwealth Transfer Compact (CTC). The CTC is a transfer agreement between Massachusetts community colleges and four-year public colleges and universities. It guarantees that qualified students who meet specific requirements will transfer a minimum of 60 credits to the receiving institution. Articulation agreements exist with Charter Oak State College and the University of Phoenix.

General Studies students interested in transferring should consider changing their program of study to one of the Liberal Arts and 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 Degree Nursing Track (GSN)

This concentration is for those who anticipate applying to the Nursing program, allowing them to complete general education requirements of the program prior to acceptance. **Nursing is a selective program (see pages 14-15 of the college catalog); acceptance into this General Studies concentration does not guarantee admission into the Nursing program.**

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
Courses Needed for Nursing Degree					
ENG101	English Composition I	3			ENG100, RDG100 or placement
PSY105	Introduction to Psychology	3			ENG100, RDG100 or placement
BIO203	Anatomy & Physiology I	4			ENG100, RDG100 or placement; BIO109 or 115 is strongly encouraged.
SOC103	Introduction to Sociology	3			ENG100, RDG100 or placement
MAT121	Introduction to Math II	3			MAT120 or equivalent.
ENG102	English Composition II	3			ENG101
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
BIO204	Anatomy & Physiology II	4			BIO203
BIO205	Microbiology	4			Any of the following: BIO109, BIO115; BIO203 or permission of instructor
PSY110	Human Growth & Development	3			PSY105
	Humanities or Business Elective	3			The Nursing Program requires one of these electives. Business Electives: ACC, BSS, BUS, CIS, ECO, MAS, MGT, MKT, PLS <i>or</i> Humanities Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	Non-behavioral Social Science Elective	3			Electives: GEO, HIS, POL, ECO
	Non-behavioral Social Science Elective	3			Note: See above Non-behavioral Social Science Elective
	General Elective	3			Electives: Any course (see page 55 for exceptions)
	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
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
Total: 65/66 credits					

See page 108 of the college catalog for program competencies and technical standards.

Helpful hints: Nursing is a rigorous degree program; students interested in applying to MWCC's Nursing program should enter the GSN program first and take as many courses as possible before matriculating into the Nursing program.

Transfer options: Students interested in pursuing the Nursing Degree (NU) should apply after fulfilling their general education requirements. See the Nursing application and information packet for more information.

Special requirements: The Nursing program is a selective enrollment program. It requires additional application components, the process is competitive, and space is limited. The priority application deadline is **Feb. 1** with a secondary deadline of June 1.

See pages 14-15 of the college catalog for requirements and more information about the Nursing Degree.

Technical standards must be met with or without accommodations.

General Studies— Pharmacy Technology Degree (GSPH)

**In collaboration with Holyoke Community College in Holyoke, MA.*

In the pharmacy profession, highly trained pharmacy technicians and/or pharmacist assistants are increasingly in demand. This program, accredited by the American Society of Health-System Pharmacists, prepares students to become pharmacy technicians or pharmacist assistants, and enhances the skills of those already in the field. Students gain: comprehensive training in pharmacy technology, a strong background in science and other subjects, and additional experiential training.

Certification: Provides the knowledge and skills necessary to sit for the National Pharmacy Technician Certification Board, and to become a licensed Certified Pharmacy Technician in Massachusetts.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
Courses Taken at MWCC					
CIS 117	Intro to Computers	3			ENG100, RDG100 or placement
ENG101	English Composition I	3			ENG100, RDG100 or placement
BIO115	Human Biology	4			ENG100, RDG100 or placement
ENG102	English Composition II	3			ENG101
MAS102	Medical Terminology	3			RDG100 or placement
PSY105	Introduction to Psychology or	3			ENG100, RDG100 or placement
SOC103	Introduction to Sociology				
CHE107	General Chemistry I	4			ENG100, RDG100, MAT120 or placement
BIO205	Microbiology	4			BIO109 or BIO115 or BIO203
	Social Science Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
Total credits at MWCC: 30					
Courses Taken at Holyoke Community College* (separate application required)					
*PHM100	Survey of Pharmacy	3			
*PHM121	Pharmacy Law & Ethics	3			
*PHM130	Math for Meds	2			
*PHM170	Intro to Comp Tech for Pharm Serv	1			
*PHM103	Community-based Pharmaceutics**	4			
*PHM104	Institutional-based Pharmaceutics**	4			
*PHM111	Pharmacology I	3			
*PHM211	Community Pharmacy Practicum & Seminar	5			
*PHM112	Pharmacology II	3			
*PHM212	Institutional Pharmacy Practicum & Seminar	5			
Total credits at Holyoke Community College: 33					

Courses in bold can be taken at MWCC prior to enrolling at Holyoke Community College or concurrently with course being taken at HCC.

*Offered by Holyoke Community College at MWCC through a distance education initiative (video conferencing).

**Laboratory portion of Pharmaceutics courses is accomplished at Holyoke Community College on periodic Saturdays.

Information on program competencies and technical standards is pending.

Helpful hints: This program is a rigorous program; it will be of benefit to develop good study habits and peer assistance (i.e., study groups).

Special requirements & transfer options: Students must achieve a minimum grade of “C” in all pharmacy (PHM) courses and maintain an overall 2.0 QPA to graduate.

General education coursework is completed at MWCC and accepted by Holyoke Community College (HCC), Holyoke, MA. Students must apply to HCC's Pharmacy Technology program even though courses are being taken at MWCC. Content specific coursework will be completed via video-conferencing at this campus, while clinical requirements will be completed locally. Laboratory work in PHM 103 and 104 will be performed at HCC on periodic Saturdays. Technical standards must be met with or without accommodations.

Career options: Pharmacy technicians and assistants in hospitals, HMO clinics, nursing homes, home health care pharmacies, governmental agencies, wholesale drug companies, correctional facilities, and pharmaceutical sales.

Earning potential: Initially \$20,000 - \$35,000 per year. Shift differentials for working evenings or weekends may also increase earnings.

For more information: Call Deborah Orre, associate dean of Health Sciences at MWCC: (978) 630-9229, email dorre@mwcc.mass.edu or David Baker at (413) 552-2465, email dbaker@hcc.mass.edu

General Studies Degree

Physical Therapist Assistant Track (GSY)

This concentration is for those who anticipate applying to the Physical Therapist Assistant (PTA) program, allowing them to complete general education requirements of the PTA program prior to acceptance. **PTA is a selective program (see page 16 of the college catalog); enrollment into this General Studies concentration does not guarantee admission into the PTA program.**

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
Courses Suggested for Physical Therapist Assistant Degree					
ENG101	English Composition I	3			ENG100, RDG100 or placement
PSY105	Introduction to Psychology	3			ENG100, RDG100 or placement
BIO203	Anatomy & Physiology I	3			ENG100, RDG100 or placement; BIO109 or BIO105 or BIO115 is strongly encouraged
MAT121	Introduction to Mathematics II	3			MAT120 or equivalent
	Non-behavioral Social Sciences Elective	3			Electives: GEO, HIS, POL, ECO
ENG102	English Composition II	3			ENG101
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
BIO204	Anatomy & Physiology II	3			BIO203
CIS127	Computer Technologies or Humanities Elective	3			CIS127 prerequisite: ENG100, RDG100, or placement Humanities Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	Non-Behavioral Social Science Elective	3			Electives: GEO, HIS, POL, ECO
	Business Elective	3			Electives: ACC, BSS, BUS, CIS, ECO, MAS, MGT, MKT, PLS
PSY110	Human Growth and Development	3			PSY105
	General Elective	3			Electives: Any course (see page 55 for exceptions)
	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
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
Total: 62/64 credits					

See page 108 of the college catalog for program competencies and technical standards.

Transfer options: Students interested in pursuing the Physical Therapist Assistant (PTA) Degree program should apply after fulfilling prerequisite requirements. Students may receive conditional admission pending the completion of requirements. See the PTA application and information packet for more information.

Special requirements: PTA is a selective enrollment program. It requires additional application components; the selection process is competitive and space is limited. The application deadline is **Feb. 1** to be considered for admission for the subsequent fall semester.

See page 141 of the college catalog for requirements and more information on the Physical Therapist Assistant Degree.

Technical standards must be met with or without accommodations.

For more information: Contact Program Director Jackie Shakar, (978) 630-9287, or the admissions office, (978) 630-9110; email admissions@mwcc.mass.edu.

General Studies Degree **Practical Nursing Track (GSPN)**

This concentration is for those who anticipate entering the Practical Nursing (PN) program, allowing them to complete general education requirements of the program before entering it. **PN is a selective program (see pages 14-15 of the college catalog), enrollment into this General Studies concentration does not guarantee admission into the PN program.**

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
Courses Needed for Practical Nursing Program					
ENG101	English Composition I	3			ENG100,RDG100 or placement
PSY105	Introduction to Psychology	3			ENG100,RDG100 or placement
BIO115	Human Biology	4			ENG100,RDG100 or placement
PSY110	Human Growth and Development	3			PSY105
MAT120	Introduction to Math I	3			MAT100 or equivalent.
	Non-behavioral Social Science Elective	3			Electives: GEO,HIS, POL, ECO
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS,PHL, SPA,THE
	Non-behavioral Social Science Elective	3			Electives: GEO,HIS, POL, ECO
	Business Elective	3			Electives: ACC, BSS,BUS,CIS, ECO,MAS,MGT,MKT,PLS
	General Elective	3			Electives: Any course (See page 55 for exceptions)
	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
	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: 63 credits					

See page 108 of the college catalog for program competencies and technical standards.

Helpful hints: Practical Nursing is a rigorous degree program; students interested in applying to MWCC's Practical Nursing program should enter the GSPN program first and take as many courses as possible before matriculating into the Practical Nursing program.

Transfer options: Students interested in pursuing the Practical Nursing Degree (PN) should apply after fulfilling their prerequisite requirements (MAT120 or equivalent and placement into ENG101). See the nursing application and information packet for more information.

Special requirements: The nursing program is a selective enrollment program. It requires additional application components, the process is competitive, and space is limited. The application deadline is **September 1**.

Technical standards must be met with or without accommodations

See page 143 of the college catalog for requirements and more information about the Practical Nursing Degree.

General Studies Degree (GS)
and General Studies Degree with Concentrations in Business (GSB), Computer Technologies (GSC), and Human and Social Services (GSHS);
and tracks in Dental Hygiene (GSDH), English as a Second Language (GSE), Nursing (GSN), Physical Therapist Assistant (GSY), and Practical
Nursing (GSPN)—continued

Program Competencies for GS, GSB, GSC, GSDH,
GSHS, GSPN, GSE, GSN, GSR, and GSY

Program Competencies are those outcomes outlined in the Institutional Effectiveness and Learning Outcomes section. See page 29 of the college catalog.

Technical Standards* for GS, GSB, GSC, GSDH, GSHS,
GSE, GSN, GSPN, and GSY

** For general information about technical standards and accommodation, see page 55.*

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

General Studies—Radiologic Technology Concentration (GSR)

**In collaboration with Mass Bay Community College*

An essential member of the health care team, the radiologic technologist provides diagnostic imaging services to patients in hospitals, clinics, private imaging centers and medical offices. This nationally accredited associate degree program is founded on the academic and clinical educational requirements of the Joint Review Committee in Education in Radiologic Technology. Comprehensive, rigorous, multifaceted and interrelated experiences in the classroom, laboratory and clinical settings prepare students to enter the field as competent, compassionate professionals. Successful graduates will be able to meet patient needs, perform high quality imaging exams, and assume accountability for the radiation safety of the patient as well as him/herself. Graduates are eligible to take the Massachusetts State Licensing and American Registry of Radiologic Technologists Examinations.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
Courses Taken at MWCC					
BIO203	Anatomy & Physiology I	4			ENG100, RDG100 or placement
BIO204	Anatomy & Physiology II	4			BIO203
ENG101	English Composition I	3			ENG100, RDG100 or placement
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
ENG102	English Composition II	3			ENG101
MAT130	College Mathematics I	3			MAT121, MAT124 or placement
	Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	Humanities or Social Science Elective	3			Note: See above Humanities Elective or Social Science Elective
Total credits at MWCC: 29					
Courses Taken at Mass Bay Community College* (separate application required)					
RT101	Radiographic Positioning I	3			
RT111	Radiographic Technique I	3			
RT121	Clinical Education I	3			
RT102	Radiographic Positioning II	3			
RT112	Radiographic Technique II	3			
RT122	Clinical Education II	3			
RT131	Radiographic Physics	4			
RT123	Clinical III	6			
RT112	Radiographic Technique II	3			
RT122	Clinical Education II	3			
RT131	Radiographic Physics	4			
RT123	Clinical III	6			
RT203	Radiographic Positioning & Lab III	3			
RT213	Radiation Biology & Protection	2			
RT214	Radiographic Technique & Lab III	2			
RT221	Clinical Education IV	4			
RT216	Medical & Surgical Diseases	3			
RT217	Advanced Radiographic Technology	3			
RT222	Clinical Education V	4			
Total credits at Mass Bay Community College: 65					

See page 110 of the college catalog for program competencies and technical standards.

This concentration is for those who anticipate applying to the Radiologic Technology program at Mass Bay Community College (MBCC), allowing them to complete general education requirements of the program prior to acceptance. **Radiologic Technology is a selective program at MBCC. It requires separate application, and enrollment into this General Studies concentration does not guarantee admission into MBCC's Radiologic Technology program.**

Helpful hints: Because this is a very rigorous program, take as many general education credits as possible prior to beginning the Radiologic Technology portion. Once the program has begun, work no more than 16 hours per week.

Special requirements & transfer options:

General education coursework can be completed at MWCC and accepted in transfer to Mass Bay Community College in Framingham, MA. Students must apply to Mass Bay's Radiologic program even if courses are taken at MWCC. Most clinical requirements can be done in Gardner, at Heywood Hospital. Content specific coursework will be completed at the Mass Bay Framingham campus. Students must test into MAT128 for program acceptance. A four-credit BIO lab is also required for admission. There are two program options at Mass Bay: a full-time, two-year day program or three-year evening program (note: the third year is all clinical and must be completed during the day). Technical standards must be met with or without accommodations.

Career options: After attaining licensure, graduates can become radiologic technologists.

Earning potential: \$30,220 - \$43,380 per year.

For more information: Call Deborah Orre, associate dean of Health Sciences at MWCC : (978) 630-9229, email dorre@mwcc.mass.edu or Michael Glisson, health advisor at Mass Bay Community College: (508) 270-4031, email mglisson@massbay.edu.

**For more information about Mass Bay Community College courses, prerequisites, and the college itself, go to their website: www.massbay.mass.edu.*

General Studies—Radiologic Technology Concentration (GSR)—continued

Technical Standards* for GSR

** For general information about technical standards and accommodation, see page 55.*

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

1. Work at areas located at various positions and elevation levels for durations of at least 30 minutes at a time alternating with the need to make frequent changes in body positions.
2. Maintain a standing body position for a minimum of two hours, while performing work related functions.
3. Transfer and position movement dependent patients from/to various positions and surfaces, such transfer/positioning frequently requiring a minimum of a 50 lb. weight bearing load.
4. Move/push/pull/reach equipment and accessories of various weights and sizes from a variety of heights to a variety of heights.
5. Perform CPR on adults, infants, and toddlers.
6. Detect and distinguish between variations in human pulse, muscle spasm and contractions, and/or bony landmarks.
7. Safely guide patient in ambulation on level as well as inclined surfaces and stairs, often while the patient is using a variety of assistive devices. In either case, guard patient against falls or other injury.
8. Quickly move from one site to all other areas of the health care facility.
9. Detect and appropriately respond to verbally generated directions and acoustically generated monitor signals, call bells, and vital sign instrumentation output.
10. Detect and discriminate between various human gestures and non-verbal responses.
11. Detect and discriminate between large and small gradations in readings on dials, graphs, and displays, such detection made at various distances from the source.
12. Read printed and computer screen manuscript text.
13. Discern a patient's physical status at distances in excess of 10 feet and in subdued lighting.
14. Detect and discriminate between the range of image brightness values present on radiographic and computer screen images.
15. Manipulate/adjust various types of switches, levers, dials, control, and/or hand-held equipment and/or various combinations.
16. Hold and use a writing instrument for recording patient history or pertinent information.
17. Apply gown, gloves, and mask for Universal Precautions when needed.
18. Articulate clearly to a patient in conversational English regarding therapeutic goals and procedures.
19. Detect changes in environmental odor and temperature.
20. Function within environments that may be stressful due to fast pace, need for accuracy, and distracting sights and sounds.
21. Recognize that the academic/clinical environment includes exposure to disease, toxic substances, bodily fluids, and/or radiation.
22. Exhibit social skills necessary to interact effectively with those of the same or different cultures with respect, politeness, and discretion.
23. Maintain cleanliness of personal grooming consistent with close personal contact.
24. Function without causing harm to self or others if under the influence of prescription or over-the-counter medications.

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 affiliated with the National Collegiate Honors Council (NCHC) and the Northeast Regional NCHC and has Commonwealth Honors Program Status.

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: New students to the college are encouraged to inquire about the Honors Program. Previous academic experience may or may not be indicative of future potential. Meet with the Honors coordinator to discuss academic preparation and possible placement in the Honors Program.

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 (MAT130 or higher) and a lab science course.
- Complete Honors English (ENG201), after completing ENG101 and ENG102. Honors English is offered exclusively to Honors students.
- Two Honors courses:
These may be “component” courses already required by a student’s degree program (must be approved as component courses), or specifically designed Honors courses. A component course requires additional activities such as independent research, one-on-one tutorials, and/or a special project. Component courses result from a written agreement between a faculty member and a student, and approval of the division dean.
- 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 Degree (HS)

Program options: You can choose options in *Gerontology* or *American Sign Language/Deaf Studies*. See page 113 of the college catalog for more information.

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
SOC103	Introduction to Sociology	3			ENG100, RDG100, or placement
	General Elective	3			Electives: Any course (see page 55 for exceptions)
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			Prerequisite: MAT100, 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
MAT120	Intro to Math I (or higher)	3			MAT100 or placement
PSY 240	Abnormal Psychology	3			PSY105
THE 113	Speech	3			ENG101
CIS	CIS Elective	3			Electives: Any CIS course
	Professional Elective	3			Electives: ANT111, ASL101, 102, CHC101, 105, 108, 110, 220, CJU131, 232, 250, 254, 260, DSI109, 113, ECE101, 102, 103, 104, 114, 124, HST142, 145, 147, 245, 250, PSY143, 244, 246, 280, 290, SOC212, 129, 206, 208, 210, SPA109, 110, 209, 210.
	BIO103 or Lab Science	3/4			Electives: BIO103 or BIO, CHE, EAS, PHY, NRT
POL211	Massachusetts and the Federal System	3			ENG100, RDG100, or placement
SOC205	Social Problems	3			SOC103
	Professional Elective	3			Note: See above Professional Elective
	Professional Elective	3			Note: See above Professional Elective
	General Elective	3			Note: See above General Elective
Total: 62/64 credits					

Professional Electives: See page 113 of the college catalog for electives for each option: **Gerontology** or **American Sign Language/Deaf Studies**.

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

Campus/format: This degree can be completed entirely at MWCC's Gardner campus and/or at MWCC's Leominster Campus & Corporate Training Center.

Helpful hints: Volunteer opportunities, service learning, and civic engagement components are suggested as ways of enhancing classroom learning.

Transfer options: Joint Admissions agreements exist with: Fitchburg State College, UMASS campuses at Amherst and Boston, and Mass. College of Liberal Arts. A transfer agreement exists with Lesley University. Articulation agreements exist with Charter Oak State College and the University of Phoenix. This program qualifies for the Franklin University Community College Alliance program. Other popular transfer choices include: Anna Maria College and Worcester State College. Consult with the transfer advisor early to maximize your transfer options.

Special requirements: A Criminal/Sexual Offender Record Information (CORI/SORI) check is 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.

Human Services Degree (HS)—continued

American Sign Language/Deaf Studies Option:

This option provides students with the opportunity to develop basic communication skills to converse with those who are Deaf or hard-of-hearing and gives them a basic understanding of the Deaf community. Transfer opportunities include interpreter training programs to enter the high-demand field of ASL/English interpreting. Career options include classroom aides and positions in human services agencies working with clients who use ASL.

Professional/General Electives: ASL101 Basic Sign Language I, ASL102 Basic Sign Language II, ASL103 Intermediate Sign Language I, and DSI113 Orientation to the Deaf Community

Gerontology Option:

Gerontology is the study of aging, encompassing the physiological, psychological, social, and economic aspects of growing old. Through this concentration, students learn to understand the aging process and the impact of increased life expectancy, and prepare to work with older adults in hospitals, health/day care centers, assisted living facilities, nursing homes, hospices, the home, and future living environments.

Professional/General Electives: HST145 Introduction to Gerontology, PSY290 Psychology of Aging, and PSY280 Psychology of Death and Dying

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 55.*

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.

Human Services Technician Certificate (HSC)

This program is for those who wish to build a rewarding career helping others who are experiencing personal and socialization problems. Opportunities in this field are excellent. According to the Bureau of Labor Statistics human services is one of the fastest growing fields. The Human Services Technician Certificate prepares students for immediate employment in entry level human services positions. It also provides individuals currently working in entry-level positions an opportunity to enhance their skills.

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 strongly recommended, may be taken concurrently
	Professional Elective	3			Electives: ANT111, ASL101, 102, CHC101, 105, 108, 110, 220, CJU131, 232, 250, 254, 260, DSI109, 113, ECE101, 102, 103, 104, 114, 124, HST142, 145, 147, 245, 250, PSY143, 244, 246, 280, 290, SOC212, 129, 206, 208, 210, SPA109, 110, 209, 210.
HST250	Human Services Internship Experience	4			QPA 2.75, HST101, HST140 & permission of instructor; CORI check required
PSY240	Abnormal Psychology	3			PSY105
Total: 25 credits					

See page 113 of the college catalog for technical standards.

Helpful hints: This certificate can be completed at MWCC's Gardner campus and/or at MWCC's Leominster Campus & Corporate Training Center.

Volunteer opportunities, service learning, and civic engagement components are suggested as ways of enhancing classroom learning.

Transfer options: Some courses in this program may be applied to MWCC's Human Services Degree. Consult with your academic advisor.

Special requirements: This program includes a supervised 150-hour internship during the second semester. MWCC, as well as many agencies, require a Criminal/Sexual Offender Records Information (CORI/SORI) check for student interns.

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.

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 course work to provide students with the knowledge and skills they need to compete for entry into the Massachusetts law enforcement field. All of the credits earned in the certificate program can be applied to a Quinn Bill eligible associate in science degree in criminal justice.

There are several good reasons to pursue or continue your education in criminal justice. 1) It's 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 as a CJ major.
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
CJU134	Criminal Procedure	3			ENG100, RDG100, or placement
CJU140	American Policing	3			ENG100, RDG100, or placement
CJU232	Introduction to Criminology**	3			SOC103
PSY105	Introduction to Psychology	3			ENG100, RDG100, or placement
THE113	Speech	3			ENG101
Total credits 28					

See page 85 of the college catalog for technical standards.

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: Close 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 degree in Criminal Justice. Students should also complete CJU233 – Criminal Investigation.

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 and Sciences—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, science, or business. 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
MAT130	College Math I	3			MAT121, MAT124, or placement
PSY105	Introduction to Psychology	3			ENG100, RDG100 or placement
	World Language	3			Note: Intermediate proficiency in a world language is required. Students are placed in a language course and section in accordance with their background and may petition for placement by examination.
	Lab Science Elective	4			Electives: BIO, CHE, EAS, PHY
ENG102	English Composition II	3			ENG101
MAT131	College Math II	3			MAT130 or equivalent
SOC103	Introduction to Sociology	3			ENG100, RDG100, or placement
	World Language	3			See above World Language
	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: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
THE113	Speech	3			ENG101
	World Language	3			See above World Language
	Literature Elective	3			Electives: ENG201, 213, 214, 221, 227, 228, 233, 235, 236, 259, 260, 261
	General Elective	3			Electives: Any course (see page 55 for exceptions)
HIS106	History of World Civilization II	3			ENG100, RDG100, or placement
	World Language	3			Note: See above World Language
	General Elective	3			Note: See above General Elective
	General Elective	3			Note: See above General Elective
	Literature Elective	3			Note: See above Literature Elective
Total: 64/65 credits					

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

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 MA public higher education system, and MWCC graduates are guaranteed acceptance into the Honors Programs of these colleges and universities. See page 111 of the college catalog for more information.

Transfer options: Joint Admissions agreements exist with state colleges including: Bridgewater, Fitchburg, Framingham, Salem, Westfield, and Worcester; UMASS campuses at Amherst, Boston, Dartmouth, and Lowell; and Massachusetts College of Liberal Arts.

This program fulfills all requirements for the Commonwealth Transfer Compact (see pages 38-39 of the college catalog). An articulation agreement exists with Charter Oaks State College and the University of Phoenix.

The Liberal Arts curricula closely parallel the general education curricula of the first two years required by most four-year colleges and universities.

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

Liberal Arts and Sciences—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 there as a junior.

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

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
MAT130	College Math I (or higher)	3			MAT121, MAT124, or placement
	Behavioral Social Science Elective	3			Electives: ANT, DSI, PSY, SOC
	General Elective	3			Electives: Any course (see page 55 for exceptions)
	Lab Science Elective	4			Electives: BIO, CHE, EAS, PHY
ENG102	English Composition II	3			ENG101
THE113	Speech	3			ENG101
	Art/Music/Theater Elective	3			Electives: ART, MUS, THE
	CIS Elective	3			Electives: Any CIS course
	Lab Science Elective	4			Note: See above Lab Science Elective
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT100, 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
	Literature Elective	3			Electives: ENG201, 213, 214, 221, 227, 228, 233, 235, 236, 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 122 of the college catalog for program competencies and technical standards.

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 MA public higher education system, and MWCC graduates are guaranteed acceptance into the Honors Programs of these colleges and universities. See page 111 of the college catalog for more information.

Transfer options: Joint Admissions agreements exist with state colleges including: Bridgewater, Fitchburg, Framingham, Salem, Westfield, and Worcester; UMASS campuses at Boston, Amherst, Dartmouth, and Lowell; and Mass. College of Liberal Arts. A transfer agreement also exists with Lesley University. This program fulfills all requirements for the Commonwealth Transfer Compact (see pages 38-39). An articulation agreement exists with Charter Oaks State College and the University of Phoenix. An articulation agreement exists with Framingham State College with an online option in social sciences and humanities.

The Liberal Studies curricula closely parallel the general education curricula of the first two years required by most four-year colleges and universities.

Liberal Arts & Sciences–Liberal Studies Degree Elementary Education Concentration (LAEL)

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.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
HIS105 or 106	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
ART109, or ART110, or MUS103	Art History I or Art History II or Music Skills & Theory	3			ENG100, RDG100 or placement cours or placement No Prerequisites
ENG102	English Composition II	3			ENG101
EDU101	Introduction to Education	3			ENG100, RDG100 or placement
	EAS115, EAS125, or PHY105	4			ENG100, RDG100 or placement
THE113	Speech	3			ENG101
MAT130 or 143	College Math I or Statistics	3			MAT121, MAT124, or placement MAT121 or equivalent
ENG235	Children's Literature	3			ENG102
HIS201 or 202	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			Prerequisite: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
	General Elective	3			Electives: Select courses to fulfill requirements for the intended academic major at the four-year college to which you plan to transfer and that meet the Commonwealth Transfer Compact. Consult your advisor
	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
	General Elective	3			Note: See above General Elective
Total: 61/62 credits					

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.

Transfer options: Completion of this program will meet the state elementary education transfer compact (see degree description). Some restrictions apply. An articulation agreement exists with Fitchburg State College. This program fulfills requirements for the Commonwealth Transfer Compact (see pages 38-39). An articulation agreement exists with Charter Oaks State College and the University of Phoenix.

Special requirements: Most four-year colleges and universities (including all MA public institutions) require satisfactory completion of the Communication and Literacy section of the MA Tests of Educator Licensure (MTLE) 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 MA Department of Education teacher requirements, graduates can pursue careers as teachers in grades 1-6.

Earning potential: \$33,590 - \$37,890 per year, for an entry-level teacher with a bachelor's degree who has met MA Department of Education requirements. Salaries increase substantially with experience and education level.

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

Liberal Arts and Sciences—Liberal Studies Degree **Fitness Leadership & Exercise Science Concentration (LAX)**

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.

Earning potential: \$32,550 - \$67,630 per year.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites
ENG101	English Composition I	3			ENG100, RDG100 or placement
MAT130	College Math I or above	3			MAT121 or above
PSY105	Introduction to Psychology	3			ENG100, RDG100 or placement
EXS102 or PTA 104	Principles of Anatomy & Kinesiology or Applied Anatomy & Kinesiology	3			BIO115 is a prerequisite for PTA 104 only
CHC101	Complementary Health Care	3			ENG100, RDG100 or placement
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
EXS201	Exercise Science and Nutrition	4			ENG100, RDG100 or placement
EXS203	Exercise Testing and Program Design	4			EXS102 and EXS203
ENG102	English Composition II	3			ENG101
THE113	Speech	3			ENG101
CIS	CIS Elective	3			Electives: Any CIS course
BIO109 or BIO115	Biology I or 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	Art Elective	3			Electives: ART courses
	History Elective	3			Electives: HIS courses
	Literature Elective	3			Electives: ENG201, 213, 214, 221, 227, 228, 233, 235, 236, 259, 260, 261
	History Elective	3			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 122 of the college catalog for program competencies and technical standards.

Helpful hints: Focusing on a particular area of study in biological sciences and exercise skills maybe helpful when pursuing a career. Students should have a commitment to their own physical fitness.

Transfer options: Joint Admissions agreements exist with Bridgewater State College, Fitchburg State College, and UMASS campuses at Amherst and Lowell. An articulation agreement exists with Fitchburg State 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.

This program fulfills all requirements for the Commonwealth Transfer Compact (see pages 38-39). An articulation agreement exists with Charter Oaks State College and the University of Phoenix.

The Liberal Arts curricula closely parallel the general education curricula of the first two years required by most four-year colleges and universities.

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 Nola Sapienza, program chair, (978) 630-9261, email: nsapienza@mwcc.mass.edu or Deborah Orre, associate dean of Health Sciences, (978) 630-9229, email dorre@mwcc.mass.edu

Liberal Arts & Sciences—Liberal Studies Degree **History/Political Science Concentration (LAHP)**

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
MAT130	College Math I (or higher)	3			MAT121, MAT124, or placement
	Behavioral Social Science Elective	3			Electives: ANT, DSI, PSY, SOC
HIS201	History of the United States I	3			ENG100, RDG100, or placement
CIS120	Microcomputer Applications	3			MAT100, RDG100, or placement
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, CHE, EAS, PHY
	Concentration Elective	3			Electives: HIS113, HIS125, HIS140, HIS240, POL205, POL210, POL250
	Behavioral Social Science Elective	3			Electives: ANT, DSI, PSY, SOC
HIS105	History of World Civilization I	3			ENG100, RDG100, or placement
PER130	Health, Fitness, & Wellness Elective	3			Prerequisite: MAT100, RDG100, or placement
	Lab Science Elective	4			Electives: BIO, CHE, EAS, PHY
	Literature Elective	3			Electives: ENG201, 213, 214, 221, 227, 228, 233, 235, 236, 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: HIS113, HIS125, HIS140, HIS240, POL205, POL210, POL250
	Art/Music/Theater Elective	3			Electives: ART, MUS, THE
Total: 65 credits					

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

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 111 of the college catalog for more information.

Transfer options: This degree prepares students for transfer to most four-year colleges and universities. A Joint Admissions agreement exists with UMASS Amherst.

This program fulfills requirements for the Commonwealth Transfer Compact, see pages 38-39 of the college catalog for more information.

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.

Liberal Arts and Sciences—Liberal Studies Degree **Theatre Arts Option (LAT)**

This program places special emphasis on the performing arts and is an excellent foundation for transfer to theatre and/or music programs at four-year colleges and universities. Students will benefit from involvement in Theatre at the Mount's extensive season of plays.

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

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
MUS103	Music Skills & Theory	3			None
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, CHE, EAS, PHY
ENG102	English Composition II	3			ENG101
MUS120	Musical Theatre Dance Styles	3			None
THE284	Technical Theatre Practicum I	3			ENG100, RDG100, MAT100 or placement
CIS	Computer Science Elective	3			CIS127 or above
	Lab Science Elective	4			Note: See above Lab Science Elective
MAT130	College Math I (or higher)	3			MAT121, MAT124, or placement
MUS111	Voice	2			None
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: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
	Non-behavioral Social Science Elective	3			Electives: GEO, HIS, POL, ECO
ENG236	Modern Drama	3			ENG102 or permission of instructor/dean
THE113	Speech	3			ENG101
	Art/Music/Theatre Elective	3			Electives: ART, MUS, THE
	Literature Elective	3			Electives: ENG201, 213, 214, 221, 227, 228, 233, 235, 236, 259, 260, 261
	Non-behavioral Social Science Elective	3			Note: See above Non-behavioral Social Science Elective
Total: 63/64 credits					

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

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 MA public higher education system, and MWCC graduates are guaranteed acceptance into the Honors Programs of these colleges and universities. See page 111 of the college catalog for more information.

Transfer options: Joint Admissions agreements exist with Fitchburg State College with a related program in English/Theatre Arts, Mass. College of Liberal Arts with a related program in Fine and Performing Arts, Salem State College with a related program in Theatre, and Westfield State College with a related program in English/Music. Joint Admissions agreements also exist with Framingham State College and UMASS Amherst.

This program fulfills all requirements for the Commonwealth Transfer Compact (see pages 38-39). An articulation agreement exists with Charter Oaks State College and the University of Phoenix.

The Liberal Studies curricula closely parallel the general education curricula of the first two years required by most four-year colleges and universities.

Liberal Arts and Sciences

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

Program Competencies for LA, 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 55 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, LAEL, LAS, LAHP, and LAT

** For general information about technical standards and accommodation, see page 55.*

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 Degree— Plastics Technology Concentration (Nypro, Inc.) (PT) (evening only)

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
MAT120	Introduction to Mathematics	3			MAT100 or placement
ENG102	English Composition II	3			ENG101
MAT121	Introduction to Mathematics II	3			MAT120
THE113	Speech	3			ENG101
MGT210	Principles of Management	3			ENG100, RDG100 or placement
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT100, 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
	General Elective	3			Electives: Any course (see page 55 for exceptions)
Total: 64/65 credits					

See page 125 of the college catalog for program competencies and technical standards.

Helpful hints: Information for the technical courses (PT) and scheduling of specific classes can be obtained from Nypro, Inc. of Clinton MA (978) 365-9721.

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.

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 - \$40,000 per year.

Manufacturing Technology Degree— Wood Products Concentration (MNW) (evening only)

This program will prepare you for an entry-level position as a member of a production team in the manufacturing industry. Upon graduation, you will be able to assist in the design, development, testing, troubleshooting, and production of cost effective, state-of-the-art products. The curriculum provides you with knowledge and skills that can be applied to different manufacturing industries with special emphasis on the business aspects of manufacturing.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
WPT110	Wood Structure and Properties	3			No Prerequisites
WPT101	Introduction to the Wood Industry	3			No Prerequisites
WPT120	Lumber Processing	3			WPT110
WPT122	Wood Machining	3			WPT110
WPT220	Wood Sanding and Finishing	3			WPT220
WPT210	Wood Products Engineering and Management	3			Permission of instructor
ENG101	English Composition I	3			ENG100, RDG100 or placement
MAT121	Introduction to Mathematics II	3			MAT120
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
CAD101	Introduction to CAD	3			ENG100, MAT100, RDG100 or placement
ENG102	English Composition II	3			ENG101
ACC101	Principles of Accounting I	3			MAT100, RDG100 or placement
MKT142	Marketing	3			MAT100, RDG100 or placement
THE113	Speech	3			ENG101
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
MGT110	Small Business Management	3			RDG100 or placement
	Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO
	Lab Science Elective	4			Electives: BIO, CHE, EAS, PHY,
	Business Elective	3			Electives: ACC, BSS, BUS, CIS, ECO, MAS, MGT, MKT, PLS
	Co-op or Professional Elective	3			
	Co-op or Professional Elective	3			
Total: 63/64 credits					

See page 125 of the college catalog for program competencies and technical standards.

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

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

Career options: Production, supervision, engineering, and management in manufacturing.

Earning potential: \$25,000 per year.

**Manufacturing Technology Degree—
Plastics Technology (Nypro, Inc.) (PT) and
Wood Products Concentration (MNW)—continued**

Program Competencies for PT and MNW

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. Operate a CAD system to prepare simple two-dimensional computer generated drawings using AutoCAD.
6. Understand and apply the fundamentals of the basic sciences that underlie the machines used in manufacturing.
7. Understand and apply the fundamentals of the many manufacturing processes used in industry to manufacture products.
8. Understand and apply computers in the manufacturing environment.
9. Understand and apply modern operations principles to manufacturing operations, including total quality management, statistical process control and continuous quality improvement and just-in-time.
10. 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 and MNW

** For general information about technical standards and accommodation, see page 55.*

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 - day only - fall entrance)

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; and/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.

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 12 of the college catalog.)

Requirements for consideration: Applicants must meet certain academic standards. See page 12 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
Beginning September					
MTC101	Massage Therapy I (7 weeks)	4			BIO115 pref. or BIO203;PTA104 as a pre-or co-requisite
PTA104	Applied Anatomy and Kinesiology	4			ENG100,MAT100,RDG100 or placement; BIO115 or BIO203
Beginning November					
MTC102	Massage Therapy II (7 weeks)	4			MTC101; BIO115 or PTA104 as a pre- or co- requisite
MTC201	Massage Therapy Practicum I	2			Pre- or co-requisite MTC101/MTC102
Beginning January					
MTC103	Massage Therapy III (7 weeks)	4			MTC102,PTA104, BIO115. co-requisite PTA109
MCT110	Prof. Issues & Ethics for Body Workers	3			MTC 101,MTC 102, MTC 201
PTA109	Human Disease and Pathology	4			BIO115 or BIO203
MTC202	Massage Therapy Practicum II	6			Pre-or co-requisite MTC 103/104
Beginning March					
MTC104	Massage Therapy IV (7 weeks)	4			MTC103
Total: 35 credits					

See page 71 of the college catalog for technical standards.

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 place into MAT121 or higher or have completed a math course equal to MAT120 or higher. Completion of BIO115 required prior to admission.

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: Between \$35 to \$65 per treatment in their own practice. 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. Medical assisting is expected to be the sixth fastest growing occupation through the year 2008. 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, 35 W. Wacker Drive, Ste. 1970, Chicago, IL 60601-2208; phone (312) 553-9355. Clinical courses are offered only during the day at the Gardner campus.

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 co-requisite
MAS102	Medical Terminology	3			RDG100 or placement
BIO115	Human Biology	4			ENG100, RDG100, or placement
MAT120	Introduction to Math I or higher	3			MAT100 or placement
ENG102	English Composition II	3			ENG101
MAS201	Medical Machine Transcription I	3			BSS153, MAS102
MAS202	Medical Insurance Coding and Billing	3			BSS153, MAS102
BSS236	Word I	3			RDG100 or placement
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
MAS203	Medical Secretarial Procedures II	3			BSS153, 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, MAT120 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, EKG101, PLB101, SPA103
MAS309	Medical Legal Concepts, Practices, and Ethics	3			MAS101, 102
MAS310	Externship II	4			Completion of first 3 semesters of MAS program & MAS 210
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
	General Elective	3			Note: See above General Elective
Total: 64/65 credits					

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, articulation agreements exist with Charter Oak State College and the University of Phoenix. This program qualifies for the Franklin University Community College Alliance program.

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: \$13 - \$17 per hour; job prospects in this fast-growing field should be best for medical assistants with formal training or experience, particularly those with certification.

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

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.

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 co-requisite
MAS102	Medical Terminology	3			RDG100 or placement
BSS153	Keyboarding (or placement)*	3			Prerequisite: RDG100, or placement Note: A placement (proficiency) exam is offered. Proficiency exempts student from BSS153; credit is not awarded and another course must be taken.
MAS201	Medical Machine Transcription I	3			BSS153, MAS102
MAS202	Medical Insurance Coding and Billing	3			BSS153, MAS102
BSS236	Word I	3			RDG100 or placement
MAS203	Medical Secretarial Procedures II	3			BSS153, MAS101
Total: 24 credits					

* A placement (proficiency) exam is offered. Proficiency exempts students from BSS153; credit is not earned. If a student passes the placement exam, s/he must take another course in its place. There is no charge for the placement exam. A second option, the challenge exam, is also available. If a student passes the challenge exam, BSS153 is shown on the transcript as a course that has been completed. There is a charge for the challenge exam. The student must declare (and pay for when appropriate) whether s/he is taking a placement or challenge exam before the test is taken.

See page 129 of the college catalog for technical standards.

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: \$10 - \$15 per hour, 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 55.

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.

Microsoft® Office Specialist Certificate (MSC)

This program provides a strong foundation in microcomputer applications. Microsoft Office applications including: Word, Excel, and Access are covered in-depth. Students are encouraged to take the Microsoft Office User Specialist (MOUS) exams to demonstrate mastery of the Microsoft Office application software.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
CIS120	Microcomputer Applications	3			MAT100, RDG100, or placement
CIS118	Internet Technologies	3			MAT100, RDG100, or placement
BSS153	Keyboarding I (or placement)	3			Prerequisite: RDG100 or placement Note: A placement (proficiency) exam is offered. Proficiency exempts student from BSS153; credit is not awarded and another course must be taken.
MAT103	Business Mathematics (or higher)	3			MAT100, RDG100, or placement
CIS123	Microcomputer Database Applications	3			CIS127 or CIS120, or permission of instructor
CIS121	Microcomputer Applications II	3			CIS120
BSS236	Word I	3			RDG100 or placement
	General Elective	3			Electives: Any course (see page 55 for exceptions)
CIS/CGD	CIS/CGD Elective	3			CIS Electives: CIS141 , CIS109, CIS130, CIS122, CIS127 CGD Electives: CGD107, CGD241
Total: 27 credits					

See page 81 of the college catalog for technical standards.

Helpful hints: To be successful, MSC students must spend additional time outside of class completing assignments. Access to a computer with the appropriate software is essential. MWCC provides access to computers in various labs and in the library, as available.

Transfer options: This program prepares students for immediate career entry into entry-level positions. However, MSC courses may transfer into MWCC's Computer Information Systems Degree. Consult with your academic advisor early to maximize options.

Special requirements: Students are required to complete MSC courses as listed. Prior to enrolling in each course, students must ensure they meet the course prerequisites.

Technical standards must be met with or without accommodations. The college's Adaptive Computer Lab, providing assistive technology for students with disabilities, is available.

Career options: This certificate prepares students for careers in software application support. The program also provides computer skills enhancement for those presently in clerical/support positions.

Natural Resources Technology Degree (NRD) (day only)

Natural Resources Technology covers a range of environmental occupations in horticulture/floriculture, agriculture, forestry, hazardous waste, 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 Technology 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
MAT121	Introduction to Mathematics II	3			MAT120
BIO116	Ecology	4			ENG100, RDG100 or placement
BIO130	Plant Science	4			ENG100, RDG100, MAT100 or placement
EAS125	Dynamic Earth	4			RDG100, ENG100 or placement
ENG102	English Composition II	3			ENG101
NRT120	Greenhouse Operations	4			BIO130 (co/prerequisite)
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
BIO220	Soil Science	4			CHE120 or CHE107; ENG100, RDG100 or placement, BIO130, MAT120
CHE120	Environmental Chemistry	4			MAT120, RDG100, ENG100 or placement
NRT101	Introduction to Forestry	4			ENG100, RDG100, MAT100 or placement
BIO120	Horticulture	3			ENG100, RDG100 or placement
BIO205	Microbiology	4			BIO109 recommended
	Humanities Elective	3			Note: THE113 recommended
PER126/130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT100, 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 recommended
	Social Science Elective	3			Electives: ANT, DSI, PSY, SOC, GEO, HIS, POL, ECO
	General Elective	3			Electives: Any course (see page 55 for exceptions)
NRT220	Practicum in Natural Resources	3/4			Completed in final semester
Total: 68/70 credits					

See page 132 of the college catalog for program competencies and technical standards.

Helpful hints: Since the Natural Resources Technology 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: Natural Resources Technology is not traditionally a transfer program; many graduates seek immediate career entry. However, a Joint Admissions agreement does exist with Mass. College of Liberal Arts with a related program in Environmental Studies and UMASS Amherst in a related program in the College of Natural Resources and the Environment. Students should check with individual colleges and universities to examine transfer options. Articulation agreements exist with Charter Oak State College and the University of Phoenix.

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, hazardous waste, recycling or materials handling. Graduates can also work for golf courses or landscaping firms.

Earning potential: \$23,150 - \$31,300 per year; more for experienced workers.

Natural Resources Technology 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, 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 55.*

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 to 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.

Networking Technology Certificate (NTC)

Some courses are only available in the evening or at the Leominster campus.

This certificate is a quick and affordable way to jumpstart your entrance into the rapidly growing field of network information technology. You will be introduced to PC hardware and troubleshooting, the latest and most popular business desktop operating systems, and networking fundamentals right through advanced internetworking on Cisco equipment. No prior experience is required or assumed. Extensive hands-on lab time is provided. At the certificate's completion, you will be prepared to take and successfully pass several of the most demanded industry certification exams including: A+, Cisco Certified Network Associate, Linux, Microsoft Certified Professional, and Network+.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
CIS140	Microcomputer Networking Applications I	3			MAT100, RDG100, or placement
CET101	Computer Technology I: Operating Systems	3			RDG100 or placement, CIS127
CIS244	Internetworking	3			CIS140
CET102	Computer Technology II: Hardware Systems	3			CET101
CIS141	Microcomputer Networking Applications II	3			CIS140
CIS245	Internetworking II	4			CIS140, CIS244
CIS142	Web Server Management	3			CIS140
CIS131	Linux Programming	4			CIS140
Total: 26 credits					

See page 81 of the college catalog for technical standards.

Campus/format: This program can only be completed at the Leominster Campus & Corporate Training Center.

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.

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

Career options: Information technology support, help desk support, system administrator, technical administrator, or support engineer.

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

Nursing Degree—Day and Evening (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; 61 Broadway – 33rd Floor; New York, NY 10006; (800) 669-1656, ext. 153; 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 14-15 of the college catalog.)

Requirements for consideration: Applicants must meet certain academic standards. See pages 14-15 of the college catalog for specific details, or refer to the program application available on our website or through the admissions office.

Earning potential: \$31,000 -\$64,000 per year.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
BIO203	Anatomy and Physiology I*	4			ENG100, RDG100 or placement
ENG101	English Composition I*	3			ENG100, RDG100 or placement
NUR111	Foundations of Nursing	7			Prerequisites: MAT121/124; Co-requisites: BIO203, Eng101, PSY105
PSY105	Introduction to Psychology*	3			ENG100, RDG100 or placement
BIO204	Anatomy and Physiology II*	4			BIO203
BIO205	Microbiology*	4			BIO109 or BIO115 or BIO203
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
ENG102	English Composition II*	3			ENG101
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			ENG100, RDG100 or placement
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, SOC1-3, ENG102, PER126; Co-requisites: PER126/130, NUR204, Humanities or Business elective
PER126/130	Health, Fitness, and Wellness Elective	2/3			Prerequisite: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
	Humanities or Business Elective*	3			Note: MAS102 Medical Transcription counts as a business elective.
Total: 70/71 credits					

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: Joint Admissions agreements exist with Framingham State College, UMASS Lowell, and Worcester State College. A transfer agreement exists with Drexel University. Articulation agreements exist with Charter Oak State College and the University of Phoenix. This program qualifies for the Franklin University Community College Alliance program. Other popular choices include: Anna Maria College, Emmanuel College, Fitchburg State College, and UMASS Amherst. Students should obtain information on the program they wish to transfer into to ensure their MWCC courses will be accepted as transfer credit.

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 pages 14-15). Additional tuition applies for the evening Nursing program. (See page 22).

Please Note: All BIO, MAT (prerequisite) and NUR courses require a grade of “C+” in order 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 ten years.

Career options: RNs in hospitals, sub acute units, extended care facilities, medical offices, rehabilitation centers, and home care. See p. 136 of the college catalog for program competencies and technical standards.
*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 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; 61 Broadway – 33rd Floor; New York, NY 10006; (800) 669-1656, ext. 153; www.nlnac.org.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
Must be completed prior to acceptance:					
BIO203	Anatomy and Physiology I	4			Prerequisites: ENG101 and RDG100 or placement Note: BIO109 or BIO115 is strongly encouraged
ENG101	English Composition I	3			ENG101,RDG100 or placement
NUR111	Foundations of Nursing	7			Prerequisites: MAT121/124. Co-requisites: BIO203, ENG101, PSY105 Note: Credit given
PSY105	Introduction to Psychology	3			ENG101,RDG100 or placement
To be completed after acceptance:					
BIO204	Anatomy and Physiology II	4			BIO203. Note: Must be taken prior to or concurrently with NUR 113 & 114
BIO205	Microbiology	4			BIO109 or BIO115 or BIO203. Must be taken prior to or concurrently with NUR 113 & 114
NUR113	Nursing Care of Children and Family	4			NUR 111. Co-requisites: BIO204,BIO205,PSY110
NUR114	Nursing Care of the Childbearing Family	4			NUR 111. Co-requisites: BIO204,BIO205,PSY110
PSY110	Human Growth and Development	3			PSY105. Note: Must be taken prior to or concurrently with NUR 113 & 114
ENG102	English Composition II	3			ENG101. Note: Must be taken prior to or concurrently with NUR 220 & 230
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 NUR 220 & 230
NUR204	Trends in Nursing	3			NUR220,NUR230,SOC103,ENG102. Co-requisites: PER126/130NUR222, Humanities or Business elective
NUR222	Medical Surgical Nursing, Part II	10			NUR220,NUR230,SOC103,ENG102,PER126 Co-requisites: PER125/130,NUR204, Humanities or Business elective
PER126/130	Health, Fitness & Wellness & Elective	2/3			Prerequisite: MAT100, RDG100, or placement Note: Must be taken prior to or concurrently with NUR 204 & 222; 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
Total: 70/71 credits					

See page 136 of the college catalog for program competencies and technical standards.

Application deadline: The application deadline is for May enrollment is **March 1**. This selective enrollment program requires additional application components. The selection process is competitive and space is limited (see pages 14-15 of the college catalog).

Requirements for consideration:

Applicants must meet certain academic standards. See pages 14-15 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: Joint Admissions agreements exist with Framingham State College, UMASS Lowell, and Worcester State College. A transfer agreement exists with Drexel University. Articulation agreements exist with Charter Oak State College and the University of Phoenix. This program qualifies for the Franklin University Community College Alliance program. Other popular choices include: Anna Maria College, Emmanuel College, Fitchburg State College, and UMASS Amherst. Students should obtain information on the program they wish to transfer into to ensure their MWCC courses will be accepted as transfer credit.

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 pages 14-15). Additional tuition applies for the evening Nursing program (see page 22). PLEASE NOTE: All BIO, MAT (prerequisite) and NUR courses require a grade of "C+" in order 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 ten years.

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

Earning potential: \$31,000 -\$64,000 per year.

Nursing Degree—Day and Evening (NU and NUE)—continued

Technical Standards* for NU, NUE and PN

* For general information about technical standards and accommodation, see page 55.

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, 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

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. Function within the ethical and legal framework of Associate 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.

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.

Campus/format: This certificate can be completed at MWCC's Gardner campus, MWCC's Leominster Campus & Corporate Training Center, or online.

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

Helpful hints: Students enrolling in the Paralegal Practicum must contact the program coordinator for approval and available options: Jim Korman, (978) 630-9359, email jkorman@mwcc.mass.edu.

Transfer options: Some courses may be applied to MWCC's Paralegal or General Studies Degree. Consult with your academic advisor.

Career options: Administrative assistant, paralegal, law clerk, document clerk, or legal assistant in the private or public sector.

Earning potential: \$28,700 -\$45,010 per year; varies greatly depending on education, training, experience, employer, and geographic location.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
PLS101	Introduction to Paralegalism	3			Prerequisite: ENG100, RDG100, or placement
ENG101	English Composition I	3			ENG100, RDG100, or placement
CIS127 or CIS 120	Computer Technologies or Microcomputer Applications	3			MAT100, RDG100, or placement and Computer Literacy placement MAT100, RDG100, or placement
BUS211	Business Law I	3			ENG100, RDG100, or placement
PLS110	Litigation	3			ENG100, RDG100, or placement
PLS106	Introduction to Real Estate Law	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, HUM220, MKT142, MKT241, POL250, PSY246
	Restrictive Elective	3			Note: See above Restrictive Elective
	Restrictive Elective	3			Note: See above Restrictive Elective
Total: 31 credits					

See page 139 of the college catalog for technical standards.

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 inhouse 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 Paralegalism	3			Prerequisite: ENG100, RDG100, or placement
CIS127 or CIS120	Computer Technologies or Microcomputer Applications	3			MAT100, RDG100, or placement and Computer Literacy placement MAT100, RDG100, or placement
PLS104	Introduction to Family Law	3			ENG100, RDG100, or placement
	General Elective	3			Electives: Any course (see page 55 for exceptions)
ENG102	English Composition II	3			ENG101
MAT103	Business Math (or higher)	3			Prerequisite: MAT100, RDG100, or placement Note: MAT130 or higher is highly recommended for transfer.
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, HUM220, 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			Prerequisite: ENG101 Electives: Any course. See page 55 for exceptions
PER126/130	Health, Fitness & Wellness Elective	2/3			Prerequisites: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
PLS106	Introduction to Real Estate Law	3			ENG100, RDG100, or placement
	Science Elective	3/4			Note: A four-credit science with a lab is highly recommended for transfer: BIO, CHE, EAS, PHY, NRT
THE113	Speech	3			ENG101
	Restrictive Elective	3			Note: See above Restrictive Elective
	Restrictive Elective	3			Note: See above Restrictive Elective
Total: 60/62 credits					

Campus/format: This degree can be completed at MWCC's Gardner campus, MWCC's Leominster Campus & Corporate Training Center, or online.

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

Helpful hints: Students enrolling in the Paralegal Practicum must contact the program coordinator for approval and available options: Jim Korman, (978) 630-9359, email jkorman@mwcc.mass.edu.

Transfer options: This program prepares students for immediate career entry. However, Joint Admissions agreements exist with Bridgewater State College and UMASS campuses at Dartmouth and Lowell. Articulation 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.

Career options: Paralegal, law clerk, document clerk, or legal assistant in the private or public sector.

Earning potential: \$28,700 - \$45,010 per year; varies greatly depending on education, training, experience, employer, and geographic location.

See page 139 of the college catalog for program competencies and technical standards.

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, drafting of pre-trial discovery.
7. Draft basic legal documents such as wills, mortgages, leases.

Technical Standards* for PLS and PLD

** For general information about technical standards and accommodation, see page 55.*

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) (evening only) **(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 one-semester 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. Upon completion of this certificate, students are eligible to sit for the certification exam.

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 PLB

** For general information about technical standards and accommodation, see page 55 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, 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.

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 33 of the college catalog). 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.

Transfer options: Students can use three credits from this program as a general elective toward MWCC's Medical Assisting Degree (MAS) program. Check with your academic advisor.

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

Earning potential: \$22,260 - \$34,320 per year.

Physical Therapist Assistant Degree (PTA) (selective-day only)

Next class accepted fall 2006

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. The next class will be accepted for September, 2006.

Application deadline: The application deadline is March 1. Students applying after March 1 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 16 of the college catalog.)

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
Summer Session					
ENG101	English Composition I	3			ENG101, RDG100 or placement
PSY105	Introduction to Psychology	3			ENG101, RDG100 or placement
Semester I					
BIO203	Anatomy and Physiology I	4			Prerequisite: ENG101, RDG100 or placement. Note: Must be taken concurrently or prior to PTA 101, 102, 104
PER126/130	Health, Fitness, and Wellness Elective	2/3			Prerequisite: MAT100, RDG100, or placement Note: PER130 is recommended for transfer
PTA101	Introduction to Physical Therapy Assisting	1			ENG101, MAT100, RDG100 or placement. Co-requisite: BIO203
PTA102	Basic Therapeutic Techniques	4			ENG101, MAT100, RDG100 or placement. Co-requisite: BIO203
PTA104	Applied Anatomy and Kinesiology	4			ENG101, MAT100, RDG100 or placement. BOIO115 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 PTA 107, 108, 109
PTA107	Therapeutic Exercise	4			PTA105. Co-requisite: BIO204
PTA108	Clinical Orthopedics	4			PTA105. Co-requisite BIO204
PTA109	Human Disease and Pathology	4			Pre-requisite: BIO115 or BIO203 Note: PTA majors, consult advisors
Summer Session					
PTA110	Clinical Practicum I	2			Prerequisite: PTA109 or co-requisites: PTA107, PTA108 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 142 of the college catalog for program competencies and technical standards.

Requirements 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: Interested applicants are encouraged to register as General Students-PTA Track students so they can take PTA101 as well other courses needed to meet requirements for consideration. They can then apply for fall 2006 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. Articulation agreements exist with Charter Oak State College and the University of Phoenix. This program qualifies for the Franklin University Community College Alliance program.

Special requirements: MAT120 or placement is required prior to semester I coursework. Applicants currently working in a health care field can petition to lengthen the time to ten years. 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 16 of the college catalog). Completion of a 4 credit lab science (BIO115 or 203 preferred). BIO203 and BIO204 must be completed prior to or concurrently with PTA coursework in semesters I and II. Students must maintain a C+ (77 percent) or better in all PTA courses to maintain good standing.

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: \$28,000 - \$34,000, 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 55.*

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, 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 - day only – Jan. / Sept. entrance)

Licensed Practical Nurses (LPNs) provide basic care for sick and injured patients under the direction of physicians and registered nurses. They take vital signs, prepare and give injections, apply dressings, collect samples, maintain patient hygiene, and attend to physical and emotional needs. MWCC's Practical Nurse 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.**

Campus/format: This program must be completed at MWCC's Devens or Orange campus.

Application deadline: The application deadline is **May 1** for the Devens campus with classes starting in September and **August 1** for the Orange 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 14-15 of the college catalog.)

Requirements for consideration: Applicants must meet certain academic standards. See pages 14-15 of the college catalog for specific details, or refer to the program application available on our website or through the admissions office.

Earning potential: \$24,920 - \$34,800 per year.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
Cycle I					
BIO115	Human Biology	4			ENG101, RDG100 or placement. BIO115 credits must not be more than 5 years old and require a grade of a C+ or greater
NUR101	Fundamentals of Practical Nursing	11			BIO115 and admission into the Practical Nursing program
Cycle II					
ENG101	English Composition I	3			ENG101, RDG100 or placement
NUR103	Practical Nursing Practicum	2			NUR101, BIO115. Co-requisites: ENG101, PSY105
PSY105	Introduction to Psychology	3			ENG101, RDG100 or placement
Cycle III					
NUR105	Nursing Care for Adults and Families	14			NUR103, ENG101, PSY105. Co-requisite: PSY110
PSY110	Human Growth and Development	3			PSY105
Cycle IV					
NUR107	Advanced Concepts in Practical Nursing	5			PSY110, NUR105
Total: 45 credits					

See page 136 of the college catalog for technical standards.

Campus/format: All Nursing classes starting in January are held at the **West River Health Center, 450 West River Street, Orange**. All Nursing classes starting in September are held at the **Devens Campus, 100 Jackson Road, Devens**. Other courses can be completed at other 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.

Transfer options: With additional courses, PN graduates can matriculate into the second semester of MWCC's Nursing Associate 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 immunizations, CPR certification, liability insurance, and a Criminal/Sexual Offender Records Information (CORI/SORI) check (see pages 14-15). Additional tuition applies for this program (see page 22).

Please note:

All BIO, MAT (prerequisite) and NUR courses a grade of "C+" in order to be eligible for promotion to the next level. Applicants currently working in a health care field can petition to lengthen the time to ten years.

Career options: After passing the licensure exam, graduates can pursue careers as Licensed Practical Nurses (LPNs) in hospitals, physician's offices, rehabilitation centers, residential care facilities, or in home care.

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.

Campus/format: This certificate can be completed entirely at MWCC's Gardner campus and/or at MWCC's Leominster Campus & Corporate Training Center. Both day and evening courses are offered.

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
ACC101	Principles of Accounting I	3			MAT100, RDG100, or placement
CIS127	Computer Technologies	3			ENG100, RDG100, or placement
MAT103	Business Mathematics	3			MAT100, RDG100, or placement
MGT110	Small Business Management	3			RDG100
CIS120	Microcomputer Applications	3			MAT100, RDG100, or placement
ECO101 or ECO102	Macroeconomics or Microeconomics	3			ENG101 and MAT103 (or higher) or placement ENG100, MAT100, RDG100, or placement. ECO101 strongly recommended
ACC102	Principles of Accounting II	3			ACC101
MKT142	Marketing	3			MAT100, RDG100, or placement
Total: 27 credits					

See page 68 of the college catalog for technical standards.

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.

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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: MAT100, RDG100 or placement. Fall and spring.*

ACC102 PRINCIPLES OF ACCOUNTING II

3 credits

This course is a continuation of ACC101 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

Managerial Accounting is a continuation of ACC101 and ACC102 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: ACC101; CIS127, or CIS120. 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. 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 and ASL102. 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.*

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.*

Anthropology

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

Introduction to Painting is a studio course designed to familiarize 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

Art History I 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

Art History II 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, ART263, ART264 or permission of instructor. Fall.*

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

Two-dimensional Design 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

Painting I 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

Painting II 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. A diversity of 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 35mm slide 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

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 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 both—either the traditional portrait or figure study in clay using clothed or nude models, or with assignments aimed at exploring the "object" aspect of form and the varying spatial aspects that form its context. A wide variety of sculptural examples from cultures existing in prehistory or the 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 a 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 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 a higher level with increased creative problem solving. More attention will be paid to work from the model and casting procedures. Problems will be given to expand the student's familiarity with a broader range of materials and ideas. An option to learn and use lost wax casting procedures will be made available to those with qualifying work to show. *Prerequisite: ART271 or permission of 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.*

ART281 PORTFOLIO PREPARATION

1 credit

This course provides the student with some practical skills and knowledge essential in preparing for a further education or career in the visual arts. The course focuses on portfolio development, slide-taking, presentation, matting and care of art work, letter writing, preparing a résumé, and individual research of bachelor degree programs. Recommended for sophomore art majors. *Prerequisite: none. Spring.*

ART284 CERAMICS III

3 credits

For Independent Study students only. This course is for the advanced student who is in pursuit of creating work for a portfolio, after completing all other course offerings in Ceramics. Emphasis is on the individual work of the student, thematic development, and aesthetic considerations unique to the ceramic 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: ART259, ART260 and permission of the instructor. Fall and spring.*

ART285 CERAMICS 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 Ceramics. Emphasis is on the individual work of the student, thematic development, and aesthetic considerations unique to the ceramic 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: ART259, ART260, ART284 and permission of the instructor. Fall and spring.*

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; ENG100, MAT100 (pre or co-requisite), 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; ENG100, MAT100 (pre or co-requisite), or placement. Fall.*

AUT123 ELECTRICAL SYSTEMS I

4 credits

Automotive Electrical Systems I 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; ENG100, MAT100 (pre or co-requisite), or placement. Fall.*

AUT124 ELECTRICAL SYSTEMS II

4 credits

Automotive Electrical Systems II is a continuation of AUT123 Electrical Systems I. Using wiring diagrams, students will examine headlights, taillights and parking lights for proper operation. Stoplight, turn signal, hazard light 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; ENG100, MAT100 (pre or co-requisite), 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; ENG100, MAT100 (pre or co-requisite), 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; ENG100, MAT100 (pre or co-requisite), 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; ENG100, MAT100 (pre or co-requisite), or placement. Offered occasionally.*

Biology

BIO103 HUMAN HEALTH AND DISEASE

3 credits

This 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.

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 class meetings and a two lab hours per week.

Prerequisites: ENG100, RDG100 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 class and two lab hours per week. *Prerequisites: ENG100, RDG100, BIO109 or placement. Fall and 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 class and two hours lab. *Prerequisites: ENG100, RDG100 or placement. Fall and spring.*

BIO116 ECOLOGY

4 credits

Ecology 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 class and two hours lab. *Prerequisites: ENG100, RDG100 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. Three hours class. *Prerequisites: ENG100, RDG100 or placement. Offered occasionally.*

BIO120 HORTICULTURE

3 credits

Horticulture 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. Two hours class and two hours lab. *Prerequisites: ENG100, RDG100 or placement. Offered occasionally.*

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 class and two hours lab. *Prerequisite: ENG100, RDG100 or placement. Spring.*

BIO130 PLANT SCIENCE

4 credits

Topics in Plant Science include 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 class and two hours lab. *Prerequisites: RDG100, ENG100, MAT100 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. *Prerequisite: ENG100, RDG100 or placement. Offered occasionally.*

Delete BIO150

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, digestive, skeletal, and nervous systems as well as nutrition/metabolism. Theoretical concepts will be modeled in lab through hands-on experiments, computer-assisted exercises as well as dissection. Three hours class, two hours lab. *Prerequisites: ENG100 and RDG100 or placement; BIO109 or 115 is strongly encouraged. Fall and spring.*

BIO204 ANATOMY & PHYSIOLOGY II

4 credits

This course is a continuation of BIO203 Anatomy and Physiology 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 class, two hours lab. *Prerequisite: BIO203. Fall and spring.*

BIO205 MICROBIOLOGY

4 credits

Microbiology 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 the health sciences, 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. BIO205 Microbiology 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 class and three hours lab. *Prerequisite: any of the following: BIO109, BIO115, BIO203. Fall and spring.*

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.*

BIO212 BIOETHICS

3 credits

Bioethics is an introduction to ethical thinking as it relates to the life and health sciences. The course will begin with a survey of classical ethical theories and then move on to selected socio-ethical issues raised by advances in biology and medicine (abortion, euthanasia, the problem of impaired infants, AIDS, genetics, etc.). In addition to becoming familiar with the issues, students will be aided in the development of a rational decision-making process for dealing with ethical issues. The course will consist of lectures, discussions, and case study analysis. Video presentations will be used to illuminate the issues whenever possible. *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 class and two hours lab.
Prerequisites: CHE120 or CHE107; ENG100, RDG100 or placement, BIO130, MAT120. Offered either fall or spring (not both).

Broadcasting and Telecommunications

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 Telecommunications curriculum.) *Prerequisites:* ENG100, RDG100 or placement. Offered occasionally.

BCT111 INTRODUCTION TO BROADCASTING AND TELECOMMUNICATIONS

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. Three lecture hours per week. *Prerequisites:* ENG100, RDG100 or placement. Fall.

BCT112 AUDIO PRODUCTION I

3 credits

Students are introduced to the procedures and skills used to prepare professional quality audio programming for use in the various broadcast media, with emphasis on the operation of basic audio equipment, understanding of signal flow, and block diagrams and their relationship to audio systems and production. Two lecture hours and two lab hours per week. *Prerequisites:* RDG100, ENG100 or placement. Fall.

BCT115 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 2mp) is required. One that can be manually controlled is preferred. *Prerequisite:* None. Offered occasionally.

BCT122 AUDIO PRODUCTION II

3 credits

Students are introduced to the equipment, procedures, and techniques and skills, including signal processing and effects, used in professional multitrack recording and audio mixing. This course builds on the information and skills acquired in BCT112 Audio Production I. Two lecture hours and two lab hours per week. *Prerequisite:* BCT112. Spring.

BCT123 AUDIO PRODUCTION III

3 credits

This course builds on information and skills acquired in BCT112 and BCT 122 Audio Production I and II. Advanced practice in tracking, overdubbing and mixdown of music is a major focus of the course. The course includes an introduction to digital audio consoles for recording and mixing. Two lecture hours and two lab hours per week. *Prerequisites:* BCT 122. Offered occasionally.

BCT202 BROADCASTING AND TELECOMMUNICATIONS 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 TELECOMMUNICATIONS INTERNSHIP II

3 credits

A continuation of BCT202 Broadcasting and Telecommunications Internship, 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 Telecommunications majors. *Prerequisites:* BCT111, BCT112, and 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 lecture hours and two lab hours per week. *Prerequisites: BCT111, BCT112, and ENG101. Offered occasionally.*

BCT212 TELEVISION PRODUCTION AND DIRECTION I

3 credits

Students are introduced to the equipment, procedures and skills used to prepare professional quality television programming. Emphasis is placed on the operation of studio equipment, the responsibilities of the production crew, and the production and direction of studio productions. Two lecture hours and two lab hours per week. *Prerequisites: ENG100, RDG100 or placement. Fall.*

BCT213 TELEVISION PRODUCTION AND DIRECTION II

3 credits

A continuation of BCT212 Television Production and Direction I, this course further develops the student's skill in producing and directing for television. Production experience is expanded to include remote operations, electronic field production, and video editing. Two lecture hours and two lab hours 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

BCT221 Broadcast Performance and Practice 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 TELECOMMUNICATIONS

3 credits

Independent study 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. *Prerequisites: Permission of department chair. Offered occasionally.*

BCT225 INTRODUCTION TO PHOTOGRAPHY

3 credits

The course examines the technical and communication aspects of photography. Emphasis is placed on the camera and how to use it, black and white darkroom techniques, and photographic composition. The students are required to purchase film and photographic paper and also need access to a shutter and aperture adjustable camera (which will **not** be provided by the college). *Prerequisites: RDG100, ENG100 or placement. Fall and spring.*

BCT226 ADVANCED PHOTOGRAPHY

3 credits

Like BCT225 Introduction to Photography, this course examines the technical, creative, and artistic aspects of photography. We endeavor to build upon existing skills to enable a level of creative artistic expression only touched upon previously. Emphasis is placed on the creative use of lighting and the camera, creative and alternative black and white darkroom techniques, and photographic composition and display. Students must have a manually controlled camera. A tripod will also be required for most assignments. The student will be required to purchase film and photographic paper. *Prerequisite: BCT225. Spring.*

BCT227 ADVANCED TELEVISION PRODUCTION

5 credits

Using studio equipment, electronic field production equipment and the college's multi-source editing systems, students perfect basic production and post-production skills to produce broadcast-quality programming of expanded length and intricacy. *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 NON-LINEAR EDITING

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. *Prerequisites: 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. Spring.

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 and ENG 100. Spring.*

Business

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: BSS153, ENG101, or permission of instructor.*

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 Entrepreneurism, 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.*

Business Software Systems

BSS153 KEYBOARDING AND WORD PROCESSING

3 credits

Students learn correct keyboarding techniques for the alphanumeric and symbol keys while developing speed and accuracy. Students prepare basic correspondence. MS Word and Windows concepts are introduced.

Prerequisite: RDG100 or placement. Fall and spring.

BSS236 WORD I

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.

Prerequisites: 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 lecture hours and two lab hours per week. *Prerequisites: ENG100, RDG100, MAT120 or placement. Fall.*

CHE108 GENERAL CHEMISTRY II

4 credits

A continuation of CHE107 General Chemistry I, this course covers such topics as behavior of gas 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 lecture hours and two lab hours per week. *Prerequisite: CHE107. Spring.*

CHE120 ENVIRONMENTAL CHEMISTRY

4 credits

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; two hours lab. *Prerequisites: MAT120 or placement; RDG100, ENG100 or placement. Offered occasionally.*

College Success

CSS100 COLLEGE SUCCESS SEMINAR

3 credits

This course is designed to help create greater success in college and in life. You will be given information on how to learn various strategies for creating greater academic, professional, and personal success. We will use guided journal writings to explore these strategies, and you will be given the opportunity to learn to express yourself more effectively. *Prerequisite: RDG099. Fall and spring.*

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, MAT100, 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.*

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. Criminal Offender Records Information/Sexual Offender Records Information (CORI/SORI) checks are necessary for students taking this class (refer to page 33). *Prerequisites: ENG100, RDG100 or placement; BIO115 or permission of instructor. 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, 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; BIO115 or permission of instructor. 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 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. Criminal Offender Records Information/Sexual Offender Records Information (CORI/SORI) checks are necessary for students taking this class (refer to page 33). *Prerequisites: ENG100, RDG100 or placement. Fall.*

CHC111 ENERGY HEALING

3 credits

Current methods of utilizing the transference of energy to facilitate the healing of physical and emotional dysfunction will be investigated. Healing energies that will be covered include therapeutic touch, chakra healing, craniosacral therapy and polarity. The history and development of the use of energy as it has evolved into the practice of complementary healthcare will also be covered. The scientific research that justifies the use of energy healing as well as the basic rationales for its usage are included. *Prerequisites: RDG100, ENG100 or permission of instructor; Corequisites: ENG101, CHC101*

CHC112 JIN SHIN DO ACUPRESSURE

3 credits

This course will present theory and techniques of Jin Shin Do Acupressure is body/mind therapy that integrates gentle finger pressure technique with classical Chinese acupuncture theory and modern psychology. It will include instruction on principles of acupressure, point location in relation to anatomy, (we will learn 55 main points) pressure technique, sequences for general relaxation and specific problems, correlation between states of mind and chronic areas of body tension, and development of communication skills to facilitate self awareness between healer and client/patient. This introductory course provides fundamental instruction to enable participants to understand the theory of acupressure and give an acupressure treatment. This course fulfills the requirements established by the Jin Shin Do Foundation for a basic level course in Jin Shin Do. *Prerequisites: ENG100, RDG100, BIO115, or permission of instructor.*

CHC210 COMPLEMENTARY HEALTH CARE PRACTICUM I

3 credits

Students in this practicum obtain practical experience in one or more of the complementary care modalities in the health care field. Placements may include, but are not limited to, health care settings, spas, health clubs, and human service agencies. Students must complete 120 hours each of training and meet two hours per week during the semester for seminar. The course is graded on a pass/fail basis. Consideration for placement will include the appropriate qualifications of the supervisor, the efficacy of the modality, and

the qualifications of the student. *Prerequisites: CHC101 and permission of instructor. Spring.*

CHC212 SPIRITUALITY, RELIGION AND BELIEFS

3 credits

Health professionals are becoming increasingly aware of the linkage between 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, BIO115, or permission of instructor.*

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 PSYCHONEUROIMMUNOLOGY (PNI)

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 well ness and the phenomena of the placebo effect. The science of psychoneuroimmunology (PNI), the study of the relationship between 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 between the nervous, endocrine and immune system interplay, and the relationship between physiology and bio chemistry 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, MAT100, 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.*

CAD130 INTERMEDIATE CAD

3 credits

This course draws upon previous knowledge of personal computers (PCs), Windows, basic drafting concepts, and Computer Aided Design (CAD) to develop expertise in two-dimensional AutoCAD. The course will teach the student how to make, edit, view, and plot drawings to their specifications. Basic AutoCAD configuration and the control and customization of the

AutoCAD drawing environment will be covered. *Prerequisites: CAD101, MET105. Offered occasionally.*

CAD131 3-D AUTOCAD

3 credits

3-D CAD will build upon and expand the student's existing AutoCAD knowledge. The course will investigate the creation, viewing, and editing of AutoCAD drawings in three dimensions. Selected topics to be covered are coordinate systems (World and User), Viewpoint and Viewports. Three-dimensional aspects will be covered completely, but the course will not be limited to these topics only. Other topics covered will be AutoCAD review, CAD system components, Windows commands, and CAD system management issues. The course will emphasize advanced CAD concepts and specific knowledge, rather than CAD operating skill, which is best developed through regular intensive practice. *Prerequisites: CAD130, Intermediate Level AutoCAD course, or six months' experience as an AutoCAD operator, or one year's experience operating any other CAD system. 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 lecture and two lab hours per week. *Prerequisites: RDG100 or placement, CIS127. Fall.*

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 lecture and two lab hours per week. *Prerequisite: CET101. Leominster Campus.*

Computer Graphic Design

A grade of C or higher is recommended for students taking CGD courses.

CGD101 DESIGN THEORY

3 credits

This course is an introduction to the graphic design field. Special emphasis is on understanding design theory; 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 design a collateral/promotional campaign consisting of the design and layout of a print advertisement and the development of a web site for the company or organization of their choice. This course also addresses audience definition, research and analysis, concept development, and preparation of 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 Electronic Page Layout, and deals with advanced graphic design principles and layout techniques. Students prepare more sophisticated, multi-faceted projects with an emphasis on publication design. Topics include newsletter, magazine, and catalog design. *Prerequisites: CGD101, CGD104, CGD105, CGD237. Fall.*

CGD103 PRINT PRODUCTION FOR DESIGNERS

3 credits

Students learn the basics of preparing their design work for print production. This course addresses print capabilities, an overview of the printing process, preparation of “spec” sheets to obtain prices, converting designs into camera-ready artwork, understanding pre-press techniques, and special issues such as handling photography and artwork for premium reproduction quality. *Prerequisites: CGD101, CGD104, CGD105, CGD237. Spring.*

CGD104 DIGITAL IMAGING (PHOTOSHOP/IMAGEREADY)

3 credits

This course introduces Adobe PhotoShop and ImageReady and their uses for both print and web design. PhotoShop is the industry’s standard for image editing. ImageReady is used to slice, optimize, and create rollovers for web graphics designed in PhotoShop. 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. Emphasis is on the creation of high-quality graphics for print, multimedia and the World Wide Web. *Prerequisites: 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. Co-requisite or prerequisite: ART263 or permission of instructor. Spring.*

CGD106 PORTFOLIO PREPARATION (CAPSTONE COURSE)

3 credits

This capstone course is designed to help CGD Print Design students prepare for the job market. Students will learn how to locate jobs, prepare cover letters and résumés, 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 other required courses will be used to redesign and enhance students previous design pieces for preparation for a final print portfolio. All portfolios are individualized to suit the needs of students depending upon their career aspirations. Special emphasis will be on developing a strong print portfolio that is a culmination of all the computer graphic design courses. *Prerequisites: CGD101, CGD102, CGD104, CGD105, CGD204, CGD240 Co-requisite: CGD103. Spring.*

CGD107 DESIGNING WEB GRAPHICS (PHOTOSHOP/IMAGEREADY)

3 credits

This course is for CIS and any other non-CGD program majors *only*. It will include an introduction to the industry’s 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 creating, optimizing, and saving graphics, slicing interfaces, creating rollovers, remote rollovers, animation and tweening in PhotoShop and ImageReady. Students will learn how to produce small, quick-loading graphics as well as creative, interactive pages. Not open to CGD/CGDC or CGW/CGWC majors. *Prerequisite: Basic Computer Skills. Fall and spring.*

CGD109 INTRO TO WEB MEDIA

3 credits

Learn how to create interactive web pages! Unravel the mysteries of web codes and build useful web pages by following simple understandable steps. Discover current media concepts in Web design by exploring a wide range of Internet, World Wide Web, and computer literacy resources. Learn to use helpful tools (E-mail, Newsgroups, Blogs, Chat rooms, Search Engines, Image viewers, Web gaming and PDFs) that can enhance presentations. Learn about the newest trends and technology for online/web courses—you won't be afraid to sign up for an online course again. Use the latest web design standards to save time & effort and explore how future technologies can enrich the experience of web page visitors. View and test your designs using new web browsers (Opera, Firefox plus Internet Explorer, and Netscape) following step-by-step activities that culminate in informative and visually attractive, multi-page websites. *Prerequisites: RDG100. Fall.*

CGD110 ANIMATION & DIGITAL DRAWING (FLASH)

3 credits

Even if you have never drawn before, this course can offer you a way to digitally draw using simple lines and shapes; no previous experience needed. From designing basic objects, progress through an introduction to techniques and principles of this new creative medium, and use the leading web animation program: Flash, which allows you to quickly animate your graphics. Students will be able to create web page interfaces and effects, original animations and dynamic graphic output. The basics of vector-based animation will be used to create web motion graphics to enhance interactive web pages. Students will have an opportunity to analyze examples of dynamic animated computer art and to learn and apply: vector tools, animated GIF files, motion guides, key frame, and shape/motion tweening. These animation techniques are taught through a series of structured and freeform activities and projects that are fun, informative and creative. *Prerequisite: RDG100 and Basic Computer Skills*. Fall and Spring.*

CGD203 ADVANCED DIGITAL IMAGING FOR THE WEB (PHOTOSHOP/IMAGEREADY)

3 credits

This project-based course, for CGW and CGWC students, goes beyond the basics of PhotoShop and ImageReady and challenges students to use the advanced techniques and features of this sophisticated digital imaging program. It will more intensely focus on creating, optimizing, and saving graphics for the web, slicing interfaces, creating rollovers, remote rollovers, animation and tweening in PhotoShop and ImageReady. Students will be

incorporating their PhotoShop and ImageReady web interfaces to a WYSIWIG web design program or electronic portfolio.

Prerequisite: CGD104 or permission of instructor. Fall.

CGD204 ADVANCED DIGITAL IMAGING FOR PRINT (PHOTOSHOP/IMAGEREADY)

3 credits

This project-based course, for CGD and CGDC students, goes beyond the basics of PhotoShop and ImageReady 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. More complex digital photomontages using masks and filters will be used in more complex projects for print. Traditional and/or digital photography will be encouraged. Students will output final montages and digital images to mount for exhibit or portfolio use. *Prerequisite: CGD104 or permission of instructor. Fall.*

CGD205 DIGITAL PHOTO ART (PHOTOSHOP)

3 credits

This project-based course is open to all students and may fulfill a Humanities elective requirement. The course starts with a component in computer literacy and continues on to teach students Photoshop, a "state-of-the-art" digital imaging program. 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 which blend color, shape and texture to form exciting and dynamic digital art pieces. Course projects focuses on the artistic and creative uses of Adobe Photoshop rather than on digital manipulation for communication and graphic design pieces. Focus will also be on printing complex digital art pieces. *Prerequisite: RDG100, ENG100. 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 web site with consideration to navigational architecture and interface design. Focus is on helping students prepare for the job market with career planning, skill assessment, resume writing, interviewing, and job market analysis, listed as topics. Participants will produce high quality Marketing Packages, which will include a Promotional Web Site 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 web sites in a real-time environment. Participants will create an advanced web site for a client—to be designed, revised, tested, and delivered within very compressed deadlines. Special emphasis will be on developing a multimedia portfolio that is a culmination of all the computer graphic design courses. *Prerequisites: This practicum should not be taken without adequate preparation and completion of all prerequisites, since it is a very demanding and challenging course. CGD101, CGD104, CGD109, CGD110, CGD203, CGD240, CGD241 or permission of instructor. Spring*

CGD235 TYPOGRAPHY IN VISUAL COMMUNICATION (INDESIGN)

3 credits

This course will focus students on getting an advanced understanding of Typography in Visual Communication with the use of Adobe InDesign CS, Adobe Photoshop CS and ImageReady to create professional, appealing designs for both print and web projects. Students will start by learning the basics of Adobe InDesign and will also give students a more solid understanding of typography at an advanced level. They will design a Trade Show Exhibit Design Project consisting of a two-sided pamphlet, and an interactive kiosk home page. *Prerequisites: CGD101 and CGD104 or permission of instructor. Spring for CGW students. Fall for CGD and non-majors.*

CGD237 ELECTRONIC PAGE LAYOUT (QUARK XPRESS)

3 credits

This course introduces to the techniques and tools used to create, manipulate, and organize graphic images and text using QuarkXPress. The basic concepts of page layout and design are emphasized on projects such as stationary, advertisements, flyers, newsletters and other visual communication pieces. *Prerequisites: ENG100, RDG100 or placement. Must be taken in the spring for CGD students. Fall for non-majors.*

CGD240 CREATIVE WEB DESIGN (DREAMWEAVER)

3 credits

Did you ever want to create web pages? No previous web design experience is necessary for participation in this course which introduces students to web page creation through the use of a WYSIWYG (What You See Is What You Get) web site authoring tool used for publishing content for the World Wide Web. This course allows you to be creative with web pages by using easy to master style sheets, tables and design views. Students are taught to enhance the interactive approach to design and layout of web pages. You learn to design structurally (the building blocks of pages) as well as aesthetically (visual look

of pages) using text, images and links to produce creative web pages. Students will complete a series of single and multiple webpage projects, without the need to rely upon theme or wizard based programs. Focus is on the creative design aspects of web publishing via the Internet and World Wide Web utilizing the leading professional web design program—Dreamweaver. *Prerequisites: ENG100, RDG100 or placement. Spring.*

CGD241 INTEGRATED WEBSITE DESIGNS (ADVANCED AUTHORIZING: DREAMWEAVER /FIREWORKS)

3 credits

This project-based course is designed for students to develop large scale websites utilizing advanced web authoring techniques and effective graphic design concepts. Students who have previous experience using a web authoring tool (FrontPage, Dreamweaver or GoLive) will be able to integrate a visual editing program into the design workflow. Specialized web page creation features: templates, linked media, interactive images and use of cascading style sheets (CSS) are explored. Students will have direct experience with the Fireworks bitmap image editing program. Business oriented, multi-tasking web development is emphasized through the creation of a team-based web development project. *Prerequisites: CGW majors: CGD109 and CGD240. Non-majors: CIS118 or Web design/authoring knowledge and permission of instructor. Fall.*

CGD242 MULTIMEDIA MOTION GRAPHICS (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 Macromedia Flash animation techniques and intermediate action scripting is used to assemble text, images, animation, sound, and video. Students can build interactive presentations utilizing multiple media formats saved in Flash animated web sites. Topics include: digital audio, digital video, dynamic text, animated graphics, vector-based navigation and interactive interfaces. A foundation in basic Flash techniques is necessary for participation, since this course only briefly reviews those concepts. The focus of this advanced course is upon creating advanced animated vector-based Flash websites with built in functionality, interactivity, and accessibility. *Prerequisite: CGD110 or skills with vector-based animation programs and permission of instructor. Spring.*

CGD244 WEB DATABASE DESIGN (DREAMWEAVER)

3 credits

This course focuses on the development of an e-commerce storefront, accomplished through database-driven web pages created in Dreamweaver.

This is a projects-based course utilizing advanced web design techniques and database skills. The course will cover the following e-commerce topics: establishing a gateway for credit card processing, establishing merchant credit card accounts and consideration of behind-the-scenes financial and logistical business implications. Students will create a mock-up database-driven website and learn the skills necessary to implement an online storefront. *Prerequisite: CGD241 or permission of instructor. Spring*

** 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 this course since students will be: re-sizing 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

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 is 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.*

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: MAT100, RDG100, or placement. Fall and spring.*

CIS110 ADVANCED PROGRAMMING IN BASIC

3 credits

This course is a continuation of CIS109 Programming in BASIC, using Visual Basic.NET language. The students will develop programs that use arrays,

collections, classes, sequential text files, and database files. *Prerequisite: CIS109.*

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 and RDG100.*

CIS118 INTERNET TECHNOLOGIES

3 credits

This course introduces students to the ever-changing world of the Internet. Topics will include the Internet, web servers, the World Wide Web (www), web languages (HTML/DHTML), 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: MAT100, 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.*

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 Windows operating systems, the fundamentals of spreadsheet design and analysis and an introduction to database management systems. *Prerequisites: MAT100, RDG100, or placement. Fall and spring.*

CIS121 MICROCOMPUTER APPLICATIONS II

3 credits

This course expands on the spreadsheet topics covered in CIS120 Microcomputer Applications, with a more in-depth study of spreadsheet design and analysis as they relate to business applications. Topics include expanded 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: CIS120.*

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

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*

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 user 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: MAT100, 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: MAT100, 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 ORACLE PL/SQL

3 credits

This course is designed to teach students to use an additional database management system, Oracle, and to learn additional PL/SQL skills. Students will be able to define a well-structured relational database; use SQL within SQL Plus; create tables, keys, and constraints; as well as work with insert and select statements, functions, procedures, and triggers. *Prerequisite: CIS109 and CIS120.*

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: CIS109 or 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

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 the historical, developmental, 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 or 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 and written and oral activities, procedural matters affecting the criminal justice system such as arrest, search and seizure, warrants, admissions, stop and frisk, and identification, pretrial proceedings, conviction, and after 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 to 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 produce and accurately document research papers and 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 and spring.*

CJU232 INTRODUCTION TO CRIMINOLOGY

3 credits

Students will explore patterns of adult criminal and juvenile delinquent behavior through exploration 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. A survey of the criminal justice system is included. Attention will be given to both adult and juvenile offenders. *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. Actual court cases will be used to illustrate the investigative process. Practical application of selected laboratory procedures may be included. *Prerequisite: CJU134 or permission of the division dean. Fall.*

CJU234 INTRODUCTION TO CRIMINALISTICS

3 credits

This course explores the basic procedures used in preserving, identifying, and collecting physical evidence from a crime scene. It examines the role of science and emerging technology used in solving crimes. Students will survey selected areas of criminalistics and conduct an overview of the operations of the crime laboratory. The techniques used in analyzing fingerprints and body fluids, identifying tool-marks and narcotics, and determining time of death will

be included. Emphasis will be placed on the legal integrity of physical evidence. *Prerequisite: CJU233, sophomore status or permission of the instructor*

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 confronting 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 appropriate qualifications in relationship to a specific agency. *Prerequisites: successful completion of at least two criminal justice courses, sophomore status, and permission of instructor or division dean. Spring.*

CJU254 COUNSELING AND REHABILITATION OF THE OFFENDER

3 credits

This course acquaints the student with current views on treatment of the criminal offender. Students will survey modes of treatment such as cognitive, family, and group therapies, study assessment of individual needs, and examine selected contemporary programs. Special emphasis will be on the involuntary and resistant client, including techniques in counseling. Issues examined include the security/treatment dilemma, ethics, confidentiality, behavior change, and reintegration. *Prerequisites: PSY105 preferred and either CJU131, 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 a demonstration of their mastery of the content of completed required courses within the degree. Students will be required to read selected materials and analyze key topics in a seminar format. Students will develop and prepare a major analytical research paper and conduct a seminar on the prepared topic 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 and parole, as well as the dimensions of intermediate sanctions. Historical, legal, political, and administrative issues will be analyzed. Sentencing structure and decision making, the pre-sentence investigation report, levels of supervision, terms and conditions, programs, rights, revocation, and probation and parole issues as they pertain to the individual, system, and society are included. *Prerequisite: CJU131; sophomore status advised. Spring.*

Dental Hygiene

DHY101 ANATOMIC SCIENCE FOR THE DENTAL HYGIENIST

4 credits

This course provides a theoretical and practical study of the dental anatomy and histology of the cellular structure and embryonic development of the head, face and oral cavity. The student will identify the morphology of the primary and permanent dentition. The student will gain knowledge into the structures of the head and neck, including nerves, bone and blood supply. *Prerequisites: BIO204 and admission into the Dental Hygiene Program. Co-requisites: DHY102 and DHY103*

DHY102 DENTAL HYGIENE PROCESS OF CARE I

6 credits

This course is an introduction to the practice of dental hygiene. Content is heavily focused on assessment of health, safety, risk management and patient needs. Additionally, time will be spent on identifying instruments and their proper application. Theory and practice are combined in such a way that the student is afforded the opportunity to learn didactic material, practice and manipulate anatomical mannequins and then synthesis this learning by using peer partners. Additionally, the student is provided with information and practice opportunities in dental and medical emergencies. *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

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. *Prerequisites:* BIO204 and admission into the Dental Hygiene Program; *Co-requisites:* DHY101 and DHY102

DHY106 DENTAL MATERIALS

3 credits

This course introduces the student to the various types of dental materials used in dental offices. These include restoration materials (metals/composites), impression materials, sealants, mouth guards, tooth whitening and temporary restorations. The student will learn to mix and prepare the various materials used. The role of the dental auxiliary 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. *Prerequisites:* DYH101, 102 and 103; BIO209; *Co-requisites:* DHY202, 107, 108; THE113, NUT101

DHY107 PERIODONTOLOGY

3 credits

This course introduces the student to the healthy periodontium and periodontal disease, including the classifications of periodontal disease (class I, class II, class III, class IV). PSR screenings, periodontal charting and recording of attachment levels, pocket depths and presence or absence of tissue edema are included in the course content. Also, radiographic examination of the teeth and periodontium will aid the hygienist in evaluating the presence of disease and determining bone level and furcation involvement. *Prerequisites:* DYH101, 102 and 103; BIO209. *Co-requisites:* DHY202, 106, 108; THE113, NUT101.

DHY108 DENTAL HYGIENE PROCESS OF CARE II

6 credits

This course provides a progression for the student from the content learned in DHY102. The major transition lies in students beginning to treat patients rather than practice on mannequins. Content is heavily focused on assessment of health, safety, risk management 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. *Prerequisites:* DHY101, 102 and 103; BIO209. *Co-requisites:* DHY106 and DHY107, THE113 and NUT101

DHY201 ORAL PATHOLOGY

2 credits

This course introduces the student to basic principles of diseases of the head and oral cavity. The basis of instructions is derived from the paradigm of oral health and its juxtaposition to disease. Common pathology, such as oral cancer, leukoplakia, stomatitis, and nicotemius, are covered in detail. *Prerequisites:* DHY106, 107 and 108, THE113, 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. Pharmacological treatment of medical emergencies associated with dental treatment will also be covered. *Prerequisites:* DYH106, 107 and 108, THE113, ENG102, PSY105. *Co-requisites:* DHY201, 203, 204 and 205

DHY203 DENTAL HYGIENE PROCESS OF CARE (CLINIC)

6 credits

This course provides a progression for the student from content learned in DHY108. The major transition lies in students treating patients with simple, to care of the more complex, periodontal patient. Content is heavily focused on advanced instrumentation, health promotion and care planning, along with the fabrication and application of appliances of the mouth. Additional emphasis is focused on developing a total plan of care for the complex patient. Theory and practice are combined in such a way that the student is afforded the opportunity to learn didactic material, and transfer this knowledge to work with patients in the clinic setting. *Prerequisites:* DYH106, 107 and 108, THE113, 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, behavior modification, communication skills, developing instructional objectives and sensitivity to multicultural concerns. In addition, an awareness of learning styles will be accented. *Prerequisites:* DYH106, 107 and 108, THE113, ENG102, PSY105; *Co-requisites:* DHY201, 202, 203 and 205.

DHY205 PAIN CONTROL

1 credit

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. Nitrous oxide sedation will also be introduced. In assessing the patient, the student will recognize which techniques are necessary and understand how to provide appropriate anesthesia. *Prerequisites:* DYH106, 107 and 108, THE113, ENG102, PSY105; *Co-requisites:* DHY202, 203, 204 and 205.

DHY206 COMMUNITY HEALTH

2 credits

This course provides the student with the basic components of dental public health and community dentistry. Students are introduced to the concepts associated with preventive community health care along with the skills needed to function within the community as an advocate of oral health and preventive care. Public health issues, such as fluoridation, HIV, and preventive dental care are discussed. Epidemiology and statistical analysis are reviewed (DHY204) and elaborated on as well. *Prerequisites: DYH201, 202, 203 204, 205; Co-requisites: DHY207 and 208; SOC103*

DHY207 DENTAL HYGIENE PROCESS OF CARE IV (CLINIC)

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. 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. The student has had a level of preparation to allow for independent thinking and judgment. *Prerequisites: DYH201, 202, 203 204, 205; co-requisites: DHY206 and 208; SOC103.*

DHY208 DENTAL ISSUES AND PROFESSIONAL ISSUES

2 credits

This capstone course prepares the student for the philosophical consideration of dental hygiene practice. The student will be exposed to a variety of case studies that exemplify ethical, legal and professional concerns. The history of dental hygiene will also be discussed as well as current practice issues such as the initiation of local anesthesia 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 15-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 the whole child. *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: ENG100, RDG100 or placement.*

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 OCCS 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 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 OCCS 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 participating in a Practicum must undergo a Criminal Offender Record Information (CORI) check. Fall and spring.*

ECE134 GUIDING CHILDREN'S BEHAVIOR

3 credits

This course will examine the difficult and persistent issue facing childcare professionals: that of guiding behavior. Theory is based on the knowledge that children come from a variety of backgrounds and cultural influences, as well as children's individual rate of development, personality, and temperament. This course will offer insights on behavior, and help students identify effective, appropriate ways of encouraging positive behavior from young children. The course focus will be a developmental approach to guiding young children. Topics will include differences in development, communication, teacher expectations, self-esteem, classroom environment and alternative techniques to discipline. *Prerequisites: ENG100, RDG100 or placement. Fall and spring.*

Earth Sciences

EAS115 BIOGEOLOGY: HISTORY OF LIFE

4 credits

This course is a survey course of the major steps in evolution, utilizing the fossil record as a source of information. Extinction and evolution will be topics explored through stratigraphy and fossil specimens or casts. The major focus will be on animal life and a hands-on approach will be used. Students will learn the technique of mold making and the casting of reproductions of fossils for their own use after the course finishes. Three hours lecture and two hours lab work will complement one another. *Prerequisites: ENG100, RDG100 or placement. Fall or 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. Fall or spring.*

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

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 and MAT103 (or higher).*

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 and MAT103. ECO101 strongly recommended.*

Education

EDU101 INTRODUCTION TO EDUCATION

3 credits

This course is a survey course in the pre-teacher program of study. Topics include an historical perspective, school structures, curriculum and state frameworks, social issues, and diverse student needs. A 30-hour pre-practicum is required. *Prerequisites: RDG100, ENG100.*

Electronic Communications and Digital Media

EDC101 STRUCTURED CABLING

1 credit

This "hands-on" network wiring and cabling course provides students with the necessary skills to become entry level technicians in the Network Cabling industry. Students will develop critical skills needed to terminate and troubleshoot wiring. *Prerequisites: RDG100, MAT100, or placement*

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; 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

The 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*

EDC107 UNDERSTANDING VOICE OVER IP

3 credits

This course looks at the subject of voice over IP, covering various methods of its implementation and looking at many of the relevant standards. We also cover many of the issues that need to be considered when deploying voice over IP and discuss how these may be dealt with. *Prerequisite: EDC105 or CCNA or permission of instructor*

EDC108 WIRELESS TECHNOLOGIES

3 credits

This course focuses on the design, installation, configuration, operation and troubleshooting of 802.11a, 802.11b, and 802.11g Wireless LANs. Also covered in the course is a comprehensive overview of wireless technologies, devices, security, design and best practices with a particular emphasis on real world applications. This course prepares the student for the Cisco Wireless LAN Design Specialist Certification exam. *Prerequisite: EDC105 or CCNA Certification or permission of instructor*

Electronic Communications Technology

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, Kirchoff'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; MAT120 (concurrent). Fall.*

EET104 CIRCUIT ANALYSIS II

4 credits

This course continues the study of circuit analysis applied to resistive, capacitive and inductive circuits with both D.C. and sinusoidal inputs. Topics include magnetism, inductance, capacitance, transient analysis of R-L and R-C circuits, sinusoidal voltage, reactance and impedance. Lab work emphasizes the use of the oscilloscope in measuring voltage, frequency and phase shift for both passive and active circuits. Three lecture and two lab hours per week. *Prerequisites: EET103, MAT120 (concurrent). Spring.*

EET112 LINEAR INTEGRATED CIRCUITS

4 credits

This course provides the student with working knowledge of the more commonly used linear integrated circuits currently found in the electronics industry. A knowledge of construction methods provides the basis for understanding the capabilities and limitations of linear integrated circuits. Topics include characteristics and applications of the operational amplifier, comparator, voltage regulator, function generators, and timer. Lab work emphasizes testing and troubleshooting circuits presented in class. Three lecture and two lab hours per week. *Prerequisites: EET136 and MAT120, RDG100 or placement. Spring.*

EET130 PRINCIPLES OF DIGITAL SYSTEMS I

4 credits

An introduction to the principles and techniques used in all modern digital systems, including the computer. Students use a software program to enhance the teaching of digital electronics in an interesting and interactive manner through exercises, design projects, applications, and fault location. Major topics include the binary concept, logic gates, Boolean algebra, logic circuit design, flip-flops, the shift register and counter, binary arithmetic, and arithmetic circuits. The new IEEE/ANSI standard logic symbols and troubleshooting concepts are integrated throughout the course. Lab work emphasizes the breadboarding of gates and circuits, using commercially available chips. Three class hours and two lab hours per week. *Prerequisites: MAT120 or equivalent; ENG100, RDG100 or placement. Spring.*

EET133 PRINCIPLES OF DIGITAL SYSTEMS II

4 credits

A continuation of EET130 Principles of Digital Systems I, this course considers more advanced concepts and systems as well as the physical characteristics of integrated circuit logic families. Topics include counters and their application, logic handling circuits including displays, MSI circuits, digital arithmetic and circuits, integrated logic families. A detailed study of memory devices and systems will include a discussion of RAMs, ROMs, DRAMs, PLDs, PLAs, PROMs and EPROMs devices. An examination of various memory systems will include sequential, magnetic bubble, magnetic

core and magnetic tape memories. Troubleshooting concepts are integrated throughout the course. Two lecture and two lab hours per week. *Prerequisites: EET130 and EET135. Spring.*

EET135 SEMICONDUCTOR CIRCUITS I

4 credits

Semiconductor Circuits I is an introduction to the principles of operation and application of discrete semiconductor devices. Topics include atomic theory, semiconductor principles, the junction diode, zener diode, optoelectronic devices, basic transistor operation and circuits, transistor switching circuits and amplifier principles. Lab work will include the testing and troubleshooting of circuits studied in class. Three lecture and two lab hours per week. *Prerequisites: MAT120, EET104 (concurrent). Spring.*

EET136 SEMICONDUCTOR CIRCUITS II

4 credits

This course is a continuation of the study of discrete semiconductor devices and circuits including the bipolar and junction field effect transistor amplifiers, four-layer devices, and the unijunction transistor. Lab work emphasizes the construction, testing, and troubleshooting of circuits presented in class. Three lecture hours and two lab hours per week. *Prerequisites: EET104, EET135. Fall.*

English

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

Fundamentals of Writing 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: None. 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

English Composition II 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.*

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 writing 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, Taylor, Edwards, Emerson, Thoreau, Paine, Jefferson, Cooper, Poe, 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, Crane, Frost, Hemingway, Steinbeck, Faulkner, Updike, 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. Fall.*

ENG227 ENGLISH LITERATURE I

3 credits

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

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 introduces students to the nature and variety of children's literature, its history and current significance. Students will become aware of the various issues related to children's literature, such as literacy, learning, censorship, and the changing views of childhood. In addition, students will deepen their understanding of the evaluative criteria by which texts are examined for literary merit and visual artistry. Not only will students analyze high quality literature, but they will also explore ways to enhance children's reading experiences. Course activities may include writing reviews of scholarly articles, writing book reviews, compiling a detailed reading list reflecting the various categories of children's literature, and giving presentations. *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.*

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 addresses the basic skills of journalism: observing, researching, reporting, interviewing, thinking, and writing with precision, clarity, and ethics. Assignments range from basic reporting (obituaries, fires, accidents, crime), local “beat” coverage (government, schools, and courts), and more in-depth reporting through profiles, interviews, and feature stories. *Prerequisite: ENG101 or permission of instructor/division dean. Fall and spring.*

ENG242 JOURNALISM II: ADVANCED NEWSWRITING

3 credits

A continuation of Journalism I, 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 other sources (online publications and non-profit newsletters), investigative reporting, and in-depth discussions of ethics and media law. *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 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 SHORT STORY

3 credits

This course traces the development of the short story as a distinct literary form since 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, Maupassant, Chopin, Hemingway, Kafka, Joyce, O’Connor, and Carver. *Prerequisite: ENG102 or permission of instructor/division dean. Spring.*

English as a Second Language

Since 1980, MWCC’s English as a Second Language (ESL) courses have helped non-native English speaking students from many countries improve those English conversation, reading, writing, and grammatical skills necessary for academic and professional success. Following a complete language assessment, students may be placed in one of four levels of study: beginning, advanced beginning, intermediate or advanced.

Courses are available in reading, writing, grammar, and conversation at each level except the advanced level, which offers reading, writing, and grammar. After successfully completing the ESL courses, students are prepared to enter other college-level academic programs. After completing the advanced level courses, students take the Comprehensive Placement Test (CPT) to ensure placement into appropriate college-level courses.

Beginning or intermediate English as a Second Language (ESL) courses (all ESL 100, 101, 102 classes) are **not** accepted as general electives. These courses earn institutional credit rather than college credit, which means that it does not apply toward graduation—see page 19. The only ESL courses that

count for general electives are ELG103, ELR103, and ELW103. For more information about ESL, call the admissions office: (978) 630-9110; email: admissions@mwcc.mass.edu

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.*

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 verb “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

3 credits

Advanced beginning reading is designed to increase students’ vocabulary and reading fluency. This course is a continuation of 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. 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. 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. *Prerequisites: high school diploma or GED and ELW102 or appropriate placement. Fall and spring.*

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, MAT 100, 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, MAT100 or placement. Fall.*

EXS203 EXERCISE TESTING AND PROGRAM DESIGN

4 credits

This course introduces students to testing protocols for individuals and groups. Student 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, business structures, as well as professional responsibility. *Prerequisites: EXS102, EXS201. Spring.*

Fire Science Technology

FST107 FUNDAMENTALS OF FIRE PREVENTION

3 credits

This course covers the organization and function of fire prevention organizations, inspection procedures, fire protection systems, storage of hazardous materials plan review, principles of combustion and enforcement procedures, educational and administrative phases of fire prevention and fire safety in both public and private sectors are addressed. *Prerequisites: ENG100, RDG100 or placement. Offered occasionally.*

FST111 BUILDING CONSTRUCTION

3 credits

Exploration of building construction and design with emphasis focused on fire protection concerns is at the center of Building Construction. 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, MAT120 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 ORDINANCES

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

Investigation and Arson 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.*

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.*

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

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 33). 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.*

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.

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 on-line 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.

PLB101 PHLEBOTOMY

3 credits

This course provides students with the required background, knowledge and skills to be eligible to take a Phlebotomy Technician certification exam. This course provides practical instruction in obtaining good samples by venipuncture, capillary 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, basic anatomy and physiology, point of care testing, quality management, legal requirements, 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 students taking this class (refer to page 33). Students must have proof of immunizations as well. *Prerequisites: ENG100, RDG100 or permission of instructor. Fall and spring.*

PLB203 PHLEBOTOMY PRACTICUM

4 credits

This course provides students with the required background, knowledge, and skills to be eligible to take a phlebotomy technician certification exam. The course provides 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, basic anatomy and physiology, 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 students taking this class (refer to page 33). Students must have proof of immunizations and liability as well. *Prerequisites: PLB101. Fall and spring.*

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

The problems of the founding of a new republic, westward expansion, sectional conflicts and the background of the Civil War will be highlighted in this survey of American history. *Prerequisites: ENG100, RDG100 or placement. Fall.*

HIS202 HISTORY OF THE UNITED STATES II

3 credits

The social, economic, and political problems and opportunities of the latter half of the nineteenth century, and the emergence of the United States as a world power during the twentieth century are the major topics of this course. *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

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: ENG100, RDG100 or placement. Fall and spring.*

HUM261 INTRODUCTION TO HUMANITIES: THE ART OF BEING HUMAN II

3 credits

The course attempts to study the interconnection among philosophy, art and religion as they reflect and shape the great periods of civilization. The course reviews many global philosophies that have formed the basis for personal and societal belief systems and illustrates how these theories are reflected in our culture. Attention is given to Western and non-Western cultures and to ways in which civilizations are interconnected. Students will study some of the tenets of Hinduism, Buddhism, Islam, and Christianity as well as theories associated with such philosophers as Aristotle and Plato. By studying such concepts as freedom, happiness, love, death, morality and censorship, students will explore how cultural ideals are treated in many civilizations. In addition, through critical thinking, students will be encouraged to explore the relationship between their own belief systems and the society of which they are a part. *Prerequisites: ENG100, RDG 100 or placement. 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 strongly recommended; may be taken concurrently. Fall and spring.*

HST142 COUNSELING METHODS AND INTERVIEWING TECHNIQUES II

3 credits

This course continues and expands the skills and methods first developed in HST140 Counseling Methods and Interviewing Techniques. Course content includes therapeutic structures and issues that face the beginning counselor, models of therapy, and practical aspects of the work. The classroom will use a workshop approach to develop and fine-tune skills needed for counseling and interviewing. *Prerequisite: HST140.*

HST145 INTRODUCTION TO GERONTOLOGY

3 credits

Students are introduced to the field of gerontology—the multidisciplinary study of the biological, psychological and social aspects of aging. This course explores the human aging process from these perspectives. A primary focus of this course is to replace myths with facts about aging and gain an understanding about what happens to older adults' bodies, minds, status in society and social lives as they age. Attention is also given to programs and services for the elderly. *Prerequisites: ENG100, RDG100 or placement.*

HST147 TOPICS IN MENTAL HEALTH/MENTAL RETARDATION

3 credits

This course prepares students in the practical aspects of his/her 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 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.*

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 2.75, HST101, HST140 and permission of instructor. 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 Telecommunications 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.*

ISC283 MASTER STUDENTS

3 credits

This course provides first-time students with specific skills and strategies needed to accomplish their academic goals with greater success. Through lecture, discussion, and group exercises, students are introduced to a variety of topics critical to student success: time management, setting priorities, learning styles, campus resources and policies, critical thinking, motivation, and test taking. The focus of this course is on developing academic skills, competence, and increased confidence as a college student. *Prerequisites: RDG100, ENG100 or placement. Fall and 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: MAT100, 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. *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: MAT100, RDG100, or placement. Fall and spring.*

MKT143 RETAILING

3 credits

This course includes topics 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, MAT100, 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, MAT100, or placement. Spring and fall.*

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, MAT100, RDG100, or placement.*

MKT245 PROFESSIONAL SELLING

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 MASSAGE 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, BIO109, BIO110; PTA104 as a pre- or co-requisite. Fall.*

MTC102 MASSAGE 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, co- or prerequisites: BIO115, PTA104. Fall.*

MTC103 MASSAGE 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, BIO115. Co-requisite: PTA109. Spring.*

MTC104 MASSAGE 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, 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.

MTC201/MTC202 MASSAGE THERAPY PRACTICUM

2 credits/6 credits

Students are assigned to a clinical setting for supervised clinical practice. Students are required to complete 50/150 hours of practical massage experience. Areas of individual interest may be pursued by the student. The emphasis is on preparation for the practical portion of city/state licensing exams and the National Certification Examination for Therapeutic Massage and Bodywork. *Co- or prerequisite: MTC101/102. Fall; MTC 103/104 Spring.*

Mathematics

A grade of C or higher is recommended for students taking sequential mathematics courses.

MAT100 FUNDAMENTALS OF MATHEMATICS

3 credits

This course is designed for students who need to learn the foundations of mathematics. Students will learn the mathematics of whole numbers, fractions, decimals, percents, integers and basic geometry. The issues of problem solving, math anxiety and study skills will be addressed. This course, often taken as a refresher, is useful as the foundation for other math courses and math related courses and for the development of mathematical job skills. *Prerequisite: None. Institutional credit only. Courses that earn institutional credit do not apply toward graduation. Fall and spring.*

MAT103 BUSINESS MATHEMATICS

3 credits

This course applies basic mathematics to business computations, including simple and compound interest, cash and trade discounts, checking account reconciliation, markup and markdown, inventory valuation, depreciation, payroll calculation, and other relevant areas. Calculator required. *Prerequisites: RDG100 and MAT100 or placement. Fall and spring.*

MAT120 INTRODUCTION TO MATHEMATICS I

3 credits

This is an introductory algebra course for the student who has little or no background in algebra. Topics include operations on real numbers and variable expressions, solving equations, polynomials, graphing of linear equations, and techniques of problem solving. *Prerequisite: MAT100 or placement. Fall and spring.*

MAT121 INTRODUCTION TO MATHEMATICS II

3 credits

This course is a continuation of MAT120 Introduction to Mathematics I with emphasis on algebraic fractions, factoring, systems of equations, inequalities,

radical expressions and quadratic equations. *Prerequisite: MAT120 or equivalent. Fall and spring.*

MAT124 ACCELERATED INTRODUCTORY ALGEBRA

3 credits

This is an intensive course in basic algebra and covers the material presented in MAT120 and MAT121 Introduction to Mathematics I and II. It is intended for the student with a background in elementary algebra, seeking a comprehensive review in preparation for the study of college mathematics. Topics include algebraic operations, polynomials, linear equations, factoring, fractions, techniques of problem solving, systems of equations, graphing techniques, inequalities, exponents, radicals and quadratics. *Prerequisite: placement testing. 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; the geometry of Pythagoras; systems of linear equations; and an introduction to quadratic functions. This course is intended as an alternative to MAT121 for those students in programs not planning to study further mathematics courses, and focuses more on practical applications rather than algebraic manipulations; as such, it does not provide enough algebra to satisfy the prerequisite for MAT130 College Mathematics I. *Prerequisite: MAT120 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: MAT121, MAT124 or placement. Fall and spring.*

MAT130 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: MAT121, MAT124, or placement. Fall and spring.*

MAT131 COLLEGE MATHEMATICS II

3 credits

This course, along with MAT130 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: MAT130 or equivalent. Fall and spring.*

MAT143 STATISTICS

3 credits

This course presents students with an understanding of elementary statistics by familiarizing them with basic concepts of measures of central tendency and variability, regression and correlation, probability, discrete and continuous random variables, the Central Limit Theorem, confidence intervals, and hypothesis testing. Three hours lecture, one hour lab. A calculator is required. *Prerequisite: MAT121 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: MAT131 or equivalent. Fall.*

MAT212 CALCULUS II

4 credits

This course is a continuation of MAT 211 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, BSS153 (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, death summaries, and autopsy reports. *Prerequisites: BSS153, 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: BSS153 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. *Prerequisites: BSS153, 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, two hours lab. *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. *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, MAT120 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. The AAMA's DACUM Analysis was used as a guide in the preparation of this course. *Prerequisites: MAS101 and MAS102. Spring.*

MAS310 EXTERNSHIP II

4 credits

This course is a continuation of MAS210 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 107 MOUNT SINGERS CHORALE - DELETE

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

2 credits

This course provides students with the elements of basic vocal theory. *Prerequisite: none. Fall and spring.*

MUS120 MUSICAL THEATRE DANCE STYLES

3 credits

This is a theatre dance workshop featuring various dance styles and choreography that are part of musical theatre history. The course will include basic training in ballet, tap and jazz dance, as well as choreography and combinations from Broadway musicals. No previous dance experience is required. *Prerequisite: none.*

MUS210 MUSIC APPRECIATION

3 credits

This course is designed for the non-music and music major alike. The goal of this course is to improve students' understanding and appreciation of all musical genres and elements. *Prerequisite: none. Fall and spring.*

Natural Resources

NRT101 INTRODUCTION TO FORESTRY

4 credits

This class 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; four hours lab. *Prerequisites: ENG100, RDG100, MAT 100 or placement. Offered either fall or spring.*

NRT120 GREENHOUSE OPERATIONS

4 credits

Theory and practice of operation/management of a commercial greenhouse will be the major content of NRT120 Greenhouse Operations. 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; four hours lab. *Prerequisite: BIO130 (pre or co-requisite). Spring.*

NRT220 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 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 NRT/BIO program-related courses. Offered either fall or spring.*

Nursing

NUR099 FOUNDATIONS OF NURSING SUCCESS

3 credits

This course will involve cooperative learning opportunities for exploration of the practice of nursing. In addition, it will assist the student in developing strategies to improve basic academic skills, study habits, time management and improving concept of self. These strategies will ultimately enhance the likelihood of success in the nursing program for students who have been disadvantaged in their academic preparation. This course consists of two hours a week of lecture and two of laboratory for beginning the development of nursing skills such as taking vital signs, reviewing medical records and analyzing nurses' notes and introduction to basic concepts of ethical standards. *Prerequisites: none.*

NUR101 FUNDAMENTALS OF PRACTICAL NURSING

11 credits

This course is 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. Spring.*

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 his/her 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. Spring.*

NUR105 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 in understanding the health care needs of these populations. This course is divided into two components. The first presents the nursing care needs of the childbearing family. The second presents the nursing care needs of infants through adults experiencing health deviations. The clinical component will include maternity, pediatric, and adult health care experiences. *Prerequisites: NUR103, ENG101, PSY105. Co-requisite: PSY110. Fall.*

NUR107 ADVANCED CONCEPTS IN PRACTICAL NURSING

5 credits

This (last) nursing course assists the practical nursing student in learning to care for groups of adult clients recovering from selected disease or injury or concluding one's life as comfortably as possible. It will also introduce the

student to the principles of management within the scope of practice. Emphasis will be on the student using the nursing process to deliver safe, individualized care to meet the identified needs of the assigned clients. This course provides opportunities for clinical experiences in sub-acute and long-term health care agencies. *Prerequisites: PSY110, NUR105. Fall.*

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 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: MAT124. 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. 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. Through planned classroom and clinical experiences in child birth classes, labor and delivery, newborn nursery, and postpartum, the student has the opportunity to apply the nursing process to the care of the maternity client. The student is introduced to concepts from the bio-psycho-social sciences that apply to caring for 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

2 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: MAT124, NUR111 or NUR107, or equivalent, or permission of instructor. Intersession and Summer I*

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 history on contemporary nursing 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. *Prerequisites: NUR220, NUR230, SOC103, ENG102. Co-requisites: NUR222, PER126/130, Humanities or Business elective. Spring.*

NUR220 MEDICAL-SURGICAL NURSING PART I

6 credits

Medical-Surgical Nursing Part I 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 NUR 111 are developed. *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:* RDG100, ENG100 or placement. Fall and spring.

Paralegal

PLS101 INTRODUCTION TO PARALEGALISM

3 credits

This course introduces the student to the evolving role of the paralegal, or legal assistant, in the public and private sectors. Topics include the types of paralegal employment available, the regulation of paralegals, and ethics. The course introduces the student to the basics of necessary job skills such as legal analysis, client interviewing, investigation, and research. This course is recommended for the student who is new to the field. *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 ante nuptial agreements, separation agreements, and surrogacy agreements. Related areas of law such as juvenile, criminal, and tort law are also discussed, as are relevant administrative agency regulations. Legal concepts will be applied to particular factual situations, thus developing and enhancing critical skills such as analysis. *Prerequisites:* ENG100, RDG100, 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 health or medical expenses, insurance and motor vehicle insurance. *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. *Prerequisite: ENG101.*

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.*

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.*

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

1 credit

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. *Prerequisites: MAT100, 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: MAT100, 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. Includes fitness and wellness evaluations. Students cannot receive academic credit for both PER126 and PER130. *Prerequisites: RDG100, MAT100 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/health-care provider interaction, legal issues, death and dying, and stress management. *Prerequisites: ENG100, MAT100, RDG100 or placement. Co-requisite: BIO203. Fall.*

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, MAT100, 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, MAT100, 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.*

PTA109 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.*

PTA110 CLINICAL PRACTICUM I

3 credits

Clinical Practicum I 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, 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

4 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

Clinical Practicum III 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.*

Physics

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, conservation of energy and elasticity. Lab work is correlated with class discussions. Three lecture hours and two lab hours per week. *Prerequisites: ENG100, RDG100 or placement; co-requisite: MAT130. Fall.*

PHY106 COLLEGE PHYSICS II

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 fluid mechanics, temperature and heat transfer, waves, vibrations and acoustic phenomena, atomic structure, light propagation, reflection, images and lenses. Lab work is correlated with class discussions. Three lecture hours and two lab hours per week. *Prerequisite: PHY105 recommended. Spring.*

Political Science

POL205 AMERICAN NATIONAL GOVERNMENT

3 credits

Students study American government with emphasis on why the national government has the power it possesses today. The course surveys the government's role in dealing with our modern society, and the role of individual citizens in formulating and influencing the governmental system. *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 works 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. The student 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 Office for Child Care Services Category A. A passing grade is C or better. *Prerequisites: ENG100, RDG100 or placement; PSY105 (with exception of Early Childhood Education Certificate students). 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.*

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: ENG100, RDG100 or placement. Fall.*

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, the 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 the older adult 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

RDG099 READING READINESS

3 credits

This course is designed to develop the basic reading skills required for success in RDG100 Fundamentals of Reading. Students take diagnostic tests, and coursework is structured to meet individual needs. Using methods, materials, and software appropriate for college students, RDG099 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 and retention and expanding vocabulary. Reading materials include essays, short stories, and articles, including excerpts from college texts. *Prerequisite: RDG099 or placement. 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 and RDG100.*

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, 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. Spring.*

Spanish

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 aural-oral skills. Three lecture hours and one lab hour 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 lecture hours and one lab hour 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 lecture hours and one lab hour 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 lecture hours and one lab hour 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.*

THE113 SPEECH

3 credits

This course introduces students to the 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.*

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, MAT100 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.*

Wood Products Technology

WPT101 INTRODUCTION TO THE WOOD INDUSTRY

3 credits

The course is designed to educate students about the various components, breadth and complexity, currently important and emerging issues, and interrelationships of the various segments of the wood industry. Information provided will assist students to understand the types of technologies and employment opportunities involved in the various industry segments. The

course will also provide basic information on industry terminology, trade calculations, safety issues, and materials upon which other courses in the concentration will build. *Prerequisite: none. Available at the Gardner campus or online. Offered occasionally.*

WPT103 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: ENG100, RDG100. Available at the Gardner campus or online. Offered occasionally.*

WPT104 RENEWABLE ENERGY SOURCES

3 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, MAT100. Available at the Gardner campus or online. Offered occasionally.*

WPT105 ENERGY EFFICIENCY & 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: MAT100, RDG100, ENG100. Available at the Gardner campus or online. Offered occasionally.*

WPT110 WOOD STRUCTURE AND PROPERTIES

3 credits

This course will introduce students to the gross and microscopic anatomical features as well as the basics of wood identification and the relationships between wood structure and properties. The importance of wood-moisture relationships, wood characteristics relative to shrinkage and swelling and drying defect reduction will be emphasized. Wood preservation will also be reviewed. *Prerequisite: none. Available at the Gardner campus or online. Offered occasionally.*

WPT120 LUMBER PROCESSING

3 credits

During this course, students will learn lumberyard and kiln technology, rough mill cutting systems and the techniques of lumber yield improvement, including lumber grade optimization through both manual and computer based analyses. The technology of gluing will also be reviewed. *Prerequisite: WPT110. Available at the Gardner campus or online. Offered occasionally.*

WPT122 WOOD MACHINING

3 credits

This course continues from the "overview" on woodworking machines presented during the course "Introduction to the Wood Industry." During this course, students will delve into the basics of wood machining technology and tooling. They will learn the types of joints and machined surfaces used in producing various wood products, and details of the types, functions, and technology of machines and tools that produce them. Students will receive

instruction in how to set up selected woodworking equipment for optimum performance. *Prerequisite: WPT110. Available at the Gardner campus or online. Offered occasionally.*

WPT 210 WOOD PRODUCTS ENGINEERING AND MANAGEMENT

3 credits

This course focuses on the management aspects of wood products manufacturing. It is designed to give students an understanding of the need and methodology of cost control and product costing, ways to improve manufacturing efficiency, how to justify capital expenditures, the basics of supervision, customer service and sales, and production scheduling and control systems. *Prerequisite: permission of instructor. Available at the Gardner campus or online. Offered occasionally.*

WPT220 WOOD SANDING AND FINISHING

3 credits

This course continues from the "overview" on woodworking machines presented during the course "Introduction to the Wood Industry." During this course, students will learn the basics of wood sanding, assembly systems, and wood finishing. The course will also address emerging technology. Students will learn the types of abrasives used in sanding, and their proper application. They will also visit local manufacturers and learn the details of assembly systems for chairs and casegood products. Next, the wood finishing process will be reviewed in depth, including EPA compliance techniques, types of finishes and finishing systems. Students will receive hands-on instruction in how to apply a high quality, complete multi-step, commercial furniture type of finish to a wood product. *Prerequisite: WPT110. Available at the Gardner campus or online. Offered occasionally*

POLICIES, RULES, AND REGULATIONS

Student Rights and Responsibilities

Upon enrollment at MWCC, you become a member of a college community, a community of individuals committed to the pursuit of learning. In this association, faculty, administrators, staff, and students in this community have differing but interlocking rights and responsibilities. The following statement identifies the rights and responsibilities you are due as a student at MWCC, as well as the obligations you face as a member of this community.

Goal - to provide an atmosphere where sound intellectual and academic development is present.
Objectives

A. Student Responsibilities

1. To be knowledgeable of and comply with the directives, regulations, and laws as authorized by the Board of Higher Education, the college, and the Student Government Association.
2. To respect the rights of individuals and groups to independent action as long as those rights do not interfere with the parallel rights of others-minorities and majorities alike-including the avoidance of action interfering with those educational processes under the auspices of the college.
3. To be knowledgeable of and comply with the directives, regulations, and laws of duly constituted civil authorities.

B. Student Rights

1. To have the opportunity to pursue higher education.
2. To have the freedom to exercise the rights of citizenship, association, inquiry, and expression.
3. To have the right of privacy and confidentiality.
4. To have the right of voting representation on all recommendations to the president of the college on matters of concern, including but not limited to, academic standards, student affairs and curriculum changes.

5. To have the right of quality education, including but not limited to:
 - a. The right to competent instruction in courses and programs offered by the college.
 - b. The right to assistance in overcoming educational, cultural, emotional, and economic disadvantages which hinder the educational process.
 - c. The right to receive in writing from each faculty member during the first week of classes, of every quarter or semester, a brief printed course syllabus, which includes a course description, an outline of the material to be covered, course requirements, including a specific list of information and techniques that the student is expected to acquire, attendance policy, and the grading system to be used
6. To have the right to fair and equal treatment, including but not limited to instruction, evaluation, and services by faculty, staff and students.
7. To have the right to procedural due process in grievance and disciplinary hearings.

Drug and Alcohol Policies Applicable to MWCC

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 two thousand 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 part of the campus.
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 assistant dean of human resources 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.

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 - Student Life Informational Programs

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.

A. Awareness Activities

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.

3. 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.

Other Prohibited Activities:

Gambling, Firearms & Weapons, Smoking

No gambling will be allowed on the campus. Violators of this provision are subject to dismissal.

It is the policy of this college to prohibit firearms, knives, or other weapons on-campus for demonstration or for protection. Under extreme circumstances permission may be granted by the president of the college.

There is no smoking permitted in any building at the college. Students choosing to smoke must do so outdoors in designated smoking areas. This policy is designed to protect persons from the proven detrimental effects of second hand smoke. Violators of this policy will be subject to disciplinary procedures.

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 three thousand dollars 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 one thousand dollars.

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 151 B 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, e-mail, 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 221-225 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 - 180 days; MCAD - 6 months or 300 days depending on the applicable period.

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, in conjunction with the Multicultural Awareness Committee, will pursue educational efforts essential to the

establishment of a campus that is as free as possible from sexual harassment.

Continued efforts will be made to:

1. ensure that all victims and potential victims are aware of their rights;
2. notify individuals of conduct that is 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 vice presidents' offices, counseling staff, department of human resources, and campus police.

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 Clery 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 (see appendix C for definitions).

Non-forcible sex offenses are defined as "unlawful, non-forcible sexual intercourse." Non-forcible sex offenses include: incest and statutory rape (see appendix C for definitions).

The Crime Awareness and Campus Security 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. Most recent passage of the Clery Act continues to further outline the necessary items to be included in the Sexual Assault Policy and Annual Campus Security Report.

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.

In accordance with federal law, the college is required to advise the campus community where information concerning registered sex offenders may be obtained. Accordingly, in order to access public information pertaining to registered sex offenders enrolled or employed at the college, please contact the Commonwealth of Massachusetts' Sex Offender Registry Board, located at P.O. Box 4547, Salem, MA 01970-4547, (978) 740-6400, or the Gardner Police Department located on City Hall Avenue, Gardner, MA.

Questions regarding access to this type of information, should be addressed to the college's chief of police.

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

The college endeavors to educate its students, faculty, and staff about the issue of sexual assault including date/acquaintance rape. The campus police department, the Health and Wellness Center and the student activities office feature educational programming throughout each academic year that highlights preventive measures to be taken to reduce the risk of sexual assault and educational programs on subjects related to "risky behaviors" such as alcohol abuse, illegal drug use and safe dating. Additionally, the college has been a community leader in offering training in Rape Aggression and Defense (RAD) techniques to women on campus and in the local community (see Crime Prevention Strategies for further information).

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 security and law enforcement matters.
7. The key element in a comprehensive rape prevention program is the maintenance of an alert and effective campus security or law enforcement presence. The MWCC police officers 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.

Educational Programs

Because 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 provide 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) campus police in addressing incidents/reports of sexual assault; 2) faculty, staff and students making reports; and 3) the designated college Official's involvement in these procedures.

Campus Police

1. If a sexual assault is reported to or discovered by 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 an MWCC counselor to be present or, if no MWCC counselor is reachable, call the rape crisis hotline (1-800-970-5905) before gathering any information.

C. The MWCC campus police officer should gather the following information on the Sexual Assault Information Report Form:

- i. name, address, telephone number;
- ii. where and when the sexual assault occurred;
- iii. the location of the victim;
- iv. a brief description of what happened to the victim;
- v. name (if known) and description of the individual who committed the assault (include, if possible, sex, race, height, weight, clothing, build, hair color, and facial oddities);
- vi. location of the individual who committed the assault, if known, or description of where the individual went after committing the assault; and,
- vii. description of the vehicle in which the assailant left (if applicable and known, 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 officer 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 and the executive vice president or his designee. The chief of public safety and security or the executive vice president 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 officer should nonetheless guide the victim to medical services and/or rape crisis services.

The campus police officer shall provide the victim with a copy of the Victim Information Sheet, if possible.

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.

MWCC Students and Staff

Any MWCC student or staff member who receives a report of, or discovers a possible sexual assault on-campus, shall immediately report this to the appropriate campus services dependent upon the nature of the situation:

In Emergency Situations: Dial 111 to receive immediate response from campus police and health services. Stay with the victim in a safe place that allows for privacy. Do not leave the victim and, if possible, send someone to get additional support.

In Non-Emergency Situations: Remain with the victim and discuss the possible options for services including campus police, 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.

The Designated College Official—Chief of Public Safety and Security 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 and security and executive vice president or designee shall contact the vice president of student services in instances where students are involved. The vice president of student services 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 his/her 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; existing counseling, mental health or student or employee services for victims of sexual assault, both on campus and in the community, the options for, and available assistance in, changing academic, work, and, or living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available.

iv. Disciplinary Procedures

1. The college 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 College Catalog & 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 the 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

Mount Wachusett Community College 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 following excerpts from the MWCC Information Technology Acceptable Use Policies apply to all MWCC students and community users and are enforced as delineated in these policies.

Information Technology General Acceptable Use Policy Introduction

MWCC provides information technology resources for students, faculty and staff.

The following statement:

- 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.

This statement provides high-level explanations of college policies regarding the use of information technology. For more detailed explanations refer to the appendices.

* “Computing Equipment” shall mean all computers, software, wiring, network components, and network services, including voice, data, and video facilities, owned, operated, or provided by the college.

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 below).

- 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.
- Backup service for individual email is not provided.
- 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.
- Email users should exercise prudent judgment when sending All_MWCC emails.
- Use of this list for any commercial purpose not directly connected to college sponsored events requires approval of the president or his/her designee prior to sending the email.
- Computing resources are provided for academic, research, administrative and communications uses.
- The college reserves the right to establish time limits on the use of public workstations as needed.
- MWCC realizes that the free expression of ideas is central to academia, but will not tolerate the display of pornographic, obscene, abusive, racist, or other inappropriate material at any public workstation. The college reserves the right to determine the appropriateness of material displayed on public workstations.
- The MWCC computing facilities constitute a private system. As such, the information stored on the college equipment is the property

of the college and the Commonwealth of Massachusetts with the 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 executive director immediately when such personnel actions are imminent.

- Passwords to terminated employees accounts will not be provided to other individuals. File access can be provided through system delegation facilities.

Enforcement Procedures

The college retains right without restriction to monitor, authorize, control, or stop the use of any technology found on its computers or networks.

Violations of the Acceptable Use Policy will be referred to the appropriate senior officer of the college for action through the established disciplinary processes of the college. The results of such referral may include but is not limited to:

- Files and/or programs may be deleted
- User access privileges may be inactivated
- User accounts may be removed
- Users may be suspended, expelled or terminated from college employment

If a member of the college community believes that another has violated his/her rights, he/she should report the incident to the chief information officer and his/her department head.

MWCC Electronic Communications Acceptable Use Policy

Introduction

MWCC works in a large, complex information technology environment requiring communications involving both confidential and public data. New technologies offer the college methods to make this communication easier among students, staff, departments, campuses, other colleges, and others. The college has several types of electronic mail systems on its various computer systems, enabling its students and employees to take advantage of these technologies. In addition, several types of electronic communication services, including chat, discussion lists, voice mail, and instant messaging services are used by the college community.

However, with this open communication network, vulnerabilities to the privacy of electronic messages possibly containing confidential or proprietary information arise. College electronic communication users need to be aware of the vulnerabilities in electronic communications and of the legal responsibilities that accompany the use of this medium.

Purpose—These standards:

1. Define who may use the electronic communications systems controlled and administered by the MWCC.
2. Outline responsibilities related to maintenance and use of such systems.
3. Provide guidelines for the security and confidentiality of college email, and other form of electronic communications.
4. Provide methods for monitoring, enforcing and dealing with exceptions to this policy.

Scope—College Electronic Communications Policies shall apply to all:

1. Email created, sent or maintained within, administered by or networked to the electronic mail systems of MWCC
2. College email users.
3. All other forms of electronic communications, including voice systems and instant messaging services, and other forms of electronic communications listed in the introduction and to any new forms of electronic communications that may be introduced.

Responsibilities

The president, together with the senior officers of the college, determines what categories of individuals (e.g., full-time, part-time, staff, students, economic partners, other educational institutions, general public, etc.) may access college electronic communications systems.

These individuals will determine which college department(s) shall be responsible for administering electronic communications systems and security, and procedures for monitoring.

Campus Electronic Communications Policies will ensure that electronic communications administrators are responsible for:

- Determining what categories of individuals, within the guidelines set by the president and campus administrators, may access the communications system under their control.
- Ensuring that a security plan for the email system for which they are responsible, has been developed, implemented and is maintained. The security plan should include an analysis of whether message encryption is needed.
- Ensuring that a backup plan to allow for message/system recovery in the event of a disaster has been developed, tested and implemented.
- Ensuring that deleted and expired mail is not backed up for more than 30 days. After 30 days, deleted and expired messages will be irretrievable for reasons of resource utilization and liability. This

standard applies to deleted email only. It does not apply to mail in users mailbox or email file folders.

- Periodically assessing the level of risk within the email system.
- Ensuring that filters to keep text from view of system maintenance personnel have been installed, when technologically possible.
- Ensuring that appropriate steps are taken to prevent a system break-in or intrusion through the electronic communications application.
- Providing information regarding email vulnerabilities to email users so that they may make informed decisions regarding how to use the system.
- Ensuring that all email IDs for individuals with email accounts on college systems have been deleted when: an authorized user has terminated employment, graduated or withdrawn from the college, and when a "courtesy account" is inactive or no longer needed.
- Ensuring that email message retention standards, within the guidelines of these and other college policies, have been developed and are implemented for their email system.

Campus Electronic Mail Policies will ensure that employees responsible for maintaining, repairing and developing email resources will exercise special care and access email messages only as required to perform their job function. These employees will not discuss or divulge the contents of individual email messages viewed during maintenance and trouble-shooting.

Campus Electronic Mail Policies will ensure that college email users will:

- Use email in a responsible manner consistent with other business communications (e.g., phone, correspondence).
- Safeguard the integrity, accuracy and confidentiality of college email
- Only use email IDs assigned to them.
- Remove email from their mailbox consistent with college, campus, departmental or email administrator message retention policies and standards.

Campus Electronic Mail Policies will ensure that college email users will not:

- Send any unsolicited email or materials that are of a fraudulent, defamatory, harassing, or threatening nature.
- Post materials that violate existing laws or college codes of conduct, are inconsistent with the college mission, or are commercial advertisements or announcements on any electronic bulletin boards.
- Forward any other form of unnecessary mass mailing (such as chain letters) to college or external email users.
- Use their email access to unlawfully solicit or exchange copies of copyrighted materials in any form.

Electronic Communications Security and Confidentiality Standards

Campus Electronic Communications Policies will ensure that those who access and use these systems are aware and understand that:

- The college considers electronic communications message to be a personal or business correspondence that should therefore be dealt with in the same manner as paper correspondence items.
- The college considers electronic communications content to be the property of the sender and/or receiver. Although the messages are considered the property of the sender and/or receiver these messages are stored on college computer systems, and the college is therefore responsible for the administration of electronic communication systems in a reasonable and prudent manner. Administration of electronic communication systems may require that administrative staff read or access in other ways message contents.
- The right to privacy is not inherent on an electronic communications system, especially one connected to the Internet, and content stored on college systems is not considered privileged communications.
- The college will not monitor the content of electronic documents or messages, however, the privacy of documents and messages stored on electronic media cannot be guaranteed. Electronic documents and messages may be accessed by technical maintenance, security and troubleshooting staff while performing their duties. Such access may occur when a problem in the software or network arises. Additionally email may pass out of one computer environment, across a network, and into another computer environment even within the college system. This transport becomes increasingly complicated as mail travels between departments, campuses, universities, states, or nations. The level of security over your messages is affected each time the computer hardware, software and environment changes. Untraceable leaks may occur.
- If there is a college investigation for alleged misconduct, the president or his/her designee may authorize that electronic communications or files may be locked or copied to prevent destruction and loss of information. Additionally, the college may monitor the content of electronic documents and messages, or access email backups or archives as a result of legal discovery, writ, warrant, subpoena, or when there is a threat to the computer systems integrity or security.
- The confidentiality of the contents of email messages that include certain types of information (e.g., student-related, medical, personal) may be protected by the Family Educational Rights and Privacy Act of 1974 (as amended) and/or the Electronic Communications Privacy

Act of 1986. Additionally the contents of email messages may be classified as public by the Massachusetts Fair Information Practices Act (MGL Title X, c66A, refer to: <http://www.state.ma.us/legis/laws/mgl/gl-66A-toc.htm>) and/or the Massachusetts Public Records Act (MGL Title X, c66, refer to: <http://www.state.ma.us/legis/laws/mgl/gl-66-toc.htm>).

- Further recent federal legislation, referred to as the Patriot Act, may require the college to disclose to law enforcement officers information previously considered to be privileged without notification.
- The authenticity of an email message cannot be assured due to the state of present email technology. This means that the authorship or source of an email message may not be as indicated in the message. Methods exist to provide authentication of email messages. Email clients who require this level of security are to contact the Help Desk for assistance in obtaining a digital certificate.
- College email users may retain active mail files for the retention period instituted by the Electronic Mail Administrator. Deleted and expired email messages will be irretrievable after 90 days. No provision is made for backing up email files on college servers.

Electronic Mail Use Standards

The following policies govern the use of college email facilities:

- Individuals are prohibited from using an email account assigned to another individual either to send or receive messages. If it is necessary to read another individual's mail (e.g., while they are on vacation, on leave, etc.), delegation or message forwarding should be requested from the email administrator.
- College email users are encouraged to use these communications resources to share knowledge and information in support of the college's mission. Occasional and incidental social communications using email are not prohibited, however, such messages should be limited and not interfere with an employees' job function.
- Individuals with email IDs on college computer systems are prohibited from sending messages that: violate existing laws or college codes of conduct or policies; are inconsistent with the college

mission; or are advertisements or announcements for a commercial business, without prior approval of the president or his/her designee.

- Authorized users should not "rebroadcast" information obtained from another individual that the individual reasonably expected to be confidential.
- Bulletin Boards used for soliciting or exchanging copies of copyrighted software are not permitted on college systems.
- Authorized users are prohibited from sending, posting, publicly displaying, or printing unsolicited mail or material that is of a fraudulent, defamatory, harassing, abusive, obscene or threatening nature on any college system. The sending of such messages/materials will be handled according to current college codes of conduct, policies and procedures.
- The college accepts no responsibility for the content of email received. If a student, faculty, or staff member receives email that is considered harassing, threatening or offensive, he/she should contact the appropriate college office for assistance.
- Federal and state laws, and college policies against racism, sexism and sexual harassment apply to electronic communications. Additionally, the college has special concern for incidents in which individuals are subject to harassment or threat because of membership in a particular racial, religious, gender, or sexual orientation group.

Compliance and Enforcement

College Electronic Communications Policies should ensure that any individual found breaching the confidentiality of electronic communications, disclosing confidential college data, or otherwise violating this policy, may be denied future access to computer resources and may be subject to reprimand, suspension, dismissal, or other disciplinary actions by the president or his/her designee consistent with college delegations of authority, codes of conduct, personnel policies, and union agreements.

STUDENT DISCIPLINARY POLICY & PROCEDURES

Introduction

Effective July 1, 1999, all MWCC students are expected to abide by the rules and regulations of the college and by local, state and federal laws. For those cases where violations occur, the college has developed policies and procedures designed to protect the rights of all members of the college community, individually and collectively.

This policy is set forth in writing in order to give students general notice of prohibited conduct. The policy should be read broadly because it is not designed to define misconduct in exhaustive terms. MWCC reserves the right to amend any provision at any time.

MWCC has been and is committed to providing a collegiate atmosphere that is free of any conduct that could be considered harassing, abusive, disorderly, or disruptive. The college recognizes and will endeavor to protect the rights of all students, faculty and staff members to be treated with respect, courtesy and tact.

The procedures enunciated below are not intended to prohibit the involvement of civil authorities in cases related to violation of laws.

Disciplinary action at the college will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

A finding of guilty under the criminal law will automatically constitute a finding of guilty under the student disciplinary policy if the charges arise out of the same set of facts. A finding of not guilty by the courts will not have any bearing on the college in the discipline procedure.

It should also be noted that any behavior that may have been influenced by a student's mental state (irrespective of the ultimate evaluation), or use of drugs or alcoholic beverages, shall not in any way limit the responsibility of the student for the consequences of his or her actions.

Rules and Regulations

College discipline is limited to misconduct by an identified student on or off-campus that adversely affects the college community's pursuit of its objectives, or is mandated by violation of state and federal laws or regulations. Misconduct is defined, but need not be limited by the following:

- Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to any college official or faculty member
- Intentional obstruction or disruption of teaching, or research, administration, or other college activities, including public service functions on college premises or college sponsored activities off-campus
- Any conduct which threatens or endangers the health or safety of any person on college premises or at college sponsored or college-supervised functions
- Any behavior, intentional or unintentional, by which students, faculty, staff, or campus guests are harassed or threatened by another student because of their race, religion, ethnicity, gender, sexual orientation, disability or Veteran status
- Actions or comments which result in sexual harassment (see Sexual Harassment Policy on pages 205-207), of students, faculty, staff or campus guests
- Theft from or damage (vandalism) to college premises (e.g. graffiti) or theft or damage to property of a student, faculty, or staff or campus guest on college premises. Theft, unauthorized removal of or damage to library materials or equipment
- Any conduct in the classroom or the institutional and study areas that detracts from the learning environment
- Violation of published college regulations, including those related to entry and use of facilities or motor vehicles, smoking policy and other regulations which from time to time may be enacted
- Unauthorized accessing or tampering with or falsifying student election reports, college records, or official documents, computer files, storage units, terminals or programs which contain electronic records and are protected by regulations including those concerned with privacy or confidentiality.
- Knowingly submitting false information for inclusion into these records is interpreted as tampering with the official record system
- Violation of federal, state or local laws or regulations as they apply to students on campus and at functions, including, but not limited to, use, possession or sale of any illegal drugs, alcohol, firearms, and other weapons, smoking in campus buildings or other designated areas, violation of the college's Smoking Policy, hazing, immunization records law and the Drug Free Workplace Act

- 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
- Theft or other abuse of computer time as described in the MWCC Information Technology Acceptable Use Policy

Student Disciplinary Sanctions

Even when a violation is clearly established, a sanction need not be imposed in every case. Matters of extenuation may be taken into account, for example consideration of the student's present attitude and behavior and past disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting therefrom, and other factors. More than one sanction may be imposed for any single violation. Sanctions may also be imposed upon student groups or organizations.

Individual Sanctions

Possible sanctions for individuals include:

ADMONITION: An oral statement to the student offender that he/she has violated college rules or expected behavior.

CENSURE: A written reprimand for violation of a specific regulation including the possibility of a more severe disciplinary sanction in the event of an additional violation of any other college regulation within a specified period of time stated in the letter of reprimand.

DISCIPLINARY PROBATION: Exclusion from participation in and privileges related to co-curricular activities and from the premises where those activities take place, as set forth in the notice of disciplinary probation for a specified period of time.

RESTITUTION: Reimbursement for damage or misappropriation of property may take the form of appropriate service, fines, repair, or other compensation for damages. This may be applied, where appropriate, in conjunction with another sanction.

SUSPENSION: *Termination of student status as set forth in the notice of suspension for a definite period of time.

DISMISSAL: Termination of student status for an indefinite period of time. The conditions for readmission, if any are permitted, shall be given in writing to the student at the time the dismissal action is taken.

EXPULSION: Permanent separation of the student from MWCC. Notification will appear on the student transcript. The student will also be barred from the college premises.

Student Group and Organization Sanctions

Sanctions such as the following may be imposed upon student groups or organizations:

WARNING: A notice in writing to the group/organization that the group/organization is violating or has violated institutional regulations.

PROBATION: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the group/organization is found to be violating any institutional regulation(s) during the probationary period.

LOSS OF PRIVILEGES: Denial of specified privileges for a designated period of time.

FINES: Previously established and published fines may be imposed.

RESTITUTION: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

DEACTIVATION: Loss of all privileges, including college recognition, for a specified period of time.

Other sanctions may be imposed instead of or in addition to those specified above. Examples include discretionary assignments such as counseling, college or community service, mediation or educational sessions may be rendered.

***NOTE:** *Where circumstances warrant, exclusion from the campus may be imposed, and relevant personnel will be notified in writing of action taken against the student.*

Disciplinary Procedures

INITIATION OF DISCIPLINARY PROCEEDINGS

Any current employee, student or guest of the college may file a complaint against any student of the college for misconduct. The complaint should be filed in writing with the appropriate dean. For example, for academic matters with the dean of academic affairs; for non-academic matters with the dean of student services; and for discrimination matters with the dean of administrative services within four (4) months, from the time the person knew of, or should

have known of, the alleged misconduct. In some cases a greater amount of time may be allowed for a formal complaint to be made against a student. In extraordinary circumstances where health and safety concerns exist, the appropriate dean may suspend the student, pending consideration of the case.

The appropriate dean shall file charges and cause a preliminary investigation to be made for the purpose of ascertaining whether the charges may be disposed of informally without initiation of disciplinary proceedings. This investigation may, when appropriate, include a hearing of each party by the appropriate dean or his or her designee. The appropriate dean may impose a sanction in lieu of disciplinary proceedings if the results of this investigation are conclusive, or if the student does not dispute the charges, or if the student waives a formal hearing. If a student has withdrawn or withdraws before or after the filing of such charges, either (1) a "registration hold" will be placed on the student's academic record and the student will be notified that disciplinary action will be initiated upon the student's application for readmission, or (2) the college may proceed to resolve the disciplinary action.

If the appropriate dean determines that the alleged misconduct requires the initiation of disciplinary proceedings under the rules, he/she shall appoint a Disciplinary Board with the approval of the President or his/her designee. The Board shall consist of two (2) members of the faculty/professional staff and one (1) member of the student body with no member having a vested interest in the matter. This board shall elect its own chairperson. The appropriate dean may extend the time for each step in the hearing process.

In the event of a hearing, the appropriate dean shall deliver to the student charged, or send by certified or registered mail, written copies of the charges, together with notice of the initiation of proceedings and a summary of the information upon which the charges are based. A copy of the charges shall also be delivered to the Chairperson of the Disciplinary Board.

The Chairperson of the Disciplinary Board shall set a time for a hearing, which shall normally be within ten (10) working days of the date the student is notified of the charges.

CONDUCT OF THE HEARING

The hearing shall be conducted in such manner as to do justice and shall not be unduly restricted by the rules of procedure or evidence.

The hearing shall be private unless otherwise requested by the student charged, but the person(s) initiating the complaint may not be excluded from the hearing. In hearings involving more than one student, in which one or more students, but not all, requests a public hearing, severance of the hearings shall be allowed. The chairperson of the Disciplinary Board, at his or her discretion, may permit the hearings concerning each student to be separate.

Admission of any person to the hearing shall be at the discretion of the chairperson of the Disciplinary Board.

On behalf of the college, the charges and evidence shall be presented by a person designated by the Dean having jurisdiction. The person so designated may have the aid of an advisor(s).

A student charged with misconduct shall have access, upon prior request, to pertinent information that will be used by the person acting for the college. The student may request the assistance of an advisor from the college community to assist in the hearing but must represent him/herself; such an advisor shall not serve as legal counsel. When there is a pending criminal case against the student arising out of the same facts as the charge(s), the student may be accompanied by legal counsel, at his/her own expense, who shall be present solely for the purpose of advising the student regarding self-incrimination and who shall not participate in the hearing. The accused is responsible for presenting his or her own case. Where appropriate, the charged student may speak through an interpreter.

The Disciplinary Board may address questions to any party to the proceedings or to any witness called by the parties or by the board. Any party may request the privilege of presenting witnesses, subject to the right of cross-examination by the other parties who must submit their questions through the chairperson of the Disciplinary Board. The board also has the right to cross-examine. The chairperson of the board may, at any time, limit the number of witnesses to be heard, and accept records, written statements or other exhibits as evidence for consideration. Witnesses may be present only during the time they are presenting information or are being cross-examined. The chairperson may also determine, after consultation with the parties to the proceedings and their advisors, whether a summation of one or more aspects of the case could be useful to the board and, if so, how such a summation shall be presented. Any person, including the charged student, who disrupts a hearing or who fails to adhere to the rulings of the chairperson of the Disciplinary Committee may be excluded from the proceedings.

No recommendation for the imposition of disciplinary sanctions or penalties shall be based solely on the failure of a student to attend the hearing. In any case, the evidence in support of the charges shall be presented and considered.

There shall be a single verbatim record, such as a tape recording, of all hearings before the Disciplinary Board. The record shall be the property of the college.

After the hearing, the Disciplinary Board shall determine (by majority vote) whether the student has violated the disciplinary policy. The Disciplinary Board's determination shall be made on the basis of whether the facts in the case were sufficient to establish that a violation of the disciplinary policy occurred more likely than not. Any recommendation of a Disciplinary Board shall be based only upon evidence and testimony presented at the hearing.

The chairperson of the Disciplinary Board shall make a written report to the appropriate dean and to the parties to the hearing, consisting of the statement of charges, summation of evidence presented, and the recommendations of the Board, including reasons therefore. This report shall be made within seven (7) working days following the conclusion of the hearing.

The appropriate dean shall after reviewing the report and recommendations of the Disciplinary Board, make a decision and communicate this decision concerning any sanction(s) to be imposed to the parties concerned within seven (7) working days following receipt of the report.

APPEALS

A written appeal of the decision of the appropriate dean by either party to the president of the college may be made within seven (7) working days of being notified of the decision.

Generally one of the following conditions must be met for granting an appeal:

- A showing that the dean's decision or the hearing did not adhere to the published college policy.
- A showing that all relevant evidence was not reviewed.
- Submission of new evidence.

The president's decision is final. Following the final resolution of the case, all materials in the hands of the Disciplinary Board members shall be returned to the appropriate Dean's office for retention.

RECORDS AND CONFIDENTIALITY

The appropriate dean shall maintain disciplinary records and a disciplinary tracking system, which shall include, but not be limited to, the student's name and related identifying information, parties involved, description of the incident, sanction(s), expiration dates, agreements or restrictions, and any other data deemed relevant. Disciplinary records and related information shall be made available to disciplinary boards and College personnel in accordance with FERPA (Family Educational Rights and Privacy Act).

Students may arrange to review their own disciplinary records and related information by contacting the appropriate dean. Except as provided in the

college's FERPA policy, the college shall not communicate a student's disciplinary record and related information to any person or agency without the prior written consent of the student. Disciplinary proceedings shall be confidential.

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. The college's affirmative action officer is Diane Greb.

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 security department 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 security department 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 special risks of getting AIDS, hepatitis and other 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, human resources, and dean of student services 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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