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College Catalog & Student Handbook

The purpose of this publication is to provide information about Mount Wachusett Community College to persons who study and work at the college, to persons who may be interested in applying for admission, and to parents, teachers, counselors, and the general public. This publication is neither a contract nor an offer to make a contract. While every effort has been made to ensure the accuracy of the information in this publication, the college reserves the right to make changes at any time with respect to course offerings, degree requirements, services provided, cost of attendance or any other subject addressed in this publication. The information in this publication is provided solely for the convenience of the reader and the college expressly disclaims any liability which may otherwise be incurred.
Message From the President

April 1, 2015

On behalf of the trustees, faculty and staff, I welcome you to Mount Wachusett Community College. For many reasons, this is an exciting, transformational time to begin your studies here.

This year, we started building a new $41 million science and technology building on our Gardner campus, which will allow us to continue growing our science, technology, engineering, math and healthcare programs.

As exciting as new construction is, there is more than a physical transformation underway at MWCC. We have added many new programs of study and our student support services have also transformed to meet the needs of 21st century learners, from veterans and military families to student of all ages seeking creative, tailored academic paths.

Since 1963, MWCC has provided open access to quality, affordable higher education to learners of all ages. Whether you are interested in earning an associate degree, transferring to a private or public college or university for a bachelor’s degree, updating your career skills or taking enrichment courses for fun, you will find a variety of options available at our main campus in Gardner, satellite campuses in Devens, Leominster, and Fitchburg, as well as online. You’ll learn from dynamic, dedicated faculty and receive individualized attention in the classroom and through a wide variety of student services.

At MWCC, we believe that your success is our success, and we are here to support you on your transformation from student to college graduate.

Daniel M. Asquino, Ph.D.

President
About MWCC

Mount Wachusett Community College is an accredited, public two-year institution serving 29 cities and towns in North Central Massachusetts. The 269-acre main campus is located in Gardner, Massachusetts; satellite sites are located in Devens, Fitchburg, and Leominster. The college offers over 45 associate degree and certificate programs, as well as adult basic education/HISET programs, education and training for business and industry, and noncredit community service programs. MWCC students enjoy many support services and resources including the Fitness & Wellness Center, the Academic Support Center, and the 555-seat Theatre at the Mount. Courses are offered during the day, evening, on weekends, and online at mwcc.edu (http://www.mwcc.edu).

Accreditation

Mount Wachusett Community College (MWCC) is accredited by the New England Association of Schools and Colleges (NEASC) Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by the NEASC indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one that has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so, in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the NEASC is not partial, but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution’s accreditation by the NEASC should be directed to the administrative staff of the school or college. Individuals may also contact the association:

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

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

Campus Locations

MWCC’s main campus is in Gardner and its satellite campuses are located in Leominster, Fitchburg, and Devens. 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 coordinator for students with disabilities at 978-630-9120.

Vision

Mount Wachusett Community College is the college of opportunity and a model of teaching and learning excellence.

Mission

MWCC is a lifelong learning community dedicated to excellence in education and responsive to the changing needs of the communities we serve. Our focus is the preparation of individuals for lives of fulfillment, leadership, and service in a diverse and global society. We are committed to engaging students in rich and challenging learning opportunities within a small college atmosphere that is known for its personal touch.

Shared Values

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

Human Potential: We believe that every member of our community (student, faculty, staff, and service area resident) has the potential to learn, grow, develop as an educated and engaged citizen, and lead meaningful joyful lives.

Pursuit of Excellence: We strive for excellence in all that we do as an institution, within divisions, departments, and as individuals. We continuously assess our performance and set challenging goals and standards to attain the best possible service to our community.

Mutual Respect and Trust: We treat each member of our community as a valued person deserving dignity, respect, equity, and trust. Through words and actions, we accept differences, share perspectives, and honor the trust placed in us as demonstrated by our honest and ethical words and actions and cooperative and collaborative work.

Institutional Integrity: We hold ourselves and others accountable for forwarding the vision, mission, and priorities of the college and living by our mission driven principles. We hold ourselves and others accountable for supporting and advancing each other, the organization, and the individuals that we are pledged to serve; for acting professionally; for fulfilling commitments, demonstrating good judgment, assessing our effectiveness and applying facts to continually renew as individuals and as a college.

Considerate Open Communication: We readily share information and ideas, encourage the exchange of ideas and opinions, listen without judgment, speak honestly and respectfully, and freely and productively engage in discussions.

Creativity and Responsible Risk Taking: We motivate ourselves, students, and colleagues to think creatively in the face of challenge, try new ideas and approaches, and are innovative recognizing that responsible risk taking is vital to innovation, growth, and advancement.

Cooperation and Collaboration: We look beyond self-interest and work for the greater good of the whole by being positive and active participants and contributors to the realization of common goals, encouraging and supporting others, being helpful in difficult situations, and building consensus to achieve results.
Strategic Goals

1. Access

We commit to building access to opportunities for learning for all and creating new linkages that increase the region’s college-going rate, improve affordability, increase participation among diverse and nontraditional populations, increase college enrollment, and increase the opportunity to develop skills needed for employment.

2. Success

We are a community of learners in which all students, faculty, staff, and administrators are active participants in the principles of lifelong learning and where engaged teaching and learning form the foundation for improved student outcomes, demonstrated by increased rates of completion, retention, graduation, transfer, and acquisition of career skills.

3. Learning

We provide innovative, effective teaching and superior quality in academic programs and pedagogy. We seek to impart to students a comprehensive general education, up-to-date and industry driven knowledge, and the ability to make an impact on their lives and community. Collaboratively, we shall continuously strive to improve our academic offerings by being responsive to industry needs through comprehensive outcomes assessment as well as implementing and sustaining innovative teaching and learning strategies and policies; and by supporting and developing a college faculty who focus their development and practice on employing exemplary teaching, learning, and advising strategies.

4. Progress

We will devote our efforts and resources to demonstrate effectiveness and efficiency in business operations that lead to institutional self-sufficiency. Further, we shall serve as a prominent driving force and resource in the region in the areas of economic development, leadership, and innovation.

Campuses

Main Campus
Gardner
444 Green Street
Gardner, MA 01440-1000
978-632-6600

From Fitchburg and Points East: Route 2 West to Route 140 North (Exit 24B). Exit sign reads “140 North to Winchendon and Ashburnham.” Proceed three miles on this route. Pass through two traffic lights. Proceed one-half mile past the second light and take a left turn onto Matthews Street. The college entrance is one mile on the right.

From Western and Central Massachusetts: Route 2 East to Route 140 North (Exit 24). Turn left at the end of the exit ramp. Proceed three miles on this route. Pass through two traffic lights. Proceed one-half mile past the second light and take a left turn onto Matthews Street. The college entrance is one mile on the right.

From Worcester and Providence: I-190 North from Worcester. From I-190, take Route 2 West to Route 140 North (Exit 24B). Exit sign reads “140 North to Winchendon and Ashburnham.” Proceed one-half mile past the second light and take a left turn onto Matthews Street. The college entrance is one mile on the right.

Leominster Campus
100 Erdman Way
Leominster, MA 01453
978-630-9810

From Points East: Route 2 West to Exit 31B - Route 12 North. At the end of the exit ramp, go right. At the lights, take a right onto Erdman Way. The campus is located in the second building on the left (red brick building) across from the DoubleTree by Hilton Leominster Hotel. Drive to the rear of the building.

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

From Route 2: From Route 2 East, take Exit 37; from Route 2 West, take Exit 37B. When you get off the exit, you will be on Jackson Road. Go approximately one mile and you will pass through a blinking light at Lake George Street/Patton Road. Go through the light and your next left will bring you into the parking lot. Look for the sign, “Mount Wachusett Community College—Home of the BioManufacturing Program.”

Fitchburg
(Dental Education Programs)
978-630-9413
## Offices at a Glance

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<th>Office</th>
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<td>Academic Affairs</td>
<td></td>
<td>978-630-9208</td>
</tr>
<tr>
<td>Admissions</td>
<td><a href="mailto:admissions@mass.edu">admissions@mass.edu</a></td>
<td>978-630-9110</td>
</tr>
<tr>
<td>Advising Center</td>
<td><a href="mailto:advisor@mwcc.mass.edu">advisor@mwcc.mass.edu</a></td>
<td>978-630-9109</td>
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<tr>
<td>Bookstore</td>
<td><a href="mailto:bookstore@mwcc.mass.edu">bookstore@mwcc.mass.edu</a></td>
<td>978-632-8238</td>
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<tr>
<td>Campus Police</td>
<td><a href="mailto:campuspolice@mwcc.mass.edu">campuspolice@mwcc.mass.edu</a></td>
<td>978-630-9150</td>
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<td>Community Engagement</td>
<td><a href="mailto:community@mwcc.mass.edu">community@mwcc.mass.edu</a></td>
<td>978-630-9435</td>
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<td>Disability Services</td>
<td><a href="mailto:gperezsilva@mwcc.mass.edu">gperezsilva@mwcc.mass.edu</a></td>
<td>978-630-9120</td>
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<td>Financial Aid</td>
<td><a href="mailto:financialaid@mwcc.mass.edu">financialaid@mwcc.mass.edu</a></td>
<td>978-630-9169</td>
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<td>Fitness and Wellness Center</td>
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<td>Health Services</td>
<td><a href="mailto:healthservices@mwcc.mass.edu">healthservices@mwcc.mass.edu</a></td>
<td>978-630-9136</td>
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<td>Job Placement</td>
<td><a href="mailto:pbrewerton@mwcc.mass.edu">pbrewerton@mwcc.mass.edu</a></td>
<td>978-630-9254</td>
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<td><a href="mailto:library@mwcc.mass.edu">library@mwcc.mass.edu</a></td>
<td>978-630-9125</td>
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<td>Lifelong Learning</td>
<td><a href="mailto:LLL@mwcc.mass.edu">LLL@mwcc.mass.edu</a></td>
<td>978-630-9275</td>
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<td>Records</td>
<td><a href="mailto:records@mwcc.mass.edu">records@mwcc.mass.edu</a></td>
<td>978-630-9106</td>
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<td>Student Accounts</td>
<td><a href="mailto:bursar@mwcc.mass.edu">bursar@mwcc.mass.edu</a></td>
<td>978-630-9386</td>
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<tr>
<td>Student Life</td>
<td><a href="mailto:studentlife@mwcc.mass.edu">studentlife@mwcc.mass.edu</a></td>
<td>978-630-9133</td>
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<td>Student Services</td>
<td><a href="mailto:dfontaine@mwcc.mass.edu">dfontaine@mwcc.mass.edu</a></td>
<td>978-630-9568</td>
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<tr>
<td>Student Email</td>
<td><a href="mailto:helpdesk@mwcc.mass.edu">helpdesk@mwcc.mass.edu</a></td>
<td>866-520-7129</td>
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<td><a href="mailto:testingservices@mwcc.mass.edu">testingservices@mwcc.mass.edu</a></td>
<td>978-630-9244</td>
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<tr>
<td>Transfer Out</td>
<td><a href="mailto:limari_rivera@mwcc.mass.edu">limari_rivera@mwcc.mass.edu</a></td>
<td>978-630-9197</td>
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<td>TRIO SSS (Rx Program)</td>
<td><a href="mailto:rx@mwcc.mass.edu">rx@mwcc.mass.edu</a></td>
<td>978-630-9297</td>
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<tr>
<td>TRIO SSS (Visions Program)</td>
<td><a href="mailto:visions@mwcc.mass.edu">visions@mwcc.mass.edu</a></td>
<td>978-630-9297</td>
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<tr>
<td>Veteran's Center</td>
<td><a href="mailto:ssavoie7@mwcc.mass.edu">ssavoie7@mwcc.mass.edu</a></td>
<td>978-630-9855</td>
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Admissions

The MWCC admissions office welcomes applications to over 40 academic programs. Whether your goal is an associate’s degree or certificate, selected courses for job training, preparation for transfer, or personal growth, MWCC’s admissions staff will gladly help you through every step of the process. The mission of the MWCC admissions office is to be a model of student recruitment and enrollment excellence. The admissions office is located on the first floor of the main building at the Gardner Campus with representatives available for consultation. The admissions office can be contacted at 978-630-9110 or admissions@mwcc.edu.

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

Prospective students are not guaranteed admission into MWCC. Due to changes in enrollments and academic programs, the college reserves the right to update admission criteria at any time. To be admitted, applicants must have a high school diploma or General Equivalency Diploma (HiSet/GED). Certificates of completion are not accepted to demonstrate successful completion of secondary school. In addition, all applicants must demonstrate the ability to perform college-level work and conduct themselves in accordance with all college policies. In cases where tests or other indicators suggest the contrary, the college reserves the right to deny admission.

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

More information about MWCC and steps to enrolling can be found at mwcc.edu/admissions (http://www.mwcc.edu/admissions). Academic program and gainful employment information can be found at mwcc.edu/programs (http://www.mwcc.edu/programs).

How to Apply

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

Matriculated Students

(Applicants enrolling in a degree or certificate program)

- Review the admissions and academic requirements for your program of choice. Some programs require prerequisite course work.
- Complete the admissions application. Applications may be obtained from the admissions office by calling 978-630-9110, or online at mwcc.edu/apply (http://www.mwcc.edu/apply). Mail applications to: MWCC Admissions Office 444 Green Street Gardner, MA 01440
- Mail official high school/homeschool/high school equivalency assessment and college transcripts to:

MWCC
Admissions Office
444 Green Street
Gardner, MA 01440

Copies of an official college transcript are required if: 1. you are applying to one of MWCC’s selective 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. A partial list of agencies can be found on the web at www.naces.org (http://www.naces.org). Current high school students may be accepted into a major pending verification of high school graduation.

Non-matriculated Students

(Applicants not seeking a degree or certificate; and ineligible for financial aid)

- Complete the admissions application. Mail applications to:
  MWCC Admissions Office
  444 Green Street
  Gardner, MA 01440

- Students must meet prerequisite requirements for all courses and will be restricted to earning a maximum of 12 credits in this status. 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 advising center with this request.
- 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/high school equivalency assessment. The change will then be effective for the following semester.

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 prospective and current students and employees. The report which is available in printed form from the offices of student services, admissions, and campus police details all policies and procedures related to campus safety. Crime statistics are included for the previous year. Click here (http://mwcc.edu/PDFs/SecurityReport.pdf) for pdf of the 2013 report.

Applicants Whose Primary Language Is Not English

The college’s mission of access and inclusion offers educational opportunities to persons seeking a college education and who need to increase their English language proficiency. The college employs bilingual staff members to assist students needing guidance with their initial enrollment processes. Primary speakers of Spanish or other languages may apply to any academic program and may enroll in English as a second language or other English courses as needed, to satisfy prerequisite requirements. All international applicants are required to

Mount Wachusett Community College - DRAFT COPY
submit proof of English proficiency. Please call the admissions office at 978-630-9110, for more information.

Solicite a que su Lenguaje Primario No es Inglés

La misión de el colegio de acceso e inclusión ofrece oportunidades a personas que buscan educación y necesitan aumentar su conocimiento del inglés. El colegio emplea personas que son bilingües para asistir a los estudiantes que necesiten ayuda con su proceso inicial de inscripción. Personas que su lenguaje primario es el Español u otro lenguaje, pueden aplicar a cualquier programa académico y pueden matricularse en Inglés como Segundo Idioma u otros cursos en inglés para cumplir con sus requisitos. Se requiere que todos los solicitantes internacionales a presentar la prueba de dominio del inglés. Por favor llame a la oficina de admisiones 978-630-9110 para más información.

Campus Tours & Information Sessions

Prospective students are encouraged to visit MWCC, tour the campus facilities, and attend one of our general information sessions. Tours are offered Monday - Thursday at 3:00 p.m., Fridays by appointment, and other days/times by appointment. To schedule a tour contact the admissions office at 978-630-9110 or admissions@mwcc.edu.

College Placement Test (CPT)

The College Placement Test (CPT) is used to determine students’ level of proficiency in reading, writing, and math Placement testing may be waived for transfer students who have completed previous college-level English and math courses or some recent high school graduates. Students must complete all sections of the CPT no more than 3 years prior to the start of their desired terms, regardless of their desired course or program. The results are used by an academic advisor to place a student in appropriate courses.

Students whose skills in these areas are not college level are placed in either foundation and/or English as a Second Language courses, as appropriate. The reading, writing, and mathematics tests are computerized and may be repeated upon recommendation from an academic advisor. There is a $10 retest fee. Students are allowed one retest. Permission for a third attempt may be granted under special circumstances. The scores are valid for a period of three years.

Information about the content of the CPT and how to review for the CPT as well as information regarding scheduling an appointment for testing can be found at mwcc.edu/testing (http://www.mwcc.edu/testing). Students may also call 978-630-9244 for this information. Students with a documented disability who need an accommodation should contact the coordinator for students with disabilities at 978-630-9120 before scheduling a placement test.

Documentation of High School Diploma or Equivalency

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

• An official high school transcript sent directly from the high school.
• An official high school equivalency assessment transcript sent directly from the issuing agency.
• Self-certification of completion of a high school degree, if the certification is provided after the high school graduation date.
• Original high school diploma or original high school equivalency assessment certificate brought to the admissions office (photocopy retained).
• 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 or home school education.
• If a letter from a school superintendent is not available for missing or destroyed records, students may submit a signed statement explaining lack of availability to the Director of Strategic Enrollment Management for consideration.
• Those documents awarded from a country outside of the U.S. must be translated and evaluated to U.S. standards through an acceptable credential evaluating agency. A partial list of credential evaluating agencies can be found on the web at www.naces.org (http://www.naces.org). Applicants who are unable to obtain a copy of their high school diploma or transcript may document their high school completion status by obtaining a copy of a “secondary school leaving certificate” (or other similar document) through the appropriate central government agency (e.g., a Ministry of Education) of the country where the secondary education was completed.
• The acceptability of a high school diploma is determined by an evaluation of the institution’s accreditation and curriculum. A high school diploma may be accepted if recognized by the state in which it was issued as offering a curriculum consistent with state law. Certificates of completion and diplomas representing non-academic curriculum will not be accepted.

Dual Enrollment Programs

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

Dual Enrollment: A Head Start on College

Whether in high school or homeschool programs, juniors and seniors (age 16 or older) can enroll in MWCC classes prior to high school graduation and take courses that may transfer to most two and four-year public and private institutions while having completed their high school graduation requirements. Participants are considered MWCC students and enjoy all the same benefits. Students are encouraged to participate fully in college activities and programs, including the Honors Program, academic support services, and other co-curricular activities. Students may enroll at MWCC on either a part-or full-time basis.
High school students who intend to complete a portion of their junior or senior year at the college through MWCC’s Dual Enrollment program must:

- Submit a completed high school/homeschool applicant form with your guidance counselor. This form is available at mwcc.edu/apply (http://www.mwcc.edu/apply) or through the admissions office at 978-630-9110 or admissions@mwcc.edu
- Apply no later than June 30 for fall classes, December 15 for spring classes and June 1 for summer classes (applications received after these deadlines will be reviewed on a case-by-case basis).
- Be 16 years of age or a current junior or senior and hold a minimum 2.8 QPA (official transcript required). The college will recalculate all QPAs on a 4.0 scale.
- Assessment test score requirements:
  - English proficiency: must place into ENG 101 College Writing I
  - Reading proficiency: score of 69 or greater on the CPT Reading Comprehension assessment
  - Sentence skills: score of 68 or greater on CPT SS assessment required
  - Math proficiency: must place into MAT 126 Topics In Mathematics
  - Scores are subject to change. Students who do not meet the above testing guidelines may be permitted to take foundation level courses with the approval of their high school.

Dual enrollment applicants 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 student’s high school and parent or guardian. Students enrolled in the Dual Enrollment program are not allowed to participate in web classes without permission from the student’s high school and parent or guardian. Students enrolled in this program are non-matriculated students, must pay all college tuition/fees, and are ineligible for financial aid while they are enrolled in high school.

**Gateway to College**

Through this program, eligible students who have stepped out of traditional high school receive a true second chance to achieve educational success. Students ages 16-21 can enroll at MWCC to earn both high school and college credits toward a high school diploma and associate degree or certificate. This program is offered through a partnership with the Ralph C. Mahar Regional School District at MWCC’S Gardner Campus.

**Pathways Early College Innovation School**

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

**Health Insurance & Immunization Requirements**

All students enrolled for nine credits or more per semester must participate in the Massachusetts Community College Health Insurance Plan, unless the student can provide verification of comparable coverage.

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

Mandatory Immunization Requirements for College Students (as required by 105 CMR 220.600: M.G.L. c.76, §§ 15C Chapter 76 Section 15B of the General Laws of Massachusetts) include the following:

- In order to be registered at an institution of higher learning, 1. every full-time undergraduate student including cycle students (registered for 12 credits or more in a semester); 2. every full-time or part-time undergraduate student in a health science program who is in contact with patients; and 3. every student on a student visa, including all International students attending or visiting classes as part of a formal academic visitation exchange program, must present a physician’s certificate that such student has received the necessary immunizations. A school immunization record may be presented in lieu of the certificate.
  - 2 doses Measles, Mumps Rubella (2MMRs) immunization or proof of immunity (exempt if born in the U.S. before 1957 except for all Health Science students).
  - 1 dose Tdap required of all incoming first year, current students and Health Science Students.
  - 3 doses Hepatitis B vaccine or proof of immunity. Health Science students must have 2 doses of Hepatitis B before clinical.
  - 2 doses Varicella vaccine given at least 4 weeks apart or titre to prove immunity required for all Health Science Students.
  - All non-Health Science Students must provide reliable history verified by a physician (exempt if born in the U.S. before 1980).
  - Meningococcal vaccine is required for all students at a postsecondary school that provide or license housing (Fitchburg Institute students).

- The requirements of 105 CMR 220.600 shall not apply where: The student provides written documentation that he or she meets the standards for medical or religious exemption set forth in M.G.L. c.76.
- Students may be registered on the condition that the required immunizations are obtained within 30 days of registration.
- Additional MWCC requirements:
  - All health science students need to comply with additional immunization and health requirements set forth by their individual programs. Please refer to your specific health science program for special program requirements.
  - All health science students and every student on a student visa, including all foreign students need to provide proof of an Intradermal Tuberculin Test (TB).
The following information is required of all international applicants:

- 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 an acceptable credential evaluating agency. A partial list of agencies may be found on the web at www.naces.org (http://www.naces.org).

- Completed Affidavit of Support and Financial Statement with accompanying evidence. Forms are available at the admissions office or mwcc.edu (http://www.mwcc.edu).

- Transfer applicants currently enrolled at another U.S. college or university must submit: a completed “I-20 Transfer Request Form” signed by your current college/university and current transcript indicating completed courses and those in progress.

- Copy of passport. If currently in the U.S., copy of current visa.

**Student Visas**

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

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

**Application Deadlines for International Applicants**

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

**English Proficiency**

All international applicants are required to submit proof of proficiency in the English language. The Test of English as a Foreign Language (TOEFL) and International English Language Testing System (IELTS) are accepted. TOEFL and IELTS scores are valid two years from the application deadline of the term to which the student applies. Original TOEFL or IELTS score reports must be sent directly from the testing agency to MWCC.

Test of English as a Foreign Language (TOEFL): A minimum score of 500 on the paper-based exam, or a minimum score of 173 on the computer-based exam, or a minimum score of 61 on the internet-based exam are required. For more information on TOEFL testing, contact the TOEFL Educational Testing Service. More information can be found at www.ets.org/toefl (http://www.ets.org/toefl).

International English Language Testing System (IELTS): A minimum score of 5.0 is required. For more information on IELTS testing, contact the International English Language Testing System. More information can be found at www.ielts.org (http://www.ielts.org).

TOEFL or IELTS scores will not be required from an international applicant if (1) English is the native language of the applicant’s country of citizenship, or (2) the applicant has successfully completed at least one full semester of English Composition (not developmental or remedial) at a
United States college or university and received a grade of "C" or better, which is confirmed by an official transcript.

**Affidavit of Support and Financial Statement**

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

**Estimated Expenses for an International Student for Academic Year (U.S. Dollars)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees (approximately 24 credits)</td>
<td>$9,988</td>
</tr>
<tr>
<td>Room and board for 9 months</td>
<td>$7,400</td>
</tr>
<tr>
<td>Universal Health Insurance (mandatory)</td>
<td>$1,640</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>$1,200</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$3,700</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$23,928</strong></td>
</tr>
</tbody>
</table>

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

**SEVIS Fee**

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

**January Admission**

Candidates are admitted to the college for January enrollment on a space-available basis. Some introductory courses may not be offered during the spring semester.

**Minimum Age Requirement**

In accordance with Massachusetts state law, students without a high school diploma or GED®/HiSet® Exam 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 complete an Age Requirement Waiver Request and meet with the Director of Strategic Enrollment Management. Please call 978-630-9110 to schedule an appointment.

**New England Regional Student Program**

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

**Readmission**

Students who have previously attended the college and would like to be considered for readmission, after an absence of one year or more, should contact the admissions office, Leominster Campus, or Devens Campus to reapply for admission. Upon readmission, students are required to meet with an academic advisor, prior to registration. Readmission results in the assignment of a new catalog year. MWCC graduate readmits are not readmitted to the same academic programs.

**Residency**

A Massachusetts resident student is defined as a US citizen, resident alien, or lawful immigrant who lives in the Commonwealth of Massachusetts. To be eligible for in-state tuition at a Massachusetts community college, an applicant must:

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

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

Selective Program Requirements

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

Students meeting all of the minimum requirements for admission are not guaranteed acceptance to any selective program. Students are encouraged to enter the college as a Interdisciplinary Studies - Allied Health Concentration (IDSH) student to complete the courses needed for consideration. Admission to MWCC’s selective programs requires additional application components and must be evaluated for acceptance by the admission committee for that program. Space is limited; the process is competitive; and not all applicants will be granted admission. In addition to all prerequisites required for consideration, the admission committee reviews any additional academic coursework completed, as well as the applicant’s work experience. Program applications displaying all deadlines and program requirements are available in the admissions office at the Leominster and Devens campuses, as well as at mwcc.edu.

Applicants must submit all official documentation and demonstrate minimum requirements for consideration by the posted deadline to be considered for acceptance. Coursework in progress at time of deadline will not be used to meet minimum requirements. The admissions office must receive all items no later than 5:30 p.m. on the posted deadline date (4:00 p.m. if the deadline falls on a Friday). If the deadline falls on a Saturday, Sunday, or a holiday, the deadline will be the close of business on the next business day. The college may return completed applications received after the posted deadline without review. All applicants will be notified of the admission decision by mail approximately 60 days following the application deadline. If selected for admission, students will be required to submit a nonrefundable $75.00 deposit with their confirmation of acceptance. Students admitted to selective programs must attend a mandatory orientation/welcome session prior to the start of classes; no exceptions will be made. Proof of immunization will be required if an applicant is accepted and must be received prior to class registration. Applicants should refer to the program application form for a list of these requirements. Students previously convicted of a felony may not be eligible for professional licensure or placement in clinical settings. See MWCC’s Criminal Offender Records Information (CORI) and Sexual Offender Record Information (SORI) policy. Certain clinical sites may require drug testing for some MWCC health science academic programs. Students may not co-enroll in more than one selective program at any given time.

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.

Selective Program Requirements Chart

<table>
<thead>
<tr>
<th>Program</th>
<th>H.S. Diploma or High School Equivalency Assessment</th>
<th>TEAS Exam</th>
<th>Placement Testing Requirement</th>
<th>Approximate Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assisting Certificate (DAC)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Demonstrated July 1st math, reading, and science competency*</td>
</tr>
<tr>
<td>Dental Hygiene Degree (DHY)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Demonstrated February 1st math, reading, and science competency*</td>
</tr>
<tr>
<td>Health Information Management</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Demonstrated Accepted on math, reading, and science competency* on a rolling basis as they are received competency*</td>
</tr>
<tr>
<td>LPN Bridge to Nursing Degree</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Demonstrated December math, reading, and science competency; LPN license*</td>
</tr>
</tbody>
</table>

* Demonstrated by a competency exam, basic skills exam, or by transferring credits.
<table>
<thead>
<tr>
<th>Program</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>Demonstrated April 1st math, reading and science competency*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Laboratory Technician</td>
<td></td>
<td></td>
<td>Yes</td>
<td>Demonstrated January 15th math, reading, and science competency*</td>
</tr>
<tr>
<td>Nursing</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Demonstrated May 15th math, reading, and science competency*</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Demonstrated September 1st math, 1st reading, and science competency*</td>
</tr>
<tr>
<td>Practical Nursing (PN)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Demonstrated March 1st math, reading, and science competency*</td>
</tr>
<tr>
<td>Pre-Healthcare Academy</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Demonstrated March 1st math, reading, and science competency*</td>
</tr>
</tbody>
</table>

* Please refer to each individual program under Selective Program Requirements on the left navigation bar to see additional details regarding competencies.

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

Applications will be reviewed and candidates will be notified of the admissions decision by mail approximately 60 days after the deadline. Candidate files completed after the deadline may be reviewed on a monthly basis if seats remain available.

**Requirements for Consideration to DAC**

College Placement Testing requirements: CPT required results are subject to change. Please contact the advising center at 978-630-9109 for more information or you may contact the admissions office at 978-630-9110 to attend an information session.

**Math Proficiency**

Competency may be met with completion of a math course equal to MAT 126 Topics In Mathematics or higher (not MAT 140 Elements Of Mathematics I) with a grade of C+ or better or through college placement testing.

**Science Requirement**

BIO 199 Anatomy and Physiology I (formerly BIO203) with a grade of C+ or better (completed no more than 5 years from the program's application deadline).

**English Requirement**

Students are strongly urged to have completed ENG 101 College Writing I, with a grade of C+ or better, at the time of application.

Applicants must submit the following to the admissions office:

- A completed DAC admissions application (available through the admissions office or by visiting mwcc.edu (http://www.mwcc.edu)).
- Satisfaction of High School Diploma or Equivalency requirement as described in the College's general admissions requirements.
- Official college transcripts (if applicable). Transfer credits for education completed outside of the U.S. must be evaluated for equivalency by an approved agency. Agencies can be found at www.naces.org (http://www.naces.org). 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.
- Documentation demonstrating that all minimum requirements for consideration have been met.
- Letters of recommendation are not required.

**Special Program Requirements for DAC**

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

- Health examination conducted before the fall start-up date by a licensed health care provider each year student is enrolled.
- Proof of current immunizations (Annual PPD or chest x-ray within 1 year, Measles, Mumps and Rubella: series of 2 or a positive antibody titres, Hepatitis B: series of 3 and a positive antibody titre for Hepatitis B, Tetanus, Diphtheria, Pertussis (Tdap) within 10 years, Chicken Pox: 2 vaccines or a positive antibody titre, Influenza vaccine (in season), or if required by the clinical facility) must be provided to the health services office. Contact the health services office at 978-630-9136, for more information.
- 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.
- Completion of CORI/SORI form.
- Current CPR Certification (Professional Rescuer or Healthcare Provider) is required. A certificate of completion must be presented to the health sciences department prior to entry into dental assisting courses.
- Students will be taking all program specific coursework at the Fitchburg campus. Some clinicals will be provided off campus at sites within the region; all students will be expected to complete clinical rotations on and off site.
- Drug testing may be mandatory at some MWCC clinical instruction sites.
- Prior to the start of classes, students will be required to purchase uniforms and some small equipment.

**CORI/SORI Policy for DAC**

*(See the DAC application packet for more information)*

Dental assisting students will be required to complete a CORI (Criminal Offender Record Information) check and SORI (Sexual Offender Records Information) consistent with current Commonwealth of Massachusetts law
Dental Hygiene Degree Program (DHY)

(selective)

Applications will be reviewed and candidates will be notified of the admissions decision by mail approximately 60 days after the deadline. The college may return completed applications received after the posted deadline without review.

Requirements for Consideration to DHY

College Placement Testing requirements: CPT required results are subject to change. Please contact the advising center at 978-630-9109 or you may contact the Admissions office at 978-630-9110 to attend an information session.

Math Proficiency

Competency may be met with completion of a math course equal to MAT 126 Topics in Mathematics or higher (not MAT 140 Elements Of Mathematics I) with a grade of C+ or better or through college placement testing.

Science Requirements

BIO 199 Anatomy and Physiology I (formerly BIO203) and BIO 204 Anatomy and Physiology II with grades of C+ or better (completed no more than 5 years from the program’s application deadline).

English Requirements

Students are strongly urged to have completed ENG 101 College Writing I, with a grade of C+ or better, at the time of application.

Applicants must submit the following to the admissions office

- A completed DHY admissions application (available through the admissions office or by visiting mwcc.edu (http://www.mwcc.edu)).
- Satisfaction of High School Diploma or Equivalency requirement as described in the College’s general admissions requirements.
- Official college transcripts (if applicable). Transfer credits for education completed outside of the U.S. must be evaluated for equivalency by an approved agency. Agencies can be found at www.naces.org (http://www.naces.org). 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.
- Documentation demonstrating that all minimum requirements for consideration have been met.
- Letters of recommendation are not required.

Special Program Requirements for DHY

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

- Health examination conducted within two weeks of fall startup date by a licensed healthcare provider.
- Proof of current immunizations (Annual PPD or chest x-ray within 1 year, Measles, Mumps and Rubella: series of 2 or a positive antibody titre, Hepatitis B: series of 3 and a positive antibody titre for Hepatitis B, Tetanus, Diphtheria, Pertussis (Tdap) within 10 years, Chicken Pox: 2 vaccines or a positive antibody titre, Influenza vaccine (in season), or if required by the clinical facility) must be provided to the health services office. Contact the health services office at 978-630-9136, for more information.
- 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.
- All dental hygiene students must participate in the Massachusetts Community College Health Insurance Plan or provide accurate information regarding comparable coverage.
- Completion of CORI/SORI form.
- Current CPR Certification (Professional Rescuer or Healthcare Provider) is required. A certificate of completion must be presented to the health sciences department prior to entry into dental hygiene courses.
- Students will be taking all program specific coursework at the Fitchburg Campus. Some clinicals will be provided off campus at sites within the region; all students will be expected to complete clinical rotations on and off site.
- Drug testing may be mandatory at some MWCC clinical instruction sites.
- Prior to the start of classes, students will be required to pay approximately $2,000 for uniforms and equipment.

CORI/SORI Policy for DHY

(See the DHY application packet for more information)

Dental hygiene students will be required to complete a CORI (Criminal Offender Record Information) check consistent with current Commonwealth of Massachusetts law M.G.L. c. §§ 178C-178P. Record storage and usage will be in compliance with (M.G.L.c. 275 § 4). It must be understood that a conviction in a court of law may prevent a person’s eligibility from being placed in a clinical agency. This then will not allow successful completion of the Dental Assisting program. In addition, it will delay and may prohibit eligibility to take the Dental Assisting Certification exam.

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

Health Information Management (HIM)

(selective)

Applications will be reviewed and candidates will be notified approximately 60 days after the deadline for application. The Health
Information Management (HIM) program is a selective program that requires the completion of MAT 126 Topics In Mathematics and a 4 credit lab science. Interested candidates are encouraged to attend information sessions to insure that they have satisfied the admission requirements. Should the number of applicants exceed the available seats, candidates will be ranked objectively based on successful course completions.

Requirements for Consideration to HIM

Students who are currently enrolled in or successfully completed the following courses with a C+ Grade or better are encouraged to apply:

- a 4 credit Lab Science (preferably BIO 113 Life Science for Allied Health (formerly BIO 099) or BIO 199 Anatomy and Physiology I (formerly BIO203)) with a "C+" or better within the last 5 years
- MAT 126 Topics In Mathematics

To apply to the HIM program, a selective admission procedure requires that applicants must submit the following to the admissions office:

- Completed Health Information Management Program Admission Form
- Satisfaction of High School Diploma or Equivalency requirement as described in the College's general admissions requirements.
- Official college transcripts (if applicable). Transfer credits for education completed outside of the U.S. must be evaluated for equivalency. Acceptable credential evaluation agencies can be found at http://www.naces.org. Documents must be received directly from the college or evaluating firm or may be hand delivered in an official sealed envelope. Transfer credits must be completed at an accredited college and official transcripts must be submitted. Photocopies will not be reviewed or accepted. Transcripts that have not been processed for transfer credits will not be used in the ranking process.
- Complete College Placement Testing (CPT) by making an appointment online at http://mwcc.edu/testing/appointment or by calling 978-630-9244. Official Testing scores (Accuplacer) may be accepted from other colleges. Previous college coursework may be used in place of CPT to demonstrate English, reading and math requirements.

Special Program Requirements

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

- Health examination conducted within the past two years by a licensed healthcare provider.
- Proof of current immunizations (Annual PPD or chest x-ray within 1 year, Measles, Mumps and Rubella: series of 2 or a positive antibody titre, Hepatitis B: series of 3 and a positive antibody titre for Hepatitis B, Tetanus, Diphtheria, Pertussis (Tdap) within 10 years, Chicken Pox: 2 vaccines or a positive antibody titre, Influenza vaccine (in season), or if required by the clinical facility) must be provided to the health services office. Contact the health services office at 978-630-9136, for more information.
- 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.
- All students in selective majors must participate in the Massachusetts Community College Health Insurance Plan or provide accurate information regarding comparable coverage.
- Completion of CORI/SORI form.
- Drug testing may be mandatory at some MWCC clinical instruction sites.

CORI/SORI Policy (Criminal Offenders Records Information)

Criminal Offender Records Information (CORI) check procedure has been implemented for students whose services entails the potential for unsupervised contact with persons from vulnerable population (i.e., children, the elderly, the disabled). The Criminal History Systems Board has authorized MWCC to receive criminal record information regarding present or prospective employees working with the vulnerable populations, and for trainees/student who will need a CORI clearance to work in education work sites (i.e., day care centers, hospitals, and health care facilities, schools, etc.). Beginning September 1, 2002 individuals requiring CORI checks will also have 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). Depending upon the results of a CORI check, a person’s eligibility to participate in the HIM program may be affected. Please note: Drug testing may be required by clinical agencies for all students.

Nursing Programs (NU, NUE, NUP, and PN)

MWCC offers four Nursing program options: the Nursing Degree (day and evening), the LPN Bridge program (for current licensed LPNs), and the Practical Nurse Certificate. The college may return completed applications received after the posted deadline without review. Prior to the start of classes, nursing students will be required to pay approximately $300 for uniforms and equipment and attend a mandatory orientation/welcome session.

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

(selective)

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

Applications will be reviewed and candidates will be notified of the admissions decision by mail approximately 60 days after the deadline.

Requirements for Consideration to NU or NUE

Test of Essential Academic Skills (TEAS)

Successful passage of the TEAS examination is a requirement for admission to the Associate Degree in Nursing and Practical Nursing Certificate programs. MWCC has set the following standards on TEAS scores for admission to improve the success of students in completing the program and obtaining licensure and certification.
Applicants must submit the following to the admissions office:

- A completed ADN (NU, NUE, NUP) admissions application (available through the admissions office or by visiting www.mwcc.edu (http://www.mwcc.edu)).
- Satisfaction of High School Diploma or equivalency requirement as described in the College's general admissions requirements.
- Official transcripts of all college-level courses completed. Transfer credits for education completed outside of the U.S. must be evaluated for equivalency by an approved agency. Agencies can be found at www.naces.org (http://www.naces.org).
- Documentation demonstrating that all minimum requirements for consideration have been met.
- Test of English as a Foreign Language (TOEFL) scores, if applicable.

**LPN Bridge Option (NUP)
(selective)**

Applicants must have a current license as a practical nurse in good standing, with one year of work experience and must meet all the same requirements as those of the Nursing Degree. In addition, applicants must have completed BIO 199 Anatomy and Physiology I (formerly BIO203) with a C+ or better, ENG 101 College Writing I, and PSY 105 Introduction To Psychology.

Students are strongly urged to have also completed BIO 204 Anatomy and Physiology II, BIO 205 Microbiology (with grades of C+ or better), ENG 102 College Writing II, PSY 110 Human Growth And Development, and SOC 103 Introduction To Sociology at the time of application. Further details are outlined in the program application which is available at mwcc.edu (http://www.mwcc.edu) or through the admissions office.

Applications will be reviewed and candidates will be notified of the admissions decision by mail approximately 60 days after the deadline. The college may return completed applications received after the posted deadline without review.

**Practical Nursing Certificate (PN)
(selective)**

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

Applications will be reviewed and candidates will be notified of the admissions decision by mail approximately 60 days after the deadline. The college may return completed applications received after the posted deadline without review.

**Requirements for Consideration to PN**

**College Placement Testing requirements**

CPT required results are subject to change. Please contact the advising center 978-630-9109 or you may contact the admissions office 978-630-9110 to attend an information session.

**English Requirement**

Students are strongly urged to have completed ENG 101 College Writing I, with a grade of C+ or better, at the time of application.

**Math Proficiency**

Competency may be met with completion of a math course equal to MAT 126 Topics In Mathematics or higher (not MAT 140 Elements Of Mathematics I) with a grade of C+ or better no more than 10 years from the program’s application deadline, or through college placement testing.

**Science Requirement**

Completion of a four-credit lab science (BIO 113 Life Science for Allied Health (formerly BIO 099) or BIO152 or BIO 199 Anatomy and Physiology I (formerly BIO203)and BIO 204 Anatomy and Physiology II are preferred) with a grade of C+ or better completed no more than 5 years from the program’s application deadline. High school courses may be considered on a case-by-case basis.

MWCC strongly recommends that applicants complete program prerequisite courses especially ENG 101 College Writing I, Math, and a four-credit lab science before taking the TEAS Test to enhance their knowledge base. TEAS results are only valid if completed within three years of the program’s application deadline. There is a test fee that must be paid to ATI Testing. The fee is non-refundable and not transferable. Students are allowed to take the TEAS test three times within 365 days. Students must re-take the entire exam as part of a retest. No exceptions will be allowed. Students who want to retest must register for a test date and pay the test fee at http://www.atitesting.com.

Students must register for the TEAS online at www.atitesting.com (http://www.atitesting.com). Policies regarding canceling and rescheduling are determined by ATI. A student must cancel or reschedule 48 hours prior to the testing session.

**College Placement Testing requirements**

CPT required results are subject to change. Please contact the advising center 978-630-9109 or you may contact the admissions office at 978-630-9110 to attend an information session.

**English Requirement**

Students are strongly urged to have completed ENG 101 College Writing I, with a grade of C+ or better, at the time of application.

**Math Proficiency**

Competency may be met with completion of a math course equal to MAT 126 Topics In Mathematics or higher (not MAT 140 Elements Of Mathematics I) with a grade of C+ or better no more than 10 years from the program’s application deadline, or through college placement testing.

**Science Requirement**

Completion of a four-credit lab science (BIO 113 Life Science for Allied Health (formerly BIO 099) or BIO152 or BIO 199 Anatomy and Physiology I (formerly BIO203)and BIO 204 Anatomy and Physiology II are preferred) with a grade of C+ or better completed no more than 5 years from the program’s application deadline. High school courses may be considered on a case-by-case basis.

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

- A completed PN admissions application (available through the admissions office or by visiting www.mwcc.edu (http://www.mwcc.edu)).
- Satisfaction of High School Diploma or equivalency requirement as described in the College’s general admissions requirements.

**TEAS**

<table>
<thead>
<tr>
<th>Program</th>
<th>Composite Score</th>
<th>Math</th>
<th>Science</th>
<th>English</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADN/LPN Bridge</td>
<td>n/a</td>
<td>63.3%</td>
<td>45.8%</td>
<td>60.0%</td>
<td>69.0%</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>n/a</td>
<td>50%</td>
<td>35.4%</td>
<td>53.3%</td>
<td>54.8%</td>
</tr>
</tbody>
</table>

**Score**

- **Composite**
  - 63.3%
  - 50%

- **Math**
  - 63.3%
  - 45.8%

- **Science**
  - 60.0%
  - 35.4%

- **English**
  - 69.0%
  - 53.3%

- **Reading**
  - 60.0%
  - 54.8%
• Official transcripts of all college-level courses completed. Transfer credits for education completed outside of the U.S. must be evaluated for equivalency by an approved agency. Agencies can be found at www.naces.org (http://www.naces.org).
• Documentation demonstrating that all minimum requirements for consideration have been met.
• Test of English as a Foreign Language (TOEFL) scores, if applicable.

Special Program Requirements for NU, NUE, and PN

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

• Health examination conducted within the past two years by a licensed healthcare provider.
• Proof of current immunizations (Annual PPD or chest x-ray within 1 year, Measles, Mumps and Rubella: series of 2 or a positive antibody titre, Hepatitis B: series of 3 and a positive antibody titre for Hepatitis B, Tetanus, Diphtheria, Pertussis (Tdap) within 10 years, Chicken Pox: 2 vaccines or a positive antibody titre, Influenza vaccine (in season), or if required by the clinical facility) must be provided to the health services office. Contact the health services office at 978-630-9136, for more information.
• 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.
• CPR Certification (Professional Rescuer or Healthcare Provider) is required. A certificate of completion must be presented to the health sciences department prior to entry into nursing courses.
• All nursing students must participate in the Massachusetts Community College Health Insurance Plan or provide accurate information regarding comparable coverage.
• Completion of CORI/SORI form.
• Drug testing may be mandatory at some MWCC clinical instruction sites.

Readmission Policy for NU, NUE, LPN, and PN

Mount Wachusett Community College reserves the right to limit the number of readmissions each academic year. Readmission to the nursing program is not guaranteed and is on a space available basis. Readmission to the programs will require a one-time successful attempt at a readmission examination with a grade of 77 percent or higher. A student seeking readmission to the nursing programs must follow the application procedure for new students. Students are limited to two admissions to a nursing program. (ADN and the LPN to ADN Bridge is considered one program). Emergency medical conditions will be considered on an individual basis and will require documentation from a physician. Admission to the nursing programs is selective and the admissions committee reserves the right to deny readmission to any applicant. The respective programs reserve the right to refuse readmission based on, but not limited to, unprofessional behavior, unethical conduct, and client safety issues.

CORI/SORI Policy for Nursing Programs

(See the Nursing application packet for more information)

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

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

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

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

Medical Laboratory Technology (MLT)

(selective)

Applications will be reviewed and candidates will be notified approximately 45 days after the deadline for application. The MLT program is a selective program that requires admission to the second year of the MLT program. Interested students should meet with the department chair early and often during the first year of the curriculum to find out more about the selection criteria. The MLT program integrates general education with career preparation in a “1+1” design. The second year is considered the MLT clinical component consisting of four clinical courses taught on campus and four clinical practice sites at affiliated clinical laboratories. These MLT courses cover the theory and practice of laboratory science. Enrollment in the clinical year is not guaranteed and will be limited to space available in the hospital laboratory.

Requirements for Consideration to MLT

College Placement Testing requirements: CPT required results are subject to change. Please contact the advising center 978-630-9109 or you may contact the admissions office 978-630-9110 to attend an information session.

English Requirement

Students must have completed ENG 101 College Writing I with a grade of C or better.

Math Competency

Completion of MAT 092 Foundations of Mathematics or higher with a grade of C+ or better.
Science Requirement
Completion of a four credit lab science course with a grade of C+ or better within the past 5 years; BIO 113 Life Science for Allied Health (formerly BIO 099) or test out preferred.

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

- The MLT program application packet (includes two letters of recommendation and a writing sample).
- Satisfaction of High School Diploma or Equivalency requirement as described in the College's general admissions requirements.
- Official transcripts of all college-level courses completed. Transfer credits for education completed outside of the U.S. must be evaluated for equivalency by an approved agency. Agencies can be found at www.naces.org [http://www.naces.org].

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

- Health examination conducted within the past two years by a licensed healthcare provider.
- Proof of current immunizations (Annual PPD or chest x/ray within 1 year, Measles, Mumps and Rubella: series of 2 or a positive antibody titre, Hepatitis B: series of 3 and a positive antibody titre for Hepatitis B, Tetanus, Diphtheria, Pertussis (Tdap) within 10 years, Chicken Pox: 2 vaccines or a positive antibody titre, Influenza vaccine (in season), or if required by the clinical facility) must be provided to the health services office. Contact the health services office at 978-630-9136, for more information.
- 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.
- All students in selective majors must participate in the Massachusetts Community College Health Insurance Plan or provide accurate information regarding comparable coverage.
- Completion of CORI/SORI form.
- Drug testing may be mandatory at some MWCC clinical instruction sites.

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

CORI/SORI Policy for the MLT Degree
(See the MLT application packet for more information)

Students will be required to complete a CORI (Criminal Offender Record Information) check. It must be understood that a conviction in a court of law may prevent a student from being placed in a clinical laboratory. This will prevent successful completion of the CLS program.

Physical Therapist Assistant Degree (PTA) (Day only)
(selective)
Gardner Campus program begins in even numbered years. Devens Campus program begins in odd numbered years.

Applications will be reviewed and candidates will be notified approximately 60 days after the deadline for application.

Requirements for Consideration to PTA
College Placement Testing requirements
CPT required results are subject to change. Please contact the advising center at 978-630-9109 or you may contact the admissions office at 978-630-9110 to attend an information session.

English Requirement
Students are strongly encouraged to have completed ENG 101 College Writing I with a grade of C+ or better, at the time of application.

Math Proficiency
Competency may be met with completion of a math course equal to MAT 126 Topics In Mathematics or higher (not MAT 140 Elements Of Mathematics I) with a grade of C+ or better or through college placement testing. Math requirement may not be older than 10 years.

Science Requirement
Completion of a four-credit lab science (BIO 113 Life Science for Allied Health (formerly BIO 099) or BIO 199 Anatomy and Physiology I (formerly BIO203) and BIO 204 Anatomy and Physiology II are preferred) with a grade of C+ or better completed no more than 10 years from the program’s application deadline.

Applicants must submit the following to the admissions office

- A completed PTA admissions application (Available through the admissions office or by visiting mwcc.edu [http://www.mwcc.edu])
- Satisfaction of High School Diploma or Equivalency requirement as described in the College’s general admissions requirements.
- Official transcripts of all college-level courses completed. Transfer credits for education completed outside of the U.S. must be evaluated for equivalency by an approved agency. Agencies can be found at www.naces.org [http://www.naces.org].
- 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:

- Health examination conducted within the past two years by a licensed healthcare provider.
- Proof of current immunizations (Annual PPD or chest x/ray within 1 year, Measles, Mumps and Rubella: series of 2 or a positive antibody titre, Hepatitis B: series of 3 and a positive antibody titre for Hepatitis B, Tetanus, Diphtheria, Pertussis (Tdap) within 10 years,
Chicken Pox: 2 vaccines or a positive antibody titre, Influenza vaccine (in season), or if required by the clinical facility) must be provided to the health services office. Contact the health services office at 978-630-9136, for more information.

- 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.
- CPR Certification (Professional Rescuer or Healthcare Provider) is required. A certificate of completion must be presented to the health sciences department prior to entry into PTA courses.
- All students in selective majors must participate in the Massachusetts Community College Health Insurance Plan or provide accurate information regarding comparable coverage.
- Completion of CORI form.
- Drug testing may be mandatory at some MWCC clinical instruction sites.

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

CORI/SORI Policy for the PTA Degree

*(See the PTA application packet for more information)*

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.

Please contact the admissions office for more information, to obtain an application, and to attend an information session at 978-630-9110 or admissions@mwcc.edu.
Cost of Attendance

Tuition, Fees, and Refund Policies

Note: Tuition and fees are subject to change without notice. For current tuition and fee rates please go to: http://mwcc.edu/admissions/paying-for-college/tuition-fees/

Day State-supported Courses

Massachusetts Residents

| Tuition per credit hour | $25.00 |
| College fees per credit hour | $172.00 |
| Total per credit hour | $197.00 |

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

New England Regional Student Program (see New England Regional Student Program (p. 13))

| Tuition per credit hour | $37.50 |
| College fees per credit hour | $172.00 |
| Total per credit hour | $209.50 |

Non-resident & International Students

| Tuition per credit hour | $230.00 |
| College fees per credit hour | $172.00 |
| Total per credit hour | $402.00 |

Non-State Supported Courses offered through the Division of Lifelong Learning & Workforce Development

(Includes some day courses, all WEB courses, and all courses offered at Leominster, Devens, and Fitchburg Campuses.)

| Tuition per credit hour | $25.00 |
| College fees per credit hour | $172.00 |
| Total per credit hour | $197.00 |

Selective Health Science Program Fees

In addition to the regular tuition and college fee, Health Science Programs are charged semester based program fees. See below for your program.

<table>
<thead>
<tr>
<th>Program</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assisting Certificate (DAC)</td>
<td>$350 per semester</td>
</tr>
<tr>
<td>Dental Hygiene Degree (DHY)</td>
<td>$2,225 per semester</td>
</tr>
<tr>
<td>Nursing Degree-LPN Bridge (NUP)</td>
<td>$1,100 per semester</td>
</tr>
<tr>
<td>Nursing Degree-day (NU)</td>
<td>$850 per semester</td>
</tr>
<tr>
<td>Nursing Degree-evening (NUE)</td>
<td>$850 per semester</td>
</tr>
<tr>
<td>Practical Nurse Certificate (PN)</td>
<td>$1,100 per semester</td>
</tr>
</tbody>
</table>

Additional Expenses—All Students

<table>
<thead>
<tr>
<th>Expense</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration fee</td>
<td>$50.00 per semester</td>
</tr>
<tr>
<td>Technology access fee (1-8 credits)</td>
<td>$75.00 per semester</td>
</tr>
<tr>
<td>Technology access fee (9+ credits)</td>
<td>$100.00 per semester</td>
</tr>
<tr>
<td>Health insurance</td>
<td>$1,640.00 (September-August)</td>
</tr>
<tr>
<td>Health insurance</td>
<td>$1,090.00 (January-August for spring semester students entering in January)</td>
</tr>
<tr>
<td>LEM (laboratory, equipment and materials) fee</td>
<td>$10.00 per credit for laboratory and other equipment-intensive courses</td>
</tr>
<tr>
<td>Student activity fee</td>
<td>$20.00 per semester for students taking nine credits or more per semester</td>
</tr>
</tbody>
</table>

2 State law mandates that students (with nine credits or more per semester) carry health insurance if not currently insured. There is a mandatory basic plan insurance charge for all students enrolled in nine or more credits. A student who has adequate medical coverage may request a waiver by going to Gallagher Student Health Plans (https://www.gallagherstudent.com/students/student-home.php?idField=1198). Free care is not considered adequate medical coverage. The cost for this plan is set by a committee representing all Massachusetts community colleges and is subject to change annually. The fees listed above are the 2013-14 rates. The 2014-15 rates have not as yet been determined.
Payment of all charges is due in full by the due date specified on the student bill. Students whose accounts have not been paid in full, or otherwise cleared through commitments by other sources, will be subject to cancelation of class enrollment. Students will not be allowed to re-enroll without proper payment.

Credit Cards
Students may use MasterCard, VISA or Discover to pay their tuition and fees. If using a credit card please go online and log in to your iConnect account. Click on the ‘Pay My Bill’ tab and follow the instructions.

Payment Plan
Students may enroll in a monthly payment plan administered by FACTS/NELNET Co. Financial aid, scholarships, waivers and third party payments are also means available to satisfy payment of the applicable tuition and fees.

Third Party Payment
Occasionally a student’s employer or outside agency will satisfy all or part of their obligation to the college. Under these circumstances, authorization from the company or agency is required in order to stop cancelation of classes for non-payment. Please contact the student accounts office 978-630-9149 with any additional questions.

Waivers, Scholarships and Financial Aid
Tuition waivers (for example: senior citizen tuition waivers, veterans waivers, and state-contract driven employee benefits) are required to be submitted to the student accounts office prior to classes. Students without documentation may have their classes canceled for non-payment.

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

For more information about the Mountain Lion Debit Card and refunds, please visit www.mountainliondebitcard.com (http://www.mountainliondebitcard.com). Please contact the student accounts office 978-630-9149 with any additional questions.

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

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

The tuition and other fees will be refunded as follows:

| Administrative withdrawal due to non-attendance (failure to participate for online courses) | 0% |
| Prior to the classes starting | 100% |
| Through the first week of classes | 100% |
| During the second week of classes | 50% (excluding reg. fee & info. tech. fee) |
| After the second week of classes | 0% |
| If a class is canceled by the college | 100% tuition and fees |

Prior to the start of each semester, the records office publishes the academic calendar (http://mwcc.edu/academic/academic-calendar) which includes the exact dates that define this refund policy.

Student financial assistance recipients will have their refunds calculated according to applicable federal regulations 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.

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 for detailed information.

Noncredit Courses
Prior to seven days before first class meeting 100% refund
After first class meeting 0% refund

Senior Citizen and Massachusetts Tuition/ Fee Waivers
A. Students 60 years and older and who are Massachusetts residents for at least one year are eligible for waiver of credit based tuition and fees
on a space available basis. Eligible senior citizens may not register for classes until one week prior to the start of classes, if space is available, to take advantage of the senior citizen tuition and fee waiver. Individuals registering prior to that time will be expected to pay all applicable tuition and fees. Please call student accounts for further information at 978-630-9386.

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

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

Unpaid Debt Policy

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

Financial Aid

The Financial Aid Process

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

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

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

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

The financial aid process can be lengthy (three to six weeks) for all paperwork to be finalized. After completing the FAFSA, students and the college will receive a Student Aid Report (SAR) from the federal processing center.

Students may be required to complete the "verification" process to ensure the validity of the information presented on the application. Verification of income and other data may be required. Students will be notified if additional documentation is necessary.

Following the completion of all required paperwork, students will be given an award notification. Any credit balance remaining after the tuition and fee charges have been satisfied will be available for use to purchase books and supplies in the college bookstore. Once attendance in classes is verified, financial aid funds will be disbursed, and any excess credit balance will be refunded to the student via the Mountain Lion debit card.

Financial aid is awarded on the basis of financial need. Need is the difference between the estimated cost of attendance and the calculated amount the student and family can reasonably be expected to provide. The student and family contribution is affected by income, assets, number of family members, and number of family members in college.

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

Mount Wachusett Community College is committed to ensuring that students are able to have access to quality education while accruing as little student debt as possible. A variety of financial literacy programs are available to students to assist them with personal financial planning and the management of student loan debt. The average student debt that an MWCC student might anticipate is $12,694 at the conclusion of the associate’s degree. Approximately 55% of MWCC graduates borrow money through student loans to complete their MWCC degree.

Students who do not qualify for enough financial aid, or apply too late to determine eligibility before classes begin, will be required to satisfy the tuition and fee bill. The student accounts office has an interest-free payment plan available that allows the entire or partial tuition and fee bill to be paid in monthly installments.

Special Conditions

Should a student or parent's family situation or income change after the FAFSA has been processed, a “special condition” may exist that would warrant recalculation of financial aid eligibility. A special condition or special circumstance is a reason that would make the standard calculation inappropriate for a particular situation, but most typically results from job loss, divorce, or death of a family member. Students
who experience these changes in family circumstances are encouraged to meet with a Financial Aid Counselor to request reconsideration of eligibility.

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

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

Grants

Federal Pell Grant
Awards range from $587 to $5,730 per year and are awarded to low income students. The amount of the award is determined by enrollment status (full or part-time) and family contribution.

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

Massachusetts Part-time Grant
Award maximum is $400 per year for a student enrolled in at least six credits but less than 12 credits per semester. Recipients must be Massachusetts residents for one year and Pell Grant recipients.

MASSGrant
Students must meet Massachusetts residency requirements and be enrolled full-time. The awards range from $300 to $800 per year. Eligible students will receive notification from the Massachusetts Office of Student Financial Assistance. Application deadline is May 1 prior to the academic year. This grant is limited to four semesters while enrolled at a community college.

College Assistance Grant
This is a college funded grant program available to needy students who do not receive adequate assistance from other available financial aid programs. Students must file the FAFSA and meet general financial aid eligibility criteria. Funding is limited.

MWCC Grant
Funds are awarded from the Massachusetts Cash Grant program to Massachusetts residents who maintain half-time enrollment status, and demonstrate need. The award amount cannot exceed the total cost of tuition and fees.

Tuition Waiver
Awards cannot exceed state-supported tuition charges (Tuition-Day Charge). Recipients must be Massachusetts residents for one year and demonstrate need.

Loans and Employment

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

Federal Direct Loan Program
The William D. Ford Direct Student Loan is for students who do not qualify for or receive a limited amount of grant and scholarship aid. This is a low, variable-interest rate loan that does not have to be repaid until after enrollment ceases. Subsidized loan funds are interest-free during college enrollment, however, the interest subsidy is available for a total of 3 years for students enrolled in a 2 year associate degree program. The loan range is $200 to $10,500 per year. Students must demonstrate financial need for a subsidized Direct Loan. There is also an unsubsidized Direct Loan for students who do not demonstrate financial need. Beginning with the 2013-14 academic year, the college is participating in an approved Federal experiment that allows us to limit unsubsidized loan borrowing for educational expenses only.

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

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

Federal Work Study (FWS)
Eligible students may obtain part-time employment on or off-campus during the academic year and summer. The average award is $2,400 per academic year. Students earn $8.00 per hour and are paid every two weeks. Off-campus employment must be with a public or private non-profit agency and arranged with the financial aid office. Community service and literacy tutoring jobs are encouraged and available through the FWS program.

MWCC Foundation Inc. Scholarships
Scholarships are forms of aid that help students pay for their education. Like grants, they do not have to be repaid and are for direct costs: tuition, fees and books. Students must be in good academic standing with the college. Awards are available for students who are interested in particular fields of study, who are members of underrepresented groups, who live in certain areas, or who demonstrate financial need.
**Deadlines**

Scholarship applications are accepted on an ongoing basis. However, the deadline for scholarships awarded for the upcoming fall semester is March 10 for graduating students and May 10 for continuing students.

**How to Apply**

Scholarship applications are online through the iConnect portal. All scholarships require an essay and two letters of recommendation, as explained on the scholarship application.

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

**Father Adamo Scholarship**

Student studying Roman Catholic theology or counseling; 3.3 GPA; Transferring and continuing education to obtain Bachelor of Arts

**Alumni Association Scholarship**

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

**Alumni Association Scholarship**

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

**Aspasia Anastos Award**

Returning student who demonstrated excellence in the humanities, especially English

**Edith V. Baldyga Scholarship Fund**

Graduating MWCC student who is preparing for a career in Elementary Education. This award will also be given based on financial need and academic performance.

**Joseph S. Baldyga Veteran’s Fund**

MWCC student, graduating from the business program and transferring to a four-year school and who is a Veteran of the armed forces. This award based on academic performance.

**Barnes & Noble Scholarship**

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

**John C. Burton Award**

Transferring to a baccalaureate institution; Art student pursuing a career in art; preference to an openly gay/lesbian student

**David H. Butler Memorial Scholarship**

MWCC continuing student; QPA 2.7 or higher; demonstrated service to MWCC students; demonstrated service to the community where the student resides; demonstrated financial need

**Barbara Chaplin Memorial Scholarship**

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

**Jonathan C. Craven Scholarship**

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

**Ellen Daly Dental Hygiene Scholarship**

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

**Rebecca Ann DesJardins Memorial Scholarship**

Resident of Westminster, Gardner, or Ashburnham; preference to a female; MWCC continuing student; QPA 3.0 or higher and financial need; direct costs: tuition, fees, and books

**First Congregational Church of Gardner Scholarship**

Continuing MWCC student in one of the following programs: CHD, HS, MAS, NU, NUP, or PTA; QPA 3.3 or higher preferred; 30 credits earned at MWCC; transfer credits considered

**James O. Garrison Childcare Stipend**

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

**James O. Garrison Scholarship**

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

**Robert H. Gilman Memorial Scholarship**

Continuing or transferring MWCC student; demonstrated commitment to education; demonstrated volunteerism; financial need

**Arthur F. Haley Scholarship**

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

**Twyla J. Haley Memorial Nursing Scholarship**

Second year MWCC nursing student; QPA 3.0 or higher; other considerations: community service, employment status, financial need; direct costs: tuition, fees, books

**Craig A. Hamel Scholarship**

Graduate or post graduate from the Nursing program who has definite plans to further his/her nursing education, or; a student who is transferring to a baccalaureate nursing program, nominated by faculty member at MWCC
HOPE Education Fund
Non-traditional students, HOPE for Women program graduates, and HOPE Youth Program participants currently enrolled at MWCC

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

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

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

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

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

Mount Observer Scholarship
One full year of work for the Observer; transferring to a baccalaureate institution; financial need may be considered; tuition, books, and fees at the college of the student’s choice

James D. Murphy Scholarship
Student who has served as a student body representative on the MWCC Board of Trustees

Nashoba Valley Healthcare Fund
Non-traditional students (full or part time); second career students; residing or working in the Nashoba Region; registered in a health science program

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

Keith Nivala Scholarship
Graduate with a high QPA; transferring to a baccalaureate institution; law enforcement officer

Carrie Progen Scholarship
MWCC Art student; preference to Gardner area resident (Ashburnham, Baldwinville, Gardner, Hubbardston, Templeton, Westminster, Winchendon)

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

Roberts Scholar
Recipient will demonstrate strong academic performance and persistence, in addition to Christian fellowship through his or her collegiate, personal or professional life. The student selected will be paired with a mentor to assist them in their pursuits for the year of the award.

Joseph B. Ruth Scholarship
MWCC Business program graduate; transferring to a baccalaureate institution; award based on academic performance and financial need

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

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

Edward W. Stevens Scholarship
Continuing MWCC student with at least 30 earned credits; QPA 3.0 or higher; STEM, LAS, or CIS student (Engineering science); financial need

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

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

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

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

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

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

Bookstore (Barnes & Noble)

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

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

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

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

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

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

MWCC has been awarded a Child Care Access Means Parents in School Program (CCAMPIS) grant. This program will provide money to subsidize child care expenses to qualified students enrolled full time or part-time at any one of the college’s three campuses. Selected participants will receive subsidies towards their child care expenses that range from 20 percent to 60 percent depending on their financial need. For more information contact Ann Reynolds at 978-630-9190. The program is limited to 30 qualified students.

Course Cancellation Policy
A minimum of 12 students is generally required for any course. Therefore, a course that does not meet this requirement may be canceled whether the course is sequential or non-sequential in nature.

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

Lost and Found
Lost and found is located in the campus police office, room 147, and is open from 8:00am - 4:00pm M-F.

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

Guests and Visitors on Campus

Mount Wachusett Community College is an open campus that serves many purposes to our credit students, non-credit students, Fitness Center members, employees and community guests. Guests and visitors to any MWCC campus are expected to observe all posted policies and expectations. Guests/visitors are also expected to respond to all reasonable directives of college administrators. Campus Police reserves the right to question the presence of any guest. Guests and visitors who disrupt the normal operation of the college may be asked to leave campus.

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

Classroom spaces are reserved for students who are enrolled and registered in a particular course. Guests/visitors are not permitted in the classroom without the advance permission. Faculty reserve the right to ask any person who does not appear on the official class roster to leave the classroom. The only exception to this policy would include academic support professionals pre-approved by the college to be in the classroom.

Art Lockers

Art lockers are available for students. A deposit of $10.00 is required which is reimbursed at the end of the school year. Further information is available in the Student Services office, room 141.

Student ID Cards

MWCC has instituted a photo identification system for all registered students at the college. There is a $5 fee for the processing of all student ID cards. An official photo id for identification (i.e. a driver’s license, passport, state issued ID, military id) is required to get a MWCC Student ID. The student ID card is used to access library resources in addition to being used to waive meal tax in the cafeteria, and also for admittance to the Fitness and Wellness Center. Additionally, many students obtain discounts with area merchants and businesses by producing a valid student ID card.

ID cards are distributed through the office of student life during the first week of each semester and during other scheduled hours. Students must have their student ID cards validated each semester in the student services office or the MWCC library. Students can also have their ID cards validated at the front offices at the Burbank, Devens and Leominster campuses.

Transportation

The following transportation possibilities are available: MART Gardner Intra-City Buses, MART Fitchburg/Leominster Buses, LINK, Gardner to Athol-Orange-Winchendon Buses, MBTA Commuter Rail Service to Fitchburg only, and Vermont Transit Bus Lines. Further information on each is available in the student services office, room 144.

Student Life

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

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

Accommodations for Students with Disabilities

In compliance with the American Disabilities Act, students with disabilities who may require accommodations in order to participate fully in student activities programs or events should contact the Coordinator of Student Disability Services to discuss their specific needs. When an American Sign Language interpreter is needed, reasonable notification is critical to ensure appropriate coverage for all academic coursework. Students are asked to notify the coordinator at least 30 days in advance of the start of each academic semester or in advance of a meeting requiring the support of an interpreter.

Activity Calendars

Calendars of events and announcements are published monthly by the student life office. Check out the calendar of events at www.mwcc.edu/studentlife (http://www.mwcc.edu/studentlife), iConnect.mwcc.edu (http://iConnect.mwcc.edu), or on the Student Activities bulletin board located in the café hallway.

Clubs and Organizations

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

Clubs and organizations include:

- A Cappella Club
- Active Minds Club
- ALANA Club
- Alpha Beta Gamma International Business Honor Society
- Anatomy & Physiology and Human Biology Club
- Art Club
- Beyond Str8 Bowling Club
- CATS (Campus Activities Team for Students)
- Chamber Players
- Chess Club
• Communications Club
• Cru Club
• Dance Crew
• Dental Hygienist Club
• Early Childhood Education Club
• ESL Club
• Graphic & Interactive Design Club
• Green Society
• Human Service Club
• International Club
• Intramurals
• iPublications
• Legal Studies Group
• Math and Our Community Club
• Medical Assisting and Medical Office Club
• Mount Observer student newspaper
• Mountaineers Hiking and Recreation Club
• Musicians at the Mount
• Non-traditional Student Association
• Otaku United Club
• Phi Theta Kappa International Honor Society
• Philosophy Club
• Student Government Association (SGA)
• Student Nurses Association (SNA)
• Theatre Club
• Veterans Group

Fitness & Wellness Center

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

The Facility

The MWCC Fitness & Wellness Center is a 65,000 square foot, air conditioned center that features state-of-the-art fitness equipment in a clean and friendly environment. The center is staffed with professional and certified personal trainers to assist in recreational and fitness activities and features the following equipment and facilities:

• Multi-purpose gymnasium
• Two extensive cardio areas featuring the newest in fitness equipment including: treadmills, elliptical trainers, Adaptive motion trainers, Arc trainers, steppers, step mills, Trixter interactive bikes, and rowers
• Extensive weight and fitness areas
• Six-lane, 25-yard swimming pool
• Racquetball courts
• Outdoor basketball, tennis courts, and track
• Volleyball courts
• Men’s and women’s shower and locker facilities
• Sauna

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

• Group Fitness program
• Body training systems world class group exercise programs
• Red Cross CPR, first aid, lifeguard and Water Safety Instructor training
• Golf lessons
• Racquetball courts
• Senior fitness
• Swimming lessons
• Ultimate Performance fitness programs
• Wellness programs
• Aqua classes

A nursery is available, at certain times, to members while they are in the center for a low fee.

Hours of Operation and Membership

The Fitness and Wellness Center is open from 5:00 a.m. to 9:00 p.m., Monday through Friday, and 7:00 a.m. to 5:00 p.m. on Saturday and Sunday.

Rates

All students, staff, and members of the community should call the center at 978 630 9212 for the membership options available to them.

Honor Societies

Phi Theta Kappa International Honor Society

Membership in Phi Theta Kappa Honor Society guarantees you access to benefits that will recognize your outstanding academic accomplishments and provide you with the competitive edge that helps ensure future success. These benefits are unmatched by any other collegiate honor society. For example, members have access to over $37 million in scholarships set aside for members only.

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 include the following:

Minimum cumulative QPA of a 3.3 in coursework completed in residency at MWCC.

Minimum of 12 credits earned (completed) in residency.

Full and part-time students as well as continuing education, international and dual enrollment students are eligible for membership under these guidelines. Currently, students are selected for this recognition during the months of October and March.

Students who meet these requirements and indicate their interest in membership to the Phi Theta Kappa advisor by the designated deadline will be recognized at commencement ceremonies and at the annual awards ceremony.
Phi Theta Kappa is the largest honor society in American higher education with more than 2.5 million members and 1,275 chapters located in 50 United States, U.S. Territories, Canada, Germany, Peru, the British Virgin Islands, the Republic of Palau, the Federated States of Micronesia, the Republic of the Marshall Islands and the United Arab Emirates. In 1929, the American Association of Community Colleges recognized Phi Theta Kappa as the official honor society for two-year colleges.

**Alpha Beta Gamma International Business Honor Society**

To be eligible for membership in Alpha Beta Gamma International Business Honor Society, a student must:

- be enrolled in a business curriculum in a junior, community, or technical college, or a two-year accredited program within a college or university;
- 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
- have demonstrated academic excellence by attaining a 3.0 GPA or its equivalent in business courses as well as a 3.0 overall average.

**Leadership Society**

Sigma Alpha PI

Sigma Alpha PI is Mount Wachusett Community College’s on-line chapter of The National Society of Leadership and Success.

The National Society of Leadership and Success is a nationwide community of college leaders dedicated to building leaders who make a better world. The Society is one of the largest honor organizations in America and includes programming events that positively impacts people’s lives. Each term Mount Wachusett Community College students are invited to participate in the program who have obtained a minimum of 2.5 grade point average, successfully completed 15 credit hours and are in good standing with the college.

**MWCC Lion’s Den Student Center**

The casual atmosphere of the student center makes it the perfect place for students to relax and to gather with fellow students before and after classes. Special events and programs will be sponsored in the center by the student life office. We invite students to drop in and enjoy the amenities and welcoming environment that the facility offers. Amenities include computers, a ping pong table and a foosball table.

**Room Use**

Clubs or organizations wishing to meet during the community time or at any other time should contact the room reservation staff located on the Gardner campus in room 274 or at 978-630-9145 to request to book a space.

**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:

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

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

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

**Student Government Association**

The Student Government Association (SGA) fosters the recognition of student body rights. It acts as a unified body that represents and governs the students. The SGA endeavors to provide for student welfare, approves the existence of organizations on-campus, administers the budgets for student activities, and facilitates the necessary communications and understanding between the faculty, administration, and the student body. The by-laws governing the SGA are published online. Meeting dates are posted on the SGA announcement board at the beginning of each semester. They are open to the college community and students are invited to attend. Students are further encouraged to take an active role in the SGA by running for office and voting during SGA elections. The SGA holds its elections in September and April.

**Student Publications**

iPublications is a student literary organization that showcases student poetry, prose, and art work by organizing student readings and publishing the annual student literary magazine, “A Certain Slant.”

The Mount Observer, which is a student run newspaper, is available in print and on the web. They also highlight stories on Facebook and Twitter.

**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.

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

Who's Who Among Students in American
Universities & Colleges

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

Student Services

Overview

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

Vision

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

Mission

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

Values

We value a student-centered community where:

• education and advancement are open to all learners who dedicate
  themselves to identifying their personal goals and challenges and
  strive to achieve their maximum potential;

• collaboration exists in the spirit of teamwork, learning, and creativity;

• communication is respectful, open, and continuous;

• integrity guides our sense of honesty, fairness, and compassion;

• diversity and inclusion are embedded in our work;

• innovative processes bring about the advancement of knowledge;

• personal growth, and sustainable change; and

• excellence is achieved through best practices, knowledge, and
demonstrated expertise.

Advising Services

Academic advising at MWCC is an intentional teaching and learning
collaboration between faculty, student, and advisors focused on
empowering students to articulate and achieve their goals, while
cultivating individual growth.

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

Academic Advisors provide a variety of workshops to students on an
ongoing basis. Topics include

• Student Success Skills
• Program of Study
• Career Planning
• Financial Literacy
• Transfer

For a full list of workshops see http://mwcc.edu/advising

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 an advisor
other than the one assigned to them. Evening and online students have
advisors available to them through the at the Gardner Advising Center as
well as at both the Leominster and Devens Campuses. To schedule an
appointment with an advisor, please call 978-630-9109.

Career Services

Career Exploration

Establishing a career goal should be a thoughtful and deliberate process.
Students interested in exploring career opportunities for the first time,
or those changing career direction, are encouraged to work closely with the career counselors. A variety of career assessments are available to students for identifying their personality type or interests and skills, valuable information that will assist them in making appropriate career decisions. Career Counselors provide a series of workshops to teach students how to explore, access, and utilize career tools and create an individualized career plan. http://mwcc.edu/advising/advising-at-mwcc/advising-workshops/career

Career Planning and Job Search

Career Planning and Job Search Services are offered to students seeking full-time, part-time and temporary employment by providing job search skill building seminars and one-on-one sessions on resume building and cover letters, interviewing skills, professional portfolio preparation, and navigating a job fair. Local employers post job openings online and visit campus weekly during the academic year offering a variety of major specific and general job opportunities. An annual job fair is held in the spring providing students with an opportunity to meet face-to-face with employers and to discuss potential job opportunities. For assistance with the job search process, including resume preparation and learning how to utilize the online job posting system, please stop by room 135 or contact pbrwerton@mwcc.mass.edu.

Health Services

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

IConnect

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

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

WebConnect is part of our student information system. It is where you go to register for classes, find out about financial aid awards, check class schedules, get your grades, obtain transcripts, review and pay your bill, and more.

Blackboard is the student learning system. This is where instructors post class information such as your class syllabus, assignments, and documents. It also contains class discussion boards as well as other learning related resources. Not all instructors use Blackboard. If you do not see one of your courses listed in Blackboard contact your instructor to find out if Blackboard is being used for the course.

Etutoring is an online tutoring system providing professional tutors 7 days a week for help with math, accounting, statistics, biology, anatomy and physiology, nursing, chemistry, and writing. Look for the eTutoring link on iConnect.

Job Planning and Placement

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

Mental Health Counseling

Licensed mental health professionals are available to support and assist students as they cope with personal difficulties that may be interfering with their academic progress. Counseling staff offers crisis intervention, psychoeducational programming, and outreach workshops. Counseling is confidential, short-term, goal-oriented, and free of charge. Personal counselors can also assist students with referrals to outside services in cases where extended therapy or specialized assistance is required. Consultation to faculty, staff, and students is also provided. Please call 978-630-9568 to schedule an appointment.

Services for Students with a Diagnosed Disability / Promoting Academic Success

At MWCC we are committed to providing quality services to all students. Students with a diagnosed disability are entitled to receive services that promote academic success in their college experience. Under the mandates of the American Disabilities Act (ADA) and the section 504 of the Rehabilitation Act, any individual that has an impairment that “substantially limits” one or more “major life activities” such as seeing, hearing, learning or walking; have a record of such impairment; and/or is regarded as having such impairment are ensured to have equal access and opportunities for success.

Qualified persons with documented disabilities have the right to receive reasonable accommodations that will facilitate full participation and inclusion in courses, examinations and activities related to their educational and co-curricular experience. Approved accommodations depend upon the particular disability and are granted for the classroom and/or testing setting. Accommodations may include; the use of assistive technology, note taking, reader, scribe, use of a tape recorder, seating arrangements, reserved parking, extended time and/or a quiet setting for testing. A team of qualified professionals is available to every student who voluntarily discloses a disability. To request information and/or for disclosure procedures and provision of services for students...
with disabilities, contact the Coordinator of Disability Services at 978-630-9120.

Adaptive Lab Services

Reasonable accommodations for students with a diagnosed disability are provided after disclosure and approval of the Coordinator of Disability Services. Procedures for accessing accommodations are provided when the students present a disclosure letter with recommendations of out-of-classroom testing and/or the use of adaptive technologies.

The adaptive lab provides accommodations such as textbooks in electronic format, conversion of texts and classroom materials to Braille, enlarged print material, and extended or low distraction testing settings for students with approved accommodations. The adaptive lab specialist assists students with the use of adaptive equipment and instruction in the use of specialized technology.

The Career and Technical Education Program

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

TRIO Student Support Services Programs

Mount Wachusett Community College has two TRIO Student Support Services (SSS) programs funded by the U.S. Department of Education. In accordance with TRIO eligibility requirements, the programs provide services to students from families where neither parent has earned a four-year degree, who have documented disabilities, or who come from limited-income backgrounds. The programs are designed to help students persist in college until graduation and to assist those who wish to transfer to a four-year institution. The programs are:

Rx Program: This program is designed to specifically help eligible students pursuing a career in a health science major and accepts a maximum of 120 students every year.

Visions Program: This program is designed for all other majors and accommodates a maximum of 200 students.

Both programs offer intensive, personalized support to students. Services include: academic, personal, and transfer counseling; professional tutoring; study skills and life skills seminars; faculty feedback; career awareness; access to a computer lab; supplemental instruction; and learning disability services.

Motivated students who meet at least one of the eligibility criteria and are in need of academic support are strongly encouraged to apply. For an application and additional information, please call 978-630-9297 or visit http://mwcc.edu/triosss.

Veterans

Mount Wachusett Community College (MWCC) is located near a reserves forces training area and two USAF bases. The college works closely with numerous veteran organizations that serve thousands of veterans in the region. MWCC provides service and support to over 250 Military Service Members, National Guard, Reservists, Veterans and their families.

In 2010, the college established the Center of Excellence for Veteran Student Success (Veterans Success Center) to address the unique academic, financial, physical, and social needs of veterans transitioning to college. The center provides outreach, referrals, admissions and transfer assistance, veterans’ benefits and financial aid assistance, veteran orientation, veteran cohort courses, supportive advising techniques with a veteran advisor, coordinated study groups, a mentoring program by-and-for veterans, and a textbook loan program to assist veterans struggling with delayed veteran educational benefits. In addition, the Veterans Center is working to educate all service providers at the college on the unique needs of its veteran student population. MWCC officially endorses the Department of Education’s “8 Keys to Veteran Success”.

As a result of these efforts, Mount Wachusett Community College has officially been named a Military Friendly College for several years in a row and placed in the top ten nationally among two-year Military Friendly schools.

The Center can be reached at 978-630-9855 or 978-630-9408.

To be eligible for veteran tuition waivers:

- Student must be enrolled in an associate’s degree or certificate program.
- Student must be taking credit courses.
- Must have an honorable discharge from Military Service.
- Provide a copy of your DD214.

The Vietnam Veteran waiver and the Massachusetts National Guard Tuition and Fee Assistance Program will apply to state and non-state supported tuition. All appropriate fees must be paid.

Valor Act Academic Credit Evaluation Policy

Mount Wachusett Community College demonstrates its commitment to veterans seeking to pursue postsecondary through its policies, practices and services. Consistent with the Massachusetts Valor Act signed into law on May 31, 2012, the College has established the following policies to support veteran students in their educational and professional endeavors:

MWCC will award academic credit for matriculated students’ prior learning based on students’ previous military occupation, military training, coursework and experiences as these credits apply to their declared program of study.

MWCC will determine the award of academic credit during the admissions process through a preliminary review and a final conclusive and comprehensive credit evaluation upon the submission of official transcripts, official standardized test score reports and other relevant documentation prior to a student’s enrollment. The required procedures for determining awarding credit for military occupation, experience,
training and coursework shall be clearly described and published to provide transparency to prospective students.

**Procedures**

Prospective or currently enrolled students seeking to receive college credit for prior learning based on past military occupation, training, experience or coursework should begin the process by the timely submission of official transcripts and documentation to the Records Office in advance of the start of classes. (www.jst.com)

Once official documentation is received, the College will use the following methodologies to assess, evaluate and award academic credit for prior military related experiences:

- ACE Guide to the Evaluation of Educational Experiences in the Armed Services
- CLEP Examinations
- DANTES Subject Standardized Tests
- Credit for prior learning evaluation as described in the MWCC Prior Learning Policy

Credits awarded by the College for prior learning based on military experiences will be recorded on the native MWCC academic transcript and applied towards degree or certificate requirements consistent with all other MWCC academic policies. Credits transferred as part of the MassTransfer block will be honored consistent with the terms of this agreement.

When certifying a transferring or graduating student for purposes of MassTransfer, these credits shall be included in this review and submitted to the receiving institution for their use in facilitating the transfer process.

**Campus Contact**

The Director of Veterans Services (978-630-9408) shall serve as the initial point of contact for purposes of the Valor Act Credit Evaluation Policy. The Veteran’s Services department will provide academic advising and counseling in advance of the student’s admission to the College. The Records department will complete the credit evaluation process once official documents are received and consistent with the process described herein.

The Valor Act Academic Credit Evaluation Policy is published on the College’s website as well as the College’s print publications including the College Catalog and Student Handbook and other Veteran Services publications.

*Adopted: February 1, 2014*
Academics

The Division of Academic Affairs is responsible for providing comprehensive, high-quality educational opportunities that are responsive to community needs and meet the intellectual, personal, and professional needs of a diverse student body. The College provides a full range of degree and certificate programs that respond to the transfer, career, and lifelong learning educational needs of the citizens of Northern Worcester County. Further, many of our courses are offered online which provides a student the opportunity to complete a degree at his/her convenience.

Academic Calendar

The 2015-2016 academic calendar is available online: http://www.mwcc.edu/academic/academic-calendar/

Academic Support Center

The Academic Support Center provides free tutoring to MWCC students seeking assistance with their course work. Tutoring takes place in the Academic Support Center space of the LaChance Library on the Gardner campus and also in allocated spaces on the Leominster and Devens campuses.

Math and writing tutoring is available on a drop-in basis at the Gardner and Leominster campuses. Writing tutors can help students learn and apply the basic principles of effective composition for writing projects in all classes, including formatting citations for written assignments. The math tutors provide assistance in mathematics from arithmetic to calculus and statistics as well as assistance with the mathematical concepts in courses in the natural and social sciences and business.

Accounting, Biology, and Chemistry tutoring is available on a drop-in basis in Gardner. Other subjects are available by appointment. Some Devens tutoring is also offered by appointment.

Online tutoring is available to all registered MWCC students through eTutoring where students can live chat with tutors and upload papers for review. Students can access eTutoring via iConnect.

Information about campus locations, available services and hours of operation can be found on the Academic Support Center website at Academic Support Center Web Site (http://mwcc.edu/lib/asc).

Adult Basic Ed, Workforce Development & Noncredit Courses

High School Equivalency Test (formerly GED)

Mount Wachusett Community College offers the High School Equivalency Test (HiSET™) in both the paper and computer base version. Students must be at least sixteen years of age to test and students must have a valid picture id. Students who are under the age of eighteen must obtain a withdraw letter from the last high school they attended stating they officially withdrew. The HiSET™ program is available in English or Spanish; the computer-based exams feature a test-taker-friendly design.

The program also provides a number of accommodations for test takers with disabilities and health-related needs. To apply for accommodations go to hisetssd@ets.org or call 1-855-802-2748.

HiSET™ offers a full battery of tests for the package price of $100.00. The bundle includes free practice tests to help the student prepare, as well as two retests per subtest. Each retest is offered at a discounted price of $10.00 each if taken within a 12-month period. Students are able to purchase each subtest individually at a higher cost.

Students must register online at www.hiset.ets.org or call ETS customer service at 1-855-694-4738.

*Information was taken directly from ETS/HiSET™ website @ www.hiset.ets.org (http://www.hiset.ets.org).

Regional Adult Education Center

The Regional Adult Education Center at Mount Wachusett Community College offers free classes in Basic Literacy, preparation for the new High School Equivalency Exam (HiSET) and three levels of English for Speakers of Other Languages (ESOL) at five area locations in North Central Massachusetts. In addition, we have a Distance Learning (DL) component for those residents unable to attend classes in person. The classes are offered in Devens, Fitchburg, Gardner, Leominster and Winchendon and enrollment is open throughout the year.

For information on specific site location course offerings, please contact the program coordinator at (978) 630-9259 or click here: ABE website (http://mwcc.edu/abe)

All classes are made possible by grants received by the Massachusetts Department of Elementary and Secondary Education office, North Central Massachusetts Workforce Investment Board/Employment Links, Inc., and the Robinson Broadhurst Foundation.

Workforce Development

The Division of Lifelong Learning and Workforce Development offers technical training courses, preparation for certification examinations, and recreational classes to individuals and businesses. Classes are available throughout the year at all MWCC campuses and local businesses. The primary goal of the division is to provide North Central Massachusetts residents a wide variety of courses and programs. Our classes are designed to prepare individuals for a certificate, an associate degree, job entry, or promotion. Customized training can be tailored to suit the needs of groups, organizations, and businesses/industries. For information about customized services, contact the Associate Vice President of Lifelong Learning & Workforce Development at 978-630-9575 or 978-895-2893, email j_riordon@mwcc.mass.edu (%20_j_riordon@mwcc.mass.edu) or visit the workforce development website mwcc.edu/wf (http://mwcc.edu/wf).

Non Credit Courses

MWCC offers noncredit courses that enhance your home, work, and personal life. Classes are offered days, evenings, or online. Browse our noncredit course offerings (http://mwcc.3dcartstores.com) or download a current noncredit bulletin (http://mwcc.edu/continuing/files/2014/11/Spring-2015-Catalog.pdf).
Alternate Course Delivery

Independent Study

Independent study courses will be granted only under extraordinary circumstances. If there is another course required in a student’s program, and it is offered, or if there is a course that can be substituted, the student should take that course and should not request an independent study. Independent study requests will not be granted simply because a course is canceled or not scheduled. Students enrolled in an associate degree program must have completed a minimum of 45 credits with a 2.0 QPA or higher, and students enrolled in a certificate program must have completed a minimum of 15 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, Dental Hygiene, Dental Assisting, Clinical Lab Science, 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 Academic Affairs, the Division of Lifelong Learning and Workforce Development or the Advising Center. The request form must be signed by the dean of the division, the vice president of academic affairs, and the vice president of lifelong learning and workforce development before the course is considered approved. An official letter will be sent to the student stating that his/her request is approved or denied. Students should not begin work with the instructor until they receive their official notice.

Internships & Cooperative Education

A number of academic disciplines provide the opportunity for students to engage in an internship, many of which are community-based in nature. Service-based internships are an opportunity for students to enhance their academic knowledge with practical hands-on experience in their chosen field, while also making an impact in the community. In addition, students are able to forge connections and network within the community prior to graduation. In certain disciplines, students may earn 3 academic credits by completing a minimum of 120 hours of service in addition to classroom-based training over a semester. In other disciplines, students may earn 4 credits by completing a total of 150 hours of service in addition to classroom/training over a semester. Work performance is assessed by the student’s site supervisor who submits a performance evaluation at the end of the semester. Grades are determined, in part, by the student’s progress in completing measurable objectives written in conjunction with the student’s site supervisor. Students are required to attend an orientation and a series of seminars, designed to enhance their educational work experience by addressing a variety of professional issues. MWCC reserves the right to issue a failing grade to any student who does not successfully complete any component of his or her internship or co-op experience.

Internships are integrated directly into the curriculum of a course; cooperatives are used as an elective. In order to qualify to take part in an internship, a student must have completed all core curriculum courses and have the permission of the instructor.

Students may earn 3 credits by completing a cooperative education experience. To qualify for cooperative education, a student must complete 21 credits in their major and maintain a minimum of 2.5 GPA, and have an open elective. The student is responsible for securing an approved placement prior to the start of the term. An application must be completed and approved prior to registering for the cooperative education experience.

All internship and co-op students are expected to participate in their placement search and, when placed, conduct themselves in a professional manner and comply with host site policies, as well as state and federal laws. For more information, call (978) 630-9219 or visit mwcc.edu/democracy (http://mwcc.edu/democracy) and click on “Students.”

Online Courses

MWCC’s online courses provide students with the opportunity to continue their education via the Internet. Courses are instructor led and follow the same semester schedule as traditional courses. Students have the flexibility to complete their work on their own time but must meet the course schedules and assignment deadlines outlined by their instructors. All specific course information such as how to reach the instructor, what work is expected, and deadlines to turn in assignments and take tests will be found in your course site. A computer with Internet access is required. Some courses require specialized software. Please check with the course instructor for details.

Self-paced Modular/Competency Courses

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

Alternate Methods of Earning College Credit

To graduate, students must earn a minimum of 30 credits at MWCC for completion of an associate degree (15 credits under special circumstances and with permission of Department Chair/Division Dean/Division Dean/Vice President of Academic Affairs). A maximum of 30 credits (45 credits under special circumstances and with permission of Department Chair/Division Dean/Vice President of Academic Affairs) may be transferred into MWCC, including courses from other colleges, CLEP, DANTES (DSST), AP, MWCC institutional challenge exams, life experience, armed services (with some exceptions), and Career Vocational Technical Education Linkages Articulations (CVTELA). Students must earn a minimum of 15 credits at MWCC for completion of a certificate program. Students enrolled in the Criminal Justice program may not be eligible for life experience, police academy, armed services or CVTEL credits and are limited to six credits total in CLEP, DANTES (DSST), and Challenge Exams.

Advanced Placement Examinations (AP)

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

Mount Wachusett Community College demonstrates its commitment to veterans seeking to pursue postsecondary through its policies, practices and services. Consistent with the Massachusetts Valor Act signed into law on May 31, 2012, the College has established the following policies to support veteran students in their educational and professional endeavors:

- MWCC will award academic credit for matriculated students’ for prior learning based on students’ previous military occupation, military training, coursework and experiences as these credits apply to their declared program of study.
- MWCC will determine the award of academic credit during the admissions process through a preliminary review and a final conclusive and comprehensive credit evaluation upon the submission of official transcripts, official standardized test score reports and other relevant documentation prior to a student’s enrollment.
- The required procedures for determining awarding credit for military occupation, experience, training and coursework shall be clearly described and published to provide transparency to prospective students.

Procedures:

- Prospective or currently enrolled students seeking to receive college credit for prior learning based on past military occupation, training, experience or coursework should begin the process by the timely submission of official transcripts, official standardized test score reports and documentation to the Records Office in advance of the start of classes.
- Once official documentation is received, the College will use the following methodologies to assess, evaluate and award academic credit for prior military related experiences:
  - ACE Guide to the Evaluation of Educational Experiences in the Armed Services
  - CLEP Examinations
  - DANTES Subject Standardized Tests
  - Credit for prior learning evaluation as described in the MWCC Prior Learning Policy

Credits awarded by the College for prior learning based on military experiences will be recorded on the native MWCC academic transcripts and applied towards degree or certificate requirements consistent with all other MWCC academic policies. Credits transferred as part of the MassTransfer block will be honored consistent with the terms of this agreement. When certifying a transferring or graduating student for purposes of MassTransfer, these credits shall be included in this review and submitted to the receiving institution for their use in facilitating the transfer process.

Campus Contact:

The Director of Veterans Services shall serve as the initial point of contact for purposes of the Valor Act Credit Evaluation Policy. The Veteran’s Services department will provide academic advising and counseling in advance of the student’s admission to the College. The Records department will complete the credit evaluation process once official documents are received and consistent with the process described herein.

High School Articulation Agreements

Articulation agreements between the college and area secondary schools provide coordination of technical education during the last two years of high school with the first two years of post-secondary education. These agreements state the conditions and criteria that must be met by graduating high school seniors to receive advanced placement and college credit. MWCC’s Career Vocational Technical Educational Linkage program provides students with an option of enrollment in various career programs. For more information on High School Articulation Agreements, please click here. (http://mwcc.edu/access)

Challenge Exams

Students may earn credit by taking a Challenge Examination in a particular subject area and meeting the grade requirement. The examination is equivalent in scope and content to the final examination for the selected subject. Financial aid and other forms of tuition waivers are not available to cover the cost of the exam. For more information, and for a complete listing of all Challenge Exams available at MWCC, contact testing services at 978-630-9244. For testing services information, please click here. (http://mwcc.edu/testing)

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 34 subject examinations. Examinations are administered via the computer.

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

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, Interdisciplinary Studies, and Human Services. Eligible military personnel include all active-duty members, members of a reserve component, or the National Guard. Military service members worldwide are able to access these degrees and certificate programs through the Internet and complete their education regardless of where they are stationed. DANTES Subject Standardized Tests (DSST), offered at the Gardner Campus through testing services, provide opportunity for
students to earn college credit by demonstrating, through successful completion of a test, knowledge comparable to that learned in a college course. Some of the subject areas include: business, physical science, humanities, social science, and applied technology. Examinations are 90 minutes long and administered by computer through testing services at the Gardner Campus. Registration is required two weeks in advance. 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 or click here (http://mwcc.edu/testing).

Assessment of Prior Learning (APL)

Credits may be earned in some programs for college-level learning acquired through work or informal educational experiences. If interested in earning credits for prior learning, students must first meet with an academic counselor to evaluate if Assessment of Prior Learning (APL) is a viable option. The student and the academic counselor will review specific course syllabi to determine if the student has mastered the learning outcomes associated with the course(s). Once this determination has been made, the student will register for the free self-directed Portfolio Development Course. Students will begin the course by creating an alignment chart to aid in the completion of their portfolios. Students will then collect and digitize artifacts which demonstrate they have learned the course content. Complete portfolios will include critical reflection in which students articulate the connections among the artifacts and the learning objectives. Finally, students will submit their portfolios for faculty evaluation. Students are charged for tuition only for any earned credits. The tuition cost is not covered by financial aid or other forms of tuition waivers. The credits earned through prior learning may not transfer directly to other colleges or universities. Prior learning credit cannot be applied to the Criminal Justice program.

Computer Labs

The MWCC campuses offer 39 computer labs. Several are designated for specific programs such as Graphic and Interactive Design and Advanced Manufacturing. The majority are general purpose computer labs that students may access when classes are not in session. The Gardner, Devens, and Leominster campuses provide open labs for student use throughout the day.

The open labs on the Gardner campus are located on the bottom level of the library and provide computers with USB port access, DVD/CD drives, and printing available at ten cents per page (subject to change). The library labs are open during regular library hours, and lab assistants are available to help students.

MWCC provides students with a 24/7 phone helpdesk support for technology issues at 1-866-520-7129. The Gardner campus Helpdesk is located on the lower level of the library, and staff is available to answer questions Monday through Friday from 8AM to 4PM.

Honors Program (Non-Degree Program)

The Honors Program offers students the opportunity to study and learn in a challenging educational environment. Students benefit from a learning community with small class sizes, teacher-student mentoring, team-taught interdisciplinary courses, and access to a fully-equipped Honors Center. Honors students receive a tuition waiver during their final semester, special recognition at graduation, and “Commonwealth Honors Program Scholar” designation on official transcripts. The Honors Program is perfect for students seeking transfer to a competitive four-year college or additional intellectual challenges. The Honors Program is a member of the National Collegiate Honors Council (NCHC), the Northeast Regional Honors Council (NCHC), and is approved as a Commonwealth Honors Program by the Massachusetts Department of Higher Education (DHE).

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 – Students are welcome to commence their academic program as a member of the college’s selective Honors Program. Students entering MWCC should have an exemplary high school record that includes:

• Combined (critical reading, mathematics, and writing) SAT Reasoning Test scores above 1650 or combined (critical reading and mathematics) SAT Reasoning Test scores above 1100,
• a high school QPA of 3.3 or higher
• and/or a high school class rank in the top 15 percent.¹

¹ Class rank to be determined after six or seven completed high school semesters by the sending secondary school.

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

Students interested in exploring the Honors Program may consider enrolling in Honors ENG 102 College Writing II. The course is open to interested students who have completed ENG 101 College Writing I with a B+ or better. Students are also required to obtain a letter of recommendation from their ENG 101 College Writing I faculty member. Enrollment in the Honors Program is not required to enroll in this course, but is encouraged. The course is an Honors level version of the standard ENG 102 College Writing II.

Currently enrolled students – Students should make an appointment to meet with the Honors coordinator to discuss academic preparation and must meet 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 (MAT 143 Statistics or higher) and a lab science course.
• Complete Honors English (ENG 201 Honors English: American Romanticism), after completing ENG 101 College Writing I and ENG 102 College Writing II. 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 designated Honors courses such as
Honors ENG 102 College Writing II. A component course requires
additional activities such as independent research, one-on-one
tutorials, service learning, and/or a special project. Component
courses result from a written agreement between a faculty
member and a student, approval of the division dean, and the
Honors Program coordinator.

- One Honors Colloquium course:
  - Honors students enroll in the colloquium course after completing
    ENG 201 Honors English: American Romanticism and one of the
two required Honors courses. Exclusively for Honors students,
    the colloquium is interdisciplinary in nature, thematic, designed by
    MWCC faculty, and approved by the Honors Committee.

Under certain circumstances, Honors Program requirements may be
substituted with the approval of the Honors Program Committee.

Library

The LaChance Library and Academic Support Center is located at the
Gardner campus. The main library houses approximately 50,000 books and also provides access to more than 80 online subscription databases
that contain articles from scholarly/academic journals, magazines, newspapers, reference books and eBooks. There is also an online
collection of streaming audio and video available to current students.
The Library’s website (http://library.mwcc.edu) serves as a portal for all
information sources and extensive research guides for many subject
areas and courses. The three levels of the library offer space for silent
study in addition to group work. On the lower level, there are study
rooms that students may reserve for two hours at a time up to one week in advance. In addition to services at the Gardner campus, the library
provides research assistance at the Leominster, Devens and Burbank
campuses by appointment.

Library Policies and Procedures

Basic Borrowing Privileges

- A library card, either a current student ID imprinted with a barcode,
or a paper MWCC Library card with a barcode sticker, is required to
check out materials.
- Items are typically checked out for 28 days and can be renewed if no
  other user is waiting for them.
- Students may have a maximum of 20 items checked out at one time.
- Journals may not be checked out of the library. (Exceptions may be
  made for in-house projects.)
- Loan periods for reserve materials vary by the specific materials.

Reserve Materials

Instructors may place materials (books articles, videos, etc.) on reserve
for their students. These materials are kept behind the Circulation Desk
and are checked out to students with a valid library card. The checkout
period for items on reserve is determined by the faculty member who
assigns the readings. Most items on reserve may be used in the library
only and may be checked out for 2 hours.

End-of-Semester Due Dates

All library materials must be returned to the library by the last scheduled
day of classes. Students who do not return the items to the library, or do
not make arrangements to extend the due date, will have their student
records blocked via a Banner hold. Class registrations may be held up
and grades will not be available for student review while the hold is in
place. Once the items are returned, and the late fees resolved, the hold
will be lifted.

Overdue and Lost Items Policy

Overdue fines for materials checked out to students accrue at $.05 per
day, with a maximum fine of $2.00 per item. One exception to this policy
is materials from the Reserve collection, which accrue fines of $.25
per day, with a maximum of $2.00 per item. The first overdue notice is
generated two weeks after the due date, and a final notice is generated
four weeks after the due date, with the final notice being a bill for the cost
of replacement. The bill states the replacement cost for each item as is
indicated on the record for the item; if no cost is indicated on the record
for an item, the default replacement cost is $28.00 per item. Exceptions
to the replacement policy will be negotiated on a case-by-case basis.

Students who receive bills for library materials will have their student
records blocked via a Banner hold. Class registrations may be held up
and grades will not be available for student review while the hold is in
place. Once the items are returned, and the late fees resolved, the hold
will be lifted.

SELECTION POLICY

The resources acquired for the Mount Wachusett Community College
(MWCC) Library are selected to meet the teaching, research, and service
missions of the College community. The Library adheres to the principles
of intellectual freedom as outlined in the Library Bill of Rights (http://
www.ala.org/ala/issuesadvocacy/intfreedom/librarybill) 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 American
Library Association’s Freedom to Read Statement (http://www.ala.org/
advocacy/intfreedom/statementspols/freedomreadstatement), which
promotes access to materials expressing all points of view. Inclusion of
any resource does not mean that the Library advocates or endorses the
ideas or statements found in that resource.

CHALLENGED RESOURCES

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 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 (http://mwcc.edu/lib/
files/2012/01/ReconsiderationForm.pdf) form. The completed form should
be submitted to the Dean of Library and Academic Support Services, who will acknowledge receipt of the form via letter. The Vice President of Academic Affairs will then consider the request, with the assistance of the librarian responsible for collection development in the subject area of the resource. The recommendation of the Vice President will be sent to the Dean of Library and Academic Support Services, who will make the final decision, and notify the person making the challenge in writing of that decision and any action to be taken. Any appeals shall go to the President of the College.

CONFIDENTIALITY POLICY

MWCC Library adheres to the ALA (American Library Association) Code of Ethics (http://www.ala.org/advocacy/proethics/codeofethics/codeethics), 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 (http://mblc.state.ma.us/mblc/laws/laws.php), 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 each library user’s records. No staff member shall, at any time, disclose any personally identifiable 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 library users themselves unless:

1. The library user 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.

INFORMATION ABOUT THE USA PATRIOT Act of 2001

The USA PATRIOT Act (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act) expands federal law enforcement’s ability to find out about telephone and electronic communications and to obtain “tangible things,” such as documents and records. Library circulation records, interlibrary loan requests, use of public computers for the Internet, e-mail or chat are records that could be subpoenaed. MWCC Library staff has a prescribed response to requests for information about library users. To learn more about the PATRIOT Act, visit the American Library Association (http://www.ala.org/advocacy/advleg/federallegislation/thesuspatriotact) web page for more information about how the PATRIOT Act affects libraries.

Service Learning

Center for Civic Learning and Community Engagement programs including Service Learning

Service learning projects are designed by faculty and are opportunities for students to benefit from hands-on learning while volunteering much needed assistance in our communities. Service learning differs from general volunteerism because the service experience is closely tied to the learning objectives of the course and because students receive partial course credit for their efforts. Students who complete 20+ hours of service learning are awarded a commemorative pin and students who complete 40+ hours of service learning are awarded a service medallion to wear at graduation. All service learning performed is accrued over the student’s entire course of study at MWCC and is recorded on the student’s transcript. For more information, speak to your instructor or visit mwcc.edu/democracy and click on ‘Students.’

Students SOS Office

Students Serving Our Students (SOS) is a service offered at MWCC to help students succeed. There are many barriers students encounter that affect their ability to succeed in college, including health problems, financial concerns, childcare challenges, and the basic needs for food and or shelter. Volunteer student mentors in SOS are specifically trained to refer our students to community resources that will ensure they are able to be successful in their personal and professional endeavors.

Community Service and Volunteerism

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

Transfer Information

Transfer advising is offered for students who want to continue their education beyond MWCC. The transfer advisor works with many four-year institutions developing transfer agreements that ease the transition for transferring students. MWCC participates in MassTransfer with Massachusetts state universities and the University of Massachusetts campuses. Additionally, the college has many transfer agreements with private and public colleges established to ensure a smooth transfer process. Annually, students transfer to more than 60 different colleges and universities across the United States. Learn how you can save time and money by graduating from MWCC. Visit the transfer services web page: http://transfer.mwcc.edu, or call 978-630–9109 to schedule an appointment with the transfer advisor. The transfer advisor is located in the advising center on the Gardner Campus and is available by appointment in Leominster and Devens campuses.

3 + 1 Bachelor Degree Completion Program

Earn up to 90 credits at MWCC and then transfer to a specific four-year college or university and earn your baccalaureate degree. In many cases, students can complete the entire 120+ credit bachelor degree without leaving MWCC. To participate in the 3 + 1 program, specialized advising is required. Contact the advising center at 978-630-9109 to schedule an appointment with the transfer advisor.

3 Plus ONE Partners:

- Bellevue University
- Charter Oak State College
- Elms College
• Massachusetts College of Pharmacy and Health Sciences
• Nichols College
• Regis College
• Saint Joseph’s College of Maine

Visit the 3 Plus ONE website at www.mwcc.edu/3PlusOne (http://www.mwcc.edu/3PlusOne)

MassTransfer ¹

Students who plan to transfer to a Massachusetts state university or a University of Massachusetts campus may be eligible to transfer under the MassTransfer agreement which provides transfer advantages to those who qualify. Please click here for MassTransfer information. (http://mwcc.edu/advising/advising-at-mwcc/advising-workshops/transfer/mass-transfer)

Transfer of Credit

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

• Complete an associate degree with a minimum of 60 credit hours exclusive of foundation coursework.
• Achieve a cumulative QPA of not less than 2.0 (in a 4.0 system) at the community college awarding the degree.
• Complete the following minimum general education 34-credit transfer block exclusive of foundation coursework:

**MASS TRANSFER BLOCK**

<table>
<thead>
<tr>
<th>Credits</th>
<th>ENG 101 College Writing I</th>
<th>&amp; ENG 102 and College Writing II</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Behavioral and Social Science</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Humanities and Fine Arts</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Natural or Physical Science</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits</td>
<td>34</td>
<td></td>
</tr>
</tbody>
</table>

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

Guaranteed Acceptance

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

Tuition Reduction

Students who meet all of the above-mentioned requirements AND graduate from MWCC with a QPA of 3.0 or higher will be guaranteed an in-state minimum tuition (not fees) reduction of 33 percent for the first year at the state university. Student will receive 100% tuition waiver at any of the University of Massachusetts campuses. If the student maintains a 3.0 QPA for the first year at the four-year institution, he/she will receive an in-state tuition reduction for the second year of attendance. Students transferring into continuing education programs are ineligible for the tuition reduction. The credits of students who transfer but do not meet the conditions of MassTransfer will be evaluated on a course-by-course basis at the four-year state university of University of Massachusetts campus.

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

The Early Childhood and Elementary Education Compacts apply to students transferring from participating community colleges upon graduation to participating state universities and UMass campuses offering Early Childhood or Elementary Education licensure at the baccalaureate level.

Transfer of Credit to MWCC

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

Where an equivalent course exists, credit will be granted for that course with a non-weighted QPA grade being awarded (e.g. TA, TB, TC, etc.). Where no equivalent course exists, but it is determined that the course is eligible for transfer based on college-level work and the comparability toward the student’s declared degree or certificate program, the course will be awarded transfer credit in the field of study most closely aligned to the course. The minimum course grade required for credits to transfer to MWCC is C-. Certain programs of study may have higher grade point average requirements for designated courses in their program. Students should consult their degree requirements for specific program differences. Non-graded course work will not be transferred (e.g. pass/fail courses). Courses taken more than ten years prior are subject to approval. If a student changes a program, the college will re-evaluate transcripts to provide up-to-date information. The maximum number of allowable transfer credits is 50% of the credits required for degree completion in the enrolled program.

Determinations of transfer credit will be made within a reasonable period of time after the receipt of the official transcript and all required additional documentation. Notice to the student will be given at the time of the completed evaluation.

Credits earned at non-accredited institutions or institutions with accreditations different from MWCC will receive the following review processes:

The student should submit official transcript(s) from the institution(s) for which he/she is seeking transfer credit.

The college follows the American Council on Education’s (ACE) published recommendations on the transfer of non-accredited institutional credit, including military and credit for training programs.

These guidelines are published at the ACE website. (http://www.acenet.edu/news-room/Pages/Transfer-Guide-Understanding-Your-Military-Transcript-and-ACE-Credit-Recommendations.aspx)

For credits earned from international institutions, the college will follow the guidelines established by National Association of Credit Evaluation Services (NACES).
The college may, at its discretion, form articulation agreements with non-regionally accredited institutions or organizations that will dictate the transfer of credit for students transferring between them.

In compliance with the most current Massachusetts Quinn Bill revisions, the college may only accept certain credits for criminal justice students and/or courses. This may restrict the college’s general policy for the granting of credit for life experience or military credits in this case.

Any student who feels as though an error or omission has occurred in the evaluation of his/her transfer credit may appeal the situation to the transfer ombudsperson whose responsibility is to ensure institutional compliance with transfer policies and procedures. The transfer ombudsperson is the vice president of academic affairs and she/he can be reached at 978-630-9208. The Transfer Credit Evaluation Team has been established as a standing subcommittee of the MWCC Academic Council with additional representation from the MWCC advising center.

**Academic and Grading Policies**

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**Absence of Student Due to Religious Beliefs**

Any Mount Wachusett Community College 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 the school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

**Academic Honesty Policy**

Students enrolled in MWCC’s courses are responsible for academic honesty. All members of the MWCC community strive to promote honesty in scholarship and research. The primary responsibility for maintaining standards of academic integrity rests with the individual student. Academic honesty is required of all students at MWCC. The Academic Honesty Policy is intended to establish and enforce uniformly just and equitable procedures for resolving allegations of dishonesty. Students must also become knowledgeable about what constitutes cheating, plagiarism, and fabrication by asking the instructor and consulting with the academic support center. Students are instructed to resolve questions or confusion about appropriate documenting and referencing techniques before submitting assignments. The instructor reserves the right to fail students who cheat, plagiarize, or fabricate. Academic dishonesty is prohibited at MWCC and includes but is not limited to:

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

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

- **Plagiarism:** using another person’s words or ideas without acknowledgement. (For full explanation of the Plagiarism Policy, click here.) (p. 49)

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

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

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

Faculty rights and responsibilities

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

Consequences, student discipline

Any student who violates these standards is subject to the MWCC Student Disciplinary Policy and Procedures, which includes academic dishonesty under the definition of misconduct.

Academic Program Cancelation

The college reserves the right to discontinue academic programs due to enrollment or other factors. Students who are currently enrolled in the elected program will be notified in writing of the termination procedures and timelines. Formerly enrolled students will be required to select a new program of study or alternate complete the program within the prescribed time frame.

Academic Standing

President’s and Dean’s List

Students who in a given semester have earned a minimum of 12 semester hours with a quality point average (QPA) of 4.0 qualify for the President’s List. Students who in a given semester have earned a minimum of 12 semester hours with a quality point average (QPA) of 3.30 to 3.99 qualify for the Dean’s List. Foundation courses do not count in QPA calculation.

Academic Alerts

Faculty have the option of issuing academic warnings anytime during the semester. Warnings may be issued because of:

1. LT - Low test, Quiz or Lab Scores
2. EA - Excessive Absences
3. MA - Missing Assignments
4. NT - Needs Tutoring
5. EF - Lacks Effort
6. TD - Tardiness
7. AL - In Danger of Failing
8. DW - Student is Doing Well

Students who receive warnings one through seven should discuss their progress with faculty and take necessary steps to address weak areas. Students may also contact the Academic Advising Office at (978) 630-9109 and the Academic Support Center at (978) 630-9333 for additional support.

Amnesty Policy for Returning Students

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

Audit Policy

The college will accept requests to audit courses starting one week before the start of classes through the last day of the "add period" for each semester. Permission will be granted provided the following:

1. the enrollment in the class is above the minimum enrollment,
2. the instructor states in writing that his/her acceptance of the student is on an audit basis,
3. all fees are payable upon approval of the request to audit.

Failure to comply with the payment procedure will nullify the approval of the request. Once the student has registered for a course for credit, he/ she may not request a change to audit status except as delineated in the above policy. One course per semester may be audited. Academic credit is not granted for an audit course.

Assessment of Student Learning

In keeping with Mount Wachusett Community College’s commitment to excellent educational experiences and high-quality programs for its students, and consistent with practices at other institutions within the state and nationally, Mount Wachusett Community College routinely engages in the assessment of student learning at the course, program, institution and system levels. The learning outcomes assessment process may include a variety of methods such as standardized tests, student surveys and focus groups, campus developed instruments, and a review of student course and co-curricular work. In circumstances beyond the individual course level, where a student’s course or co-curriculum work is selected for assessment, the identity of the student will be protected. The student’s name, grade or other identifying information will be removed before the student work is reviewed. Selected student work may be subject to review by a limited cohort of higher educational personnel, primarily faculty. Assessment of student learning is undertaken primarily for the purpose of improving student learning, curriculum development, instructional improvement, and enhancing student academic success. Assessment activities will have absolutely no effect on a student’s grade, academic standing, ability to transfer, or ability to be graduated. The college will take all necessary steps to ensure the confidentiality of all student records and student work reviewed through this process in accordance with FERPA regulation. MWCC will assess students by using a multiplicity of measurements of student work that include institutional student learning outcomes assessment, program outcomes assessment, and students’ personal and social growth assessment. To ensure that students complete a full complement of learning across the disciplines, the following institutional student learning outcomes have been developed in accordance with MWCC’s mission and goals.
Institutional Student Learning Outcomes

Mount Wachusett Community College has identified five Institutional Student Learning Outcomes that define the skills that students will be able to demonstrate upon graduation from MWCC. Students will accomplish these outcomes through completing coursework and co-curricular activities on campus and in the community. Through their Program of Study, students will acquire subject matter knowledge in their field that aligns with their Program Student Learning Outcomes.

Upon graduation from Mount Wachusett Community College, students will be able to

1. ANALYZE information to formulate ideas and to solve problems.
   1.1 Represent and interpret numbers or words in a variety of contexts;
   1.2 Identify a problem and describe the process of solving it using critical thinking skills;
   1.3 Analyze and interpret a theory or idea using sound supporting evidence; and
   1.4 Evaluate the strength and validity of proposed solutions.

2. COMMUNICATE information, ideas and opinions effectively for a range of purposes and audiences.
   2.1 Comprehend and interpret various types of written and visual communication;
   2.2 Formulate ideas and opinions supported by organized appropriate content;
   2.3 Demonstrate active listening strategies in academic and/or professional settings; and
   2.4 Write and speak fluently to communicate in English.

3. CREATE original work that demonstrates knowledge of their field.
   3.1 Articulate the way creative works reflect the values of the societies that produced them;
   3.2 Analyze creative works from a variety of cultures and perspectives;
   3.3 Apply creative thinking skills to identify and solve problems; and
   3.4 Produce work that reflects originality and innovation.

4. ENGAGE within local, national, and global communities.
   4.1 Identify their personal and cultural beliefs and how they relate to the larger world;
   4.2 Identify ethical principles and how these principles apply to their fields of study;
   4.3 Conduct themselves professionally with people from all backgrounds; and
   4.4 Participate as responsible global citizens and engaged members of society.

5. RESEARCH ideas and examine them using current knowledge.
   5.1 Identify information needs for a specific purpose;
   5.2 Access information effectively, efficiently and ethically;
   5.3 Use information effectively and ethically to accomplish a specific purpose; and
   5.4 Evaluate information and its sources critically for accuracy, authenticity, and bias.

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

C Grade Policy for Foundation Courses

A grade of C or better must be achieved in ENG 096 Writing Readiness, ENG 098 Fundamentals of Writing, MAT 092 Foundations of Mathematics, MAT 096 Intermediate Algebra, RDG 096 Fundamentals of Reading 1, RDG 098 Fundamentals of Reading II, and all ESL courses (ELC, ELG, ELR, ELW) before a student can enroll in the next higher level class. If a student receives a C- grade or below and wishes to take the next higher level class, he/she may petition to enroll in it by retesting in the assessment center and achieving a score that would place him/her in the next higher level.

Change in Degree Requirements

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

Change of Major

Changing a major is an important academic decision. A student who wants to change from one program of study to another must meet with an advisor to discuss his/her decision, to create a new educational plan and to complete a Change of Program Request Form. The Change of Program Request Form is only available by meeting with an advisor. All program change forms require an advisor’s signature to be processed. Students should also note that program changes may have financial aid implications.

A change of program initiated will become effective for the start of the subsequent semester. Students may petition to have the change made effective during the current semester. Current students must apply for
admission to selective programs through the admissions office. Students wishing to change from a non-matriculated to matriculated status must complete a new admissions application in the admissions office. Student who have previously graduated and wish to begin a new program of study within two semesters last attending, should meet with an advisor to declare a new major, otherwise they will be non-matriculated.

Changing Courses

During the add/drop period, students may drop courses without academic or financial penalty. With the assistance of an advisor, students may also register for courses during the add/drop period subject to seat availability and college policies. Students may not register for lab sciences after the first meeting of the course. Please reference the academic calendar for the specific dates of the add/drop period http://mwcc.edu/academic/academic-calendar/.

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, if allowed by the instructor, 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. A student who stops attending (or fails to participate in the case of online courses), will be withdrawn by the college as of his or her last date of attendance up to the last day to withdraw. Withdrawals due to lack of attendance do not reduce charges, but may result in reductions in financial aid. If a student is excessively absent (or fails to participate in the case of online courses), he or she may 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 and should also notify the Dean of Students in the Student Services Office on the Gardner campus in room 144 or call 978-630-5855.

College Credit Hour

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

Commencement Awards

President's Keys

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

Dean's Key

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

Graduation Honors

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

Computer Access Recommended for Students

MWCC highly recommends that students have access to a computer to support their coursework. Access is available to students through labs at MWCC’s Gardner, Leominster, and Devens Campuses as well as the library at the Gardner Campus. Wireless Network connectivity is available in all publicly accessible areas of MWCC, including classrooms, common areas, and office areas at all campuses. Students can also check with their local libraries about the availability of computers for public use. Some courses require students have laptops available to bring to class; these courses will be noted in semester course selection booklets.

Copyright Policy

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

MWCC students, faculty, and staff who are responsible for college activities or projects are responsible for learning about applicable fair use and for following its dictates. Members of the college community who willfully disregard the copyright policy do so at their own risk and assume all liability. The best advice is to act in an informed and good faith manner.

FAQ: What will happen if I do not follow this policy accurately?

The person who actually commits the infringement is liable. Case law is slowly evolving. In cases of “willful disregard of the law,” criminal actions may be taken. Statutory damages of up to $100,000 per work infringed may be awarded.
Willful infringement means that you knew you were infringing and you did it anyway. Ignorance of the law is no excuse. If you don’t know that you are infringing, you may be liable for damages—only the amount of the award will be affected.

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

Course Load

Students may enroll in no more than 18 credit hours per semester. In addition, students may not enroll in more than nine credits per cycle, and six credit hours per intersession. Students may apply to exceed any of these limits if he/she has a cumulative quality point average of 3.2 or above and receives the approval of the vice president of academic affairs.

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. Students will be classified as freshmen and sophomores based on their earned credits. To be considered a sophomore, a student must have earned 30 or more credits.

Grades

Grade Changes

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

Grade Policy for Failing Grades (F)

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

Grading System

The college uses the following grading system:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
</tbody>
</table>

D-  0.70
F  0.00

Students may receive the following codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIP</td>
<td>Course in Progress</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>IP</td>
<td>In-progress</td>
</tr>
<tr>
<td>L</td>
<td>Audit</td>
</tr>
<tr>
<td>P</td>
<td>Passing (credit given)</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn (without grade point penalty)</td>
</tr>
</tbody>
</table>

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

Calculating Quality Point Average

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

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

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

Note:

- **Nursing** - all BIO and NUR classes require at least a C+ (77) for students to be eligible for promotion to next level.
- **Physical Therapist Assistant** - all PTA and BIO 199 Anatomy and Physiology I (formerly BIO203) and BIO 204 Anatomy and Physiology II courses require at least a C+ (77) for students to maintain good standing.
- **Clinical Laboratory Science** - all BIO, CHE, MAT, and CLS courses require at least a C+ (77) for a student to maintain good standing.
- **Dental Hygiene** - all DHY courses require a C+ (77) for students to be eligible for promotion to next level course work.
- **Dental Assisting** - all DAC courses require a C+ (77) for students to be eligible for promotion to next level course work.
Graduation

Graduation Procedure

An associate degree or certificate is awarded upon completion of the program requirements as outlined in this catalog. The procedures for graduating students are as follows:

1. Any student who believes that he/she has met or will meet the degree requirements for graduation must complete a petition to graduate form no later than October 1 for December graduation, and March 1 for May and August graduation. Students who complete degree requirements in December and those anticipating completion in August are invited to participate in the May commencements exercises. Petitions are available from academic advisors, the advising center or the records office. Late petitions will be considered only under special circumstances and may result in the late delivery of a diploma.

2. In determining program QPA for graduation, the first course taken that satisfies a certificate or degree requirement will be used. In the case of repeated courses, the higher grade will be applied. In rare cases students may appeal to substitute a course taken later to satisfy graduation requirements including:
   - A courses that is no longer offered and therefore cannot be repeated
   - Achievement of the minimum 2.0 graduation requirement with the substitution of the later course
   - Usage of the later course in the satisfaction of a selective program requirement

Course substitutions requests are available from academic advisors, the advising center or the records office.

3. All degree requirements, including transfer credits, degree substitutions, and other necessary documentation, must be completed and accepted by the college no later than April 1 for May and August graduation and November 1 for December graduation. The only exception to this rule would be courses in which the student is planning to complete in the summer session and those currently enrolled at MWCC. The degree or certificate will be awarded at the end of the term when required credits have been earned. All grade changes must be receive no later than the day of graduation to be considered for graduation for that term (spring semester for May graduation, summer semester for August graduation, and fall semester for December graduation). Students who earn incomplete grades required for completion of their program of study which are not submitted by the date of graduation, will not graduate in that term. In this case students must complete a new petition to graduate when the incomplete grade is submitted with a passing grade. There is a $25 diploma replacement fee if graduation date is more than three years old.

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

Graduation Requirements

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

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

To be eligible to receive an associate degree, students must complete all the requirements of one of the college’s degree programs with a maximum of 50% of program requirements in transfer credits (up to 45 credits under special circumstances and with permission of Department Chair/DIVision Dean/Vice President of Academic Affairs) and with a program and overall cumulative quality point average (QPA) of not less than 2.0. Students earning a certificate must complete all requirements with a minimum program and overall cumulative quality point average of 2.0. In addition, students must earn a minimum of 15 credits in residence at MWCC.

Incomplete (I) Grades

An "I" grade (incomplete) 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 for the student to complete course requirements. The instructor must complete an official Incomplete Grade Form and submit it to the Registrar. The form should outline what assignments need to be completed by the deadline and also include contact information for the instructor for the 30-day period. If at the end of the 30-day extension no passing grade is submitted to the records office by the instructor, the "I" grade will automatically be recorded on the student’s transcript as an F. Extenuating circumstances may extend this period of time at the discretion of the instructor, division dean, and vice president of academic affairs.

Institutional Credit

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

MWCC Credits Applied Toward Degree—Age of Credits

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. Students should discuss any concerns regarding the applicability of credits earned with their academic advisor or division dean.
Plagiarism Policy

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

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

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

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

- Receive a grade of zero for the assignment.
- Receive a grade of F for the course.
- Refer the case to the Vice President of Academic Affairs for further action through the student disciplinary procedures.

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

Prerequisites

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

Probation or Suspension

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

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

1. Attempted credits include all courses registered for except those dropped during the first week of classes.
2. Each repeated course counts toward registered credits, although 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

The student must attend a Satisfactory Academic Progress (SAP) Workshop and complete an appeal form to petition for reinstatement; in the appeal form, the student should articulate 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.

Repeat Course Policy

Students may repeat a course one time. Permission to repeat any course for a second time must be received by the division dean. Students may be allowed to receive financial aid funding for one course repeat in order to improve upon a passing grade. Any additional repeats cannot be covered by financial aid. In repeating a course, the higher grade will be used in the calculation of the student’s cumulative quality point average (QPA). A repeated course (along with the original attempt) must be counted as attempted credits in the calculation of the standards of satisfactory progress. 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.

Satisfactory Academic Progress—Student Financial Assistance Recipients

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

Technical Standards

Technical Standards

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

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

Technical Standards for Lab Courses

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

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

Transfer of a Student from Higher Level to Lower Level Courses

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

Withdrawal

Withdrawal from Courses

A student may formally withdraw from a course through the last day to withdraw as published in the academic calendar. Students are required to speak to an advisor to withdraw from any course. A grade of “W” will be recorded on the student’s transcript. Please be advised that ceasing to attend a class will be reported to the records office by your instructor. This will result in a grade of F and may affect your current financial aid award. Course withdrawals will not be processed after the last day to withdraw noted in the academic calendar for each term/cycle. F grades are averaged into the QPA for all students. Any withdrawal may affect progress toward degree and future eligibility for financial aid.

Administrative Action Forms are available for withdrawal after the 60% point of the semester/cycle as a result of extenuating circumstances. A student will obtain an Administrative Action Form in the records office or online. Documentation of the extenuating circumstances must be submitted with the form for this appeal to be reviewed.

Withdrawal from the College

Students who withdraw from the college are required to have a meeting with an academic advisor in person, over the phone, or via email. Students who officially withdraw from the college prior to the last day to withdraw (as published in the academic calendar) will receive a grade of W. Students who do not officially withdraw from the college are subject to the earned grade. Financial aid recipients withdrawing from the college may owe a refund of federal funds disbursed based upon the approved federal refund policy. Failure to attend/participate does not constitute an official college withdrawal. F grades are averaged into the QPA for all students.

Administrative Withdrawals

Administrative withdrawals may occur as a result of extenuating circumstances. Administrative withdrawals may also occur for students who fail to meet prerequisites prior to the start of the term/cycle and during the add/drop period noted on the academic calendar. Students who are administratively withdrawn from a course due to failing a prerequisite will not have the course or a grade on their official record.
Medical Withdrawals

A medical withdrawal is a withdrawal from all classes due to a severe, unforeseen medical condition, either physical or emotional. It is intended for use only in extraordinary circumstances in which unanticipated serious illness or injury prevents a student from continuing to attend or participate in all of his or her classes. A student must complete and submit a “Request for Medical Withdrawal” form to the Dean of Students Office. The College’s refund policy will apply to all medical withdrawals. There will be no refund for medical withdrawals after the refund period has expired. A student may request an exception to the refund policy by submitting a written appeal to the Dean of Students for review. Exceptions are made on a case-by-case basis. An appeal should contain enough information and supporting documentation to inform the College of the reasons behind the medical withdrawal. Students who submit an appeal are granting permission for relevant college officials to review all information provided in support of the appeal. In cases involving pregnancy, a student should consult with the Title IX Coordinator to assure appropriate consideration of her case under the protections of Title IX.
Associate Degree & Certificate List

Associate Degrees

Accounting Concentration (BACA) (p. 53)
Allied Health Concentration (IDSH) (p. 55)
Analytical Laboratory and Quality Systems Concentration (BTDO) (p. 65)
Art (ART) (p. 59)
Art Concentration (LART)
Audio Engineering Concentration (MRTA) (p. 113)
Automotive Technology (ATD) (p. 61)
Biological Science Track (LAB) (p. 63)
Biotechnology/Biomanufacturing (BTBD) (p. 65)
Business Administration—Career (BAC) (p. 69)
Business Administration—Transfer (BA) (p. 69)
Chemical Science Track (LACH) (p. 73)
Civic Engagement and Community Leadership Track (LACE) (p. 75)
Communications Track (LAC) (p. 77)
Complementary Health Care (CHD) (p. 79)
Computer Information Systems (CIS) (p. 81)
Criminal Justice—Corrections Concentration (CJCD) (p. 83)
Criminal Justice—Law Enforcement Concentration (CJL)
Dental Hygiene (DHY) (p. 86)
Early Childhood Education—Career (ECC) (p. 89)
Early Childhood Education—Transfer (ECT)
Elementary Education Track (LAEL) (p. 89)
Energy Management (EGD) (p. 93)
Exercise and Sports Science Track (LAX) (p. 95)
Fire Science Technology (FS) (p. 96)
Graphic and Interactive Design (GID) (p. 97)
Health Information Management (HIM) (p. 100)
History & Political Science Track (LAHP) (p. 101)
Human Services (HS) (p. 104)
Interdisciplinary Studies (IDS) (p. 106)
Legal Studies (includes Paralegal) (LAW) (p. 107)
Liberal Arts & Sciences (LAS) (p. 109)
Manufacturing Technology—Plastics (PT) (p. 111)
Media Arts and Technology (MRT) (p. 113)
Medical Assisting (MAS) (p. 119)
Medical Laboratory Technology (MLT) (p. 122)
Natural Resources (NRD) (p. 124)
Nursing (NU) (NU) (NUP) (p. 126)
Photography Concentration (MRTPO) (p. 113)
Physical Therapist Assistant (PTA) (p. 132)
Physics or Pre-engineering Track (LAEP) (p. 133)
Pre-Pharmacy Track (LAHP) (p. 135)
Theatre Arts Track (LAT) (p. 137)
Video/Film Concentration (MRTV) (p. 113)

1 Denotes concentration of an associate degree

Certificate Programs

Accounting/Bookkeeping (CAA) (p. 53)
Allied Health (AHC) (p. 55)

Analytical Laboratory and Quality Systems (ALQC) (p. 65)
Automotive Technology (ATC) (p. 61)
Biotechnology/Biomanufacturing (BTC) (p. 65)
Business Administration (BUC) (p. 69)
Complementary Health Care (CHO) (p. 79)
Cyber Security Certificate (CSC) (p. 81)
Dental Assisting (DAC) (p. 86)
Energy Management (EGC) (p. 93)
Graphic & Interactive Design Certificate (GIDC) (p. 97)
Hospitality Certificate (HRM) (p. 69)
Human Service Technician (HSC) (p. 126)
IT Support Specialist (ITC) (p. 81)
Law Enforcement (CJLC) (p. 83)
Manufacturing Technology - Mechatronics (PMTC) (p. 111)
Medical Assisting (MASC) (p. 119)
Medical Coding (MCC) (p. 121)
Medical Office (MOC) (p. 123)
Non Profit Management (BNPC) (p. 69)
Office Assistant (OAC) (p. 130)
Paralegal (LAWC) (p. 107)
Patient Care (PCC) (p. 126)
Personal Training (PTC) (p. 131)
Photography-Professional Certificate (PHO) (p. 113)
Practical Nurse (PN) (p. 126)
Small Business Management (SBC) (p. 69)

Other Non-Degree Options

Certified Nursing Assistant Training
Emergency Medical Technician Training (p. 57)
Honors Program (p. 103)
Phlebotomy Training (p. 57)
Radiologic Technologist Articulation Agreement (p. 136)

General Education Core Curriculum

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

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

Transfer degree programs have a core as follows

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Writing II</td>
</tr>
<tr>
<td>Health Elective</td>
<td>2-3</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td>9</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td>9</td>
</tr>
<tr>
<td>Science Electives</td>
<td>7-8</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Career degree programs have a 23-25 credit core as follows

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Writing II</td>
</tr>
</tbody>
</table>
Health Elective 2-3
Humanities Elective 3
Social Science Elective 3
Mathematics Elective 3
Science Elective 3-4
Business Elective/Computer Elective 3

Contact the advising center at 978-630-9109 with questions.

Elective Courses by Abbreviation

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

Business Electives
ACC, BUS, CIS, ECO, FIN, HRM, MGT, MKT, LAW

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

Lab Science Electives
AQS, BIO, BTC, CHE, EAS, EGM, NRD, PHY
(4 credit courses)

Health Electives

BIO 101 Introduction To Nutrition (formerly NUT101) 3
BIO 103 Human Health And Disease 3
BIO 112 Biology Of Cancer 3
BIO 230 Nutrition, Health, And Sustainability 3
CHC 101 Complementary Health Care 3
CHC 102 Foundations of Yoga 3
CHC 108 Transforming Stress 3
CHC 220 Mind-Body-Spirit Connection 3
EXS 102 Principles Of Anatomy And Kinesiology 3
EXS 201 Exercise Science And Nutrition 4
PER 126 Fitness And Wellness 2
PER 127 Weight Management through Walking and Resistance Training 2
PER 130 Health, Fitness, And Wellness 3

Humanities Electives
ART, ASL, DAN, ENG, FRE, HUM, MUS, PHL, SPA, SPC, THE

Literature Electives

ENG 201 Honors English: American Romanticism 3
ENG 203 Twentieth Century American Authors 3
ENG 205 Shakespeare 3
ENG 210 Literature Of The Sixties 3
ENG 213 American Literature I 3
ENG 214 American Literature II 3
ENG 221 Women's Literature 3
ENG 224 Mystery Fiction 3
ENG 227 English Literature I 3
ENG 228 English Literature II 3
ENG 233 Science Fiction 3
ENG 235 Children's Literature 3
ENG 236 Modern Drama 3
ENG 237 Special Topics: Queer American Drama 3
ENG 252 Shakespeare and Star Wars: A Study of Tragedy through Drama and Film 3
ENG 259 Literary Masterpieces I 3
ENG 260 Literary Masterpieces II 3
ENG 261 The Short Story 3
ENG 265 Great Writers of Harlem 3

General Electives
Any course other than the following:

ELC 096 Intermediate Conversation
ELC 098 Advanced Conversation
ELG 096 Intermediate Grammar
ELG 098 Advanced Grammar
ELR 096 Intermediate Reading
ELR 098 Advanced Reading
ELW 096 Intermediate Writing
ELW 098 Advanced Writing
ENG 096 Writing Readiness
ENG 098 Fundamentals of Writing
MAT 092 Foundations of Mathematics
MAT 096 Intermediate Algebra
RDG 096 Fundamentals of Reading I
RDG 098 Fundamentals of Reading II

Accounting

The Accounting Program at Mount Wachusett Community College provides students with the opportunity to earn a Certificate in Accounting/Bookkeeper or Associate Degree in Business Administration with an Accounting Concentration. Upon completion of either program, students are prepared for positions in many types of business settings. During the course of study, students will develop skills and competencies in the basic economic principles of the business world using the latest computer and electronic technology. Students will gain knowledge in management, general business, accounting and marketing.

Accounting/Bookkeeper 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, payroll and data entry. This program is a great option if you are seeking a career change or job retraining.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td></td>
</tr>
<tr>
<td>ACC 101 Principles Of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 127 Computer Technologies</td>
<td>3</td>
</tr>
<tr>
<td>Career Elective (see list below)</td>
<td>3</td>
</tr>
<tr>
<td>MAT 126 Topics In Mathematics (or higher)</td>
<td>4</td>
</tr>
</tbody>
</table>

Mount Wachusett Community College - DRAFT COPY
## Accounting

### Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 102</td>
<td>Principles Of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 227</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Career Elective (see list below)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ACC 224</td>
<td>Taxation</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 25

### Career Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 105</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 112</td>
<td>Introduction To Customer Relations</td>
<td>3</td>
</tr>
<tr>
<td>BUS 125</td>
<td>Communication For Business And Industry</td>
<td>3</td>
</tr>
<tr>
<td>MGT 210</td>
<td>Principles Of Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 241</td>
<td>Advertising</td>
<td>3</td>
</tr>
</tbody>
</table>

See Business Administration program competencies and 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. Day and evening courses are offered.

### 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.

### Transfer options

This program is intended for immediate career entry. Courses completed as part of this certificate program can be applied to the Business Administration Degree.

### Career options/Earning potential

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=accounting&SearchType=occupation)

### Gainful Employment Program Disclosure Information

For gainful employment information, please click here. (http://mwcc.edu/gedt/caa)

### Accounting Concentration (BACA)

#### A Degree in Business Administration—Career

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

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Principles Of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Computer Technologies</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>MKT 142</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 163</td>
<td>Pre-Calculus</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 102</td>
<td>Principles Of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 227</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Writing II</td>
<td>3</td>
</tr>
<tr>
<td>SPC 113</td>
<td>Speech (formerly THE113)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201</td>
<td>International Business</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 226</td>
<td>Managerial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>ACC 224</td>
<td>Taxation</td>
<td>3</td>
</tr>
<tr>
<td>MGT 210</td>
<td>Principles Of Management</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 250</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>ECO 102</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 211</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>FIN 250</td>
<td>Basic Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Science Elective</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Elective (see list below)</td>
<td>2-4</td>
</tr>
</tbody>
</table>

**Total Credits:** 63-65

1 Science Electives: BIO, BTC, CHE, EAS, EGM, NRD or PHY

### Health Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>Introduction To Nutrition (formerly NUT101)</td>
<td>3</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Human Health And Disease</td>
<td>3</td>
</tr>
<tr>
<td>BIO 112</td>
<td>Biology Of Cancer</td>
<td>3</td>
</tr>
<tr>
<td>BIO 230</td>
<td>Nutrition, Health, And Sustainability</td>
<td>3</td>
</tr>
<tr>
<td>CHC 101</td>
<td>Complementary Health Care</td>
<td>3</td>
</tr>
<tr>
<td>CHC 102</td>
<td>Foundations of Yoga</td>
<td>3</td>
</tr>
<tr>
<td>CHC 108</td>
<td>Transforming Stress</td>
<td>3</td>
</tr>
<tr>
<td>CHC 220</td>
<td>Mind-Body-Spirit Connection</td>
<td>3</td>
</tr>
<tr>
<td>EXS 102</td>
<td>Principles Of Anatomy And Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>EXS 201</td>
<td>Exercise Science And Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>PER 126</td>
<td>Fitness And Wellness</td>
<td>2</td>
</tr>
</tbody>
</table>
HELPFUL HINTS

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

TRANSFER OPTIONS

This program is intended for immediate career entry. Courses completed as part of this certificate program can be applied to the Business Administration Degree.

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/EARNING POTENTIAL

For career options, please click here.
(https://mwcc.emsicareercoach.com/
#action=loadSearchResults&Search=accounting&SearchType=occupation)

PROGRAM COMPETENCIES FOR BACA

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

- Identify basic principles used in the business world today.
- Demonstrate an understanding of basic economic principles including skills necessary to read, create, and understand graphical information.
- Demonstrate understanding of the “marketing concept” and its application by profit-seeking firms of this decade.
- Demonstrate an understanding of how monetary and fiscal policies are used to stabilize or stimulate the US economy.
- Use the latest computer and electronic technology in both personal lives and professional careers.
- Analyze economic events necessary for recording accounting transactions that result in accurately-prepared financial statements.
- 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 ¹ FOR BACA AND CAA

¹ For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

- Comprehend textbook material at the 11th grade level.
- Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
- Gather, analyze, and draw conclusions from data.
- Manipulate small items such as a mouse or keyboard.
- Read data from a computer screen.
- Sit or stand for prolonged periods of time.

ALLIED HEALTH

The Allied Health Program at Mount Wachusett Community College provides students with the opportunity to earn a Certificate in Allied Health or Associate Degree in Interdisciplinary Studies with an Allied Health Concentration. Upon completion of one of these programs, students will be contributing, productive and successful participants in the health sciences arena. During the course of study, students are able to attain skills leading to entry level employment while completing pre- and co-requisite coursework for MWCC health science programs such as nursing, medical laboratory technology, physical therapist assistant, pharmacy technician, medical coding and dental hygiene and assisting.

ALLIED HEALTH CERTIFICATE (AHC)

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

YEAR 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
</tr>
<tr>
<td>BIO 152 or 199</td>
<td>Essentials of Anatomy and Physiology (or Anatomy and Physiology I)</td>
</tr>
<tr>
<td>Career Electives (see list below)</td>
<td>5-6</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>MAT 126</td>
<td>Topics In Mathematics</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Introduction To Psychology</td>
</tr>
<tr>
<td>Career Electives (see list below)</td>
<td>5-7</td>
</tr>
<tr>
<td>Total Credits:</td>
<td>24-27</td>
</tr>
</tbody>
</table>

See the allied health general information for technical standards.

The following courses are suggested electives for students interested in completing a degree in PTA or Liberal Arts, Exercise and Sport Science Track (LAX). SPC 113 Speech (formerly THE113), is highly recommended for LAX majors.

YEAR 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXS 102 or PTA 104</td>
<td>Principles Of Anatomy And Kinesiology (or Applied Anatomy and Kinesiology)</td>
</tr>
<tr>
<td>CHC 101</td>
<td>Complementary Health Care</td>
</tr>
<tr>
<td>EXS 201</td>
<td>Exercise Science And Nutrition</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>EXS 203</td>
<td>Exercise Testing And Program Design ¹</td>
</tr>
<tr>
<td>Total Credits:</td>
<td>14</td>
</tr>
</tbody>
</table>

¹ For general information about technical standards and accommodation, see Technical Standards. (p. 50)
Upon completion, students will be eligible to sit for the personal trainer exam. Students must pay the costs incurred for their certifications.

**Career Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>Introduction To Nutrition (formerly NUT101)</td>
<td>3</td>
</tr>
<tr>
<td>CHC 101</td>
<td>Complementary Health Care</td>
<td>3</td>
</tr>
<tr>
<td>CHC 102</td>
<td>Foundations of Yoga</td>
<td>3</td>
</tr>
<tr>
<td>CHC 104</td>
<td>Reflexology</td>
<td>3</td>
</tr>
<tr>
<td>CHC 110</td>
<td>Reiki: Traditional Usui Method</td>
<td>3</td>
</tr>
<tr>
<td>CHC 202</td>
<td>Yoga II</td>
<td>3</td>
</tr>
<tr>
<td>CHC 204</td>
<td>Yoga III</td>
<td>4</td>
</tr>
<tr>
<td>EKG 101</td>
<td>Ekg: Concepts And Practice</td>
<td>3</td>
</tr>
<tr>
<td>EXS 201</td>
<td>Exercise Science And Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>EXS 203</td>
<td>Exercise Testing And Program Design</td>
<td>4</td>
</tr>
<tr>
<td>HEA 103</td>
<td>Medical Interpretation</td>
<td>4</td>
</tr>
<tr>
<td>HEA 115</td>
<td>Nurse Assistant Theory</td>
<td>3</td>
</tr>
<tr>
<td>HEA 116</td>
<td>Nurse Assistant Practicum</td>
<td>2</td>
</tr>
<tr>
<td>HEA 117</td>
<td>Acute Care CNA Training</td>
<td>3</td>
</tr>
<tr>
<td>HEA 118</td>
<td>Home Health Aide</td>
<td>2</td>
</tr>
<tr>
<td>HEA 119</td>
<td>Rehabilitation Aide Training</td>
<td>3</td>
</tr>
<tr>
<td>HCC 111</td>
<td>Emergency Medical Technician I (Evening Only)</td>
<td>4</td>
</tr>
<tr>
<td>HCC 112</td>
<td>Emergency Medical Technician II (Evening Only)</td>
<td>4</td>
</tr>
<tr>
<td>MAS 201</td>
<td>Medical Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>MLT 103</td>
<td>Introduction to Medical Laboratory Technology I (Formerly CLS103)</td>
<td>4</td>
</tr>
<tr>
<td>MLT 105 &amp; 106 Intro to Med Lab II &amp; Practicum (co-requisites)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PLB 101</td>
<td>Introduction To Phlebotomy</td>
<td>3</td>
</tr>
<tr>
<td>PLB 203</td>
<td>Phlebotomy Clinical Practicum</td>
<td>4</td>
</tr>
</tbody>
</table>

See Allied Health program competencies and technical standards.

**Helpful hints**

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

**Special requirements**

Technical requirements must be met with or without accommodations.

**Transfer options**

This program is intended for immediate career entry. Courses completed as part of this certificate program can be applied to the Interdisciplinary Studies with an Allied Health Concentration Degree.

**Career options/Earning potential**

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=Allied +Health&SearchType=occupation)

**Gainful Employment Program Disclosure Information**

For gainful employment information, please click here (http://mwcc.edu/gedt/ahc).

---

**Allied Health Concentration (IDSH)**

**A Degree in Interdisciplinary Studies**

This concentration is for those who anticipate applying to a healthcare program, allowing them to complete general education requirements prior to program acceptance. Most of the MWCC healthcare programs have selective admissions requirements (see Selective Admission Requirements (p. 14)). Acceptance into this Interdisciplinary Studies Concentration does not guarantee admission into a selective healthcare program but does offer an opportunity to explore career options.

**Year 1**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Fall</td>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
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<tr>
<td></td>
<td>BIO 152 or 199</td>
<td>Essentials of Anatomy and Physiology</td>
<td>4</td>
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<tr>
<td></td>
<td>PSY 105</td>
<td>Introduction To Psychology</td>
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<td>Spring</td>
<td>MAT 126</td>
<td>Topics In Mathematics (or higher)</td>
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<td></td>
<td>ENG 102</td>
<td>College Writing II</td>
<td>3</td>
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<td></td>
<td>PSY 110</td>
<td>Human Growth And Development</td>
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<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td></td>
<td>SPC 113</td>
<td>Speech (formerly THE113)</td>
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<tr>
<td></td>
<td>PER 126 or PER 130</td>
<td>2-3</td>
<td></td>
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<tr>
<td></td>
<td>CIS 127</td>
<td>Computer Technologies</td>
<td>3</td>
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<tr>
<td></td>
<td>Lab Science Elective</td>
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<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
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<td></td>
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<tr>
<td>Spring</td>
<td>ISC 220</td>
<td>Community Service Learning Capstone</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Lab Science Elective</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits:** 61-65

---

1. BIO 152 Essentials of Anatomy and Physiology recommended for Practical Nursing program
2. BIO 205 Microbiology recommended
3. PER 130 Health, Fitness, And Wellness is recommended for transfer
4. Preferred electives include MGT 105 Leadership And Management For The Health Care Professional Business Electives: ACC, BUS, CIS, ECO, FIN, MGT, MKT, PLS
5. General Electives: See General Electives (p. 53) exceptions.
6. Capstone Course
Career Electives

<table>
<thead>
<tr>
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<th>Course Name</th>
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<tbody>
<tr>
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<tr>
<td>CHC 101</td>
<td>Complementary Health Care</td>
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</tr>
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<td>CHC 102</td>
<td>Foundations of Yoga</td>
<td>3</td>
</tr>
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<td>CHC 104</td>
<td>Reflexology</td>
<td>3</td>
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<tr>
<td>CHC 110</td>
<td>Reiki: Traditional Usui Method</td>
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<tr>
<td>CHC 202</td>
<td>Yoga II</td>
<td>3</td>
</tr>
<tr>
<td>CHC 204</td>
<td>Yoga III</td>
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</tr>
<tr>
<td>EKG 101</td>
<td>Ekg: Concepts And Practice</td>
<td>3</td>
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<tr>
<td>EXS 201</td>
<td>Exercise Science And Nutrition</td>
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<tr>
<td>EXS 203</td>
<td>Exercise Testing And Program Design</td>
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<tr>
<td>HEA 103</td>
<td>Medical Interpretation</td>
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<td>MLT 103</td>
<td>Introduction to Medical Laboratory Technology I</td>
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<tr>
<td>MLT 105 &amp; MLT 106 (co-requisites)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PLB 101</td>
<td>Introduction To Phlebotomy</td>
<td>3</td>
</tr>
<tr>
<td>PLB 203</td>
<td>Phlebotomy Clinical Practicum</td>
<td>4</td>
</tr>
</tbody>
</table>

Technical Standards EMT

EMT students enrolling in EMT courses (HCC 111 Emergency Medical Technician I (Evening Only) (Evening Only) and HCC 112 Emergency Medical Technician II (Evening Only) (Evening Only) ) must be able to demonstrate the ability to:

- Comprehend textbook material at the 11th grade level.
- Communicate in a verbal and written format.
- Gather and draw conclusions from data acquired from patient treatment.
- Lift heavy loads (patients or equipment) that may exceed 100 pounds.
- Manipulate gauges and valves associated with, for example, oxygen delivery.
- Manipulate small devices such as syringes, IVs, resuscitation equipment, etc.

Program length

Typically, these courses can be completed in one semester. HCC 111 Emergency Medical Technician I (Evening Only) (Evening Only) meets the first seven weeks of a semester and HCC 112 Emergency Medical Technician II (Evening Only) (Evening Only) meets the second seven weeks.

Certification

Upon completion of HCC 111 Emergency Medical Technician I (Evening Only) (Evening Only) and HCC 112 Emergency Medical Technician II (Evening Only) (Evening Only) with a final grade of 73 percent or better, students are eligible to take the state certification exam (the practical exam costs $150, the written exam costs $80, and a $130 host site fee.)

Transfer options

Students can use these credits as career electives in MWCC’s Allied Health programs (AHC & IDSH). Consult with your academic advisor.

Emergency Medical Technician Training (XEMT) (non-degree program)

People’s lives often depend on the quick reaction and competent care of emergency medical technicians (EMTs). EMTs and paramedics provide vital attention, caring for and transporting the sick or injured to medical facilities. In an emergency, EMTs and paramedics typically are dispatched to the scene, where they determine the nature and extent of the patient’s condition. Following strict rules and guidelines, they give appropriate emergency care and, when necessary, transport the patient. For more information, please call 978-630-9110.

Special requirements

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

Phlebotomy Training (XPLB) (non-degree program)

A phlebotomist is skilled in blood collection and the preparation of certain specimens for diagnostic laboratory testing, as ordered by a physician. This program prepares individuals for careers as phlebotomists in various health care settings such as hospitals, physician offices, HMOs, surgical centers, and independent laboratories. Students study the profession’s history; medical terminology; venipuncture; arterial puncture; microsampling; special blood collection procedures; OSHA and safety procedures involving blood borne pathogens;
basic computer applications; basic pre-analytical and post-analytical laboratory procedures, and point of care testing; and electrocardiography procedures. Course objectives and competency are accomplished through formal coursework, laboratory practice, and a clinical practicum (a three week, 40 hour per week commitment). Starting in the fall 2011, a $150 fee for the practicum will be assessed. Upon completion of this certificate, students are eligible to sit for the certification exam. For more information, please call 978-630-9110.

PLB 101 Introduction To Phlebotomy 3
PLB 203 Phlebotomy Clinical Practicum 4

Technical Standards 1 for XPLB

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

- Comprehend textbook material at the 11th grade level.
- Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
- Gather, analyze, and draw conclusions from data.
- Stand for a minimum of two hours.
- Walk for a minimum of six hours, not necessarily consecutively.
- Stoop, bend, and twist for a minimum of 30 minutes at a time and be able to repeat this activity at frequent intervals.
- Lift a 40-pound person or assist with a larger person and transfer the person from one location to another.
- Determine by touch: hotness/coldness, wetness/dryness, and hardness/softness.
- Use the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on machinery.
- Respond to spoken words, monitor signals, call bells, and vital sign assessment equipment.
- Identify behaviors that would endanger a person’s life or safety and intervene quickly, with an appropriate solution, in a crisis situation.

Helpful hints

This is a great professional development opportunity for those already in the healthcare field.

Transfer options

PLB 101 Introduction To Phlebotomy and PLB 203 Phlebotomy Clinical Practicum can be used as career electives in the Allied Health programs (AHC & IDSH). Consult with your academic advisor.

Special requirements

Students must have proof of immunizations, liability insurance (for ), and a Criminal and Sexual Offender Records Information (CORI/SORI) check (see Selective Program Requirements (p. 14)). Drug testing may be required by individual clinical agencies. Technical standards must be met with or without accommodations. Due to the limited availability of practicum sites, students will be charged a special fee.

A 78 average in PLB is required to go on to the Clinical internship and internships are limited to the amount of clinical sites willing to train a student. Clinical sites will be awarded based on attendance, grades, professionalism and ability to perform phlebotomy. A student who successfully completes PLB101 must register for PLB 203 within two years or they need to retake PLB101.

Career options/Earning potential

After passing the American Society for Clinical Pathology (ASCP) certification exam, graduates can become recognized as a Phlebotomy Technician (PBT). The exam fee is $135 through ASCP.

For career options, please click here. (https://mwcc.emscareercoach.com/ #action=loadOccupationSearchResults&Search=Phlebotomist&SearchType=occupation)

Program Competencies for AHC and IDSH

Program Competencies are those outcomes outlined in the Institutional Effectiveness and Learning Outcomes Assessment section.

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

- Demonstrate an understanding of complex written texts that demand an appreciation of subtext, irony, metaphor, and the subtlety and nuances of language.
- Successfully complete a substantial research paper that demonstrates the ability to formulate a research question, conduct research using the library’s databases, and synthesize information from a variety of sources into a cohesive and in-depth analysis of a topic.
- Demonstrate knowledge of historic, social, and cultural backgrounds necessary for understanding their own and other societies with an emphasis on important ideas and events that have shaped, and continue to shape, their world.
- Demonstrate scientific literacy, which can be defined as the matrix of knowledge needed to understand enough about the universe to deal with issues that come across the horizon of the average citizen, in the news or elsewhere.
- Demonstrate a broad exposure and clear understanding of the various disciplines and the proper foundation to pursue a variety of career choices.

Technical Standards 1 for IDSH and AHC

1 For general information about technical standards and accommodation, see Technical Standards. (p. 50)

- Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
- Stand for a minimum of two hours.
- Walk for a minimum of six hours, not necessarily consecutively.
- Stoop, bend, and twist for a minimum of 30 minutes at a time and be able to repeat this activity at frequent intervals.
- Use the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on machinery.
- Respond to spoken words, monitor signals, call bells, and vital sign assessment equipment.
- Identify behaviors that would endanger a person’s life or safety and intervene quickly, with an appropriate solution, in a crisis situation.
- Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
- Exhibit social skills appropriate to professional interactions.
• Maintain cleanliness and personal grooming consistent with close personal contact.

Art

The Art Department offers an Associate Degree in Art and an Art Concentration in the Liberal Arts and Sciences program. Both programs provide students with the opportunity to transfer to a four year college or university and both contain the MassTransfer block. The Associate Degree in Art is geared for students who want to gain employment in art or transfer to a private four year institution. The Art Concentration in the Liberal Arts Degree contains the MassTransfer block and is geared for students who want to transfer to a Massachusetts public institution. The art faculty, all of whom are working professional artists, actively assist students with developing transfer portfolios, college applications and scholarships, and teach basic digital tools required for success. Small classes lead to a close-knit, active and inspired community.

Please click here for MassTransfer information (http://www.mass.edu/masstransfer)

Art (ART)

This degree prepares students for transfer to bachelor degree programs such as fine art, design, art education, illustration, animation, fashion design, art therapy, art history, museum studies, art conservation, architecture, and landscape design. Students learn the fundamental principles of art and design while exploring a broad range of media in drawing, painting, sculpture, and ceramics and learn basic digital tools required for success. Art related volunteer and service learning opportunities are offered. Students participate in an annual art exhibition. This program includes the general education requirements for transfer to most four-year colleges and universities. Designated courses can be substituted to meet the Mass Transfer (http://www.mass.edu/masstransfer/Students/Introduction.asp) agreement.

Courses are taught in small groups. Art Professors are committed to individual student success and assist with portfolio development and transfer applications.

Year 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 263</td>
<td>Drawing I</td>
</tr>
<tr>
<td>ART 251</td>
<td>Two-Dimensional Design</td>
</tr>
<tr>
<td>ART 252</td>
<td>Three-Dimensional Design</td>
</tr>
<tr>
<td>ART 259</td>
<td>Ceramics I-Hand-Building</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
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</table>

Spring

<table>
<thead>
<tr>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 264</td>
</tr>
<tr>
<td>ART 253</td>
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<tr>
<td>ART 109</td>
</tr>
<tr>
<td>ENG 102</td>
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<td>MAT 126</td>
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Year 2

<table>
<thead>
<tr>
<th>Fall</th>
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</thead>
<tbody>
<tr>
<td>ART 269</td>
<td>Drawing III</td>
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<tr>
<td>ART 271</td>
<td>Sculpture I</td>
</tr>
<tr>
<td>ART 110</td>
<td>Art History II</td>
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Science Elective 1

Art Elective (see list below) or LabScience Elective** 2

Spring

<table>
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<tr>
<th>Credits</th>
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<tbody>
<tr>
<td>ART 211</td>
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Art Elective (see list below) or Non-Behavioral Social Science** 3

Spring

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<th>Credits</th>
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<td>ART 260</td>
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<td>ART 284</td>
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<tr>
<td>ART 272</td>
</tr>
<tr>
<td>ART 273</td>
</tr>
<tr>
<td>ART 286</td>
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<td>ART 287</td>
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See the art general information for program competencies and technical standards.

Health Elective

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<tr>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO 101</td>
</tr>
<tr>
<td>BIO 103</td>
</tr>
<tr>
<td>BIO 112</td>
</tr>
<tr>
<td>BIO 230</td>
</tr>
<tr>
<td>CHC 101</td>
</tr>
</tbody>
</table>
CHC 102  Foundations of Yoga  3
CHC 108  Transforming Stress  3
CHC 220  Mind-Body-Spirit Connection  3
EXS 102  Principles Of Anatomy And Kinesiology  3
EXS 201  Exercise Science And Nutrition  4
PER 126  Fitness And Wellness  2
PER 127  Weight Management through Walking and Resistance Training  2
PER 130  Health, Fitness, And Wellness  3

See Art program competencies and technical standards.

**Campus**

**Gardner Only**

**Transfer options**

For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

**Special requirements**

Technical standards must be met with or without accommodations.

**Career options/Earning potential**

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=art&SearchType=occupation)

**Art Concentration (LART) (New)**

**A Degree in Liberal Arts and Sciences**

This program provides a broad foundation in academic studies with an emphasis in art and design. This degree includes important fundamental courses recognized by transfer institutions and industries that value creative thinking and innovation. Students transfer to four year programs where an art background is necessary but not the sole focus such as: art therapy, art history, museum studies, art conservation, art administration, non-profit management, or education. This program meets the requirements for the MassTransfer (http://www.mass.edu/masstransfer/Students/Introduction.asp) agreement.

**Year 1**

**Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 263</td>
<td>Drawing I</td>
</tr>
<tr>
<td>ART 252</td>
<td>Three-Dimensional Design</td>
</tr>
<tr>
<td>ART 251</td>
<td>Two-Dimensional Design</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
</tr>
<tr>
<td>MAT 143 or 163</td>
<td>Statistics or Precalculus (or higher)</td>
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</table>

**Spring**

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>ART 264</td>
<td>Drawing II</td>
</tr>
<tr>
<td>ART 259</td>
<td>Ceramics I-Hand-Building</td>
</tr>
<tr>
<td>ART 109</td>
<td>Art History I</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Writing II</td>
</tr>
</tbody>
</table>

Lab Science Elective (see list below) 3

**Year 2**

**Fall**

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<td>Art History II</td>
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<td>Social Science Elective</td>
<td>3</td>
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<tr>
<td>SPC 113</td>
<td>Speech (formerly THE113)</td>
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<tr>
<td>Behavioral Social Science Elective</td>
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</tr>
<tr>
<td>Lab Science Elective</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 253</td>
<td>Painting I</td>
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<tr>
<td>ENG 290</td>
<td>LAS Capstone: Advanced Writing and Research</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Literature Elective (see list below)</td>
<td>3</td>
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<tr>
<td>Non-behavioral Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Health elective (see list below)</td>
<td>2-3</td>
</tr>
</tbody>
</table>

**Total Credits:** 62-63

1. Behavioral Social Science Electives: ANT, PSY, SOC, SSC
2. Non-Behavioral Social Science Electives: ECO, GEO, HIS, POL, SSC
3. Lab Science Electives (must choose a 4 credit course): AQS, BIO, BTC, CHE, EAS, EGM, NRD, PHY
4. Per 130 is recommended for transfer

**Literature Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 201</td>
<td>Honors English: American Romanticism</td>
</tr>
<tr>
<td>ENG 203</td>
<td>Twentieth Century American Authors</td>
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<tr>
<td>ENG 205</td>
<td>Shakespeare</td>
</tr>
<tr>
<td>ENG 210</td>
<td>Literature Of The Sixties</td>
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<td>ENG 213</td>
<td>American Literature I</td>
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<td>ENG 214</td>
<td>American Literature II</td>
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<tr>
<td>ENG 221</td>
<td>Women's Literature</td>
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<tr>
<td>ENG 224</td>
<td>Mystery Fiction</td>
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<td>ENG 227</td>
<td>English Literature I</td>
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<td>ENG 228</td>
<td>English Literature II</td>
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<td>ENG 233</td>
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</tr>
<tr>
<td>ENG 235</td>
<td>Children's Literature</td>
</tr>
<tr>
<td>ENG 236</td>
<td>Modern Drama</td>
</tr>
<tr>
<td>ENG 237</td>
<td>Special Topics: Queer American Drama</td>
</tr>
<tr>
<td>ENG 252</td>
<td>Shakespeare and Star Wars: A Study of Tragedy through Drama and Film</td>
</tr>
<tr>
<td>ENG 259</td>
<td>Literary Masterpieces I</td>
</tr>
<tr>
<td>ENG 260</td>
<td>Literary Masterpieces II</td>
</tr>
<tr>
<td>ENG 261</td>
<td>The Short Story</td>
</tr>
</tbody>
</table>

**Health Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>Introduction To Nutrition (formerly NUT101)</td>
</tr>
</tbody>
</table>
See Art program competencies and technical standards.

**Campus**  
**Gardner Only**

**Transfer options**  
For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

**MassTransfer**  
Students who plan to transfer to a Massachusetts state university or a University of Massachusetts campus may be eligible to transfer under the MassTransfer agreement which provides transfer advantages to those who qualify.

Please click here for MassTransfer information (http://www.mass.edu/masstransfer).

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

**Career options/Earning potential**  
For career options, please click here.  
(https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=art&SearchType=occupation)

**Program Competencies for ART and LART**  
Upon graduation from this program, students shall have demonstrated:

- The skills and knowledge necessary to transfer to an art program at a four-year college or university.
- An understanding of the creative process.
- A working knowledge of the language of visual design (i.e., basic design theory, design elements, composition, etc.).
- An understanding of the properties of various media (i.e., clay, oils, watercolor, inks, charcoal, etc.).
- An awareness and understanding of the sources, history and development of art.
- An understanding of the aesthetic and technical aspects of the studio arts.

- The ability to develop a professional portfolio for transferring to a four-year institution, as well as individual portfolios for each art course.
- The ability to analyze career/transfer opportunities and assess their own skills and abilities in relation to their future.
- The ability to think critically regarding all aspects of the creative process.

**Capstone Course for LART**  
ENG 290 LAS Capstone: Advanced Writing and Research is the required capstone course for all Liberal Arts & Sciences majors and is to be taken after successfully completing ENG 102 College Writing II and 45 credits.

**Technical Standards** for ART and LART  
For general information about technical standards and accommodation, see Technical Standards. (p. 50) Students entering these programs must be able to demonstrate the ability to:

- Comprehend textbook material at the 11th grade level.
- Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
- Gather, analyze, and draw conclusions from data.
- Stand, stoop and walk for a minimum of four hours.
- Walk for a minimum of six hours, not necessarily consecutively.
- Lift 25 pounds to waist high, shoulder high, and above the head.
- Comprehend the spoken word.
- Function cooperatively in a studio learning environment where limited space, equipment, and tools are shared.
- Students with disabilities should contact the Art Department for accommodations.

**Automotive Technology**  
The Automotive Technology Program Mount Wachusett Community College provides students with the opportunity to earn a Certificate in Automotive Technology or Associate Degree in Automotive Technology. Upon completion of either program, students are prepared for positions in automotive and other related fields. During the course of study, students will develop skills and competencies in diagnostics and repair. Students will gain knowledge to prepare for the individual ASE Certification.

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

**Year 1**  
**Fall**
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).
Helpful hints

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

Transfer options

For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

Special requirements

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

Career options/Earning potential

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=automotive+technology&SearchType=occupation)

Program Competencies for ATD

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

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

Technical Standards ¹ for ATC and ATD

¹ For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

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

Biological Science

The Biological Science Track at Mount Wachusett Community College provides students with the opportunity to earn an Associate Degree in Liberal Arts and Sciences. Upon completion of the program, students are prepared to transfer to a four-year institution to complete a baccalaureate degree. The Biological Science Track offers a student the opportunity to explore biology while completing a core curriculum used for transfer. Students will gain knowledge in a variety of disciplines including math, science, the humanities and the social sciences. The Liberal Arts and Sciences includes the MassTransfer Block.

Please click here for MassTransfer information (http://www.mass.edu/masstransfer)

Biological Science Track (LAB)

A Degree in Liberal Arts and Sciences

This program is designed to prepare students to transfer in the biological sciences with an A.A. degree and Mass Transfer benefits. It will give the students the first two years of a typical biology program so that they can transfer as juniors. It may also be used as a pre-professional program for the aspiring physicians, veterinarians, dentists and pharmacists. Since many of these classes are two semester sequential courses it is recommended that students start this program in the fall.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 109</td>
<td>Biology I</td>
<td>4</td>
</tr>
<tr>
<td>CHE 107</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Introduction To Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MAT 162</td>
<td>Introduction to Functions &amp; Modeling (Formerly MAT 134) (or higher)</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 110</td>
<td>Biology II</td>
</tr>
<tr>
<td>CHE 108</td>
<td>General Chemistry II</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Writing II</td>
</tr>
<tr>
<td>MAT 163</td>
<td>Pre-Calculus</td>
</tr>
<tr>
<td>Social Science Elective ¹</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Fall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 207</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>Culturally Diverse Humanities Elective (See list below)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PER 126 or 130</td>
<td>Fitness And Wellness ²</td>
<td>2-3</td>
</tr>
</tbody>
</table>

¹ For general information about technical standards and accommodation, see Technical Standards. (p. 50)

² For general information about technical standards and accommodation, see Technical Standards. (p. 50)
Culturally Diverse Literature Elective (see list below)

SPC 113 Speech (formerly THE 113) 3

Spring

Professional Elective (see list below)

CHE 208 Organic Chemistry II 4

Social Science Elective 1

ISC 235 LAS Capstone: Scientific Research and Writing 3

Total Credits: 65-66

1 Social Science Elective: ANT, ECO, GEO, HIS, POL, PSY, SOC or SSC.
2 Some colleges require a 3 credit fitness class. Please check with your adviser.

Culturally Diverse Humanities Electives

Credits

ASL-any American Sign Language course 3
FRE- Any French Course 3
HUM 240 Comparative Religion 3
HUM 260 The Art Of Being Human I 3
SPA-any Spanish course 3

Culturally Diverse Literature Electives

Credits

ENG 221 Women’s Literature 3
ENG 236 Modern Drama 3
ENG 237 Special Topics: Queer American Drama 3
ENG 261 The Short Story 3
ENG 265 Great Writers of Harlem 3

Professional Electives

Credits

BIO 116 Ecology 4
BIO 122 Zoology: The Biology Of Animals 4
BIO 130 Plant Science 4
BIO 170 Cell Biology 4
BIO 199 Anatomy and Physiology I (formerly BIO203) 4
BIO 204 Anatomy and Physiology II 4
BIO 205 Microbiology 4
Math Elective (MAT 143 or MAT 211) 4

See Biological Science track competencies and technical standards

Transfer options

For transfer options, please click here (p. 41). It is recommended that you also consult with your academic advisor.

MassTransfer

Students who plan to transfer to a Massachusetts state university or a University of Massachusetts campus may be eligible to transfer under the MassTransfer agreement which provides transfer advantages to those who qualify.

Please click here for MassTransfer information (http://www.mass.edu/masstransfer)

Career options/Earning potential

For career options, please click here.
(https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=biology+laboratory&SearchType=occupation)

Program Competencies for LAB

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

- Formulate clear and precise questions about complex problems and ideas relevant to a variety of disciplines—math, science, the humanities, and the social sciences—and gather, assess, and interpret information to arrive at well-reasoned conclusions and solutions.
- Demonstrate an understanding of complex written texts that demand an appreciation of subtext, irony, metaphor, and the subtlety and nuances of language.
- Successfully complete a substantial scientific research paper that demonstrates the ability to formulate a research question, conduct research using the library’s databases, and synthesize information from a variety of sources into a cohesive and in-depth analysis of a topic.
- Demonstrate knowledge of historic, social, and cultural backgrounds necessary for understanding their own and other societies with an emphasis on important ideas and events that have shaped, and continue to shape, their world.
- Demonstrate a broad exposure to, and an understanding of, the differences and similarities in the various academic disciplines within their Liberal Arts education.
- Successfully transfer to a baccalaureate degree granting institution if desired, with the proper educational foundation for transition into a chosen field of study.
- Demonstrate the ability to collect, record and organize scientific data correctly.
- Demonstrate the ability to work safely in a laboratory environment.
- Demonstrate the ability to manipulate and use scientific tools, such as the microscope, pH meter, measurement tools, glassware and other scientific instrumentation. This would include independently conducting an experiment using written directions such as lab manuals or Standard Operating Procedures as a guide.
- Demonstrate the ability to use mathematical tools as applied to science. This could include building and interpreting graphs, using equations and formulas to solve problems, and fitting data to a mathematical model.

Technical Standards for LAB 1

1 For general information about technical standards and accommodation, see Technical Standards. (p. 50)
• Comprehend textbook material at a college level.
• Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
• Gather, analyze, and draw conclusions from data.
• Stand for a minimum of two hours.
• Differentiate by touch: hotness/coldness, wetness/dryness, and hardness/softness.
• Use the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on laboratory instrumentation.
• Respond promptly to spoken words, monitor signals, and instrument alarms.
• Identify behaviors that would endanger a person’s life or safety and intervene quickly in a crisis situation with an appropriate solution.
• Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
• Manipulate small parts, and make fine hand adjustments to machines and test equipment.
• Operate a computer.

Biotechnology/Biomanufacturing

The Biotechnology/Biomanufacturing program at Mount Wachusett Community College provides students with the opportunity to earn a Certificate in Biotechnology/Biomanufacturing, a Certificate in Analytical Laboratory Quality Systems Certificate, an Associate Degree in Biotechnology/Biomanufacturing or an Associate Degree Biotechnology/Biomanufacturing with a Analytical Laboratory Quality Systems Concentration. Upon completion of one of these programs, students are prepared for positions in many manufacturing and engineering settings. During the course of study, students will develop occupational knowledge and the laboratory skill sets necessary to succeed in the technical field of biotechnology and biomanufacturing.

Analytical Laboratory and Quality Systems Certificate (ALQC)

Manufacturing quality products and/or providing quality services (e.g. testing services) are essential for companies to thrive in today’s global marketplace. Quality Assurance and Quality Control functions are present in organizations to maintain both customer satisfaction and loyalty, while reducing the risk and costs of replacing faulty goods or incorrect analysis results. Companies build a reputation for quality by: a) following regulations such as the US FDA requirements for medical devices and pharmaceuticals, or b) gaining accreditation with a recognized quality standard such as ISO 9001, published by the International Organization for Standardization. The Analytical Laboratory and Quality Systems curriculum will prepare students to gain entry level positions as quality technicians for organizations requiring measurements and documentation of quality attributes following standardized and/or regulated procedures. Example positions include Quality Inspectors, Document Control Technicians, Laboratory Technicians and Manufacturing Production Technicians. The ALQC curriculum offers excellent academic and skill development for anticipated positions in either manufacturing or service organizations. For more information please call 978-630-9576.

Professional Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AQS 115</td>
<td>Industry Overview and Auditing Principles</td>
<td>3</td>
</tr>
<tr>
<td>AQS 200</td>
<td>Conducting Root Cause Investigations</td>
<td>3</td>
</tr>
<tr>
<td>BTC 185</td>
<td>Industrial Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BUS 125</td>
<td>Communication For Business And Industry</td>
<td>3</td>
</tr>
<tr>
<td>CAD 101</td>
<td>Introduction To CAD</td>
<td>3</td>
</tr>
<tr>
<td>CHE 108</td>
<td>General Chemistry II</td>
<td>4</td>
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<tr>
<td>CIS 121</td>
<td>Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 106</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>MET 105</td>
<td>Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>PLT 220</td>
<td>Statistical Process Control</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 28-29

Campus

This program is offered primarily on the Devens campus.

Transfer options

This program is intended for immediate career entry. Courses completed as part of this certificate program can be applied to the Biotechnology/Biomanufacturing Degree.

Career options/Earning potential

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadOccupationSearchResults&Search=Analytical+Laboratory+and+Quality&SearchType=occupation)

Gainful Employment Program Disclosure Information

For gainful employment information, please click here. (http://mwcc.edu/g edt/alqc)

Biotechnology/Biomanufacturing Certificate (BTC)

Biotechnology uses living organisms, usually microscopic, to manufacture drugs or other chemicals for the purpose of enhancing medical care or altering a process which improves living conditions for the general population. Careers in biotechnology/biomanufacturing will continue to advance. The Biotechnology/Biomanufacturing certificate curriculum will offer excellent academic and skill development for anticipated positions in the biotechnology industry. For more information, please call 978-630-9572.
Gainful Employment Program Disclosure Information

For gainful employment information, please click here. (http://mwcc.edu/gedt/btc)

Biotechnology/Biomanufacturing Degree (BTD)

Biotechnology uses living organisms, usually microscopic, to manufacture drugs or other chemicals for the purpose of enhancing medical care or altering a process which improves living conditions for the general population. Careers in biotechnology/biomanufacturing will continue to advance. The biotechnology/biomanufacturing curriculum will offer excellent academic and skill development for anticipated positions in the biotechnology industry. For more information, please call 978-630-9572.

Professional Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 109</td>
<td>Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 170</td>
<td>Cell Biology</td>
<td>4</td>
</tr>
<tr>
<td>BTC 110</td>
<td>Biotechnology Experience: Concepts And Procedures</td>
<td>4</td>
</tr>
<tr>
<td>CHE 108</td>
<td>General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHE 180</td>
<td>Instrumental Analysis</td>
<td>4</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Computer Technologies</td>
<td>3</td>
</tr>
<tr>
<td>ENG 106</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>HUM 212</td>
<td>Medical Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MAS 208</td>
<td>Principles Of Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>MAT 143</td>
<td>Statistics (or higher)</td>
<td>4</td>
</tr>
<tr>
<td>BIO 110</td>
<td>Biology II</td>
<td>4</td>
</tr>
<tr>
<td>CHE 107</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>BTC 102</td>
<td>Basic Laboratory Techniques</td>
<td>3</td>
</tr>
<tr>
<td>BTC 101</td>
<td>Introduction To Biotechnology (With Application)</td>
<td>4</td>
</tr>
<tr>
<td>CHE 108</td>
<td>General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Computer Technologies</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Writing II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 162</td>
<td>Introduction to Functions &amp; Modeling</td>
<td>4</td>
</tr>
</tbody>
</table>

Year 2

Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTC 185</td>
<td>Industrial Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>HUM 212</td>
<td>Medical Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BTC 170</td>
<td>Cell Culture Techniques</td>
<td>4</td>
</tr>
<tr>
<td>Professional Elective (see list below)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Spring
| BTC 120 | Biotechnology Experience: Biomanufacturing | 4 |
| BTC 200 | Biotechnology Seminar                           | 3 |
| BTC 191 | Quality and Compliance                           | 3 |
| Social Science Elective 1 | | |
| Health Elective (see list below) | | |

Total Credits: 61-64

1 Social Science Electives: ANT, ECO, GEO, HIS, POL, PSY, SOC or SSC

Professional Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AQS 110</td>
<td>Introduction to Quality and Metrology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 110</td>
<td>Biology II</td>
<td>4</td>
</tr>
</tbody>
</table>
BIO 170  Cell Biology  4
BTC 110  Biotechnology Experience: Concepts And Procedures  4
CHE 180  Instrumental Analysis  4
CHE 207  Organic Chemistry I  4
ENG 106  Technical Writing  3
MAS 208  Principles Of Pharmacology  2
MAT 163  Pre-Calculus (or higher)  4

Health Electives

BIO 101  Introduction To Nutrition (formerly NUT101)  3
BIO 103  Human Health And Disease  3
BIO 112  Biology Of Cancer  3
BIO 230  Nutrition, Health, And Sustainability  3
CHC 101  Complementary Health Care  3
CHC 108  Transforming Stress  3
CHC 220  Mind-Body-Spirit Connection  3
EXS 102  Principles Of Anatomy And Kinesiology  3
EXS 201  Exercise Science And Nutrition  4
PER 126  Fitness And Wellness  2
PER 127  Weight Management through Walking and Resistance Training  2
PER 130  Health, Fitness, And Wellness  3

Campus

This program is offered primarily on the Devens campus.

Helpful hints

Biotechnology/biomanufacturing will require a substantial background and interest in science and mathematics. Potential students should recognize the need for a strong background and may be required, through testing and an interview with the admissions office, to enroll in math and science courses as prerequisites.

Transfer options

For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

Special requirements

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

Career options/Earning potential

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=biotechnology,+biomanufacturing&SearchType=occupation)

Biotechnology - Analytical Laboratory and Quality Systems Concentration (BTDQ)

The Biotechnology/Biomanufacturing degree with Quality Concentration will prepare students to gain entry level technician positions in biotechnology industries or general manufacturing and/or service organizations requiring measurements and documentation of quality attributes following standardized and/or regulated procedures. Manufacturing quality products and/or providing quality services (e.g., testing services) are essential for companies to thrive in today’s global marketplace. Quality Assurance and Quality Control functions are present in organizations to maintain both customer satisfaction and loyalty, while reducing the risk and costs of replacing faulty goods or incorrect analysis results. Companies build a reputation for quality by: a) following regulations such as the US FDA requirements for medical devices and pharmaceuticals, or b) gaining accreditation with a recognized quality standard such as ISO 9001, published by the International Organization for Standardization. Example positions include Calibration Technicians, Quality Control Analysts, Laboratory Technicians, Manufacturing Production Technicians and Research & Development Technicians. The BTDQ curriculum offers excellent academic skill development in both biotechnology and quality systems. The biotechnology/biomanufacturing curriculum combined with the quality systems curriculum offer excellent academic and skill development for anticipated positions in either manufacturing or service organizations. For more information, please call 978-630-9576.

Year 1

Fall  Credits
AQS 110  Introduction to Quality and Metrology  4
BTC 102  Basic Laboratory Techniques  3
CIS 127  Computer Technologies  3
CHE 107  General Chemistry I  4
MAT 162  Introduction to Functions & Modeling  (Formerly MAT 134)  4

Spring

BTC 101  Introduction To Biotechnology (With Application)  4
BIO 109  Biology I  4
ENG 101  College Writing I  3
BTC 191  Quality and Compliance  3
Social Science Elective 1  3

Year 2

Fall

BTC 185  Industrial Microbiology  4
AQS 200  Conducting Root Cause Investigations  3
BTC 120  Biotechnology Experience: Biomanufacturing  4
HUM 212  Medical Ethics  3
ENG 102  College Writing II  3

Spring

BTC 200  Biotechnology Seminar  3
BTC 170  Cell Culture Techniques  4
CHE 180  Instrumental Analysis  4
Health Elective  2-4

Total Credits:  65-67

1 Social Science Electives: ANT, ECO, GEO, HIS, POL, PSY, SOC, SSC
Upon graduation from this program, students shall have demonstrated the ability to:

- Use the language of biotechnology.
- Conduct the mathematical and computational operations involved in biotechnology including use of applicable computer programs.
- Understand the basic biology and chemistry behind the manufacturing processes.
- Perform laboratory skills used in biotechnology and biomanufacturing.
- Communicate technical information in written and oral form, including use of electronic media.
- Comfortably work with a variety of measurement systems and associated units of measure (e.g. SI Units, concentration, physical constants, etc.).
- Describe and use various measurement methods and define and distinguish between various measurement characteristics, including variability, sensitivity, repeatability, reproducibility, bias, linearity, stability, etc., as they are used for basic measurements.
- Perform, identify and define common elements of calibration procedures, such as required equipment, revisions, equipment listing, environmental considerations and restraints, etc.
- Understand, identify and correct for error sources that can affect measurement results, including drift, bias, operator error, environment, etc.
- Identify various aspects of traceability and define and distinguish between various types of standards, and identify when to use them in various situations.
- Define and describe document control in terms of maintaining the integrity and confidentiality of various calibration records, including audit results, staff training, uncertainty budgets, customer data, etc., in both electronic and paper formats.
- Define and distinguish between various components of a quality system, including management and customer focus, employee training and development, continuous process improvement, etc.
- Select and apply the seven basic quality tools: flowcharts/process maps, check sheets, Pareto diagrams, cause and effect diagrams, scatter diagrams, control charts, and histograms.
- Be able to articulate, read and follow a SOP (standard operating procedure).
- Define basic audit types (e.g., internal, external, product, process) and roles (e.g., auditor, auditee, client), and identify basic components of an audit (e.g., audit plan, audit purpose, audit standard) and describe various auditing tools (e.g., checklist, final report).
- Be able to understand and apply the regulatory requirements of cGMP (current Good Manufacturing Practices) and ISO-13485 certification.

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

- Communicate technical information in written and oral form, including use of electronic media.
- Comfortably work with a variety of measurement systems and associated units of measure (e.g. SI Units, concentration, physical constants, etc.).
• Describe and use various measurement methods and define and distinguish between various measurement characteristics, including variability, sensitivity, repeatability, reproducibility, bias, linearity, stability, etc., as they are used for basic measurements.
• Perform, identify and define common elements of calibration procedures, such as required equipment, revisions, equipment listing, environmental considerations and restraints, etc.
• Understand, identify and correct for error sources that can affect measurement results, including drift, bias, operator error, environment, etc.
• Identify various aspects of traceability and define and distinguish between various types of standards, and identify when to use them in various situations.
• Define and describe document control in terms of maintaining the integrity and confidentiality of various calibration records, including audit results, staff training, uncertainty budgets, customer data, etc., in both electronic and paper formats.
• Define and distinguish between various components of a quality system, including management and customer focus, employee training and development, continuous process improvement, etc.
• Select and apply the seven basic quality tools: flowcharts/process maps, check sheets, Pareto diagrams, cause and effect diagrams, scatter diagrams, control charts, and histograms.
• Be able to articulate, read and follow a SOP (standard operating procedure).
• Define basic audit types (e.g., internal, external, product, process) and roles (e.g., auditor, auditee, client), and identify basic components of an audit (e.g., audit plan, audit purpose, audit standard) and describe various auditing tools (e.g., checklist, final report).
• Be able to understand and apply the regulatory requirements of cGMP (current Good Manufacturing Practices) and ISO-13485 certification.

Technical Standards ¹ for BTC and BTD

¹ For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

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

Technical Standards for ALQC and BTDQ

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

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

• Comprehend textbook material at a college level.
• Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
• Gather, analyze, and draw conclusions from data.
• Stand for a minimum of two hours.
• Walk for a minimum of six hours, not necessarily consecutively.
• Stoop, bend, and twist for a minimum of 30 minutes at a time and be able to repeat this activity at frequent intervals.
• Differentiate by touch: hotness/coldness, wetness/dryness, and hardness/softness.
• Differentiate colors as assessed by standard color blindness evaluation.
• Use the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on laboratory instrumentation.
• Respond promptly to spoken words, monitor signals, and instrument alarms.
• Identify behaviors that would endanger a person’s life or safety and intervene quickly in a crisis situation with an appropriate solution.
• Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
• Manipulate small parts, and make fine hand adjustments to machines and test equipment.
• Lift 40 pounds.
• Operate a computer.

Business Administration

The Business Administration Department at Mount Wachusett Community College provides students with the opportunity to earn a Certificate in Business Administration, a Certificate in Hospitality, a Certificate in Non Profit Management, a Certificate in Small Business Management, an Associate Degree in Business Administration-Transfer or an Associate Degree in Business Administration-Career. Upon completion of any program in Business Administration, students are prepared for positions in many types of business settings. During the course of study, students will develop skills and competencies in the basic economic principles of the business world using the latest computer and electronic technology. Students will gain the knowledge to management, general business, small business, accounting and marketing.

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.
### Year 1

#### Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Principles Of Accounting I</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Computer Technologies</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
</tr>
<tr>
<td>MKT 142</td>
<td>Marketing</td>
</tr>
</tbody>
</table>

#### Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 102</td>
<td>Principles Of Accounting II</td>
</tr>
<tr>
<td>MGT 210</td>
<td>Principles Of Management</td>
</tr>
<tr>
<td>MAT 126</td>
<td>Topics In Mathematics (or higher)</td>
</tr>
<tr>
<td>MGT 110</td>
<td>Small Business Management</td>
</tr>
</tbody>
</table>

**Total Credits:** 25

See Business Administration program competencies and 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.

### Special requirements

Technical standards must be met with or without accommodations.

### Transfer options

This program is intended for immediate career entry. Courses completed as part of this certificate program can be applied to the Energy Management Degree.

### Career options/Earning potential

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=hospitality+and+business&SearchType=occupation)

### Gainful Employment Program Disclosure Information

For gainful employment information, please click here. (http://mwcc.edu/ged/hrm)

### Non Profit Management Certificate (BNPC) (New)

Professionals in nonprofit organizations often are responsible for a variety of roles from chief executive, marketing, fundraiser, and grant writer. As a result, a professional requires a high degree of dexterity to successfully navigate today’s nonprofit environment. Demonstrate your ability to solve problems, contribute ideas, and offer solutions by earning a certificate in nonprofit management.

### Year 1

#### Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Principles Of Accounting I</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Computer Technologies</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
</tr>
<tr>
<td>MGT 110</td>
<td>Small Business Management</td>
</tr>
<tr>
<td>HST 101</td>
<td>Introduction To Human Services</td>
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</table>

#### Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS 220</td>
<td>The Business Of Social Change</td>
</tr>
<tr>
<td>ENG 251</td>
<td>Introduction To Public Relations</td>
</tr>
<tr>
<td>Career Electives (See List Below)</td>
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</tr>
<tr>
<td>BUS 224</td>
<td>Introduction To Grant Writing</td>
</tr>
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</table>

**Total Credits:** 27
Career Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS 105</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 112</td>
<td>Introduction To Customer Relations</td>
<td>3</td>
</tr>
<tr>
<td>BUS 125</td>
<td>Communication For Business And Industry</td>
<td>3</td>
</tr>
<tr>
<td>HST 150</td>
<td>Cultural Awareness</td>
<td>3</td>
</tr>
<tr>
<td>LAW 101</td>
<td>Introduction To Law (Formerly PLS 101)</td>
<td>3</td>
</tr>
<tr>
<td>MGT 210</td>
<td>Principles Of Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 241</td>
<td>Advertising</td>
<td>3</td>
</tr>
</tbody>
</table>

See Business Administration program competencies and 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.

Special requirements

Technical standards must be met with or without accommodations.

Transfer options

This program is intended for immediate career entry. Courses completed as part of this certificate program can be applied to the Business Administration Degree.

Career options/Earning potential

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=Nonprofit +business+management&SearchType=occupation)

Gainful Employment Program Disclosure Information

For gainful employment information, please click here. (http://mwcc.edu/gedt/bnpc)

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.

Year 1

Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 101</td>
<td>Principles Of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Computer Technologies</td>
<td>3</td>
</tr>
<tr>
<td>MAT 126</td>
<td>Topics In Mathematics (or higher)</td>
<td>4</td>
</tr>
</tbody>
</table>

Spring

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 110</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101 or 102</td>
<td>Macroeconomics (or Microeconomics)</td>
<td>3</td>
</tr>
<tr>
<td>ACC 102</td>
<td>Principles Of Accounting II</td>
<td>3</td>
</tr>
</tbody>
</table>

See Business Administration program competencies and 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.

Special requirements

Technical standards must be met with or without accommodations.

Transfer options

This program is intended for immediate career entry. Courses completed as part of this certificate program can be applied to the Business Administration Degree.

Career options/Earning potential

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=small +business+management&SearchType=occupation)

Gainful Employment Program Disclosure Information

For gainful employment information, please click here. (http://mwcc.edu/gedt/sbc)

Business Administration—Transfer Degree (BA)

Start your business degree education and training at Mount Wachusett Community College. The business transfer degree qualifies a student for direct transfer to Massachusetts State Universities under MassTransfer agreement. It is the practical degree for students with a desire to work hard and contribute to society in a business framework. A business degree is often viewed as a vocational or job-focused degree because it provides students with the practical skills and knowledge most desired in the workplace. Through courses in management, general business, liberal arts, science, accounting, and marketing, students will gain the knowledge and skills necessary to get that next promotion or prepare for transfer to a bachelor degree program. The Business Administration Transfer program includes the MassTransfer Block. For more information, visit the MWCC business degree website at http://business.mwcc.edu.

Year 1

Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Principles Of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Computer Technologies</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 163</td>
<td>Pre-Calculus (or higher)</td>
<td>4</td>
</tr>
<tr>
<td>MGT 210</td>
<td>Principles Of Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Spring

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 102</td>
<td>Principles Of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Writing II</td>
<td>3</td>
</tr>
<tr>
<td>Health Elective (see list below)</td>
<td></td>
<td>2-4</td>
</tr>
</tbody>
</table>
Behavioral Social Science Elective ¹

Humanities Elective ²

Year 2

Fall
BUS 211 Business Law I 3
ECO 101 Macroeconomics 3
ACC 226 Managerial Accounting I 3
MKT 142 Marketing 3
Lab Science Elective ³ 4

Spring
Science Elective ³ 3
SPC 113 Speech (formerly THE113) 3
ECO 102 Microeconomics 3
Humanities Elective ² 3
MGT 250 Strategic Management 3

Total Credits: 61-63

¹ Behavioral Science Elective: ANT, PSY, SOC, SSC
² Humanities Electives: ART, ASL, DAN, ENG, FRE, HUM, MUS, PHL, SPA, SPC, THE
³ Lab Science Electives/Science Electives: BIO, BTC, CHE, EAS, EGM, NRD, PHY

Health Electives

BIO 101 Introduction To Nutrition (formerly NUT101) 3
BIO 103 Human Health And Disease 3
BIO 112 Biology Of Cancer 3
BIO 230 Nutrition, Health, And Sustainability 3
CHC 101 Complementary Health Care 3
CHC 102 Foundations of Yoga 3
CHC 108 Transforming Stress 3
CHC 220 Mind-Body-Spirit Connection 3
EXS 102 Principles Of Anatomy And Kinesiology 3
EXS 201 Exercise Science And Nutrition 4
PER 126 Fitness And Wellness 2
PER 127 Weight Management through Walking and Resistance Training 2
PER 130 Health, Fitness, And Wellness 3

See Business Administration program competencies and technical standards.

Helpful hints

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

Special requirements

Technical standards must be met with or without accommodations.

Transfer options

For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

MassTransfer

Students who plan to transfer to a Massachusetts state university or a University of Massachusetts campus may be eligible to transfer under the MassTransfer agreement which provides transfer advantages to those who qualify.

Please click here for MassTransfer information (http://www.mass.edu/masstransfer)

Career options/Earning potential

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=business+administration&SearchType=occupation)

Business Administration—Career Degree (BAC)

Start your business degree education and training at MWCC. A business degree prepares you for a large variety of jobs. It is the practical degree for students with a desire to work hard and contribute to society in a business framework. A business degree is often viewed as a vocational or job-focused degree because it provides students with the practical skills and knowledge most desired in the workplace. Through courses in management, general business, accounting, and marketing, students will gain the knowledge and skills necessary to get that next promotion or prepare for transfer to a bachelor degree program. Check out the MWCC business degree website at http://business.mwcc.edu.
Restrictive Business Elective 1

MGT 110 Small Business Management 3

Spring
MGT 250 Strategic Management 3
ECO 102 Microeconomics 3
Health Elective (see list below) 2-4
Social Science Elective 3
Lab Science Elective 4

Total Credits: 61-63

1 Restrictive Business Electives: ACC, BUS, ECO, FIN, MGT or MKT
2 Humanities Electives: ART, ASL, DAN, ENG, FRE, HUM, MUS, PHL, SPA, SPC or THE
3 Social Science Electives: ANT, ECO, GEO, HIS, POL, PSY, SOC or SSC
4 Lab Science Electives: AQS, BIO, BTC, CHE, EAS, EGM, NRD or PHY

Health Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>Introduction To Nutrition (formerly NUT101)</td>
<td>3</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Human Health And Disease</td>
<td>3</td>
</tr>
<tr>
<td>BIO 112</td>
<td>Biology Of Cancer</td>
<td>3</td>
</tr>
<tr>
<td>BIO 230</td>
<td>Nutrition, Health, And Sustainability</td>
<td>3</td>
</tr>
<tr>
<td>CHC 101</td>
<td>Complementary Health Care</td>
<td>3</td>
</tr>
<tr>
<td>CHC 102</td>
<td>Foundations of Yoga</td>
<td>3</td>
</tr>
<tr>
<td>CHC 108</td>
<td>Transforming Stress</td>
<td>3</td>
</tr>
<tr>
<td>CHC 220</td>
<td>Mind-Body-Spirit Connection</td>
<td>3</td>
</tr>
<tr>
<td>EXS 102</td>
<td>Principles Of Anatomy And Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>EXS 201</td>
<td>Exercise Science And Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>PER 126</td>
<td>Fitness And Wellness</td>
<td>2</td>
</tr>
<tr>
<td>PER 127</td>
<td>Weight Management through Walking and Resistance Training</td>
<td>2</td>
</tr>
<tr>
<td>PER 130</td>
<td>Health, Fitness, And Wellness</td>
<td>3</td>
</tr>
</tbody>
</table>

See Business Administration program competencies and technical standards.

Helpful hints

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

Transfer options

For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

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/Earning potential

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=business+administration&SearchType=occupation)

Program Competencies for BA, BAC, BNPC, BUC, HRM, SBC

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

• Identify basic principles used in the business world today.
• Demonstrate an understanding of basic economic principles including skills necessary to read, create, and understand graphical information.
• Demonstrate understanding of the “marketing concept” and its application by profit-seeking firms of this decade.
• Demonstrate an understanding of how monetary and fiscal policies are used to stabilize or stimulate the US economy.
• Use the latest computer and electronic technology in both personal lives and professional careers.
• Analyze economic events necessary for recording accounting transactions that result in accurately-prepared financial statements.
• 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 1 for BA, BAC, BNPC, BUC, HRM, SBC

1 For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

• Comprehend textbook material at the 11th grade level.
• Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
• Gather, analyze, and draw conclusions from data.
• Manipulate small items such as a mouse or keyboard.
• Read data from a computer screen.
• Sit or stand for prolonged periods of time.

Chemical Sciences

The Chemical Science Track at Mount Wachusett Community College provides students with the opportunity to earn an Associate Degree in Liberal Arts and Sciences. Upon completion of the program, students are prepared to transfer to a four-year institution to complete a baccalaureate
degree. The Chemical Science Track offers a student the opportunity to explore chemistry while completing a core curriculum used for transfer. Students will gain knowledge in a variety of disciplines including math, science, the humanities and the social sciences. The Liberal Arts and Sciences includes the MassTransfer Block.

Please click here for MassTransfer information (http://www.mass.edu/masstransfer)

**Chemical Sciences Track (LACH)**

**A Degree in Liberal Arts and Sciences**

This program is designed to prepare students to transfer in chemistry with an A.A. degree and Mass Transfer benefits. It will give the students the first two years of a typical chemistry program so that they can transfer as juniors. Since many of these classes are two semester sequential courses it is recommended that students start this program in the fall.

### Year 1

**Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 107</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>Behavioral Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Culturally Diverse Humanities Elective (See list below)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
</tr>
<tr>
<td>MAT 163</td>
<td>Pre-Calculus</td>
</tr>
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</table>

**Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 108</td>
<td>General Chemistry II</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Writing II</td>
</tr>
<tr>
<td>MAT 211</td>
<td>Calculus I</td>
</tr>
<tr>
<td>SPC 113</td>
<td>Speech (formerly THE113)</td>
</tr>
<tr>
<td>Non Behavioral Social Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

### Year 2

**Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 207</td>
<td>Organic Chemistry I</td>
</tr>
<tr>
<td>MAT 212</td>
<td>Calculus II</td>
</tr>
<tr>
<td>PHY 120</td>
<td>Physics for Engineering and Science I</td>
</tr>
<tr>
<td>Culturally Diverse Literature Elective (see list below)</td>
<td>3</td>
</tr>
<tr>
<td>PER 126 or 130</td>
<td>Fitness And Wellness ³</td>
</tr>
</tbody>
</table>

**Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 208</td>
<td>Organic Chemistry II</td>
</tr>
<tr>
<td>PHY 121</td>
<td>Physics for Engineering and Science II</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>ISC 235</td>
<td>LAS Capstone: Scientific Research and Writing</td>
</tr>
</tbody>
</table>

### Total Credits: 65-66

³ Some colleges require a 3 Physical Education elective. Please consult your adviser.

⁴ Social Sciences: ANT, ECO, GEO, HIS, POL, PSY, SOC or SSC

**Culturally Diverse Humanities Elective**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 109</td>
</tr>
<tr>
<td>ASL - any American Sign Language course</td>
</tr>
<tr>
<td>DAN 133</td>
</tr>
<tr>
<td>FRE - any French course</td>
</tr>
<tr>
<td>HUM 240</td>
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<td>HUM 260</td>
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<tr>
<td>PHL 210</td>
</tr>
<tr>
<td>MUS 106</td>
</tr>
<tr>
<td>MUS 160</td>
</tr>
<tr>
<td>SPA - any Spanish course</td>
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</table>

**Culturally Diverse Literature Electives**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 221</td>
</tr>
<tr>
<td>ENG 236</td>
</tr>
<tr>
<td>ENG 237</td>
</tr>
<tr>
<td>ENG 261</td>
</tr>
<tr>
<td>ENG 265</td>
</tr>
</tbody>
</table>

See Chemical Sciences program competencies and technical standards Transfer options

For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

**MassTransfer**

Students who plan to transfer to a Massachusetts state university or a University of Massachusetts campus may be eligible to transfer under the MassTransfer agreement which provides transfer advantages to those who qualify.

Please click here for MassTransfer information (http://www.mass.edu/masstransfer)

**Career options/Earning potential**

For career options, please click here (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=chemical+science&SearchType=occupation). (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=Laboratory+Science&SearchType=occupation)

**Program Competencies for LACH**

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

- Formulate clear and precise questions about complex problems and ideas relevant to a variety of disciplines—math, science, the humanities, and the social sciences—and gather, assess, and interpret information to arrive at well-reasoned conclusions and solutions.
• Demonstrate an understanding of complex written texts that demand an appreciation of subtext, irony, metaphor, and the subtlety and nuances of language.
• Successfully complete a substantial research paper that demonstrates the ability to formulate a research question, conduct research using the library’s databases, and synthesize information from a variety of sources into a cohesive and in-depth analysis of a topic.
• Demonstrate knowledge of historic, social, and cultural backgrounds necessary for understanding their own and other societies with an emphasis on important ideas and events that have shaped, and continue to shape, their world.
• Demonstrate scientific literacy, which can be defined as the matrix of knowledge needed to understand enough about the universe to deal with issues that come across the horizon of the average citizen, in the news or elsewhere.
• Demonstrate a broad exposure to, and an understanding of, the differences and similarities in the various academic disciplines within their Liberal Arts education.
• Successfully transfer to a baccalaureate degree granting institution if desired, with the proper educational foundation for transition into a chosen field of study.
• Demonstrate the ability to collect, record and organize scientific data correctly.
• Demonstrate the ability to work safely in a laboratory environment.
• Demonstrate the ability to manipulate and use scientific tools, such as the microscope, pH meter, measurement tools, glassware and other scientific instrumentation. This would include independently conducting an experiment using written directions such as lab manuals or Standard Operating Procedures as a guide.
• Demonstrate the ability to use mathematical tools as applied to science. This could include building and interpreting graphs, using equations and formulas to solve problems, and fitting data to a mathematical model.
• Demonstrate the ability to search scientific literature and use the information.

Technical Standards for LACH

1 For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

• Comprehend textbook material at a college level.
• Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
• Gather, analyze, and draw conclusions from data.
• Stand for a minimum of two hours.
• Differentiate by touch: hotness/coldness, wetness/dryness, and hardness/softness.
• Use the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on laboratory instrumentation.
• Respond promptly to spoken words, monitor signals, and instrument alarms.
• Identify behaviors that would endanger a person’s life or safety and intervene quickly in a crisis situation with an appropriate solution.
• Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
• Manipulate small parts, and make fine hand adjustments to machines and test equipment.
• Operate a computer.

Civic Engagement and Community Leadership

The Civic Engagement and Community Leadership Track at Mount Wachusett Community College provides students with the opportunity to earn an Associate Degree in Liberal Arts and Sciences. Upon completion of the program, students are prepared to transfer to a four-year institution to complete a baccalaureate degree. The Civic Engagement and Community Leadership Track offers a student the opportunity to explore their social responsibility while completing a core curriculum used for transfer. Students will gain knowledge in a variety of disciplines including math, science, the humanities and the social sciences. The Liberal Arts and Sciences includes the MassTransfer Block.

Please click here for MassTransfer information (http://www.mass.edu/masstransfer)

Liberal Arts and Sciences - Civic Engagement and Community Leadership Concentration (LACE)

Both civic knowledge and civic engagement are necessary to democracy. The Civic Engagement and Community Leadership concentration embodies this relationship; the material learned within a broad liberal arts and sciences curriculum is applied to current social, political, and economic issues. Students acquire the skills, wisdom, and knowledge needed to make a difference in the civic life of their communities and the world. In addition, this program meets the requirements for the MassTransfer block agreement; which makes it a good fit for students planning to transfer to a four-year college. The subject matter of this concentration is relevant to most four year degree programs, including: economics, regional planning, business, philosophy, environmental science, history, political science, or government.

Year 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHL 110 Logic</td>
<td>3</td>
</tr>
<tr>
<td>SSC 120 Perspectives On Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MAT 143 Statistics</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101 College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>Health Elective (see list below)</td>
<td>2-3</td>
</tr>
</tbody>
</table>

Spring

<table>
<thead>
<tr>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 101 Introduction To Law (Formerly PLS 101)</td>
<td>3</td>
</tr>
<tr>
<td>SPC 113 Speech (formerly THE113)</td>
<td>3</td>
</tr>
<tr>
<td>PHL 210 Levels Of Being</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 College Writing II</td>
<td>3</td>
</tr>
<tr>
<td>Lab Science Elective</td>
<td>4</td>
</tr>
</tbody>
</table>

Year 2

| Fall | |
|------| |
Civic Engagement and Community Leadership

ECO 101 Macroeconomics 3
HIS 121 History Of The Constitution 3
Lab Science Elective 4
Behavioral Social Science Elective 3
Literature Elective (see list below)

Spring
BUS 220 The Business Of Social Change 3
PHL 250 Ethics 3
ENG 290 LAS Capstone: Advanced Writing and Research 3
CIS Elective 3
General Elective 3-4
Literature Elective (see list below)

Total Credits: 65-67

Lab Science Electives: 4 credit course in ASQ, BIO, BTC, CHE, EAS, EGM, NRD, or PHY
Behavioral Social Sciences Electives: ANT, PSY, SOC, SSC
CIS Electives: CIS 109 or higher
General Electives: See General Electives (p. 53) Exceptions

Health Elective
BIO 101 Introduction To Nutrition (formerly NUT101) 3
BIO 103 Human Health And Disease 3
BIO 112 Biology Of Cancer 3
BIO 230 Nutrition, Health, And Sustainability 3
CHC 101 Complementary Health Care 3
CHC 102 Foundations of Yoga 3
CHC 108 Transforming Stress 3
CHC 220 Mind-Body-Spirit Connection 3
EXS 102 Principles Of Anatomy And Kinesiology 3
EXS 201 Exercise Science And Nutrition 4
PER 126 Fitness And Wellness 2
PER 127 Weight Management through Walking and Resistance Training 2
PER 130 Health, Fitness, And Wellness 3

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

Career options/Earning potential
For career options, please click here.
(https://mwcc.emsicareercoach.com/#action=loadOccupationSearchResults&Search=social+and+community+service+managers&SearchType=occupation)

Program Competencies for LACE
Upon graduation from these programs, students shall have the ability to:

• Formulate clear and precise questions about complex problems and ideas relevant to a variety of disciplines—math, science, the humanities, and the social sciences—and gather, assess, and interpret information to arrive at well-reasoned conclusions and solutions.
• Demonstrate an understanding of complex written texts that demand an appreciation of subtext, irony, metaphor, and the subtlety and nuances of language.
• Successfully complete a substantial research paper that demonstrates the ability to formulate a research question, conduct research using the library’s databases, and synthesize information from a variety of sources into a cohesive and in-depth analysis of a topic.
• Demonstrate knowledge of historic, social, and cultural backgrounds necessary for understanding their own and other societies with an emphasis on important ideas and events that have shaped, and continue to shape, their world.
• Demonstrate scientific literacy, which can be defined as the matrix of knowledge needed to understand enough about the universe to deal
with issues that come across the horizon of the average citizen, in the news or elsewhere.

- Demonstrate a broad exposure to, and an understanding of, the differences and similarities in the various academic disciplines within their Liberal Arts education.
- Successfully transfer to a baccalaureate degree granting institution if desired, with the proper educational foundation for transition into a chosen field of study.

**Capstone Course for LACE**

ENG 290 LAS Capstone: Advanced Writing and Research is the required capstone course for all Liberal Arts & Sciences majors and is to be taken after successfully completing ENG 102 College Writing II and 45 credits.

**Technical Standards ¹ for LACE**

¹ For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

- Comprehend textbook material at the 11th grade level.
- Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
- Gather, analyze, and draw conclusions from data.

**Communications Track**

The Communications Track at Mount Wachusett Community College provides students with the opportunity to earn an Associate Degree Liberal Arts and Sciences. Upon completion of the program, students are prepared to transfer to a four-year institution to complete a baccalaureate degree. The Communications Track offers a student the opportunity to explore a variety of mass media subject areas while completing a core curriculum used for transfer. Students will gain knowledge in a variety of disciplines including math, science, the humanities and the social sciences. The Liberal Arts and Sciences includes the MassTransfer Block.

Please click here for MassTransfer information (http://www.mass.edu/masstransfer)

**Communications Track (LAC)**

**A Degree in Liberal Arts and Sciences**

Become exposed to the field of communications and a variety of mass media subject areas. Courses such as Mass Media, Digital Photography, Journalism, Film Appreciation, and Electronic Page Layout provide an excellent overview of the communications field and a solid foundation for transfer to more specialized communications programs at four-year colleges and universities. Students will benefit from hands-on involvement in the college’s newspaper, learning communities within the concentration, and service learning/civic engagement opportunities that provide direct experience.

**Year 1**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>MRT 105</td>
<td>3</td>
</tr>
<tr>
<td>GID 104 or 177</td>
<td>3</td>
</tr>
<tr>
<td>MAT 143</td>
<td>4</td>
</tr>
<tr>
<td>GID 109</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>CIS 127</td>
<td>3</td>
</tr>
<tr>
<td>PHO 115</td>
<td>3</td>
</tr>
<tr>
<td>ENG 241</td>
<td>3</td>
</tr>
<tr>
<td>Lab Science Elective ¹</td>
<td>4</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Social Science Elective ²</td>
<td>3</td>
</tr>
<tr>
<td>CIS 127</td>
<td>3</td>
</tr>
<tr>
<td>PHO 115</td>
<td>3</td>
</tr>
<tr>
<td>ENG 241</td>
<td>3</td>
</tr>
<tr>
<td>Year 2</td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>PER 126 or 130</td>
<td>2-3</td>
</tr>
<tr>
<td>Literature Elective (see list below)</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Social Science Elective ²</td>
<td>3</td>
</tr>
<tr>
<td>Science Elective ¹</td>
<td>3-4</td>
</tr>
<tr>
<td>Communication Elective (see list below)</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Culturally Diverse Non-behavioral Social Science Elective (see list below)</td>
<td>3</td>
</tr>
<tr>
<td>Culturally Diverse Literature Elective (see list below)</td>
<td>3</td>
</tr>
<tr>
<td>Communication Elective (see list below)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 290</td>
<td>3</td>
</tr>
<tr>
<td>LAS Capstone: Advanced Writing and Research</td>
<td>3</td>
</tr>
<tr>
<td>SPC 113</td>
<td>3</td>
</tr>
<tr>
<td>Speech (formerly THE113)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td><strong>61-63</strong></td>
</tr>
</tbody>
</table>

¹ Science (3 or 4 credits)/Lab Science Electives (4 credits): AQS, BIO, BTC, CHE, EAS, EGM, NRD or PHY

² Behavioral Social Science Electives: ANT, PSY, SOC or SSC

³ Note: PER 130 Health, Fitness, And Wellness is recommended for transfer

**Communication Electives**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GID 104</td>
</tr>
<tr>
<td>GID 109</td>
</tr>
<tr>
<td>ENG 106</td>
</tr>
<tr>
<td>ENG 242</td>
</tr>
<tr>
<td>Course Code</td>
</tr>
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<td>-------------</td>
</tr>
<tr>
<td>ENG 245</td>
</tr>
<tr>
<td>ENG 251</td>
</tr>
<tr>
<td>ENG 283</td>
</tr>
<tr>
<td>MKT 142</td>
</tr>
<tr>
<td>MKT 241</td>
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<tr>
<td>MRT 110</td>
</tr>
<tr>
<td>MRT 112</td>
</tr>
<tr>
<td>MRT 208</td>
</tr>
<tr>
<td>PHO 215</td>
</tr>
</tbody>
</table>

### Literature Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 201</td>
<td>Honors English: American Romanticism</td>
<td>3</td>
</tr>
<tr>
<td>ENG 203</td>
<td>Twentieth Century American Authors</td>
<td>3</td>
</tr>
<tr>
<td>ENG 205</td>
<td>Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>ENG 210</td>
<td>Literature Of The Sixties</td>
<td>3</td>
</tr>
<tr>
<td>ENG 213</td>
<td>American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 214</td>
<td>American Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 221</td>
<td>Women's Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 224</td>
<td>Mystery Fiction</td>
<td>3</td>
</tr>
<tr>
<td>ENG 227</td>
<td>English Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 228</td>
<td>English Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 233</td>
<td>Science Fiction</td>
<td>3</td>
</tr>
<tr>
<td>ENG 235</td>
<td>Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 236</td>
<td>Modern Drama</td>
<td>3</td>
</tr>
<tr>
<td>ENG 237</td>
<td>Special Topics: Queer American Drama</td>
<td>3</td>
</tr>
<tr>
<td>ENG 252</td>
<td>Shakespeare and Star Wars: A Study of Tragedy through Drama and Film</td>
<td>3</td>
</tr>
<tr>
<td>ENG 259</td>
<td>Literary Masterpieces I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 260</td>
<td>Literary Masterpieces II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 261</td>
<td>The Short Story</td>
<td>3</td>
</tr>
<tr>
<td>ENG 265</td>
<td>Great Writers of Harlem</td>
<td>3</td>
</tr>
</tbody>
</table>

### Culturally Diverse Literature Harlem Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 236</td>
<td>Modern Drama</td>
<td>3</td>
</tr>
<tr>
<td>ENG 237</td>
<td>Special Topics: Queer American Drama</td>
<td>3</td>
</tr>
<tr>
<td>ENG 261</td>
<td>The Short Story</td>
<td>3</td>
</tr>
<tr>
<td>ENG 265</td>
<td>Great Writers of Harlem</td>
<td>3</td>
</tr>
</tbody>
</table>

### Culturally Diverse Non-behavioral Social Science Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEO 129</td>
<td>World And Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIS 105</td>
<td>History Of World Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 106</td>
<td>History Of World Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HIS 125</td>
<td>American Ethnic History</td>
<td>3</td>
</tr>
</tbody>
</table>

**Helpful hints**

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

**Transfer options**

For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

**MassTransfer**

Students who plan to transfer to a Massachusetts state university or a University of Massachusetts campus may be eligible to transfer under the MassTransfer agreement which provides transfer advantages to those who qualify.

Please click here for MassTransfer information (http://www.mass.edu/masstransfer)

**Special requirements**

Technical standards must be met with or without accommodations.

**Career options/Earning potential**

For career options, please click here.

([https://mwcc.emsiscareercoach.com/](https://mwcc.emsiscareercoach.com/#action=loadSearchResults&Search=communications,+writing&SearchType=occupation))

**Program Competencies for LAC**

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

- Formulate clear and precise questions about complex problems and ideas relevant to a variety of disciplines—math, science, the humanities, and the social sciences—and gather, assess, and interpret information to arrive at well-reasoned conclusions and solutions.
- Demonstrate an understanding of complex written texts that demand an appreciation of subtext, irony, metaphor, and the subtlety and nuances of language.
- Successfully complete a substantial research paper that demonstrates the ability to formulate a research question, conduct research using the library’s databases, and synthesize information from a variety of sources into a cohesive and in-depth analysis of a topic.
- Demonstrate knowledge of historic, social, and cultural backgrounds necessary for understanding their own and other societies with an emphasis on important ideas and events that have shaped, and continue to shape, their world.
- Demonstrate scientific literacy, which can be defined as the matrix of knowledge needed to understand enough about the universe to deal with issues that come across the horizon of the average citizen, in the news or elsewhere.
- Demonstrate a broad exposure to, and an understanding of, the differences and similarities in the various academic disciplines within their Liberal Arts education.
- Successfully transfer to a baccalaureate degree granting institution if desired, with the proper educational foundation for transition into a chosen field of study.
Capstone Course for LAC

ENG 290 LAS Capstone: Advanced Writing and Research is the required capstone course for all Liberal Arts & Sciences majors and is to be taken after successfully completing ENG 102 College Writing II and 45 credits.

Technical Standards ¹ for LAC

¹ For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

• Comprehend textbook material at the 11th grade level.
• Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
• Gather, analyze, and draw conclusions from data.

Complementary Health Care

The Complementary Health Care Program at Mount Wachusett Community College provides students with the opportunity to earn a Certificate in Complementary Health Care or an Associate Degree in Complementary Health Care. Upon completion of either program, students are prepared for positions in various healthcare settings. During the course of study, students will develop skills and competencies in holistic and complementary approaches to maintaining health and/or treating injury. Students will gain knowledge in various types of bodywork modalities and integrative medicine.

Complementary Health Care Certificate (CHC)

This program focuses on complementary health care philosophy, theories, and practices, offering an innovative opportunity to study complementary/holistic approaches to maintaining health and supporting recovery from injury or illness. Training in several modalities such as Reiki, yoga, and stress management are offered. This program is an excellent option for those who are working in healthcare, human resources, teaching, or other professions and wish to enhance their skills; professionals who need college credits to meet continuing education unit (CEU) 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.

Year 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>CHC 101</td>
<td>3</td>
</tr>
<tr>
<td>PSY 105</td>
<td>3</td>
</tr>
<tr>
<td>Professional Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>BIO 152</td>
<td>4</td>
</tr>
</tbody>
</table>

Spring

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC 220</td>
</tr>
<tr>
<td>BIO 101</td>
</tr>
<tr>
<td>ENG 102</td>
</tr>
<tr>
<td>HST 140</td>
</tr>
<tr>
<td>Professional Elective (see list below) ¹</td>
</tr>
</tbody>
</table>

Total Credits: 31-33

¹ Note: Only one EXS course may be used as a professional elective

Professional Electives

<table>
<thead>
<tr>
<th>Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Any CHC course</td>
<td>Principles Of Anatomy And Kinesiology 3</td>
</tr>
<tr>
<td>EXS 102</td>
<td>Exercise Science And Nutrition 4</td>
</tr>
<tr>
<td>EXS 201</td>
<td>Exercise Testing And Program Design 4</td>
</tr>
<tr>
<td>EXS 203</td>
<td>Medical Ethics 3</td>
</tr>
<tr>
<td>MTC 101</td>
<td>Massage Therapy I 4</td>
</tr>
<tr>
<td>HUM 212</td>
<td>Levels Of Being 3</td>
</tr>
<tr>
<td>PSY 280</td>
<td>Psychology Of Death And Dying 3</td>
</tr>
</tbody>
</table>

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 Selective Program Requirements). (p. 14)

Transfer options

This program is intended for immediate career entry. Courses completed as part of this certificate program can be applied to the Complementary Healthcare Degree.

Career options/Earning potential

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=complimentary+healthcare&SearchType=occupation)

Gainful Employment Program Disclosure Information

For gainful employment information, please click here. (http://mwcc.edu/gedt/chc)

Complementary Health Care Degree (CHD)

An innovative opportunity to study complementary/holistic approaches to maintaining health and supporting recovery from injury or illness, orienting students to complementary health care theories, principles, and practices. This two-year degree program provides a comprehensive background in various modalities.
### Year 1

#### Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>CHC 101</td>
<td>Complementary Health Care</td>
<td>3</td>
</tr>
<tr>
<td>BIO 152</td>
<td>Essentials of Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Introduction To Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Professional Elective (see list below)</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

#### Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC 220</td>
<td>Mind-Body-Spirit Connection</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Writing II</td>
<td>3</td>
</tr>
<tr>
<td>HST 140</td>
<td>Counseling Methods And Interviewing Techniques</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Introduction To Nutrition (formerly NUT101)</td>
<td>3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Electives (See list Below)</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

### Year 2

#### Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Professional Elective (see list below)</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MAT 126</td>
<td>Topics In Mathematics</td>
<td>4</td>
</tr>
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</table>

#### Spring

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CHC 230</td>
<td>Complementary Healthcare (CAM)</td>
<td>3</td>
</tr>
<tr>
<td>PER 130</td>
<td>Health, Fitness, And Wellness</td>
<td>3</td>
</tr>
<tr>
<td>General Elective</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Professional Elective (see list below)</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 62-63

1. Only one EXS course may be used as a professional elective.
2. Business Electives: ACC, BUS, CIS, ECO, MGT, MKT or PLS.
   CIS 127 Computer Technologies is recommended.
3. Humanities Electives: ART, ASL, DAN, ENG, FRE, HUM, MUS, PHL, SPA, SPC or THE.
4. Social Science Electives: ANT, ECO, GEO, HIS, POL, PSY, SOC or SSC.
5. General Electives: Any Course (See General Electives (p. 53) exceptions).

#### Professional Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC 102</td>
<td>Foundations of Yoga</td>
<td>3</td>
</tr>
<tr>
<td>CHC 104</td>
<td>Reflexology</td>
<td>3</td>
</tr>
<tr>
<td>CHC 105</td>
<td>Introduction To The Chakra System</td>
<td>3</td>
</tr>
<tr>
<td>CHC 108</td>
<td>Transforming Stress</td>
<td>3</td>
</tr>
<tr>
<td>CHC 110</td>
<td>Reiki: Traditional Usui Method</td>
<td>3</td>
</tr>
<tr>
<td>CHC 121</td>
<td>Healthy Steps Certification</td>
<td>3</td>
</tr>
<tr>
<td>CHC 202</td>
<td>Yoga II</td>
<td>3</td>
</tr>
<tr>
<td>CHC 204</td>
<td>Yoga III</td>
<td>4</td>
</tr>
<tr>
<td>EXS 102</td>
<td>Principles Of Anatomy And Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>EXS 201</td>
<td>Exercise Science And Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>EXS 203</td>
<td>Exercise Testing And Program Design</td>
<td>4</td>
</tr>
<tr>
<td>HUM 212</td>
<td>Medical Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MTC 101</td>
<td>Massage Therapy I</td>
<td>4</td>
</tr>
<tr>
<td>PHL 210</td>
<td>Levels Of Being</td>
<td>3</td>
</tr>
<tr>
<td>PSY 280</td>
<td>Psychology Of Death And Dying</td>
<td>3</td>
</tr>
</tbody>
</table>

See Complementary Health Care program competencies and technical standards.

### Transfer options

For transfer options, please click here. (p. 41) It is recommended that you also 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) (see Selective Program Requirements (p. 14)).

### Career options/Earning potential

For career options, please click here. ([https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=complimentary+healthcare,+massage+therapy&SearchType=occupation](https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=complimentary+healthcare,+massage+therapy&SearchType=occupation))

**Please Note:** Students who may be seeking an administrative career in the complementary and alternative medical field are encouraged to take the following courses as their general electives: ACC 101 Principles Of Accounting I, CIS 127 Computer Technologies, and MAS 102 Medical Terminology.

### Program Competencies for CHD

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

- Demonstrate information literacy through integrating information obtained from professional literature review into existing body of knowledge.
- Demonstrate knowledge of various types of bodywork modalities that comprise a holistic and complementary approach to maintaining health and/or treating injury.
- Demonstrate an understanding of the broad spectrum of complementary and alternative modalities available to individuals interested in integrative medicine.
- Complete an introductory study of one holistic modality available to individuals interested in integrative medicine.
- Communicate effectively and accurately through oral, written, and electronic means.
- Demonstrate professional skills including presentation skills, and understanding ethical standards in the field.

---

80 Complementary Health Care
Technical Standards ¹ for CHD and CHC

¹ For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

- Comprehend textbook material at the 11th grade level.
- Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
- Gather, analyze, and draw conclusions from data.
- Continuously (2-4 hours) stand in place, twist, stoop, bend at the waist, pinch or grasp with hands, and reach with arms overhead.
- Manipulate clients for positioning requiring lifting up to 40 lbs.
- Demonstrate tactile ability commensurate with assessing muscle tonicity, in addition to tactile sensitivity to hotness/coldness, wetness/dryness, and hardness/softness.
- Demonstrate fine and gross motor skills commensurate with sustained pressure using thumbs, wrist, and hands for up to 60 minutes.
- Respond to spoken verbal communication, as well as sounds that indicate changes in the patient’s physiological condition (i.e., breath sounds, slurred speech).
- Identify behaviors that would endanger a person’s life or safety, and intervene quickly in a crisis situation with an appropriate solution.
- Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
- Exhibit behavioral and ethical skills appropriate to professional interactions.
- Maintain cleanliness and personal grooming consistent with close personal contact.
- Function without causing harm to self or others if under the influence of prescription or over-the-counter medications.

Computer Information Systems

The Computer Information Systems Program at Mount Wachusett Community College provides students with the opportunity to earn a Certificate in Cyber Security, a Certificate in Information Technology (IT) Support Specialist or an Associate Degree in Computer Information Systems. Upon completion of a certificate or degree program, students are prepared for positions in various information technology settings. During the course of study, students will develop skills and competencies in analyzing, assessing, diagnosing, and troubleshooting hardware, software, network, and other desktop issues. Students will gain knowledge in maintaining hardware systems, software systems, and user accounts.

Cyber Security Certificate (CSC)

This certificate is designed as introductory for students who want to start a career in IT security. You will learn how to install operating systems and applications and will cover networking topics such as how to configure IP, what a VLAN is, and so on. You will learn how to secure these technologies and protect against possible exploits and attacks. Students may use this certificate as preparation for the CompTIA Security + SYO-201 exam or as a foundation for ongoing security studies.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>CIS 127</td>
<td>Computer Technologies</td>
</tr>
<tr>
<td>CIS 140</td>
<td>Microcomputer Networking Applications</td>
</tr>
<tr>
<td>CIS Elective ¹</td>
<td>Mobile and Web Development</td>
</tr>
<tr>
<td>CIS 118</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>CIS 144</td>
<td>Network Security</td>
</tr>
<tr>
<td>CIS Elective ¹</td>
<td></td>
</tr>
<tr>
<td>CIS 123</td>
<td>Microcomputer Database Management</td>
</tr>
<tr>
<td>CIS 141</td>
<td>Supporting Private Clouds</td>
</tr>
<tr>
<td>Total Credits:</td>
<td>24</td>
</tr>
</tbody>
</table>

¹ CIS 109 or higher.

See Computer Information Systems program competencies and technical standards

Helpful Hints

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

Special requirements

Students are required to complete the CIS courses as listed. Prior to enrolling in each course, students must ensure they meet the course prerequisites. The college’s adaptive computer lab, providing assistive technology for students with disabilities, is available. Technical standards must be met with or without accommodations.

Transfer options

This program is intended for immediate career entry. Courses completed as part of this certificate program can be applied to the Computer Information Systems Degree.

Career options/Earning potential

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=information+security&SearchType=occupation)

Gainful Employment Program Disclosure Information

For gainful employment information, please click here. (http://mwcc.edu/gedt/csc)

IT Support Specialist Certificate (ITC)

This certificate will prepare students for the information technology (IT) field especially related to IT support specialist and helpdesk entry positions. Students will utilize software applications, networks, and web servers; query database applications to locate, evaluate, and use data; create web pages and web graphics; create written documentation and oral presentations; configure, monitor, secure, and administer network resources; as well as demonstrate technical skills and ability in analyzing, assessing, diagnosing, and troubleshooting hardware, software, network,
and other desktop issues. Additionally, students may apply this certificate as a step toward the Computer Information Systems Degree.

### Year 1

#### Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 127</td>
<td>3</td>
</tr>
<tr>
<td>CIS 140</td>
<td>3</td>
</tr>
<tr>
<td>CIS 143</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>3</td>
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</tbody>
</table>

#### Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 123</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Professional Elective (see list below)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS Elective - CIS 109 or higher</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS Elective - CIS 109 or higher</td>
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</table>

**Total Credits:** 24

### Professional Electives

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BUS 112</td>
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<tr>
<td>BUS 125</td>
<td>3</td>
</tr>
<tr>
<td>ENG 106</td>
<td>3</td>
</tr>
<tr>
<td>SPC 113</td>
<td>3</td>
</tr>
</tbody>
</table>

See Computer Information Systems program competencies and technical standards

### Helpful hints

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

### Special requirements

Students are required to complete the CIS courses as listed. Prior to enrolling in each course, students must ensure they meet the course prerequisites. The college’s adaptive computer lab, providing assistive technology for students with disabilities, is available. Technical standards must be met with or without accommodations.

### Transfer options

This program is intended for immediate career entry. Courses completed as part of this certificate program can be applied to the Computer Information Systems Degree.

### Career options/Earning potential

For career options, please click here: [https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=IT+Support+Specialists&SearchType=occupation&EdLevel=all](https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=IT+Support+Specialists&SearchType=occupation&EdLevel=all)

### Gainful Employment Program Disclosure Information

For gainful employment information, please click here: [http://mwcc.edu/gedt/it](http://mwcc.edu/gedt/it)

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### Computer Information Systems Degree (CIS)

This degree will prepare students for the information technology field especially related to IT support specialist and helpdesk entry positions. Students will utilize software applications, networks, and web servers; query database applications to locate, evaluate, and use data; create web pages and web graphics; create written documentation and oral presentations; configure, monitor, secure, and administer network resources; as well as demonstrate technical skills and ability in analyzing, assessing, diagnosing, and trouble-shooting hardware, software, network, and other desktop issues. Additionally, students will gain knowledge related to a broad overview of information security.

#### Year 1

#### Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 109</td>
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</tr>
<tr>
<td>Social Science Elective 3</td>
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<tr>
<td>CIS 127</td>
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</tr>
<tr>
<td>ENG 101</td>
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<tr>
<td>CIS 140</td>
<td>3</td>
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#### Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 123</td>
<td>3</td>
</tr>
<tr>
<td>Professional Elective (see list below)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>MAT 126</td>
<td>4</td>
</tr>
<tr>
<td>CIS 143</td>
<td>3</td>
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</tbody>
</table>

**Total Credits:** 61-63

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1 Social Science Electives: ANT, ECO, GEO, HIS, POL, PSY, SOC or SSC
2 CIS 110 Advanced Programming in BASIC or higher; CED 203 Cooperative Education recommended
3 CIS 110 or higher
4 Science Electives: BIO, BTC, CHE, EAS, EGM, NRD or PHY
5 ACC/BUS/MGT/MKT Electives: ACC, BUS, MGT or MKT

---

82 Computer Information Systems
Program Competencies for CIS

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

- Demonstrate excellent presentation skills.
- Demonstrate excellent written skills for technical documentation, reports, and instructions.
- Develop skills to gather accurate and relevant information to solve a problem.
- Develop the ability to work productively with others in a team environment.
- Develop skills to work with constantly changing technologies.
- Demonstrate technical skills and ability in analyzing, assessing, diagnosing, and troubleshooting hardware, software, network, and other desktop issues.
- Develop technical skills in maintaining hardware systems, software systems, and user accounts.
- Acquire basic knowledge of computer and network security.
- Communicate effectively and appropriately with customers, peers, staff, and vendors.

Technical Standards for CIS, CSC and ITC

For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

- Comprehend textbook material at the 11th grade level.
- Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
- Gather, analyze, and draw conclusions from data.
- Read from a computer screen.
- Learn to operate a computer.
- Possess manual dexterity to operate computer devices such as a keyboard and mouse.
- Work at a computer for a minimum of two hours.

Criminal Justice

The Criminal Justice Program at Mount Wachusett Community College provides students with the opportunity to earn a Certificate in Law Enforcement, an Associate Degree in Criminal Justice-with a Corrections Concentration or Associate Degree in Criminal Justice-with a Law Enforcement Concentration. Upon completion of a program, students are prepared for positions in various criminal justice, law enforcement and corrections settings. During the course of study, students will develop skills and competencies in communications, critical thinking, reasoning, and use of terminology of a criminal justice professional. Students will gain knowledge of Constitutional processes, substantive law content, and application of appropriate techniques in the investigation, apprehension, prosecution, adjudication, punishment, and rehabilitation of criminal offenders.
Law Enforcement Certificate (CJLC)

Developed in cooperation with the Massachusetts Chiefs of Police Association, the Law Enforcement Certificate program prepares students for a career in law enforcement. The certificate combines specialized criminal justice and general education coursework to provide students with the knowledge and skills they need to compete for entry into the Massachusetts law enforcement field. All of the credits earned in the certificate program can be applied to an associate’s degree in criminal justice, which may result in increased compensation and may qualify the certificate holder to a shortened municipal police training academy.

There are several good reasons to pursue or continue your education in criminal justice:

1. it is one of the fastest growing job markets in the nation;
2. as crime changes and criminals become more sophisticated, criminal justice professionals must increase their knowledge, skills, and sophistication in enforcing laws;
3. the public continues to demand higher standards and effectiveness of law enforcement officials;
4. through various pay incentive programs, police may receive salary increases by pursuing higher education;
5. and criminal justice is a good foundation for those pursuing a career in law.

MWCC’s outstanding criminal justice faculty includes working practitioners and instructors with expertise in law enforcement, prosecutorial systems, and corrections.

Year 1

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>CJU 131</td>
<td>Introduction To Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>Fall</td>
<td>CJU 133</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>Fall</td>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>Fall</td>
<td>SOC 103</td>
<td>Introduction To Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Fall</td>
<td>PSY 105</td>
<td>Introduction To Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>CJU 134</td>
<td>Criminal Procedure</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>CJU 220</td>
<td>Technical Writing For The Criminal</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Justice Professional</td>
<td></td>
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<tr>
<td>Spring</td>
<td>CJU 140</td>
<td>American Policing</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>CJU 232</td>
<td>Introduction To Criminology</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>SPC 113</td>
<td>Speech (formerly THE113)</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>Total Credits:</td>
<td>28</td>
</tr>
</tbody>
</table>

See Criminal Justice program competencies and technical standards

Helpful hints

Academic and career advising sessions with a criminal justice advisor are highly recommended. Cooperative education, volunteer, and/or service learning experiences may increase chances of employment. Students who are pursuing a career in law enforcement or police services are encouraged to complete the Associate’s Degree in Criminal Justice.

Special requirements

Students enrolled in this certificate are not eligible for life experience, police academy, armed services, or Tech Prep credits and are limited to six credits total in CLEP, DANTES, and challenge exams. Only courses completed at institutions accredited by appropriate Regional Institutional Accrediting organizations may be transferred into the program. A Criminal and Sexual Offender Records Information (CORI/SORI) check is required for student interns. Technical standards must be met with or without accommodations.

Transfer options

This program is intended for immediate career entry. Courses completed as part of this certificate program can be applied to the Criminal Justice Degree.

Career options/Earning potential

For career options, please click here.

Gainful Employment Program Disclosure Information

For gainful employment information, please click here.

Criminal Justice Degree–Corrections Concentration (CJCD)

The mission statement for the Criminal Justice program at MWCC is to provide students with academic preparation for career entry, transfer to four year institutions, and life-long learning through a broad based and comprehensive curriculum supported by community partnerships and guided by the demand of the criminal justice workforce. The corrections concentration focuses on counseling and rehabilitation of offenders, probation, parole, community corrections, and juvenile services. The Criminal Justice program is approved as a Police Career Incentive Program by the Massachusetts Department of Higher Education.

Year 1

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>Fall</td>
<td>SOC 103</td>
<td>Introduction To Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Fall</td>
<td>MAT 126</td>
<td>Topics In Mathematics(or higher)</td>
<td>4</td>
</tr>
<tr>
<td>Fall</td>
<td>CJU 131</td>
<td>Introduction To Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>Fall</td>
<td>CJU 133</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>ENG 102</td>
<td>College Writing II</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>PSY 105</td>
<td>Introduction To Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>CIS 127</td>
<td>Computer Technologies</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>CJU 134</td>
<td>Criminal Procedure</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>CJU 232</td>
<td>Introduction To Criminology</td>
<td>3</td>
</tr>
<tr>
<td>Year 2</td>
<td>Fall</td>
<td>Science Elective 1</td>
<td>3–4</td>
</tr>
<tr>
<td>Fall</td>
<td>POL 211</td>
<td>Massachusetts And The Federal System</td>
<td>3</td>
</tr>
</tbody>
</table>
Restrictive Elective (see list below) 3

CJU 254 Counseling And Rehabilitation Of The Offender 3
CJU 250 Introduction To Corrections 3
CJU 220 Technical Writing For The Criminal Justice Professional 1

Spring

SPC 113 Speech (formerly THE113) 3
PSY 240, SOC 205, or HIS 125 Abnormal Psychology(or Social Problems, or American Ethnic History) 3
PER 126 or 130 Fitness And Wellness(or Health, Fitness and Wellness) 2 2-3

Restrictive Elective (see list below) 3
CJU 260 Probation, Parole, And Community Corrections 3
CJU 255 Seminar In Criminal Justice 3 3

Total Credits: 64-66

1 Science Electives: BIO, BTC, CHE, EAS, EGM, NRD or PHY Lab science required for transfer
2 PER 130 Health, Fitness, And Wellness is recommended for transfer
3 This course should be taken in the semester immediately preceding graduation

Restrictive Electives

CJU 234 Course CJU 234 Not Found
CJU 252 Internship In Criminal Justice
SOC 129 Drug Use And Abuse In American Society 1 3
SOC 208 Juvenile Delinquency 1 3
SOC 212 Victimization 1 3
SPA 109 Beginning Spanish I (or higher) 3

1 Recommended

See Criminal Justice program competencies and technical standards

Helpful hints

Academic and career advising sessions with a Criminal Justice advisor are highly recommended. Cooperative education, volunteer, and/or service learning experiences may increase chances of employment.

Transfer options

For transfer options, please click here (p. 41). It is recommended that you also consult with your academic advisor.

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, DSST, and challenge exams. Only courses completed at institutions accredited by the New England Association of Schools and Colleges may be transferred into the program. Transfer students are required to complete at least three of their required Criminal Justice courses (nine credits) at MWCC. A Criminal and Sexual Offender Records Information (CORI/SORI) check is required for student interns. Technical standards must be met with or without accommodations.

Career options/Earning potential

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=criminal+justice+corrections&SearchType=occupation) Also, please visit the Massachusetts Career Information System (https://masscis.intocareers.org/materials/portal/home.html) and the Occupational Outlook Handbook (http://www.bls.gov/ooh) for more information.

Criminal Justice Degree–Law Enforcement Concentration (CJL)

The mission statement for the Criminal Justice program at MWCC is to provide students with academic preparation for career entry, transfer to four year institutions, and lifelong learning through a broad based and comprehensive curriculum supported by community partnerships and guided by the demand of the criminal justice workforce. The law enforcement concentration emphasizes areas such as community policing, investigation, criminalistics, and the administration of justice. For Massachusetts police officers who qualify for the benefit, the Criminal Justice program is approved as a Police Career Incentive Program by the Massachusetts Department of Higher Education.

Year 1

Fall

ENG 101 College Writing I 3
SOC 103 Introduction To Sociology 3
MAT 126 Topics In Mathematics (or higher) 4
CJU 131 Introduction To Criminal Justice 3
CJU 133 Criminal Law 3

Spring

ENG 102 College Writing II 3
PSY 105 Introduction To Psychology 3
CIS 127 Computer Technologies 3
CJU 134 Criminal Procedure 3
CJU 232 Introduction To Criminology 3

Year 2

Fall

Science Elective 1 3-4
POL 211 Massachusetts And The Federal System 3
Restrictive Elective (see list below) 3
CJU 233 Criminal Investigation 3
CJU 250 Introduction To Corrections 3
CJU 220 Technical Writing For The Criminal Justice Professional 1

Spring

SPC 113 Speech (formerly THE113) 3
PSY 240, SOC 205, or HIS 125  
Abnormal Psychology 3

PER 126 or 130  
Fitness And Wellness 2 2-3

Restrictive Elective  (see list below)  
3

CJU 140  
American Policing 3

CJU 255  
Seminar In Criminal Justice 3

Total Credits: 64-66

1 Electives: BIO, BTC, CHE, EAS, EGM, NRD or PHY  
Lab science required for transfer

2 PER 130 Health, Fitness, And Wellness is recommended for transfer

3 This course should be taken in the semester immediately preceding graduation

Restrictive Electives

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJU 110</td>
</tr>
<tr>
<td>CJU 252</td>
</tr>
<tr>
<td>SOC 129</td>
</tr>
<tr>
<td>SOC 208</td>
</tr>
<tr>
<td>SOC 212</td>
</tr>
<tr>
<td>SPA 109</td>
</tr>
</tbody>
</table>

1 Recommended

See Criminal Justice program competencies and technical standards

Helpful Hints

Academic and career advising sessions with a Criminal Justice advisor are highly recommended. Cooperative education, volunteer, and/or service learning experiences may increase chances of employment.

Transfer options

For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

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, DSST, and challenge exams. Only courses completed at institutions accredited by the New England Association of Schools and Colleges may be transferred into the program. Transfer students are required to complete at least three of their required Criminal Justice courses (nine credits) at MWCC. A Criminal and Sexual Offender Records Information (CORI/SORI) check is required for student interns. Technical standards must be met with or without accommodations.

Career options/Earning potential

For career options, please click here.  
(https://mwcc.emsicareercoach.com/
#action=loadSearchResults&Search=criminal+justice+law
+enforcement&SearchType=occupation) Also, please visit the Massachusetts Career Information System (https://masscis.intocareers.org/materials/portal/home.html) and the Occupational Outlook Handbook (http://www.bls.gov/ooh) for more information.

Program Competencies for CJCD and CJL

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

- Apply skills and knowledge necessary for entry-level positions and/or continued study in criminal justice or related fields.
- Explain the basic concepts, operations, and services of the primary agencies that make up the criminal justice system.
- Analyze theoretical perspectives on criminality and social deviance, and identify specific crime typologies and offender profiles.
- 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.
- Demonstrate essential skills including reading, writing, communications, critical thinking, reasoning, and knowledge and use of terminology of a criminal justice professional.
- Analyze current issues facing the criminal justice system and ethical choices confronting criminal justice practitioners.
- Analyze career opportunities and assess skills and abilities in relationship to specific positions.

Technical Standards 1 for CJCD, CJL, and CJLC

1 For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

- Comprehend textbook material at the 11th grade level.
- Communicate and assimilate information in either printed, signed, or computer voice format.
- Gather, analyze, and draw conclusions from data.
- Observe, investigate, make appropriate determinations at mock crime scenes, and problem solve.
- Function as a team leader, including giving directions and providing advocacy.
- Maintain cleanliness and personal grooming consistent with close personal contact.
- Know how to operate a computer or smart phone, with or without adaptation.

Dental Education

The Dental Education Program at Mount Wachusett Community College provides students with the opportunity to earn a Dental Assisting Certificate or an Associate Degree in Dental Hygiene. Upon completion of either program, students are prepared for positions in various healthcare settings. During the course of study, students will develop skills and competencies in preventive oral healthcare.
Dental Assisting Certificate (DAC) (Evening only) (Selective)

The certified dental assistant is an auxiliary in the dental office who assists the dentist in dental procedures and in the performance of generalized tasks. This would include; chair-side /instrument transfer, radiography and laboratory functions, clerical office operations such as recordkeeping, billing, and appointment management and reception duties. Students are eligible to sit for the Dental Assisting National Board Certification Examination, (DANB), upon successful completion of the Dental Assisting program. Application deadline: The application deadline is August 1st and rolling until each seat is filled.

Prerequisite Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 199</td>
<td>Anatomy and Physiology I (formerly BIO203)</td>
<td>4</td>
</tr>
<tr>
<td>MAT 126</td>
<td>Topics In Mathematics (or higher)</td>
<td>4</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Introduction To Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Year 1

Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAC 101</td>
<td>Dental Assisting</td>
<td>3</td>
</tr>
<tr>
<td>DAC 102</td>
<td>Dental Science I</td>
<td>4</td>
</tr>
</tbody>
</table>

Maymester/Summer I

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAC 104</td>
<td>Practice Management</td>
<td>2</td>
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</table>

Summer II

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAC 105</td>
<td>Dental Science II</td>
<td>4</td>
</tr>
<tr>
<td>DHY 106</td>
<td>Dental Materials</td>
<td>3</td>
</tr>
</tbody>
</table>

Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHY 103</td>
<td>Dental Radiology</td>
<td>3</td>
</tr>
<tr>
<td>DAC 110</td>
<td>Prevention</td>
<td>3</td>
</tr>
</tbody>
</table>

Year 2

Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAC 115</td>
<td>Clinical Rotation</td>
<td>7</td>
</tr>
</tbody>
</table>

Total Credits: 43

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 Selective Program Requirements (p. 14)). Prior to taking DAC courses, the following general education courses are required (at a level of C+ or better):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 199</td>
<td>Anatomy and Physiology I (formerly BIO203)</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 126</td>
<td>Topics In Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Introduction To Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

All BIO, MAT, and DAC courses require a minimum grade of C+ or better to be eligible for promotion to the next level. Also, BIO 199 Anatomy and Physiology I (formerly BIO203), BIO 204 Anatomy and Physiology II, and BIO 205 Microbiology credits cannot be more than five years old.

Career options/Earning potential

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=dental+assisting&SearchType=occupation&EdLevel=all)

Gainful Employment Program Disclosure Information

For gainful employment information, please click here (http://mwcc.edu/ge/gedt/dac).

Dental Hygiene Degree (DHY) (Day only) (selective)

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 Commission on Dental Competency Assessments (CDCA) Clinical Examination 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.

Prerequisite Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 199</td>
<td>Anatomy and Physiology I (formerly BIO203)</td>
<td>4</td>
</tr>
<tr>
<td>BIO 204</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
</tbody>
</table>
| Year 1

Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 205</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>DHY 101</td>
<td>Anatomic Science For The Dental Hygienist</td>
<td>3</td>
</tr>
<tr>
<td>DHY 102</td>
<td>Dental Hygiene Process Of Care</td>
<td>5</td>
</tr>
</tbody>
</table>

Helpful hints

Students are encouraged to complete all the general education requirements before entry into the Program.

Transfer options

This program is intended for immediate career entry. Courses completed as part of this certificate program can be applied to the Dental Hygiene Degree.

Campus

The Dental Assisting Program is offered at the Fitchburg campus only.
DHY 103  Dental Radiology  3
DHY 105  Anatomic Science For The Dental Hygienist II  3
DHY 106  Dental Materials  3
DHY 107  Periodontology  3
DHY 108  Dental Hygiene Process Of Care II  6

Summer
DHY 205  Pain Control  3
ENG 102  College Writing II  3

Year 2
Fall
PSY 105  Introduction To Psychology  3
DHY 201  Oral Pathology  2
DHY 202  Pharmacology For The Dental Hygienist  3
DHY 203  Dental Hygiene Process Of Care III  5
Business Elective  3

Spring
DHY 209  Community Oral Health  4
DHY 207  Dental Hygiene Process Of Care IV  5
DHY 208  Dental Ethics And Professional Issues  2
SOC 103  Introduction To Sociology  3

Humanities Elective  2

Total Credits:  80

1  Recommended completion prior to program application
2  Humanities Electives: ART, ASL, DAN, ENG, FRE, HUM, MUS, PHL, SPA, SPC or THE
3  Business Electives: ACC, BUS, CIS, ECO, FIN, MAS, MGT, MKT or PLS
4  BIO 205 Microbiology, DHY 101 Anatomic Science For The Dental Hygienist I, DHY 102 Dental Hygiene Process Of Care I and DHY 103 Dental Radiology must be taken concurrently.
5  DHY 105 Anatomic Science For The Dental Hygienist II, DHY 106 Dental Materials, DHY 107 Periodontology and DHY 108 Dental Hygiene Process Of Care II must be taken concurrently.
6  DHY 201 Oral Pathology, DHY 202 Pharmacology For The Dental Hygienist, DHY 203 Dental Hygiene Process Of Care III and PSY 105 Introduction To Psychology must be taken concurrently
7  DHY 207 Dental Hygiene Process Of Care IV, DHY 208 Dental Ethics And Professional Issues, DHY 209 Community Oral Health and SOC 103 Introduction To Sociology must be taken concurrently

Requirements for consideration
Applicants must meet certain academic standards. See the Selective Program Requirements (p. 14) of the college catalog for specific details or refer to the program application available on the MWCC website or through the admissions office. Prior to admission, prerequisite courses needed are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 126</td>
<td>Topics In Mathematics (or higher)</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 199</td>
<td>Anatomy and Physiology I (formerly BIO203)</td>
<td>4</td>
</tr>
<tr>
<td>BIO 204</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
</tbody>
</table>

1  Not MAT 140 Elements Of Mathematics I

Campus
The Dental Hygiene Program is offered at the Fitchburg campus only.

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
For transfer options, please click here (p. 41). It is recommended that you also 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 Selective Program Requirements (p. 14)). All BIO, MAT (prerequisite) and DHY courses require a minimum grade of C+ or better to be eligible for promotion to the next level. Also BIO 199 Anatomy and Physiology I (formerly BIO203), BIO 204 Anatomy and Physiology II, and BIO 205 Microbiology credits cannot be more than five years old.

Career options/Earning potential
For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=dental+hygiene&SearchType=occupation)

Program Competencies for DAC
Upon graduation, students completing the certificate program in Dental Assisting would be expected to have the following competencies:

- Communicate effectively and accurately through oral, written and electronic means.
- Demonstrate the application of theory to practice in achieving optimal patient care.
- Practice within the legal, ethical and regulatory framework of dental assisting in accordance with the standards set by the State Practice Act and Code of Ethics for Dental Assistants.
- Demonstrate a commitment to the dental assisting profession through assuming responsibility for lifelong learning and professional growth.

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.
Program Competencies for DHY

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

- Communicate effectively and accurately through oral, written and electronic means.
- Demonstrate the application of theory to practice in achieving optimal patient care.
- Use methods of scientific investigation in developing a comprehensive plan of care.
- Implement comprehensive education plans that promote health and identify risk behaviors in individuals and groups of patients for both community and clinic settings.
- 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.
- Demonstrate a commitment to the dental hygiene profession through assuming responsibility for lifelong learning and professional growth.

Technical Standards 1 for DHY

1 For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

- Comprehend textbook material at the 11th grade level.
- Communicate and assimilate information in either printed, signed or computer voice format.
- Gather, analyze, and draw conclusions from data.
- Have the visual acuity with corrective lenses to identify changes in oral tissues.
- Discern changes in color, texture and shape of tissues. Ability to differentiate among subtle shades of gray as seen on radiographs.
- Have sufficient physical ability to perform cardiopulmonary resuscitation in the handling of a medical emergency.
- Have sufficient communication (oral and/or written) ability to question the patient about his/her medical condition and to relay information about the patient to others in English.
- Have sufficient manual dexterity with two hands to manipulate instruments with precision and control in the oral cavity without causing damage to tissues. This skill may not be fully evaluated until the preclinical portion of the curriculum.
- Have a sense of touch that allows for assessment and palpation of oral tissues.
- Sit for prolonged (up to four hours) periods of time.
- Operate and manipulate mechanical equipment, e.g.: dials, switches, push buttons, syringes, and blood pressure measurement devices.
- Pick up items of very small (2mm in width, 21 mm in length minimum) and varying diameters.
- Use upper body movements (up to five feet) to grasp, push/pull, reach overhead equipment, and to rotate and reach laterally.
- Lift, carry, and move equipment and supplies up to 10 pounds.
- Wear protective equipment such as gloves, face masks, face shields, and protective eye wear.

Education

The Early Childhood Education Program at Mount Wachusett Community College provides students with the opportunity to earn an Associate Degree in Early Childhood Education–Career Degree or Associate Degree in Early Childhood Education-Transfer Degree. The Elementary Education Track provides students with the opportunity to earn an Associate Degree in Liberal Arts and Sciences. Upon completion of a program, students are prepared for positions in early child care and educational settings. During the course of study, students will develop skills and competencies in early childhood philosophy and theory. Students will gain knowledge in the growth and development of young children, curriculum and program and environmental planning.

Please click here for MassTransfer information (http://www.mass.edu/masstransfer)

Early Childhood Education—Career Degree (ECC)

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

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 101</td>
<td>Introduction To Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Introduction To Psychology</td>
<td>3</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Computer Technologies</td>
<td>3</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Human Health And Disease</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 114</td>
<td>Early Childhood Education Practicum I</td>
<td>4</td>
</tr>
<tr>
<td>PSY 244</td>
<td>Children With Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>ECE 102</td>
<td>Early Childhood Curriculum And Program Planning</td>
<td>3</td>
</tr>
<tr>
<td>ECE 104, 105, 132, or 250</td>
<td>Infant And Toddler Development And Curriculum (or Child Care Administration or Applying Theories of Curriculum or Observation and Assessment in Early Childhood)</td>
<td>3</td>
</tr>
</tbody>
</table>

| Spring | |
|--------|------|---------|

Mount Wachusett Community College - DRAFT COPY 89
ECE 124  Early Childhood Education Practicum II  4
ECE 134  Guiding Children's Behavior  3
ENG 235  Children's Literature  3
ECE 103  Home, School, And Community Relations  3
PER 126 or 130  Fitness And Wellness  2-3
ECE 260  Leadership In Education Seminar  3

**Total Credits:** 61-62

1  PER 130 Health, Fitness, And Wellness is recommended for transfer

See Education program competencies and technical standards

**State certification**

After completing the degree, students can apply for Department of Early Education and Care (EEC) Lead Teacher certification. Lead Teachers must be age 21 or over (those under 21 can receive Teacher certification). EEC certification indicates that students are qualified to work in childcare facilities.

**Helpful hints**

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

**Transfer options**

For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

**Special requirements**

Technical standards must be met with or without accommodations.

**Career options/Earning potential**

For career options, please click here. (https://mwcc.emscanrecroo.com/#action=loadSearchResults&Search=early+childhood+education&SearchType=occupation)

**Early Childhood Education—Transfer Degree (ECT)**

This program satisfies the requirements of the Massachusetts Department of Higher Education -Early Childhood Education Transfer Compact for transfer to a state college or university bachelor degree program (nursery school to grade 2). Preschool, kindergarten, and elementary school teachers play a vital role in the development of children, introducing them to numbers, language, science, and social studies. They facilitate student learning through interactive class discussions, educational activities, “hands-on” learning, and one-on-one assistance. The need for qualified teachers continues to grow because of retirements, increasing student numbers, and demands for smaller class sizes. Benefits of MWCC’s program include: day, evening, and distance learning options; day classes scheduled conveniently for parents of school-age children; opportunities to gain real world experience; and a strong liberal arts & sciences curriculum for more effective transfer.

**Year 1**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 101</td>
<td>Introduction To Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Introduction To Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 109, EAS 115, or EAS 125</td>
<td>Biology I (or Biogeology:History of Life or Physical Geology of the Earth)</td>
<td>4</td>
</tr>
<tr>
<td>MAT 140</td>
<td>Elements Of Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Writing II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 108</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 103</td>
<td>Home, School, And Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>PER 130</td>
<td>Health, Fitness, And Wellness</td>
<td>3</td>
</tr>
<tr>
<td>ECE 124</td>
<td>Early Childhood Education Practicum II</td>
<td>4</td>
</tr>
<tr>
<td>PSY 244</td>
<td>Children With Special Needs</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 61

1  HUM 260 recommended for transfer to Fitchburg State University.

See Education program competencies and technical standards.

**Transfer options**

For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

**MassTransfer**

Students who plan to transfer to a Massachusetts state university or a University of Massachusetts campus may be eligible to transfer under the MassTransfer agreement which provides transfer advantages to those who qualify.

Please click here for MassTransfer information (http://www.mass.edu/masstransfer)

**Special requirements**

Satisfactory completion of the Communication and Literacy (CLST) section of the Mass Tests of Educator Licensure (MTEL) is required for transfer into a four-year educational program prior to entrance to junior-level courses. The exam is not a prerequisite to enter MWCC’s program. Technical standards must be met with or without accommodations.
Career options/Earning potential

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=early+childhood+education&SearchType=occupation)

Elementary Education Track (LAEL)
A Degree in Liberal Arts and Science

This program satisfies the requirements of the Massachusetts Department of Higher Education Elementary Education Transfer Compact for transfer to a state college or university bachelor degree program. Elementary school teachers play a vital role in the development of children, introducing them to numbers, language, science, and social studies. They facilitate student learning through interactive class discussions, educational activities, “hands-on” learning, and one-on-one assistance. The need for qualified teachers continues to grow because of retirements, increasing student numbers, and demands for smaller class sizes. The Liberal Arts and Sciences includes the MassTransfer Block. Please click here for MassTransfer information (http://www.mass.edu/masstransfer).

Year 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 105 or 106</td>
<td>History Of World Civilization I (or Introduction to World Civilization II) 3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Writing I 3</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Introduction To Psychology 3</td>
</tr>
<tr>
<td>BIO 109</td>
<td>Biology I 4</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Computer Technologies 3</td>
</tr>
</tbody>
</table>

Spring

| ENG 102      | College Writing II 3 |
| EDU 101      | Introduction To Education 3 |
| EAS 115, 125, or PHY 101 | Biogeology: History Of Life (or Physical Geology of the Earth or Introduction to Physical Science) 4 |
| SPC 113 | Speech (formerly THE113) 3 |
| MAT 140 | Elements Of Mathematics I 3 |

Year 2

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 235</td>
<td>Children’s Literature 3</td>
</tr>
<tr>
<td>HIS 201 or 202</td>
<td>History of United States I (or History of United States II) 3</td>
</tr>
<tr>
<td>PER 126 or 130</td>
<td>Fitness And Wellness 1 2-3</td>
</tr>
<tr>
<td>PSY 108 or 110</td>
<td>Child Development (or Human Growth and Development) 3</td>
</tr>
</tbody>
</table>

World Language or Culturally Diverse Elective (see list below)

Spring

| MAT 141 | Elements Of Mathematics II (or higher) 3 |
| ENG 290 | LAS Capstone: Advanced Writing and Research 3 |
| ART 109, 110, or MUS 103 | Art History I (or Art History II or Music Skills and Theory I) 3 |

Total Credits: 61-62

1. PER 130 Health, Fitness, And Wellness is recommended for transfer
2. Select courses to fulfill requirements for the intended academic major at the four-year college to which you plan to transfer

World Language or Culturally Diverse Elective

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL, SPA, FRE (Any Course) 3</td>
</tr>
<tr>
<td>ANT 111</td>
</tr>
<tr>
<td>ART 109</td>
</tr>
<tr>
<td>DAN 133</td>
</tr>
<tr>
<td>ENG 221</td>
</tr>
<tr>
<td>ENG 236</td>
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<tr>
<td>ENG 237</td>
</tr>
<tr>
<td>ENG 261</td>
</tr>
<tr>
<td>ENG 265</td>
</tr>
<tr>
<td>GEO 129</td>
</tr>
<tr>
<td>HIS 105</td>
</tr>
<tr>
<td>HIS 106</td>
</tr>
<tr>
<td>HST 150</td>
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<tr>
<td>HUM 240</td>
</tr>
<tr>
<td>HUM 260</td>
</tr>
<tr>
<td>MUS 106</td>
</tr>
<tr>
<td>MUS 160</td>
</tr>
<tr>
<td>PHL 201</td>
</tr>
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<td>PHL 210</td>
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<tr>
<td>SOC 103</td>
</tr>
<tr>
<td>SOC 125</td>
</tr>
<tr>
<td>SOC 205</td>
</tr>
</tbody>
</table>

See Education program competencies and technical standards.

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 college or university of their choice.

Transfer options

For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

MassTransfer

Students who plan to transfer to a Massachusetts state university or a University of Massachusetts campus may be eligible to transfer under the MassTransfer agreement which provides transfer advantages to those who qualify.
Upon graduation from these programs, students shall have the ability to:

**Program Competencies for LAEL**

- Demonstrate an understanding of complex written texts that demand an appreciation of subtext, irony, metaphor, and the subtlety and nuances of language.
- Successfully complete a substantial research paper that demonstrates the ability to formulate a research question, conduct research using the library’s databases, and synthesize information from a variety of sources into a cohesive and in-depth analysis of a topic.
- Demonstrate knowledge of historic, social, and cultural backgrounds necessary for understanding their own and other societies with an emphasis on important ideas and events that have shaped, and continue to shape, their world.
- Demonstrate scientific literacy, which can be defined as the matrix of knowledge needed to understand enough about the universe to deal with issues that come across the horizon of the average citizen, in the news or elsewhere.
- Demonstrate a broad exposure to, and an understanding of, the differences and similarities in the various academic disciplines within their Liberal Arts education.
- Successfully transfer to a baccalaureate degree granting institution if desired, with the proper educational foundation for transition into a chosen field of study.

**Career options/Earning potential**

For career options, please click here.

For mass transfer information, please click here.

**Program Competencies for ECC and ECT**

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

- Create an environment that is healthy, respectful, supportive, and challenging for each child.
- Design, implement, and evaluate experiences that promote positive development and learning for every young child.
- Demonstrate an understanding of the importance of developmental domains and content in early childhood curriculum.
- Demonstrate experience in using developmentally effective approaches based on children’s ages, characteristics, and culture.
- Explain and analyze the importance of creating respectful, reciprocal relationships that support and involve families in their children’s development and learning.
- Demonstrate skill and knowledge in child observation, documentation, and effective assessment strategies that positively influence the development of children.
- Conduct themselves as members of the early childhood profession, upholding ethical guidelines and professional standards related to early childhood practice.
- Show ability to be reflective learners who integrate knowledge from a variety of sources.
- Engage in informed advocacy for children and the early childhood profession.

**Technical Standards**

**Technical Standards for ECC and ECT**

For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

- Comprehend textbook material at the 11th grade level.
- Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
- Gather, analyze, and draw conclusions from data.
- Lift a child up to 50 pounds to safety or for assistance.
- Stand for extended periods of time up to one hour, stoop, bend and get up and down from a floor sitting position.
- Use small muscle dexterity necessary to do such tasks as preparing meals and diapering.
- Work as part of a team, as in team teaching or parent meetings.
- Exhibit social skills appropriate to professional interactions and in accordance with early childhood standards.
- Communicate clearly with children and respond immediately and appropriately.
- Identify at-risk behavior that might endanger the safety of a child, peers and/or staff during instructional, social or recreational activities.
- Identify situations when a child is in distress or exhibiting behaviors that endanger their safety by reacting in an appropriate and timely manner.
- Remain calm, rational, decisive, and in control at all times, especially during emergency and alarm situations.
- Function without causing harm to self or others if under the influence of prescription or over-the-counter medications.

**Technical Standards for LAEL**

For general information about technical standards and accommodation, see Technical Standards. (p. 50)
Students entering these programs must be able to demonstrate the ability to:

• Comprehend textbook material at the 11th grade level.
• Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
• Gather, analyze, and draw conclusions from data.

Energy Management

The Energy Management Program at Mount Wachusett Community College provides students with the opportunity to earn an Energy Management Certificate or an Associate Degree in Energy Management. Upon completion of a certificate or degree, students are prepared for the challenge of an energy conscious society. During the course of study, students will develop skills and competencies in a variety of content areas such as energy auditing, renewable energy, building performance, and sustainability. Students will gain knowledge in energy conservation and efficiency projects, programs, and policies that reduce operating costs and the impact on the environment.

Energy Management Certificate (EGC)

This program will help students gain skills needed to work in energy services industries. Students learn how to develop and implement energy conservation and efficiency projects, programs, and policies that reduce operating costs and the impact on the environment. Courses will focus on a variety of content areas such as energy auditing, renewable energy, building performance, and sustainability.

Year 1

Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>EGM 105</td>
<td>Introduction to Energy Management Principles</td>
<td>3</td>
</tr>
<tr>
<td>EGM 104</td>
<td>Renewable Energy Sources</td>
<td>4</td>
</tr>
<tr>
<td>PHY 101</td>
<td>Introduction To Physical Science</td>
<td>4</td>
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</tbody>
</table>

Spring

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGM 106</td>
<td>Energy Efficiency and Conservation Methods</td>
<td>3</td>
</tr>
<tr>
<td>EGM 115</td>
<td>Sustainability and the Built Environment</td>
<td>4</td>
</tr>
<tr>
<td>EGM 290</td>
<td>Energy Industry Internship (or Technical/Business Elective--see list below)</td>
<td>3</td>
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Technical/Business Elective (see list below) 3-4

Total Credits: 27-28

Technical/Business Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS 112</td>
<td>Introduction To Customer Relations</td>
<td>3</td>
</tr>
<tr>
<td>BUS 125</td>
<td>Communication For Business And Industry</td>
<td>3</td>
</tr>
<tr>
<td>BUS 224</td>
<td>Introduction To Grant Writing</td>
<td>3</td>
</tr>
<tr>
<td>CAD 101</td>
<td>Introduction To CAD</td>
<td>3</td>
</tr>
<tr>
<td>CIS 121</td>
<td>Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>EGM 125</td>
<td>Energy Analysis And Auditing</td>
<td>4</td>
</tr>
<tr>
<td>EGM 130</td>
<td>Energy Control Strategies</td>
<td>3</td>
</tr>
<tr>
<td>MGT 110</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 142</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 245</td>
<td>Introduction to Sales</td>
<td>3</td>
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</tbody>
</table>

See Energy Management program competencies and technical standards.

Special requirements

Students must meet technical standards with or without accommodations.

Transfer options

This program is intended for immediate career entry. Courses completed as part of this certificate program can be applied to the Energy Management Degree.

Career options/Earning potential

Please click here for career options. (https://mwcc.emsicareercoach.com/ #action=loadOccupationSearchResults&Search=energy +auditor&SearchType=occupation)

Gainful Employment Program Disclosure Information

For gainful employment information, please click here (http://mwcc.edu/gedt/egc).

Energy Management Degree (EGD)

This program will help students gain skills needed to work in energy services industries. Students learn how to develop and implement energy conservation and efficiency projects, programs, and policies that reduce operating costs and the impact on the environment. Courses will focus on a variety of content areas such as energy auditing, renewable energy, building performance, and sustainability.

Year 1

Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>PHY 101 or 105</td>
<td>Introduction To Physical Science</td>
<td>4</td>
</tr>
<tr>
<td>EGM 104</td>
<td>Renewable Energy Sources</td>
<td>4</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Computer Technologies</td>
<td>3</td>
</tr>
<tr>
<td>MAT 162</td>
<td>Introduction to Functions &amp; Modeling</td>
<td>4</td>
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Spring

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>College Writing II</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences Elective ¹</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>EGM 115</td>
<td>Sustainability and the Built Environment</td>
<td>4</td>
</tr>
<tr>
<td>EGM 106</td>
<td>Energy Efficiency and Conservation Methods</td>
<td>3</td>
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</table>

Year 2

Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGM 105</td>
<td>Introduction to Energy Management Principles</td>
<td>3</td>
</tr>
<tr>
<td>EGM 140</td>
<td>Energy Project Costs And Funding Solutions</td>
<td>3</td>
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</table>

¹ See Energy Management program competencies and technical standards.
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>MGT 110</td>
<td>Small Business Management</td>
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<tr>
<td>Humanities Elective 2</td>
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**Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGM 130</td>
<td>Energy Control Strategies</td>
</tr>
<tr>
<td>EGM 280</td>
<td>Sustainable Building Operations And Maintenance</td>
</tr>
<tr>
<td>EGM 290</td>
<td>Energy Industry Internship (or any EGM course)</td>
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</table>

Restrictive Elective (see list below) 3-4

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACC 102</td>
<td>Principles Of Accounting II 3</td>
</tr>
<tr>
<td>BUS 112</td>
<td>Introduction To Customer Relations 3</td>
</tr>
<tr>
<td>BUS 125</td>
<td>Communication For Business And Industry 3</td>
</tr>
<tr>
<td>BUS 224</td>
<td>Introduction To Grant Writing 3</td>
</tr>
<tr>
<td>CAD 101</td>
<td>Introduction To CAD 3</td>
</tr>
<tr>
<td>CIS 121</td>
<td>Spreadsheet Applications 3</td>
</tr>
<tr>
<td>CHE 120</td>
<td>Environmental Chemistry 4</td>
</tr>
<tr>
<td>EAS 126</td>
<td>Weather and Climate 4</td>
</tr>
<tr>
<td>EGM 110</td>
<td>Electrical Lighting And Motors 3</td>
</tr>
<tr>
<td>EGM 125</td>
<td>Energy Analysis And Auditing 4</td>
</tr>
<tr>
<td>EGM 220</td>
<td>Heating And Cooling Systems 4</td>
</tr>
<tr>
<td>FIN 250</td>
<td>Basic Finance 3</td>
</tr>
<tr>
<td>MKT 142</td>
<td>Marketing 3</td>
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**Health Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>Introduction To Nutrition (formerly NUT101) 3</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Human Health And Disease 3</td>
</tr>
<tr>
<td>BIO 112</td>
<td>Biology Of Cancer 3</td>
</tr>
<tr>
<td>BIO 230</td>
<td>Nutrition, Health, And Sustainability 3</td>
</tr>
<tr>
<td>CHC 101</td>
<td>Complementary Health Care 3</td>
</tr>
<tr>
<td>CHC 102</td>
<td>Foundations of Yoga 3</td>
</tr>
<tr>
<td>CHC 108</td>
<td>Transforming Stress 3</td>
</tr>
<tr>
<td>CHC 220</td>
<td>Mind-Body-Spirit Connection 3</td>
</tr>
<tr>
<td>EXS 102</td>
<td>Principles Of Anatomy And Kinesiology 3</td>
</tr>
<tr>
<td>EXS 201</td>
<td>Exercise Science And Nutrition 4</td>
</tr>
<tr>
<td>PER 126</td>
<td>Fitness And Wellness 2</td>
</tr>
<tr>
<td>PER 127</td>
<td>Weight Management through Walking and Resistance Training 2</td>
</tr>
<tr>
<td>PER 130</td>
<td>Health, Fitness, And Wellness 3</td>
</tr>
</tbody>
</table>

**Total Credits: 61-64**

1 Social Science Electives: ANT, ECO, GEO, HIS, POL, PSY, SOC or SSC

2 Humanities Electives: ART, ASL, DAN, ENG, FRE, HUM, MUS, PHL, SPA, SPC or THE

**Program Competencies for EGC and EGD**

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

- Be familiar with the language of alternative energy in relation to technician level employment.
- Evaluate the energy use patterns for residential and commercial buildings and recommend energy efficiency and alternative energy solutions for high-energy consuming buildings.
- Understand the interaction among energy-consuming building systems and make recommendations associated with appropriate types of energy audits.
- Construct energy evaluation technical reports and make presentations for potential project implementation.
- Use appropriate library and information resources to research professional issues and support lifelong learning.
- Access library, computing, and communications services, and obtain information and data from regional, national, and international networks.
- Collect and display data as lists, tables, and plots using appropriate technology (e.g., calculators, computer software).

**Technical Standards 1 for EGC and EGD**

1 For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

- Comprehend textbook material at the 11th grade level.
- Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
- Gather, analyze, and draw conclusions from data.
- Stand, stoop, and walk for a minimum of three hours.
- Lift 25 pounds to waist high, shoulder high, and above the head.
- Manipulate small objects without dropping or damaging them.
• Determine by touch hotness/coldness, wetness/dryness, or motion/non-motion.
• Distinguish all colors.
• Work indoors and outdoors in the presence of loud, repetitious noise levels (not to exceed regulatory standards).

**Exercise and Sports Science**

The Exercise and Sports Science Track at Mount Wachusett Community College provides students with the opportunity to earn an Associate Degree in Liberal Arts and Sciences. Upon completion of the program, students are prepared to transfer to a four-year institution to complete a baccalaureate degree. The Exercise and Sports Science Track offers a student the opportunity to explore fitness and wellness while completing a core curriculum used for transfer. Students will gain knowledge in a variety of disciplines including math, science, the humanities and the social sciences.

Please click here for MassTransfer information (http://www.mass.edu/masstransfer)

**Exercise and Sports Science Track (LAX)**

**A Degree in Liberal Arts and Sciences**

This program is for those students who would like to transfer to a four-year college or university to pursue a bachelor’s degree in exercise and sports science, exercise physiology, fitness management, or other health-related fields. With a bachelor’s degree, students may pursue fitness management careers at private and corporate fitness centers. Upon graduation from MWCC, students may pursue immediate employment at wellness or recreational agencies. In this program, students will learn in a state-of-the-art fitness and wellness center and gain in-depth knowledge of exercise science to increase their skills and make them more marketable to prospective employers.

### Year 1

**Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>MAT 163</td>
<td>4</td>
</tr>
<tr>
<td>CHC 101</td>
<td>3</td>
</tr>
<tr>
<td>BIO 109</td>
<td>4</td>
</tr>
<tr>
<td>PER 126 or 130</td>
<td>Fitness And Wellness ¹</td>
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**Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>SPC 113</td>
<td>3</td>
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<tr>
<td>PSY 105</td>
<td>3</td>
</tr>
<tr>
<td>History Elective (see list below)</td>
<td>3</td>
</tr>
<tr>
<td>BIO 199</td>
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### Year 2

**Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Elective (see list below)</td>
<td>3</td>
</tr>
<tr>
<td>EXS 201</td>
<td>4</td>
</tr>
<tr>
<td>CIS 127</td>
<td>3</td>
</tr>
<tr>
<td>EXS 102 or PTA 104</td>
<td>Principles Of Anatomy And Kinesiology (or Applied Anatomy and Kinesiology)</td>
</tr>
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</table>

**Literature Elective**

(see list below)

**Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 204</td>
<td>4</td>
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<td>EXS 203</td>
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**Culturally Diverse History Elective**

(see list below)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECO 102</td>
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</tr>
<tr>
<td>ENG 290</td>
<td>3</td>
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Total Credits: 65-67

¹ PER 130 is recommended for transfer

**Literature Electives**

<table>
<thead>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 213</td>
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</tr>
<tr>
<td>ENG 214</td>
<td>3</td>
</tr>
<tr>
<td>ENG 224</td>
<td>3</td>
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<td>ENG 227</td>
<td>3</td>
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<tr>
<td>ENG 228</td>
<td>3</td>
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<tr>
<td>ENG 261</td>
<td>3</td>
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**History Electives**

<table>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 105</td>
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<tr>
<td>HIS 201</td>
<td>3</td>
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<td>HIS 202</td>
<td>3</td>
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**Art Electives**

<table>
<thead>
<tr>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>ART 105</td>
<td>3</td>
</tr>
<tr>
<td>ART 113</td>
<td>3</td>
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</table>

**Culturally Diverse History Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 105</td>
<td>3</td>
</tr>
<tr>
<td>HIS 106</td>
<td>3</td>
</tr>
<tr>
<td>HIS 125</td>
<td>3</td>
</tr>
</tbody>
</table>

See Exercise and Sports Science program competencies and technical standards.

**Helpful hints**

Focusing on a particular area of study in biological sciences and exercise skills may be helpful when pursuing a career. Students should have a commitment to their own physical fitness. For more program information, please contact the assistant dean of Health Professions, Public Service Programs and Social Sciences at (978) 630-9292.
Transfer options
For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

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

Career options/Earning potential
For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=fitness+leadership+and+exercise&SearchType=occupation)

Program Competencies for LAX
Upon graduation from these programs, students shall have the ability to:

• Demonstrate an understanding of the fitness leadership certifications and the need for continuing education.

Technical Standards ¹ for LAX
¹ For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

• Comprehend textbook material at the 11th grade level.
• Communicate and assimilate information in either spoken, printed, signed, or computer voice format.
• Gather, analyze, and draw conclusions from data.
• Exhibit social skills appropriate to professional interactions.
• Maintain cleanliness and personal grooming consistent with close personal contact.

Fire Science Technology
The Fire Science Technology program at Mount Wachusett Community College provides the students with an opportunity to earn an Associate Degree in Fire Science Technology. Upon completion of this program, students have the opportunity to be academically prepared in fire and emergency services. During the course of study, students will develop skills and competencies in fire prevention and suppression, as well as the principles of arson investigation. The National Fire Academy will issue certificates to those students completing core courses of the Associates Degree curriculum.

Fire Science Technology Degree (FS)
The Fire Science Technology Degree program meets the needs of firefighters by providing relevant coursework in building construction, fire prevention, fire investigation, and more. The Fire Science program accepts certain courses in transfer from the Massachusetts Fire Academy. This program is for those working in the field as well as those interested in pursuing it. MWCC has adopted the Fire and Emergency Services Higher Education (FESHE) Model curriculum. These courses form a national curriculum with recognition from the National Fire Academy.

Year 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 127</td>
<td>Computer Technologies</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
</tr>
<tr>
<td>FST 153</td>
<td>Fire Protection Systems</td>
</tr>
<tr>
<td>FST 159</td>
<td>Fire Behavior and Combustion</td>
</tr>
<tr>
<td>FST 155</td>
<td>Principles Emergency Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST 158</td>
<td>Principles of Firefighter Safety and Survival</td>
</tr>
<tr>
<td>FST 157</td>
<td>Fire Prevention</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Writing II</td>
</tr>
<tr>
<td>FST 151</td>
<td>Building Construction</td>
</tr>
<tr>
<td>FST 154</td>
<td>Hazardous Materials Chemistry</td>
</tr>
<tr>
<td>FST 152</td>
<td>Strategy &amp; Tactics</td>
</tr>
</tbody>
</table>

Year 2

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

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

• Demonstrate a basic knowledge of exercise physiology and kinesiology.
• Demonstrate a basic knowledge of nutrition and the guidelines.
• Demonstrate the ability to do a thorough client assessment for designing a complete exercise program.
• Demonstrate an understanding of the professional responsibilities surrounding safety, liability, and code of ethics.
Fall
FST 162 Fire Hydraulics and Water Supply 3
FST 161 Legal Aspects of Emergency Services 3
FST 160 Fire and Emergency Services Administration 3
HCC 111 Emergency Medical Technician I (Evening Only) 4
HCC 112 Emergency Medical Technician II (Evening Only) 4

Spring
MAT 126 Topics In Mathematics (or higher) 4
Humanities Elective 1 3
Social Science Elective 2 3
FST 163 Fire Investigation I 3

Total Credits: 63

1 Humanities Electives: ART, ASL, DAN, ENG, FRE, HUM, MUS, PHL, SPA, SPC or THE
2 Social Science Electives: ANT, ECO, GEO, HIS, POL, PSY, SOC or SSC

See Fire Science Technology program competencies and technical standards

Campus
Fire Science classes are offer online only.

Helpful hints
Many fire departments require the civil service exam. Also, students should consider completing EMT certification since fire departments respond to non-fire emergencies.

Transfer options
For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

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

Career options/Earning potential
For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=fire+science&SearchType=occupation)

Program Competencies for FS
Upon graduation from this program, students shall have demonstrated the ability to:

• Demonstrate knowledge of the principles of fire prevention.
• Use theory and practice relative to fire hydraulics in relation to fire suppression.
• Articulate fundamental codes and ordinances specific to building construction.
• Demonstrate fundamental knowledge of the principles of arson investigation.
• Use principles of hazardous chemicals in containment of toxic spills.
• Use equipment typical of a traditional fire company.
• Exhibit the use of principles specific to managing a fire or some other type of incident.

Technical Standards 1 for FS

1 For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

• Comprehend textbook material at the 11th grade level.
• Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
• Gather, analyze, and draw conclusions from data.
• Stand for long periods of time.
• Lift a minimum of 100 pounds.
• Traverse small spaces.
• Climb to extended heights.
• Manipulate gauges and valves associated with fire control.

Graphic and Interactive Design

The Graphic & Interactive Design Program at Mount Wachusett Community College provides students with the opportunity to earn a Certificate in Graphic and Interactive Design or an Associate Degree in Graphic and Interactive Design. Upon completion of either program, students are prepared for positions in business marketing, promotional design, advertising, brand and corporate design, publication design, web design and motion graphics. During the course of study, the student will develop skills, tools and knowledge to become an innovative, creative thinker and leader in the industry. Students will gain knowledge in technique, creative expression, integration of the latest design tools, and development of outstanding graphic and interactive design portfolios.

Graphic & Interactive Design Certificate (GIDC)

This certificate is for students with prior computer knowledge, business experience, or a degree in a computer-related field who wish to upgrade and add to their current skill set, improving their prospects for job advancement or for personal use. Students will research, plan and create effective, conceptual design for use in print publishing, website interfaces and interactive design projects. Classes in design theory, visual literacy, typography, and print and web production using industry-standard software and state-of-the-art computer technology will help students generate and prepare design projects. The most current graphic and interactive design software is utilized and includes: Adobe Photoshop, Illustrator, InDesign, Acrobat, and Dreamweaver, as well as HTML, CSS, basic Javascript, and jQuery.

Year 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GID 101 Design Theory (Formerly CGD 101)</td>
<td>3</td>
</tr>
<tr>
<td>GID 104 Digital Imaging (Photoshop) (Formerly CGD 104)</td>
<td>3</td>
</tr>
<tr>
<td>GID 109 Introduction To Web Design (Formerly CGD 240)</td>
<td>3</td>
</tr>
</tbody>
</table>

Mount Wachusett Community College - DRAFT COPY 97
Graphic and Interactive Design (GID)

This program provides students with the visual design, communication, computer graphic, and website coding skills necessary to be competitive for an entry-level position in the visual communications field, and/or to continue their education at a four-year college with an opportunity for credit transfer. For those already employed, this area of study offers them a chance to upgrade and add to their current skill set, improving their prospects for job advancement. Students will research, plan and create effective, conceptual design for use in print publishing, website interfaces and interactive design projects. Classes in design theory, visual literacy, typography, and print and web production using industry-standard software and state-of-the-art computer technology will help students generate and prepare design projects for both a print portfolio as well as an interactive portfolio. Creative print and web design projects include: digital illustration, corporate communication and identity, publication and marketing design, interactive website design, and motion graphics. Real-world projects and client-based service learning will fully prepare students to enter the creative arts field in print and web design studios, advertising agencies, the publishing industry, and in design departments of large and small businesses. The most current graphic and interactive design software is utilized and includes: Adobe Photoshop, Illustrator, InDesign, Acrobat, Dreamweaver, and After Effects, as well as HTML, CSS, basic Javascript, and jQuery.

Year 1

Fall
GID 101 Design Theory (Formerly CGD 101) 3
ART 263 Drawing I 3
ENG 101 College Writing I 3
Social Science 1
GID 104 Digital Imaging (Photoshop) (Formerly CGD 104) 3

Spring
GID 115 Digital Illustration (Illustrator) (Formerly CGD 105) 3
ART 251 Two-Dimensional Design 3
GID 109 Introduction To Web Design (Formerly CGD 240) 3
GID 117 Typography In Visual Communication (Indesign) (Formerly CGD 235) 3
ENG 102 College Writing II 3

Year 2

Fall
GID 204 Advanced Digital Imaging (Advanced Photoshop) (Formerly CGD 204) 3

Career options/Earning potential

For career options, please click here.
(https://mwcc.emsicareercoach.com/
#action=loadSearchResults&Search=computer+graphic+design +print&SearchType=occupation)

Gainful Employment Program Disclosure Information

For gainful employment information, please click here (http://mwcc.edu/ ged/gidc).

Special requirements

GIDC students should either have a computer at home with internet access and the Adobe Creative Cloud, or be able to spend time outside of class in the graphic design computer labs where internet access and the Adobe Creative Cloud are provided. A grade of C or better is recommended for students taking GID courses. Students should follow the suggested course sequence since most courses are not offered out of sequence. Most courses in the GIDC Certificate may be applied to the GID Degree. Technical standards must be met with or without accommodations.

Transfer options

This program is intended for immediate career entry. Courses completed as part of this certificate program can be applied to the Graphic & Interactive Design Degree.

GID Professional Elective (see list below)

Spring
GID 113 Interactive Web Design (formerly CGD 241) 4
GID 115 Digital Illustration (Illustrator) (Formerly CGD 105) 3
GID 117 Typography In Visual Communication (Indesign) (Formerly CGD 235) 3

GID Professional Elective (see list below)

Total Credits: 25

GID Professional Electives

Please consult with an advisor

ART 251 Two-Dimensional Design 3
ART 263 Drawing I 3
BUS 125 Communication For Business And Industry 3
CIS 109 Introduction to Programming 3
CIS 120 Microcomputer Applications 3
GID 170 Introduction To Animation (Flash) (Formerly CGD 110) 3
GID 202 Publication Design (InDesign) (Formerly CGD 102) 3
GID 204 Advanced Digital Imaging (Advanced Photoshop) (Formerly CGD 204) 3
GID 209 Advanced Web Design (Formerly CGD 244) 3
GID 216 Motion Graphics for Interactive Media 3
MGT 110 Small Business Management 3
MKT 142 Marketing 3
MKT 241 Advertising 3
PHO 115 Introduction To Digital Photography (Formerly BCT115) (if not previously taken) 3
SPC 113 Speech (formerly THE113) 3

See Computer Graphic & Interactive Design program competencies and technical standards.

Transfer options

This program is intended for immediate career entry. Courses completed as part of this certificate program can be applied to the Graphic & Interactive Design Degree.

GIDC students should either have a computer at home with internet access and the Adobe Creative Cloud, or be able to spend time outside of class in the graphic design computer labs where internet access and the Adobe Creative Cloud are provided. A grade of C or better is recommended for students taking GID courses. Students should follow the suggested course sequence since most courses are not offered out of sequence. Most courses in the GIDC Certificate may be applied to the GID Degree. Technical standards must be met with or without accommodations.

Transfer options

This program is intended for immediate career entry. Courses completed as part of this certificate program can be applied to the Graphic & Interactive Design Degree.

GIDC students should either have a computer at home with internet access and the Adobe Creative Cloud, or be able to spend time outside of class in the graphic design computer labs where internet access and the Adobe Creative Cloud are provided. A grade of C or better is recommended for students taking GID courses. Students should follow the suggested course sequence since most courses are not offered out of sequence. Most courses in the GIDC Certificate may be applied to the GID Degree. Technical standards must be met with or without accommodations.
Health Elective (see list below) 2-4
GID 113 Interactive Web Design (formerly CGD 241) 4
MAT 126 Topics In Mathematics (or higher) 4
GID 202 Publication Design (InDesign) (Formerly CGD 102) 3

**Spring**

Science Elective 2 3-4
GID 299 Portfolio Preparation and Production (Formerly CGD 210) 4
GID 216 Motion Graphics for Interactive Media 3
Business Elective (see list below) 3
GID 209 Advanced Web Design (Formerly CGD 244) 3

Total Credits: 62-65

1 Social Science Electives: ANT, ECO, GEO, HIS, POL, PSY, SOC or SSC
2 Science Electives: AQS, BIO, BTC, CHE, EAS, EGM, NRD or PHY

**Health Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>Introduction To Nutrition (formerly NUT101)</td>
<td>3</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Human Health And Disease</td>
<td>3</td>
</tr>
<tr>
<td>BIO 112</td>
<td>Biology Of Cancer</td>
<td>3</td>
</tr>
<tr>
<td>BIO 230</td>
<td>Nutrition, Health, And Sustainability</td>
<td>3</td>
</tr>
<tr>
<td>CHC 101</td>
<td>Complementary Health Care</td>
<td>3</td>
</tr>
<tr>
<td>CHC 102</td>
<td>Foundations of Yoga</td>
<td>3</td>
</tr>
<tr>
<td>CHC 108</td>
<td>Transforming Stress</td>
<td>3</td>
</tr>
<tr>
<td>CHC 220</td>
<td>Mind-Body-Spirit Connection</td>
<td>3</td>
</tr>
<tr>
<td>EXS 102</td>
<td>Principles Of Anatomy And Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>EXS 201</td>
<td>Exercise Science And Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>PER 126</td>
<td>Fitness And Wellness</td>
<td>2</td>
</tr>
<tr>
<td>PER 127</td>
<td>Weight Management through Walking and Resistance Training</td>
<td>2</td>
</tr>
<tr>
<td>PER 130</td>
<td>Health, Fitness, And Wellness</td>
<td>3</td>
</tr>
</tbody>
</table>

**Business Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 113</td>
<td>Business Etiquette And Protocol</td>
<td>3</td>
</tr>
<tr>
<td>BUS 125</td>
<td>Communication For Business And Industry</td>
<td>3</td>
</tr>
<tr>
<td>CIS 109</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>MGT 110</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 210</td>
<td>Principles Of Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 142</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 241</td>
<td>Advertising</td>
<td>3</td>
</tr>
</tbody>
</table>

See the computer graphic & interactive design general information for program competencies and technical standards.

**Transfer options**

For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

**Special requirements**

GID students should either have a computer at home with Internet access and the Adobe Creative Suite or be able to spend time outside of class in the Graphic Design computer labs where Internet access and the Creative Adobe Suite are provided. A grade of C or better is recommended for students taking GID courses. Students should follow suggested course sequence since most courses are not offered out of sequence. Technical standards must be met with or without accommodations.

**Career options/Earning potential**

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=computer+graphic+design+print&SearchType=occupation)

**Program Competencies for GID, GIDC**

Upon graduation from this program, students will:

- Design effective visual communication pieces for both print and interactive design that demonstrate a solid understanding of design, including the elements and principles of design and typography.
- Demonstrate a clear understanding of the principles of visual communication coupled with an understanding of current print, web and interactive design tools, concepts, terminology, and techniques to produce concept-driven design work.
- Define and employ the design process especially as it relates to:
  - Audience definition, research, analysis, and concept development; the production of thumbnail sketches, rough drafts, and the preparation of final comprehensive print layouts and websites.
- Gain an intermediate to advanced skill set in industry-standard applications, including the Adobe Creative Cloud and other appropriate programs.
- Transform and enhance digital imagery through the use of Adobe Photoshop with emphasis on the creation of high-quality graphics for print and interactive design.
- Create complex digital illustrations and layouts with a solid understanding of the complex functions of Adobe Illustrator.
- Plan, design and develop multi-page publication designs while utilizing design elements and principles, grids, typography and layout techniques.
- Define print capabilities and the printing process, and utilize pre-press techniques.
- Plan, design, and develop interactive websites utilizing intermediate to advanced web authoring techniques and industry-standard software.
- Demonstrate proficiency in: project planning, UX, hand coding HTML and CSS; the fundamental applications of Javascript and jQuery; and building a variety of fixed, responsive and mobile website layouts.
- Create dynamic, motion graphics while utilizing industry-standard software.
• Manage and develop client-based graphic and interactive design projects with the use of effective design, layout and navigational architecture while meeting strict deadlines.
• Demonstrate a clear understanding of the concepts and restrictions of copyrights and intellectual property laws.
• Prepare for the job market with career planning, skill assessment, resume writing, and interviewing, as well as compile a professional-quality portfolio for entering the job market or for transferring to a four-year program.

Technical Standards 1 for GID, GIDC

Technical Standards 1 for GID, GIDC

1 For general information about technical standards and accommodations, see Technical Standards (https://currentcatalog.mwcc.edu/academicresources/academicandgradingpolicies/technicalstandards)

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

• Read and comprehend textbook material at the 11th grade level.
• Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
• Gather, analyze, and draw conclusions from data.
• Write at a college level as evidenced by completion of ENG 098 Fundamentals of Writing or placement into ENG 101 English Composition I.
• Read and proof printed text from a computer screen, with or without corrective adaptive devices.
• Exhibit social skills appropriate to professional interactions.
• Perceive, interpret, and use graphic images in their entirety from a computer screen.
• Perceive and use computer screen RGB colors.
• Learn to operate a computer with sufficient manual dexterity to manipulate peripherals such as keyboard, mouse, and graphics tablets.
• Be physically capable to work at a computer for a minimum of several hours.

Health Information Management

The Health Information Management Program at Mount Wachusett Community College provides students with the opportunity to earn an Associate Degree in Health Information Management. Upon completion of the program, students are prepared to enter the workforce and work in various positions relevant to the management of health data. During the course of study, students will develop skills and competencies in coding and health information management. Students will gain knowledge in organization, analysis, evaluation, compilation, and coding of health records utilizing state of the art software applications.

Health Information Management Degree (HIM) (Selective)

The Health Information Management program is designed to prepare graduates to enter the workforce and work in various positions relevant to the management of health data. Health information management is a little known; but vital, component of the healthcare process. Individuals working in HIM are at the intersection of Medicine, Business, and Legal, and play a vital role in ensuring that the healthcare organization is compliant with state and federal regulations regarding capture, storage, and release of all medical data. This field is seeing rapid expansion with major federal initiatives: the conversion of all medical records to electronic medium at a national level, and the conversion of the coding structure used throughout the US, as well as a new method of paying for healthcare (pay for performance). These initiatives will require significant new hiring of HIM credentialed people to meet workforce needs over the next ten years. It has been noted that individuals who have an interest in the medical field and information technology skills may contribute greatly to the healthcare industry without being direct care providers.

Application deadline: May 1, 2014

Year 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM 101 Introduction to Health Data</td>
<td>4</td>
</tr>
<tr>
<td>HIM 102 Medical Terminology for Health</td>
<td>3</td>
</tr>
<tr>
<td>Information Management</td>
<td></td>
</tr>
<tr>
<td>ENG 101 College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 127 Computer Technologies</td>
<td>3</td>
</tr>
<tr>
<td>BIO 199 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>(formerly BIO203)</td>
<td></td>
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</tbody>
</table>

Spring

| BI0 204 Anatomy and Physiology II         | 4       |
| HIM 130 Diagnostic Coding ICD-9 and ICD-10-CM | 4       |
| PSY 105 Introduction To Psychology       | 3       |
| ENG 102 College Writing II               | 3       |
| HIM 150 Patho pharmacology               | 4       |

Summer I

| HIM 103 Professional Practice Experience I | 1       |

Year 2

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities Elective 1</td>
<td>3</td>
</tr>
<tr>
<td>HIM 160 Procedural Coding ICD-9 and ICD-10-PCS</td>
<td>4</td>
</tr>
<tr>
<td>HIM 201 Computer Systems for Health</td>
<td>3</td>
</tr>
<tr>
<td>Information Management</td>
<td></td>
</tr>
<tr>
<td>HIM 140 Medical Legal Aspects</td>
<td>3</td>
</tr>
<tr>
<td>HIM 110 Health Care Statistics, Data Literacy and Quality Management</td>
<td>4</td>
</tr>
</tbody>
</table>

Spring

| PER 126 Fitness And Wellness             | 2       |
| HIM 170 Physician Coding: HCPCS & CPT    | 4       |
| HIM 180 Health Information Financial Management and Reimbursement Methods | 4       |
| HIM 190 Compliance and Supervision       | 2       |
| HIM 200 Professional Practice Experience (PPE) | 2       |
| HIM 210 RHIT Exam Review                 | 1       |
| HIM 220 Comparative Health Information Management | 2       |

Total Credits: 70
Humanities Electives: ART, ASL, DAN, ENG, FRE, HUM, MUS, PHL, SPA, SPC or THE

See Health Information program competencies and technical standards.

Campus

HIM classes are offered online only.

Requirements for consideration:

Applicants must meet certain academic standards. Please refer to program application for specific details. Also, please see Selective Program Requirements (p. 14).

Helpful Hints

Interested applicants are encouraged to register in the Allied Health Concentration so that can take courses needed to meet requirement for consideration.

Special requirements:

HIM 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 Selective Program Requirements for Health Information Management Degree (http://catalog.mwcc.edu/selectiveprogramrequirements)). BIO 199 and BIO 204 must be completed within five years prior to or concurrently with HIM coursework in semesters I and II. Please Note: All BIO and HIM courses require a grade of C+ or better in order to be eligible for promotion to the next level.

Career Options/Earning potential

For career options, please click here (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=Health+Information+Management&SearchType=occupation).

Program Competencies for Health Information Management (HIM)

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

- Communicate effectively and accurately through oral, written and electronic means.
- Collaborate as a member of the health care team in the organization, analysis, evaluation, compilation, and coding of health records utilizing state of the art software applications.
- Demonstrate evidence based practice that integrates research and expertise in health information management.
- Apply quality improvement and utilization review principles to ensure the highest quality of information management according to professional standards.
- Participate in patient centered care and information management within the legal, ethical, and regulatory framework of the health information management profession.

Technical Standards for Health Information Management (HIM)

For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

- Comprehend textbook material at the 11th grade level.
- Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
- Gather, analyze, and draw conclusions from data.
- Be able to type 30 words per minute for three minutes with three or fewer errors using the "touch" method of typing.
- Write at a college level as evidenced by completion of ENG 098 Fundamentals of Writing or placement into ENG 101 English Composition I.
- Read typewritten text and patient data from a computer screen with or without corrective devices.
- Communicate with patients and staff in the English language.
- Maintain cleanliness and personal grooming consistent with close personal contact.
- Possess hearing with or without corrective devices to be able to transcribe medical dictation from recorded media.
- Comprehend and respond to the spoken word of all age-specific groups.
- Function without causing harm to self or others if under the influence of prescription or over-the-counter medications.
- Function without causing harm to others. This would include situations that may result from chronic mental or physical conditions.
- React quickly, both mentally and physically.
- Work as a member of a team.
- Exhibit social skills appropriate to professional interactions.

History and Political Science Track

The History and Political Science Track at Mount Wachusett Community College provides students with the opportunity to earn an Associate Degree Liberal Arts and Sciences. Upon completion of the program, students are prepared to transfer to a four-year institution to complete a baccalaureate degree. The History and Political Science Track offers a student the opportunity to explore U. S. and world history while completing a core curriculum used for transfer. Students will gain knowledge in a variety of disciplines including math, science, the humanities and the social sciences. The Liberal Arts and Sciences includes the MassTransfer Block.

Please click here for MassTransfer information (http://www.mass.edu/masstransfer)

History and Political Science Track (LAHP)

A Degree in Liberal Arts and Sciences

This program is for those who want a strong background in history and political science, and plan to transfer to a four-year college or university to pursue a degree in history, political science, or government. With a
bachelor’s degree in history/political science, students may pursue a career in government and politics, teaching history/political science, or go on to earn a master’s degree in public policy, management, or a JD to practice law.

**Year 1**

**Fall**
- ENG 101: College Writing I 3 credits
- HIS 201: History of United States I 3 credits
- Behavior Social Science Elective 1 credit
- MAT 163: Pre-Calculus (or higher) 4 credits
- CIS 127: Computer Technologies 3 credits

**Spring**
- ENG 102: College Writing II 3 credits
- SPC 113: Speech (formerly THE113) 3 credits
- HIS 202: History of United States II 3 credits
- Lab Science Elective 2 credits
- Restrictive Elective (see list below) 3 credits

**Year 2**

**Fall**
- Behavioral Social Science Elective 1 credit
- HIS 105: History Of World Civilization I 3 credits
- PER 126 or 130: Fitness And Wellness 2-3 credits
- Lab Science Elective 2 credits
- Literature Elective (see list below) 3 credits

**Spring**
- HIS 106: History Of World Civilization II 3 credits
- Literature Elective (see list below) 3 credits
- ENG 290: LAS Capstone: Advanced Writing and Research 3 credits
- POL 211: Massachusetts And The Federal System 3 credits
- Restrictive Elective (see list below) 3 credits
- Humanities Elective 4 credits

**Literature Electives**
- ENG 201: Honors English: American Romanticism 3 credits
- ENG 203: Twentieth Century American Authors 3 credits
- ENG 205: Shakespeare 3 credits
- ENG 210: Literature Of The Sixties 3 credits
- ENG 213: American Literature I 3 credits
- ENG 214: American Literature II 3 credits
- ENG 221: Women's Literature 3 credits
- ENG 224: Mystery Fiction 3 credits
- ENG 227: English Literature I 3 credits
- ENG 228: English Literature II 3 credits
- ENG 233: Science Fiction 3 credits
- ENG 235: Children's Literature 3 credits
- ENG 236: Modern Drama 3 credits
- ENG 252: Shakespeare and Star Wars: A Study of Tragedy through Drama and Film 3 credits
- ENG 237: Special Topics: Queer American Drama 3 credits
- ENG 259: Literary Masterpieces I 3 credits
- ENG 260: Literary Masterpieces II 3 credits
- ENG 261: The Short Story 3 credits
- ENG 265: Great Writers of Harlem 3 credits

See History and Political Science 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 the Honors Program (p. 103) for more information.

**Transfer options**

For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

**MassTransfer**

Students who plan to transfer to a Massachusetts state university or a University of Massachusetts campus may be eligible to transfer under the MassTransfer agreement which provides transfer advantages to those who qualify.
Students entering these programs must be able to demonstrate the ability after successfully completing ENG 102 College Writing II and 45 credits.

Technical Standards

Career options/Earning potential

For career options, please click here. (https://mwcc.emscareercoach.com/#action=loadSearchResults&Search=History+and+Political+Science&SearchType=occupation)

Program Competencies for LAHP

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

- Formulate clear and precise questions about complex problems and ideas relevant to a variety of disciplines—math, science, the humanities, and the social sciences—and gather, assess, and interpret information to arrive at well-reasoned conclusions and solutions.
- Demonstrate an understanding of complex written texts that demand an appreciation of subtext, irony, metaphor, and the subtlety and nuances of language.
- Successfully complete a substantial research paper that demonstrates the ability to formulate a research question, conduct research using the library’s databases, and synthesize information from a variety of sources into a cohesive and in-depth analysis of a topic.
- Demonstrate knowledge of historic, social, and cultural backgrounds necessary for understanding their own and other societies with an emphasis on important ideas and events that have shaped, and continue to shape, their world.
- Demonstrate scientific literacy, which can be defined as the matrix of knowledge needed to understand enough about the universe to deal with issues that come across the horizon of the average citizen, in the news or elsewhere.
- Demonstrate a broad exposure to, and an understanding of, the differences and similarities in the various academic disciplines within their Liberal Arts education.
- Successfully transfer to a baccalaureate degree granting institution if desired, with the proper educational foundation for transition into a chosen field of study.

Capstone Course for LAHP

ENG 290 LAS Capstone: Advanced Writing and Research is the required capstone course for all Liberal Arts & Sciences majors and is to be taken after successfully completing ENG 102 College Writing II and 45 credits.

Technical Standards ¹ for LAHP

¹ For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

- Comprehend textbook material at the 11th grade level.
- Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
- Gather, analyze, and draw conclusions from data.

Honors Program

(Non-degree program)

The Honors Program offers students the opportunity to study and learn in a challenging educational environment. Students benefit from a learning community with small class sizes, teacher-student mentoring, team-taught interdisciplinary courses, and access to a fully-equipped Honors Center. Honors students receive a tuition waiver during their final semester, special recognition at graduation, and “Commonwealth Honors Program Scholar” designation on official transcripts. The Honors Program is perfect for students seeking transfer to a competitive four-year college or additional intellectual challenges. The Honors Program is a member of the National Collegiate Honors Council (NCHC), the Northeast Regional Honors Council (NCHC), and is approved as a Commonwealth Honors Program by the Massachusetts Department of Higher Education (DHE).

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 – Students are welcome to commence their academic program as a member of the college’s selective Honors Program. Students entering MWCC should have an exemplary high school record that includes:

- Combined (critical reading, mathematics, and writing) SAT Reasoning Test scores above 1650 or combined (critical reading and mathematics) SAT Reasoning Test scores above 1100,
- a high school QPA of 3.3 or higher
- and/or a high school class rank in the top 15 percent.¹

¹ Class rank to be determined after six or seven completed high school semesters by the sending secondary school.

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

Students interested in exploring the Honors Program may consider enrolling in Honors ENG 102 College Writing II. The course is open to interested students who have completed ENG 101 English Composition I with a B+ or better. Students are also required to obtain a letter of recommendation from their ENG 101 College Writing I faculty member. Enrollment in the Honors Program is not required to enroll in this course, but is encouraged. The course is an Honors level version of the standard ENG 102 College Writing II.

Currently enrolled students – Students should make an appointment to meet with the Honors coordinator to discuss academic preparation and must meet 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 (MAT 143 Statistics or higher) and a lab science course.
- Complete Honors English (ENG 201 Honors English: American Romanticism), after completing ENG 101 College Writing I and ENG 102 College Writing II. 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 designated Honors courses such as Honors ENG 102 College Writing II. A component course requires additional activities such as independent research, one-on-one tutorials, service learning, and/or a special project. Component courses result from a written agreement between a faculty member and a student, approval of the division dean, and the Honors Program coordinator.
- One Honors Colloquium course:
  - Honors students enroll in the colloquium course after completing ENG 201 Honors English: American Romanticism and one of the two required Honors courses. Exclusively for Honors students, the colloquium is interdisciplinary in nature, thematic, designed by MWCC faculty, and approved by the Honors Committee.

Under certain circumstances, Honors Program requirements may be substituted with the approval of the Honors Program Committee.

Human Services

The Human Services Department at Mount Wachusett Community College provides students with the opportunity to earn a Human Services Technician Certificate or Associate Degree in Human Services. Upon completion of the program, students are prepared for entry-level positions in a variety of human service settings. During the course of study, students will develop skills and competencies in critical thinking, reasoning and the terminology used in the human services profession. Students will gain knowledge in assessment, advocacy, outreach, referral and counseling and interview techniques.

Human Services Technician Certificate (HSC)

This program is for those who wish to build a rewarding career helping people in need by empowering, enabling, and facilitating them to function more effectively in all aspects of living. Opportunities in this field are excellent. According to the Bureau of Labor Statistics, human services is one of the fastest growing fields. The Human Services Technician Certificate prepares students for immediate employment in entry-level human services positions. It also provides individuals currently working in entry-level positions an opportunity to enhance their skills.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>ENG 101 College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>HST 101 Introduction To Human Services</td>
<td>3</td>
</tr>
</tbody>
</table>

PSY 101 Psychology Of Self 3
PSY 105 Introduction To Psychology 3
Spring
HST 140 Counseling Methods And Interviewing Techniques 3
Professional Elective (see list below)
HST 150 Cultural Awareness 3
PSY 240 Abnormal Psychology 3
Total Credits: 24

Professional Electives

<table>
<thead>
<tr>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HST 142 Counseling Methods and Interviewing Techniques II 3</td>
</tr>
<tr>
<td>HST 145 Introduction To Gerontology 3</td>
</tr>
<tr>
<td>PSY 244 Children With Special Needs 3</td>
</tr>
<tr>
<td>PSY 246 Psychology And The Law 3</td>
</tr>
<tr>
<td>PSY 280 Psychology Of Death And Dying 3</td>
</tr>
<tr>
<td>SOC 125 Gender Issues 3</td>
</tr>
<tr>
<td>SOC 129 Drug Use And Abuse In American Society 3</td>
</tr>
<tr>
<td>SOC 204 Sociology of the African American 3</td>
</tr>
<tr>
<td>SOC 206 Marriage And The Family 3</td>
</tr>
<tr>
<td>SOC 208 Juvenile Delinquency 3</td>
</tr>
<tr>
<td>SOC 210 Child Abuse And Neglect In American Society 3</td>
</tr>
<tr>
<td>SOC 212 Victimization 3</td>
</tr>
</tbody>
</table>

See Human Services program competencies and technical standards.

Helpful hints

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

Special requirements

Technical standards must be met with or without accommodations.

Transfer options

This program is intended for immediate career entry. Courses completed as part of this certificate program can be applied to the Human Services Degree.

Career options/Earning potential

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=HumanServices&SearchType=occupation)

Gainful Employment Program Disclosure Information

For gainful employment information, (http://mwcc.edu/gedt/hsc) please click here (http://mwcc.edu/gedt/hsc).

Human Services Degree (HS)

This program is for those who wish to build a rewarding career helping people in need by empowering, enabling, and facilitating them to function
more effectively in all aspects of living. Opportunities in this field are excellent. According to the Bureau of Labor Statistics, the human services sector 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.

Year 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
</tr>
<tr>
<td>HST 101</td>
<td>Introduction To Human Services</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Introduction To Psychology</td>
</tr>
<tr>
<td>HST 150</td>
<td>Cultural Awareness</td>
</tr>
<tr>
<td>SOC 103</td>
<td>Introduction To Sociology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>College Writing II</td>
</tr>
<tr>
<td>HST 140</td>
<td>Counseling Methods And Interviewing Techniques</td>
</tr>
</tbody>
</table>

| PER 126 or 130 | Fitness And Wellness ¹ | 2-3 |
| PSY 101 | Psychology Of Self | 3 |
| PSY 240 | Abnormal Psychology | 3 |

Profession Elective (see list below)

Year 2

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC 113</td>
<td>Speech (formerly THE113)</td>
</tr>
<tr>
<td>PSY 110</td>
<td>Human Growth And Development</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Computer Technologies</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Human Health And Disease (or Lab Science Elective) ²</td>
</tr>
<tr>
<td>MAT 126</td>
<td>Topics In Mathematics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 211</td>
<td>Massachusetts And The Federal System</td>
</tr>
<tr>
<td>SOC 205</td>
<td>Social Problems</td>
</tr>
<tr>
<td>HST 260</td>
<td>Human Services Seminar (Capstone)</td>
</tr>
<tr>
<td>HST 250</td>
<td>Human Services Internship Experience</td>
</tr>
<tr>
<td>General Elective ³</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits: 64-66

¹ PER 130 Health, Fitness, And Wellness is recommended for transfer

² Lab Science Electives: 4 credit course in AQS, BIO, BTC, CHE, EAS, EGM, NRD, or PHY

³ General Electives: See General Electives (p. 53) exceptions.

Professional Electives

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 280</td>
</tr>
<tr>
<td>SOC 125</td>
</tr>
<tr>
<td>SOC 129</td>
</tr>
<tr>
<td>SOC 204</td>
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<tr>
<td>SOC 206</td>
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<tr>
<td>SOC 208</td>
</tr>
<tr>
<td>SOC 210</td>
</tr>
<tr>
<td>SOC 212</td>
</tr>
</tbody>
</table>

See Human Services program competencies and technical standards.

Helpful hints

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

Transfer options

For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

Special requirements

A Criminal/Sexual Offender Record Information (CORI/SORI) check and liability insurance are required for student interns. Technical standards must be met with or without accommodations.

Career options/Earning potential

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=Human+Services&SearchType=occupation)

Program Competencies for HS

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

- Demonstrate knowledge of the historical development of human services as a profession and the implications of social policy.
- Demonstrate an understanding of the major models of causation of normal and abnormal development and the conditions which promote or limit optimal functioning.
- Develop and demonstrate effective intervention strategies that include counseling and interviewing skills, assessment, advocacy, outreach, and referral.
- Demonstrate knowledge of the formal and informal supports, resources available in the community, and skill in gaining access to them.
- Demonstrate an awareness of one’s individual strengths, attitudes, values, and belief systems on both a personal and professional level.
- Develop and demonstrate the oral and written skills required for an effective communicator.
- Develop an awareness of cultural diversity and a working knowledge of, and respect for, peoples’ history, traditions, values, and social organizations such as family, community, and political structures.
- Exercise professional ethics in all matters related to the helping relationship and the workplace.

Mount Wachusett Community College - DRAFT COPY 105
Technical Standards \(^1\) for HS and HSC

\(^1\) For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

- Comprehend textbook material at the 11th grade level.
- Communicate information either in spoken, printed, signed, or computer voice format.
- Gather, analyze, and draw conclusions from data.
- Comprehend the spoken word. Perceive and differentiate individual behaviors.
- Perceive and differentiate individual behaviors.
- Maintain cleanliness and personal grooming consistent with close personal contact.
- Exhibit social skills appropriate to professional interactions.

Interdisciplinary Studies

The Interdisciplinary Studies Program at Mount Wachusett Community College provides students with the opportunity to earn an Associate Degree in Interdisciplinary Studies. Upon completion of this program, students are prepared to transfer to a four-year institution to complete a baccalaureate degree. The Interdisciplinary Studies program offers a student the opportunity to explore many interests while completing a core curriculum used for transfer. Students will gain knowledge in a variety of disciplines including math, science, the humanities and the social sciences.

Interdisciplinary Studies Degree (IDS)

If your career and educational goals are not yet firmly defined, the Interdisciplinary Studies program provides a flexible curriculum allowing you to explore many different disciplines.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
</tr>
<tr>
<td>MAT 126</td>
<td>Topics In Mathematics (or higher)</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Computer Technologies</td>
</tr>
<tr>
<td>General Elective (^2)</td>
<td></td>
</tr>
<tr>
<td>General Elective (^2)</td>
<td></td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Writing II</td>
</tr>
<tr>
<td>SPC 113</td>
<td>Speech (formerly THE113)</td>
</tr>
<tr>
<td>Behavioral Social Science Elective (^1)</td>
<td></td>
</tr>
<tr>
<td>General Elective (^2)</td>
<td></td>
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<tr>
<td>General Elective (^2)</td>
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</tbody>
</table>

<table>
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<tr>
<th>Year 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td></td>
</tr>
<tr>
<td>Business Elective (^6)</td>
<td></td>
</tr>
<tr>
<td>Non-behavioral Social Science Elective (^7)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISC 220</td>
<td>Community Service Learning Capstone</td>
</tr>
<tr>
<td>Humanities Elective (^4)</td>
<td></td>
</tr>
<tr>
<td>Health Elective (^3)</td>
<td>2-4</td>
</tr>
<tr>
<td>Advanced General Elective (^9)</td>
<td></td>
</tr>
<tr>
<td>Advanced General Elective (^9)</td>
<td></td>
</tr>
</tbody>
</table>

| Total Credits: | 60-63 |

\(^1\) Behavioral Social Science Electives: ANT, PSY, SOC, SSC

\(^2\) General Electives: See General Electives (p. 53) exceptions.

\(^3\) PER 130 Health, Fitness, And Wellness is recommended for transfer

\(^4\) Humanities Electives: ART, ASL, DAN, ENG, FRE, HUM, MUS, PHL, SPA, THE

\(^5\) Science Electives: BIO, BTC, CHE, EAS, EGM, NRD, PHY

\(^6\) Business Electives: ACC, BUS, CIS, ECO, FIN, MGT, MKT, PLS

\(^7\) Non-behavioral Social Science Electives: ECO, GEO, HIS, POL, SSC

\(^8\) Capstone Course

\(^9\) An advanced general elective is any 200-level course.

Health Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>Introduction To Nutrition (formerly NUT101)</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Human Health And Disease</td>
</tr>
<tr>
<td>BIO 112</td>
<td>Biology Of Cancer</td>
</tr>
<tr>
<td>BIO 230</td>
<td>Nutrition, Health, And Sustainability</td>
</tr>
<tr>
<td>CHC 101</td>
<td>Complementary Health Care</td>
</tr>
<tr>
<td>CHC 102</td>
<td>Foundations of Yoga</td>
</tr>
<tr>
<td>CHC 108</td>
<td>Transforming Stress</td>
</tr>
<tr>
<td>EXS 102</td>
<td>Principles Of Anatomy And Kinesiology</td>
</tr>
<tr>
<td>EXS 201</td>
<td>Exercise Science And Nutrition</td>
</tr>
<tr>
<td>PER 126</td>
<td>Fitness And Wellness</td>
</tr>
<tr>
<td>PER 127</td>
<td>Weight Management through Walking and Resistance Training</td>
</tr>
<tr>
<td>PER 130</td>
<td>Health, Fitness, And Wellness</td>
</tr>
</tbody>
</table>

Literature Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 201</td>
<td>Honors English: American Romanticism</td>
</tr>
<tr>
<td>ENG 203</td>
<td>Twentieth Century American Authors</td>
</tr>
<tr>
<td>ENG 205</td>
<td>Shakespeare</td>
</tr>
<tr>
<td>ENG 210</td>
<td>Literature Of The Sixties</td>
</tr>
<tr>
<td>ENG 213</td>
<td>American Literature I</td>
</tr>
<tr>
<td>ENG 214</td>
<td>American Literature II</td>
</tr>
<tr>
<td>ENG 221</td>
<td>Women's Literature</td>
</tr>
<tr>
<td>ENG 224</td>
<td>Mystery Fiction</td>
</tr>
</tbody>
</table>
the ability to:

• Demonstrate scientific literacy, which can be defined as the matrix of knowledge needed to understand enough about the universe to deal with issues that come across the horizon of the average citizen, in the news or elsewhere.
• Demonstrate a broad exposure and clear understanding of the various disciplines and the proper foundation to pursue a variety of career choices.

Technical Standards for IDS ¹

¹ For general information about technical standards and accommodation, see Technical Standards. (p. 50)

• Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
• Stand for a minimum of two hours.
• Walk for a minimum of six hours, not necessarily consecutively.
• Stoop, bend, and twist for a minimum of 30 minutes at a time and be able to repeat this activity at frequent intervals.
• Use the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on machinery.
• Respond to spoken words, monitor signals, call bells, and vital sign assessment equipment.
• Identify behaviors that would endanger a person's life or safety and intervene quickly, with an appropriate solution, in a crisis situation.
• Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
• Exhibit social skills appropriate to professional interactions.
• Maintain cleanliness and personal grooming consistent with close personal contact.

Legal Studies

The Legal Studies Program at Mount Wachusett Community College provides students with the opportunity to earn a Certificate in Paralegal Studies or an Associate in Legal Studies. Upon completion of either program students are prepared for entry-level positions in various legal settings. During the course of study, students will develop competencies in substantive and procedural law, excellent communication skills, and the ability to think analytically and logically.

Paralegal Certificate (LAWC)

Students will learn the fundamental skills necessary for an entry-level position in a legal setting such as a law office, courthouse, administrative agency, corporate in-house counsel office, or insurance company. This certificate introduces students to the paralegal field, to several areas of substantive and procedural law, to the basics of legal analysis and research, and is a good introduction to MWCC's Paralegal Studies Degree.

Year 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Writing I 3</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Computer Technologies 3</td>
</tr>
<tr>
<td>BUS 211</td>
<td>Business Law I 3</td>
</tr>
<tr>
<td>LAW 101</td>
<td>Introduction To Law (Formerly PLS 101) 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restrictive Electives (see list below)</td>
<td>9</td>
</tr>
<tr>
<td>LAW 110</td>
<td>Litigation (Formerly PLS 110) 3</td>
</tr>
</tbody>
</table>

See Interdisciplinary Studies program competencies and technical standards.

Helpful hints

Interdisciplinary 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

Interdisciplinary Studies students interested in transferring should consider changing their program of study to one of the Liberal Arts & Sciences (LAS) Degree programs. LAS allows students to explore different disciplines while taking courses that transfer. Consult with your advisor for more information.

For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

Special requirements

Technical standards must be met with or without accommodations.

Earning potential

Varies according to industry.

Program Competencies for IDS

Program Competencies are those outcomes outlined in the Institutional Effectiveness and Learning Outcomes Assessment section.

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

• Demonstrate an understanding of complex written texts that demand an appreciation of subtext, irony, metaphor, and the subtlety and nuances of language.
• Successfully complete a substantial research paper that demonstrates the ability to formulate a research question, conduct research using the library's databases, and synthesize information from a variety of sources into a cohesive and in-depth analysis of a topic.
• Demonstrate knowledge of historic, social, and cultural backgrounds necessary for understanding their own and other societies with an emphasis on important ideas and events that have shaped, and continue to shape, their world.
• Demonstrate scientific literacy, which can be defined as the matrix of knowledge needed to understand enough about the universe to deal

*See Interdisciplinary Studies program competencies and technical standards.

1 For general information about technical standards and accommodation, see Technical Standards. (p. 50)
Legal Studies Degree (LAW)

This degree prepares students for a paralegal position in a legal setting such as a law office, courthouse, administrative agency, corporate in-house counsel office, or insurance company. Students will learn to gather and analyze facts relevant to legal disputes, perform legal research, draft legal documents, and prepare witnesses and evidence for presentation at legal proceedings. An effective paralegal must have a firm grasp on both substantive and procedural law, excellent communication skills, and the ability to think analytically and logically. This program provides you with the skills necessary to perform specifically delegated substantive legal work under the supervision of a lawyer.

Year 1

Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 101</td>
<td>Introduction To Law (Formerly PLS 101)</td>
<td>3</td>
</tr>
<tr>
<td>LAW 104</td>
<td>Introduction To Family Law (Formerly PLS 104)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Computer Technologies</td>
<td>3</td>
</tr>
</tbody>
</table>

Spring

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>College Writing II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 126</td>
<td>Topics In Mathematics (or higher)</td>
<td>4</td>
</tr>
<tr>
<td>BUS 211</td>
<td>Business Law I</td>
<td>3</td>
</tr>
</tbody>
</table>

Year 2

Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 110</td>
<td>Litigation (Formerly PLS 110)</td>
<td>3</td>
</tr>
<tr>
<td>LAW 250</td>
<td>Legal Research and Writing I (Formerly PLS 250)</td>
<td>4</td>
</tr>
<tr>
<td>LAW 262</td>
<td>Estate Planning (Formerly PLS 262)</td>
<td>3</td>
</tr>
<tr>
<td>POL 211</td>
<td>Massachusetts And The Federal System</td>
<td>3</td>
</tr>
</tbody>
</table>

Spring

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 106</td>
<td>Introduction To Real Estate Law (Formerly PLS 106)</td>
<td>3</td>
</tr>
<tr>
<td>LAW 270</td>
<td>Legal Studies Seminar (Formerly PLS 270)</td>
<td>3</td>
</tr>
<tr>
<td>SPC 113</td>
<td>Speech (formerly THE113)</td>
<td>3</td>
</tr>
</tbody>
</table>

Science Elective 1

Restrictive Elective 2

Total Credits: 61-64

Restrictive Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Principles Of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 102</td>
<td>Principles Of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 224</td>
<td>Taxation</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 121</td>
<td>Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 123</td>
<td>Microcomputer Database Management</td>
<td>3</td>
</tr>
<tr>
<td>CJU 133</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
</tbody>
</table>

1 General Electives: See General Electives (p. 53) exceptions.
2 Science Electives: AQS, BIO, BTC, CHE, EAS, EGM, NRD or PHY
A four credit lab science is strongly recommended for transfer.
### Health Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>Introduction To Nutrition (formerly NUT101)</td>
<td>3</td>
</tr>
<tr>
<td>BIO 103</td>
<td>Human Health And Disease</td>
<td>3</td>
</tr>
<tr>
<td>BIO 112</td>
<td>Biology Of Cancer</td>
<td>3</td>
</tr>
<tr>
<td>BIO 230</td>
<td>Nutrition, Health, And Sustainability</td>
<td>3</td>
</tr>
<tr>
<td>CHC 101</td>
<td>Complementary Health Care</td>
<td>3</td>
</tr>
<tr>
<td>CHC 102</td>
<td>Foundations of Yoga</td>
<td>3</td>
</tr>
<tr>
<td>CHC 108</td>
<td>Transforming Stress</td>
<td>3</td>
</tr>
<tr>
<td>CHC 220</td>
<td>Mind-Body-Spirit Connection</td>
<td>3</td>
</tr>
<tr>
<td>EXS 102</td>
<td>Principles Of Anatomy And Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>EXS 201</td>
<td>Exercise Science And Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>PER 126</td>
<td>Fitness And Wellness</td>
<td>2</td>
</tr>
<tr>
<td>PER 127</td>
<td>Weight Management through Walking and Resistance Training</td>
<td>2</td>
</tr>
<tr>
<td>PER 130</td>
<td>Health, Fitness, And Wellness</td>
<td>3</td>
</tr>
</tbody>
</table>

See Legal Studies program competencies and technical standards.

### Helpful hints

Students enrolling in the Paralegal Practicum must contact the program coordinator for approval and available options by calling 978-630-9359.

### Transfer options

For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

### Special requirements

Technical standards must be met with or without accommodations.

### Career options/Earning potential

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=paralegal&SearchType=occupation)

### Program Competencies for LAW

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

- Develop effective communication skills (oral and written).
- Use computer technology as it applies to law.
- Exhibit administrative and employment skills applicable in a law office setting.
- Demonstrate ability to perform pre-trial tasks including interviewing, client intake, basic investigation, and drafting of pre-trial discovery.
- Draft basic legal documents such as wills, mortgages, and leases.

### Technical Standards for LAWC and LAW

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

- Comprehend textbook material at the 11th grade level.
- Communicate and assimilate information verbally and in a printed format.
- Gather, analyze, and draw conclusions from data.
- Complete forms using a typewriter or similar office machine.
- Input data into a computer.
- 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.

### Liberal Arts and Sciences

The Liberal Arts and Sciences Program at Mount Wachusett Community College provides students with the opportunity to earn an Associate Degree in Liberal Arts and Sciences. Upon completion of the program, students are prepared to transfer to a four-year institution to complete a baccalaureate degree. During their course of study, students will develop skills to meet the challenges and demands of a rapidly changing society and to think and write critically in order to contribute to their world. Students gain a strong foundation in humanities, social sciences, math, and natural sciences, which enables them to transfer to competitive four-year colleges/universities. The Liberal Arts and Sciences includes the MassTransfer Block.

Please click here for MassTransfer information (http://www.mass.edu/masstransfer)

### Liberal Arts and Sciences (LAS)

This program is for those who would like a strong educational background to transfer to a four-year institution or immediately enter professional employment by carefully selecting electives. Students may choose to major in virtually any academic discipline such as biology, English, history, or physical science. Students are encouraged to discuss majoring in any specific area of study with their academic advisor. LAS students can transfer to many four-year colleges or universities and start as a junior.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>Lab Science Elective</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
Behavioral Social Science Elective 1
MAT 143 or 163 Statistics or Precalculus (or higher) 4
General Elective 2 3

Spring
ENG 102 College Writing II 3
SPC 113 Speech (formerly THE113) 3
Humanities Elective 4 3
CIS 127 Computer Technologies 3
Lab Science Elective 3

Year 2
Fall
PER 126 or 130 Fitness And Wellness 5 2-3
Behavioral Social Science Elective 1 3
World Language or Culturally Diverse Elective (see list below) 3
General Elective 2 3
Non-behavioral Social Science Elective 6 3
Literature Elective 3
(see list below)

Spring
Non-behavioral Social Science Elective 6 3
Literature Elective (see list below) 3
World Language or Culturally Diverse Elective (see list below) 3
ENG 290 LAS Capstone: Advanced Writing and Research 3
General Elective 2 3

Total Credits: 65-66

World Language Electives or Culturally Diverse Electives

<table>
<thead>
<tr>
<th>Credits</th>
<th>World Language Electives or Culturally Diverse Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL, FRE, SPA (any course)</td>
<td>3</td>
</tr>
<tr>
<td>ANT 111</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>ART 109</td>
<td>Art History I</td>
</tr>
<tr>
<td>DAN 133</td>
<td>Hip Hop/Street Dance Foundation</td>
</tr>
<tr>
<td>ENG 221</td>
<td>Women's Literature</td>
</tr>
<tr>
<td>ENG 236</td>
<td>Modern Drama</td>
</tr>
<tr>
<td>ENG 237</td>
<td>Special Topics: Queer American Drama</td>
</tr>
<tr>
<td>ENG 261</td>
<td>The Short Story</td>
</tr>
<tr>
<td>ENG 265</td>
<td>Great Writers of Harlem</td>
</tr>
<tr>
<td>GEO 129</td>
<td>World and Cultural Geography</td>
</tr>
<tr>
<td>HIS 105</td>
<td>History of World Civilization I</td>
</tr>
<tr>
<td>HIS 106</td>
<td>History of World Civilization II</td>
</tr>
<tr>
<td>HIS 125</td>
<td>American Ethnic History</td>
</tr>
<tr>
<td>HUM 240</td>
<td>Comparative Religion</td>
</tr>
<tr>
<td>HUM 260</td>
<td>The Art of Being Human I</td>
</tr>
<tr>
<td>HST 150</td>
<td>Cultural Awareness</td>
</tr>
<tr>
<td>MUS 106</td>
<td>History of Jazz</td>
</tr>
<tr>
<td>MUS 160</td>
<td>History of Rock and Roll</td>
</tr>
<tr>
<td>PHL 201</td>
<td>Introduction to Philosophical Issues</td>
</tr>
<tr>
<td>PHL 210</td>
<td>Levels of Being</td>
</tr>
<tr>
<td>SOC 103</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SOC 125</td>
<td>Gender Issues</td>
</tr>
<tr>
<td>SOC 205</td>
<td>Social Problems</td>
</tr>
</tbody>
</table>

Literature Electives

<table>
<thead>
<tr>
<th>Credits</th>
<th>Literature Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 201</td>
<td>Honors English: American Romanticism</td>
</tr>
<tr>
<td>ENG 203</td>
<td>Twentieth Century American Authors</td>
</tr>
<tr>
<td>ENG 205</td>
<td>Shakespeare</td>
</tr>
<tr>
<td>ENG 210</td>
<td>Literature of the Sixties</td>
</tr>
<tr>
<td>ENG 213</td>
<td>American Literature I</td>
</tr>
<tr>
<td>ENG 214</td>
<td>American Literature II</td>
</tr>
<tr>
<td>ENG 221</td>
<td>Women's Literature</td>
</tr>
<tr>
<td>ENG 224</td>
<td>Mystery Fiction</td>
</tr>
<tr>
<td>ENG 227</td>
<td>English Literature I</td>
</tr>
<tr>
<td>ENG 228</td>
<td>English Literature II</td>
</tr>
<tr>
<td>ENG 233</td>
<td>Science Fiction</td>
</tr>
<tr>
<td>ENG 235</td>
<td>Children's Literature</td>
</tr>
<tr>
<td>ENG 236</td>
<td>Modern Drama</td>
</tr>
<tr>
<td>ENG 237</td>
<td>Special Topics: Queer American Drama</td>
</tr>
<tr>
<td>ENG 252</td>
<td>Shakespeare and Star Wars: A Study of Tragedy through Drama and Film</td>
</tr>
<tr>
<td>ENG 259</td>
<td>Literary Masterpieces I</td>
</tr>
<tr>
<td>ENG 260</td>
<td>Literary Masterpieces II</td>
</tr>
<tr>
<td>ENG 261</td>
<td>The Short Story</td>
</tr>
<tr>
<td>ENG 265</td>
<td>Great Writers of Harlem</td>
</tr>
</tbody>
</table>

See Liberal Arts and Sciences 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 Mass public higher education system, and MWCC graduates are guaranteed acceptance into the Honors Programs of these colleges and universities. See the Honors Program (p. 103) for more information.

Transfer options

For transfer options, please click here (p. 41). It is recommended that you also consult with your academic advisor.

MassTransfer

Students who plan to transfer to a Massachusetts state university or a University of Massachusetts campus may be eligible to transfer under the MassTransfer agreement which provides transfer advantages to those who qualify.

Please click here for MassTransfer information (http://www.mass.edu/masstransfer)

Special requirements

Technical standards must be met with or without accommodations.

Program Competencies for LAS

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

• Formulate clear and precise questions about complex problems and ideas relevant to a variety of disciplines—math, science, the humanities, and the social sciences—and gather, assess, and interpret information to arrive at well-reasoned conclusions and solutions.

• Demonstrate an understanding of complex written texts that demand an appreciation of subtext, irony, metaphor, and the subtlety and nuances of language.

• Successfully complete a substantial research paper that demonstrates the ability to formulate a research question, conduct research using the library’s databases, and synthesize information from a variety of sources into a cohesive and in-depth analysis of a topic.

• Demonstrate knowledge of historic, social, and cultural backgrounds necessary for understanding their own and other societies with an emphasis on important ideas and events that have shaped, and continue to shape, their world.

• Demonstrate scientific literacy, which can be defined as the matrix of knowledge needed to understand enough about the universe to deal with issues that come across the horizon of the average citizen, in the news or elsewhere.

• Demonstrate a broad exposure to, and an understanding of, the differences and similarities in the various academic disciplines within their Liberal Arts education.

• Successfully transfer to a baccalaureate degree granting institution if desired, with the proper educational foundation for transition into a chosen field of study.

Capstone Course for LAS

ENG 290 LAS Capstone: Advanced Writing and Research is the required capstone course for all Liberal Arts & Sciences majors and is to be taken after successfully completing ENG 102 College Writing II and 45 credits.

Technical Standards ¹ for LAS

¹ For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

• Comprehend textbook material at the 11th grade level.

• Communicate and assimilate information either in spoken, printed, signed, or computer voice format.

• Gather, analyze, and draw conclusions from data.

Manufacturing Technology

The Manufacturing Technology Program at Mount Wachusett Community College provides students with the opportunity to earn a Manufacturing Technology-Mechatronics Certificate or Associate Degree in Manufacturing Technology-Mechatronics. Upon completion of the program, students are prepared for entry-level positions in a variety of manufacturing and engineering settings. During the course of study, students will develop skills and competencies in scientific and practical principles to the design, development and operation of automated systems. Students will gain knowledge in mechatronics, robotics and mechanical systems.

Manufacturing Technology - Mechatronics Certificate (PMTC)

This program is designed to provide skills necessary to become a Manufacturing Technician employed by companies utilizing advanced automation tools. Mechatronics is an emerging field that integrates electrical and mechanical systems and incorporates computer control and information technology. The name arises from the combination of mechanics and electronics and is a product of the importance of automation and robotics in modern manufacturing processes. Students in this program will learn principles, design, and control of mechanical and electrical systems.

Year 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 143 Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MET 105 Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>Professional Elective ¹</td>
<td>3</td>
</tr>
<tr>
<td>Professional Elective ²</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 103 Introduction to Industrial Electricity</td>
<td>4</td>
</tr>
<tr>
<td>PLT 101 Introduction to Mechanical Processes</td>
<td>3</td>
</tr>
<tr>
<td>PLT 104 Introduction to Programmable Logic Controls</td>
<td>3</td>
</tr>
</tbody>
</table>
Manufacturing Technology

PLT 227  Hydraulics And Pneumatics  3

Total Credits:  26

1  Professional Elective 1: BUS 105, BUS 125, ENG 101, PLT 220, PLT 223
2  Professional Elective 2: AQS 110, CAD 101, MGT 132, MGT 210

Campus
This program requires specialized equipment and is offered at the Devens Campus.

Helpful hints
Students should investigate the non-credit Industrial Readiness Training program as an introduction to this field. Students interested in design should take CAD101.

For more information call: 978-630-9468.

Transfer options
This program is intended for immediate career entry. Courses completed as part of this certificate program can be applied to the Manufacturing Technology Degree. Program aligns with nationally recognized Mechatronics Certification.

Career options/Earning potential
For career options, please click here.
(https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=mechatronics&SearchType=occupation)

Gainful Employment Program Disclosure Information
For gainful employment information, please click here. (http://mwcc.edu/gedt/pmtc)

Manufacturing Technology—Plastics Degree (PT)
Current industry trends indicate that the rapidly growing plastics industry will continue to expand well into the 21st century. Customers’ expectations and product design complexities are challenging today’s limited number of experienced process technicians and engineers. Many plastics companies are seeking to hire experienced production employees but cannot find enough experienced people to meet market demand. Furthermore, few colleges worldwide offer plastics programs. This program is a cooperative venture among Nypro, Inc., Fitchburg State University, and MWCC. Students first complete a set of core technical courses at Nypro, Inc.

Year 1

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLT 220</td>
<td>Statistical Process Control ¹</td>
<td>3</td>
</tr>
<tr>
<td>PLT 221</td>
<td>Master Molder I ¹</td>
<td>3</td>
</tr>
<tr>
<td>PLT 222</td>
<td>Master Molder II ¹</td>
<td>2</td>
</tr>
<tr>
<td>PLT 226</td>
<td>Materials Design And Application ¹</td>
<td>3</td>
</tr>
<tr>
<td>MET 105</td>
<td>Blueprint Reading</td>
<td>3</td>
</tr>
</tbody>
</table>

Spring

| PLT 223 | Production Design ¹ | 3 |

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 126</td>
<td>Topics In Mathematics (or higher)</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>College Writing II</td>
</tr>
<tr>
<td>General Elective ²</td>
<td>3</td>
</tr>
<tr>
<td>SPC 113</td>
<td>Speech (formerly THE113)</td>
</tr>
<tr>
<td>MGT 210</td>
<td>Principles Of Management</td>
</tr>
<tr>
<td>Health Elective (see list below)</td>
<td>2-4</td>
</tr>
</tbody>
</table>

CIS 127  Computer Technologies  3
Humanities Elective ³  3
Lab Science Elective  4  8
Social Science Elective  5  3
General Elective ²  3

Total Credits:  64-66

¹  Courses not limited to Nypro employees.
²  General Electives: See General Electives (p. 53) exceptions.
³  Humanities Electives: ART, ASL, DAN, ENG, FRE, HUM, MUS, PHL, SPA, SPC, THE
⁴  Lab Science Electives: BIO, BTC, CHE, EAS, EGM, NRD, PHY
CHE 107 General Chemistry I recommended
⁵  Social Science Electives: ANT, ECO, GEO, HIS, POL, PSY, SOC, SSC

Health Electives

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101</td>
</tr>
<tr>
<td>BIO 103</td>
</tr>
<tr>
<td>BIO 112</td>
</tr>
<tr>
<td>BIO 230</td>
</tr>
<tr>
<td>CHC 101</td>
</tr>
<tr>
<td>CHC 102</td>
</tr>
<tr>
<td>CHC 108</td>
</tr>
<tr>
<td>CHC 220</td>
</tr>
<tr>
<td>EXS 102</td>
</tr>
<tr>
<td>EXS 201</td>
</tr>
<tr>
<td>PER 126</td>
</tr>
<tr>
<td>PER 127</td>
</tr>
<tr>
<td>PER 130</td>
</tr>
</tbody>
</table>

Campus
All technical courses (PT) are offered evenings only at the Nypro Institute of Technology.
Helpful hints
Information for the technical courses (PT), must be obtained from Nypro, Inc. of Clinton MA 978-365-8411.

Transfer options
MWCC accepts Nypro courses as transfer credit. For a complete list of transfer agreement options, please click here. (p. 41)

Special requirements
Students enrolled in this program must adhere to the 30-credit MWCC residency requirement. Technical standards must be met with or without accommodations.

Career options/Earning potential
Please click here for career options. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=manufacturing+technology+plastics&SearchType=occupation)

Program Competencies for PMTC and PT
Upon graduation from this program, students shall have demonstrated the ability to:

• Communicate technical information in written and oral form.
• Participate as a contributing member of a small work team as well as the larger factory team—including problem solving.
• Solve practical production mathematical problems requiring basic skills in algebra, geometry, trigonometry, and statistics.
• Communicate in the graphic language of engineering by interpreting technical blueprints used in industry and preparing two- and three-dimensional technical sketches.
• Understand and apply the fundamentals of the basic sciences that underlie the machines used in manufacturing.
• Understand and apply the fundamentals of the many manufacturing processes used in industry to manufacture products.
• Understand and apply computer skills in the manufacturing environment.
• Understand and apply modern operations principles to manufacturing operations, including total quality management, statistical process control, and continuous quality improvement and just-in-time.
• 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 ¹ for PMTC and PT
¹ For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

• Comprehend textbook material at the 11th grade level.
• Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
• Gather, analyze, and draw conclusions from data.
• Stand for two hours.
• Manipulate small parts, and make fine hand adjustments to machines and test equipment.
• Use appropriate tools found in the manufacturing environment.
• Work indoors in the presence of low, repetitious noise levels (not to exceed regulatory standards).
• Work indoors in a non-air-conditioned environment with exposure to oil vapors.
• Visualize in two and three dimensions.
• Lift 40 pounds.
• Learn to operate a computer.

Media Arts & Technology
The Media Arts and Technology Program provides students with the opportunity to earn a Certificate in Photography or an Associate Degree in Media Arts and Technology. Students may choose to specialize by pursuing one of three optional concentrations of study: Audio Engineering Concentration (MRTA), Photography Concentration (MRTP), Video/Film Concentration (MRTV)¹. Upon completion of a concentration of a program, students are prepared for careers in video and film production or sound recording or broadcasting or commercial photography or a number of other communications industries. During the course of study, students develop technical and communications skills through academic coursework, production skills training, and real world experience.

¹ Students may graduate with only one concentration.

Photography-Professional Certificate (PHO)
This is a program that concentrates on the necessary skills for students to enter the field of professional digital photography. Today’s photographer is artistic, technically and technologically skilled, as well as business savvy. Photography-Professional Certificate holders can explore careers in studio/portrait photography, commercial photography, photojournalism, and digital imaging. They may also continue their education to obtain an associate’s degree.

Year 1
Fall
Credits
ENG 101 College Writing I 3
PHO 115 Introduction To Digital Photography (Formerly BCT115) 3
PHO 240 Portrait Photography (Formerly BCT240) 3
GID 177 Designing Business Graphics (Photoshop) (Formerly CGD 107) ¹ 3
MGT 110 Small Business Management 3
Spring
PHO 215 Advanced Digital Photography (Formerly BCT215) 3
PHO 245 Commercial Photography (Formerly BCT245) 3
PHO 250 Digital Photography Workflow 3
MKT 142 Marketing 3
Total Credits: 27
Media Arts & Technology (MRT)

The mission of the Media Arts & Technology department is to offer applied and theoretical instruction for students interested in a career in the media arts. Emphasis is placed on practical training in MWCC’s professionally equipped media facilities, communication skills, and the characteristics of converging media industries. Students gain professional experience participating in a variety of college and community projects.

The flexible program requirements allow students to concentrate in Audio Engineering, or Photography, or Video/Film Production, or design a program of study to meet their individual career and transfer goals.

Gainful Employment Program Disclosure Information

For gainful employment information, please click here (http://mwcc.edu/gedt/pho).

Production Electives

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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<tr>
<td>MRT 112</td>
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<td>MRT 122</td>
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<td>MRT 211</td>
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<td>PHO 115</td>
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<td>PHO 245</td>
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<td>PHO 250</td>
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Professional Electives

<table>
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<tbody>
<tr>
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<tr>
<td>PHO (any course)</td>
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</table>
ART 109  Art History I  3
ART 110  Art History II  3
ART 113  Introduction To Studio  3
ART 251  Two-Dimensional Design  3
ART 263  Drawing I  3
ENG 239  Creative Writing: Fiction  3
ENG 240  Creative Writing: Poetry  3
ENG 241  Journalism I: Media Writing  3
ENG 242  Journalism II: Advancing Newswriting  3
ENG 245  Film Appreciation  3
GID 101  Design Theory (Formerly CGD 101)  3
GID 104  Digital Imaging (Photoshop) (Formerly CGD 104)  3
GID 109  Introduction To Web Design (Formerly CGD 240)  3
GID 170  Introduction To Animation (Flash) (Formerly CGD 110)  3
GID 175  Digital Photo Art (Photoshop Elements) (Formerly CGD 205)  3
GID 177  Designing Business Graphics (Photoshop) (Formerly CGD 107)  3
MKT 142  Marketing  3
MKT 143  Retail Management  3
MUS 103  Music Skills And Theory I  3
MUS 104  Music Skills And Theory II  3
MUS 110  Music Appreciation (Formerly MUS210)  3
SOC 103  Introduction To Sociology  3
THE 101  Fundamentals Of Acting  3
THE 103  Introduction To Theatre  3
THE 284  Technical Theatre Practicum I  3
THE 285  Technical Theatre Practicum II  3

Health Electives

BIO 101  Introduction To Nutrition (formerly NUT101)  3
BIO 103  Human Health And Disease  3
BIO 112  Biology Of Cancer  3
BIO 230  Nutrition, Health, And Sustainability  3
CHC 101  Complementary Health Care  3
CHC 102  Foundations of Yoga  3
CHC 108  Transforming Stress  3
CHC 220  Mind-Body-Spirit Connection  3
EXS 102  Principles Of Anatomy And Kinesiology  3
EXS 201  Exercise Science And Nutrition  4
PER 126  Fitness And Wellness  2
PER 127  Weight Management through Walking and Resistance Training  2
PER 130  Health, Fitness, And Wellness  3

Transfer options
For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

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

Career options/Earning potential
For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=Media+Arts+and+Technology&SearchType=occupation)

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

Year 1
Fall
ENG 101  College Writing I  3
MRT 105  Introduction To Mass Media (Formerly BCT 105)  3
MRT 112  Introduction to Audio Production (Formerly BCT 112)  3
MRT 110  Fundamentals of Video Production (Formerly BCT 110)  3
MAT 126  Topics In Mathematics (or higher)  4

Spring
ENG 102  College Writing II  3
Professional Elective (see list below)  3

Year 2
Fall
SPC 113  Speech (formerly THE113)  3
MRT 211  Advanced Audio Production (Formerly BCT 211)  3
MRT 217  Critical Listening for Audio Engineers (Formerly BCT 217)  3
MUS 103  Music Skills And Theory I  3
Lab Science Elective  4

Spring
General Elective  3

Campus
This program is offered on the Gardner campus only.
MRT 228  Self Promotion and the Business of Media Arts  3
MRT 238  Media Arts & Technology Capstone  1
MRT 224  Music Recording and Mixing Techniques (formerly BCT 224)  3

Business Elective  3
Health Elective (see list below)  2-4

Total Credits:  62-64

1 Behavioral Social Science Electives: ANT, PSY, SOC, SSC
2 Non-behavioral Social Science Electives: ECO, GEO, HIS, POL, SSC
3 Business Electives: ACC, BUS, MGT, MKT
4 Lab Science Electives: 4 credit course in AQS, BIO, BTC, CHE, EAS, EGM, NRD, or PHY
5 General Electives: See General Electives (p. 53) exceptions.

Professional Electives

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MRT (any course)</td>
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<tr>
<td>PHO (any course)</td>
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<tr>
<td>ART 109  Art History I</td>
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<tr>
<td>GID 104  Digital Imaging (Photoshop) (Formerly CGD 104)</td>
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<tr>
<td>GID 109  Introduction To Web Design (Formerly CGD 240)</td>
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Health Electives

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<tr>
<th>Course</th>
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<tbody>
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<td>BIO 230  Nutrition, Health, And Sustainability</td>
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<tr>
<td>CHC 101  Complementary Health Care</td>
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<td>CHC 102  Foundations of Yoga</td>
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<td>CHC 108  Transforming Stress</td>
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<tr>
<td>CHC 220  Mind-Body-Spirit Connection</td>
<td>3</td>
</tr>
<tr>
<td>EXS 102  Principles Of Anatomy And Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>EXS 201  Exercise Science And Nutrition</td>
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<tr>
<td>PER 126  Fitness And Wellness</td>
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<tr>
<td>PER 127  Weight Management through Walking and Resistance Training</td>
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<tr>
<td>PER 130  Health, Fitness, And Wellness</td>
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</table>

Campus

This program is offered on the Gardner campus only.

Transfer options

For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

Special requirements

Technical standards must be met with or without accommodations.

Career options/Earning potential

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=audio+engineering&SearchType=occupation)

Photography Concentration (MRTP)

A Degree in Media and Arts Technology

This is a program that concentrates on the necessary skills for students to enter the field of professional digital photography. Today's photographer is artistic, technically and technologically skilled, as well as business savvy. Photography Concentration degree holders can explore careers in studio/portrait photography, commercial photography, photojournalism, and digital imaging.

Year 1

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ENG 101  College Writing I</td>
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<tr>
<td>MRT 105  Introduction To Mass Media (Formerly BCT 105)</td>
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</tr>
<tr>
<td>PHO 115  Introduction To Digital Photography (Formerly BCT115)</td>
<td>3</td>
</tr>
<tr>
<td>GID 177  Designing Business Graphics (Photoshop) (Formerly CGD 107)</td>
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Spring

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<td>ENG 102  College Writing II</td>
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<tr>
<td>MGT 110  Small Business Management</td>
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### Year 1

#### Fall

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<td>Fundamentals of Video Production (Formerly BCT 110)</td>
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<td>MRT 112</td>
<td>Introduction to Audio Production (Formerly BCT 112)</td>
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<td>MAT 126</td>
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#### Spring

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<tr>
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<td>MRT 121</td>
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<td>MRT 122</td>
<td>Fundamentals of Audio Postproduction (Formerly BCT 122)</td>
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<td>MRT 208</td>
<td>Scriptwriting (Formerly BCT 208)</td>
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### Year 2

#### Fall

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<td>Editing Digital Video</td>
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<td>MRT 241</td>
<td>Advertising</td>
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### Health Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BIO 101</td>
<td>Introduction To Nutrition (formerly NUT101)</td>
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<tr>
<td>PER 127</td>
<td>Weight Management through Walking and Resistance Training</td>
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<tr>
<td>PER 130</td>
<td>Health, Fitness, And Wellness</td>
<td>3</td>
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</table>
ENG 245 Film Appreciation 3
Behavioral Social Science Elective 1

**Spring**
MRT 228 Self Promotion and the Business of Media Arts 3
MRT 238 Media Arts & Technology Capstone 1
MRT 216 Digital Cinematography (Formerly BCT 216) 3

General Elective 4 3
Lab Science Elective 2 4
Health Elective (see list below) 2-4

Total Credits: 62-64

1 Behavioral Social Science Electives: ANT, PSY, SOC, SSC
2 Lab Science Electives: 4 credit course in AQS, BIO, BTC, CHE, EAS, EGM, NRD, or PHY
3 Non-behavioral Social Science Electives: ECO, GEO, HIS, POL, SSC
4 General Electives: See General Electives (p. 53) exceptions.

### Health Electives

<table>
<thead>
<tr>
<th>Course Code</th>
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</table>

### Campus

This program is offered on the Gardner campus only.

### Transfer options

For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

### Special requirements

Technical standards must be met with or without accommodations.

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**Career options/Earning potential**

For career options, please click here. ([https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=video +film&SearchType=occupation](https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=video +film&SearchType=occupation))

### Program Competencies for MRT, MRTA, MRTP, MRTV

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

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

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

- A clear command of microphone – choice, placement, technique, and treatment for varying tasks.
- Awareness of advanced audio signal paths, processing needs, and choice of processing order to acquire desired results.
- An ability to recognize through listening, the causes of quality in electronically handled sounds, with appreciation for what contributes to professional results and knowledge of remedies for improving what is poor.
- An understanding of technically assisted communication that compels a listener to embrace a message, story or song.

In addition, students concentrating in Photography (MRTP) shall have proven:

- A command of the creative and effective use of lenses, apertures, and shutter speeds.
- Mastery of the techniques for controlling the use of natural and artificial light.
- An understanding of the different output demands of specific industry segments.
- The ability to quickly and efficiently capture and initially edit raw and jpeg photos.
In addition, students concentrating in Video/Film (MRTV) shall have proven:

- An understanding and critical appreciation of the history, theory, and technique common to effective film and video production.
- Mastery of advanced camera, lighting, editing and directing skills, and postproduction workflows.
- The ability to integrate strong technical expertise, knowledge of communication theory, and creative storytelling technique to produce visually compelling production.

Technical Standards \(^1\) for MRT, MRTA, MRTP, MRTV

\(^1\) For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

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

Technical Standards \(^2\) PHO

\(^2\) For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

- Comprehend textbook material at the 11\(^{th}\) grade level.
- Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
- Gather, analyze, and draw conclusions from data.
- Read and proof printed text from a computer screen, with or without corrective adaptive devices.
- Compose and focus a digital photograph with or without corrective adaptive devices.
- Exhibit social skills appropriate to professional interactions.
- Perceive, interpret, and use graphic images in their entirety from a computer screen.

Medical Assisting

The Medical Assisting Program at Mount Wachusett Community College provides students with the opportunity to earn a Medical Assisting Certificate or Associate Degree in Medical Assisting. Upon completion of the program, students are prepared for positions as medical assistants and can work in a variety of medical settings. During the course of study, students will develop skills and competencies in clinical and administrative duties. Students will gain knowledge in patient care and operational functions.

Medical Assisting Certificate (MASC) (New) \(^1\)

Medical assistants perform a combination of clinical and administrative duties. 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. Upon successful completion of the Medical Assistant Certificate, graduates will be eligible to sit for a certification exam as a medical assistant and seek employment as a certified medical assistant. The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP), on recommendation of the Medical Assisting Review Board: CAAHEP, 1361 Park Street, Clearwater, FL 33756; phone 727-210-2350. Courses completed as part of this certificate program can be applied to the Associate Degree Program.

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall Credits</th>
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<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Cycle 1</td>
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<tr>
<td></td>
<td>MAS 105</td>
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<td>MAS 208</td>
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<td>MAS 130</td>
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<td>MAS 207</td>
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<td>Spring</td>
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<td>Cycle 1</td>
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<td>MAS 230</td>
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<td>MAS 240</td>
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<td>MAS 206</td>
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<tr>
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<td>Total Credits</td>
<td>29</td>
<td></td>
</tr>
</tbody>
</table>

\(^1\) Pending Department of Education Approval – Contact Admissions with questions.

Helpful hints

Some courses are offered only in the semester they are shown in the guide; students must register for these courses when they are offered.

Special requirements

Students must demonstrate keyboarding proficiency by either successfully completing CIS 101 Keyboarding 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 through the AAMA. (Only students who graduate from an accredited program are allowed to sit for this exam).

Career options/Earning potential
Please click here for career options. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=medical+assisting&SearchType=occupation)

Gainful Employment Program Disclosure Information
For gainful employment information, please click here. (http://mwcc.edu/gedt/masc)

Medical Assisting Degree (MAS)
Medical assistants perform a combination of clinical and administrative duties. Clinical duties include assisting doctors with examinations, drawing blood, placing patients in rooms, administering immunizations, removing sutures, assessing vital signs, and applying wound care. Administrative duties include scheduling appointments, answering phones, billing insurance companies, making referrals, and phoning in prescriptions. Because medical assistants work in an office environment, most work regular day-time hours. The completion of this degree program provides students with the requirements for eligibility to take a certification exam to be a certified medical assistant. The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP), on recommendation of the Medical Assisting Review Board: CAAHEP, 1361 Park Street, Clearwater, FL 33756; phone 727-210-2350. Clinical courses are offered only during the day. This degree is particularly beneficial to students who are interested in the completion of an Associate Degree to advance their employment in the medical field.

Year 1
Fall
Cycle 1
MAS 105 Introduction to Medical Assisting 2
Cycle 2
MAS 208 Principles Of Pharmacology 2
Full Term
ENG 101 College Writing I 3
MAS 207 Medical Assisting Clinical Procedures 4
MAS 130 Medical Terminology and the Body Systems 4
Spring
Cycle 1
MAS 230 Finance & Practice Management 4
MAS 206 Medical Assisting Lab Procedures 4
Cycle 2
MAS 240 Medical Assisting Seminar 2

Year 2
Fall
ENG 102 College Writing II 3
MAT 126 Topics In Mathematics 4
CIS 103 Word Processing Applications 3
Science Elective 4
Professional Elective (see list below) 3
Spring
PSY 105 Introduction To Psychology 3
PER 130 Health, Fitness, And Wellness 3
Professional Elective (see list below) 3
Humanities Elective 3
General Elective 3

Total Credits: 61

1 Humanities Electives: ART, ASL, DAN, ENG, FRE, HUM, MUS, PHIL, SPA, SPC or THE

Professional Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ASL 101</td>
<td>Basic American Sign Language I</td>
<td>3</td>
</tr>
<tr>
<td>MAS 209</td>
<td>Medical Legal Concepts, Practices, And Ethics</td>
<td>3</td>
</tr>
<tr>
<td>SPA 103</td>
<td>Spanish For Health Care Professionals</td>
<td>3</td>
</tr>
<tr>
<td>MGT 105</td>
<td>Leadership And Management For The Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HEA 101</td>
<td>Health And Disability In The Older Adult</td>
<td>3</td>
</tr>
<tr>
<td>HEA 103</td>
<td>Medical Interpretation</td>
<td>4</td>
</tr>
</tbody>
</table>

Helpful hints
Some courses are offered only in the semester they are shown in the guide; students must register for these courses when they are offered.

Transfer options
For transfer options, please click here. (p. 41)

Special requirements
Students must demonstrate keyboarding proficiency by either successfully completing CIS 101 Keyboarding 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 through the AAMA. (Only students who graduate from an accredited program are allowed to sit for this exam).
Career options/Earning potential

Please click here for career options. (https://mwcc.emsicareercoach.com/
#action=loadSearchResults&Search=medical
+assisting&SearchType=occupation)

Program Competencies for MAS (Days only) (Selective)

Upon graduation from this program, students shall have demonstrated
the ability to perform the following administrative, clinical, and
transdisciplinary competencies:

- Clerical functions
- Bookkeeping procedures
- Special accounting entries
- Insurance claims
- Fundamental principles
- Specimen collections
- Diagnostic testing
- Patient care
- Communication
- Legal concepts
- Patient instruction
- Operational functions

Technical Standards ¹ for MAS

¹ For general information about technical standards and
accommodation, see Technical Standards. (p. 50)

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

- Comprehend textbook material at the 11th grade level.
- Communicate and assimilate information either in spoken, printed,
signed, or computer voice format.
- Gather, analyze, and draw conclusions from data.
- Be able to type 30 words per minute for three minutes with three or
fewer errors using the "touch" method of typing.
- Distinguish shapes and colors under a microscope.
- Read typewritten text and patient data from a computer screen with
or without corrective devices.
- Discriminate color in order to identify reagents and other materials
such as laboratory media, stained preparations, and the physical
properties of various body fluids.
- Possess the manual dexterity required in such tasks as performing
phlebotomy; operating blood analyzers and laboratory information
systems; handling small containers of potentially biohazardous
specimens (one inch by one inch); using sample measuring devices
such as pipettes; giving injections and being able to adequately focus
and manipulate a microscope and, using the small muscle dexterity
necessary to do such tasks as gloving, gowning, and operating
controls on machinery.
- Traverse the hospital and laboratory corridors, passageways, and
doorways (minimum width, three feet).
- Communicate with patients and staff in the English language.
- Maintain cleanliness and personal grooming consistent with close
personal contact.
- Possess hearing with or without corrective devices to be able to
transcribe medical dictation from recorded media.
- Comprehend and respond to the spoken word of all age-specific
groups.
- Function without causing harm to self or others if under the influence
of prescription or over-the-counter medications.
- Function without causing harm to others. This would include
situations that may result from chronic mental or physical conditions.
- React quickly, both mentally and physically.
- Work as a member of a team.
- Remain calm, rational, decisive, and in control at all times, especially
during emergency situations.
- Identify behaviors that would endanger a person’s safety and
intervene quickly, with an appropriate solution, in a crisis situation.
- Exhibit social skills appropriate to professional interactions.
- Respond to distress sounds, visual distress cues, emergency alarms,
and vital sign assessment equipment.

Medical Coding

The Medical Coding Certificate Program at Mount Wachusett Community
College provides students with the preparation needed for positions in a
variety of healthcare settings. Upon completion of the program, students
will have the skills and competencies to pursue an entry-level position
in medical coding. Courses completed as part of this certificate program
can be applied to the Health Information Management Degree.

Medical Coding Certificate (MCC)

The Medical Coding Certificate program provides students with an
understanding of the principles and methodology of ICD-10 and CPT-4
coding to access gainful employment in the healthcare industry. Medical
coders assign codes to medical diagnoses, procedures, and services
for which the healthcare providers will be reimbursed. If you are detail-
oriented, have strong computer skills, and are seeking a career in
healthcare, the Certificate in Medical Coding may be for you. For more
information, please call 978-630-9292.

Year 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credit(s)</th>
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</thead>
<tbody>
<tr>
<td>BIO 152 Essentials of Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>HIM 130 Diagnostic Coding ICD-9 and ICD-10-CM</td>
<td>4</td>
</tr>
<tr>
<td>HIM 150 Patho pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>HIM 101 Introduction to Health Data</td>
<td>4</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>HIM 160 Procedural Coding ICD-9 and ICD-10-PCS</td>
<td>4</td>
</tr>
<tr>
<td>HIM 170 Physician Coding: HCPCS &amp; CPT</td>
<td>4</td>
</tr>
<tr>
<td>HIM 180 Health Information Financial Management and Reimbursement Methods</td>
<td>4</td>
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<tr>
<td>Total Credits:</td>
<td>28</td>
</tr>
</tbody>
</table>

Campus

HIM classes are offered online only.
Helpful hints
Some courses are offered only in the semester they are shown in the guide; students must register for these courses when they are offered. It is suggested that students meet with an advisor for class selection. The advising center can be reached at (978) 630-9109.

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

Transfer options
This program is intended for immediate career entry. Courses completed as part of this certificate program can be applied to the Health Information Degree.

Career options/Earning potential
For career options, please click here.
(http://mwcc.emsicareercoach.com/
#action=loadSearchResults&Search=MEDICAL+Coding+and
+Billing&SearchType=occupation&EdLevel=all)

Gainful Employment Program Disclosure Information
For gainful employment information, please click here. (http://mwcc.edu/gedt/mcc)

Technical Standards 1 for MCC
1 For general information about technical standards and accommodation, see Technical Standards. (p. 50)

Students entering this program must be able to demonstrate the ability to:
• Comprehend textbook material at the 11th grade level.
• Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
• Gather, analyze, and draw conclusions from data.
• Be able to type 30 words per minute for three minutes with three or fewer errors using the "touch" method of typing.
• Read typewritten text and patient data from a computer screen with or without corrective devices.
• Communicate with patients and staff in the English language.
• Maintain cleanliness and personal grooming consistent with close personal contact.
• Possess hearing with or without corrective devices to be able to transcribe medical dictation from recorded media.
• Comprehend and respond to the spoken word of all age-specific groups.
• Function without causing harm to self or others if under the influence of prescription or over-the-counter medications.
• Function without causing harm to others. This would include situations that may result from chronic mental or physical conditions.
• React quickly, both mentally and physically.
• Work as a member of a team.
• Exhibit social skills appropriate to professional interactions.

Medical Laboratory Technology
The Medical Laboratory Technology Degree program prepares the student for positions in a medical laboratory. As a graduate, the student will play a vital role in patient care by performing a wide range of medical laboratory procedures used in the detection, diagnosis, and treatment of disease. The MLT (previously called CLS) curriculum provides general education courses and introductory MLT courses in the first year, then career-related courses and practical experience in the second year. The first year courses are open to students wishing to enter the MLT program. The second year MLT courses are restricted to those selected for the MLT program. During the course of study, students will develop skills and competencies including analyze specimens for bacteria, parasites, and other microorganisms; analyze the chemical and cellular content of body fluids; match blood for transfusions; and test for drug levels in the blood to show how a patient is responding to treatment. Medical Laboratory Technicians also collect and prepare specimens for analysis. They generate, analyze and relay important laboratory results to the physician treating the patient. The modern medical laboratory uses increasingly sophisticated instrumentation interfaced with computer technology. The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 North River Road, Suite 720, Rosemont, Illinois 60018, telephone 773-714-8880. Graduates of the CLS program will be eligible to take the national certification examination, such as that offered by the Board of Certification of the American Society for Clinical Pathology. The application deadline for the second year of the curriculum is December 15th (for clinical courses starting in the following fall). This selective enrollment program requires additional application components. The selection process is competitive and space is limited (see Selective Program Requirements (http://catalog.mwcc.edu/admissions/selectiveprogramrequirements)). For more information, e-mail Dr. Cheryl Wilson at cwilson14@mwcc.mass.edu or call 978-630-9433.

Medical Laboratory Technology (MLT) (selective)
Prepare to play a vital role in patient care by performing a wide range of clinical laboratory procedures used in the detection, diagnosis, and treatment of disease. The MLT curriculum provides general education courses and introductory MLT courses in the first year, then career-related courses and practical experience in the second year. The first year courses are open to students wishing to enter the MLT program. The second year MLT courses are restricted to those selected for the MLT program. Clinical laboratory technicians analyze specimens for bacteria, parasites, and other microorganisms; analyze the chemical and cellular content of body fluids; match blood for transfusions; and test for drug levels in the blood to show how a patient is responding to treatment. Clinical laboratory technicians also collect and prepare specimens for analysis. The important laboratory results generated by this testing are then analyzed and relayed to physicians. The modern clinical laboratory uses increasingly sophisticated instrumentation interfaced with computer technology. The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAAMLT), 5600 North River Road, Suite 720, Rosemont, Illinois 60018, telephone 773-714-8880. Graduates of the MLT program will be eligible to take the national certification examination, such as that offered by the Board of Certification of the American Society for Clinical Pathology. The application deadline for the second year of the curriculum is April 1 (for clinical courses starting in the fall). This selective enrollment program requires additional application components. The selection process is
competitive and space is limited (see Selective Program Requirements (p. 14)). For more information, call Dr. Cheryl Wilson at 978-630-9433.

Year 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
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<tr>
<td>CIS 127</td>
<td>Computer Technologies</td>
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<td>MAT 143</td>
<td>Statistics</td>
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<tr>
<td>BIO 204</td>
<td>Anatomy and Physiology II</td>
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<tr>
<td>MLT 103</td>
<td>Introduction to Medical Laboratory Technology I (Formerly CLS103)</td>
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<tr>
<td>Humanities Elective</td>
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Spring

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<th>Credits</th>
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<tbody>
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<td>ENG 102</td>
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<td>CHE 203</td>
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<tr>
<td>BIO 205</td>
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<tr>
<td>MLT 105</td>
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<tr>
<td>MLT 106</td>
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<tr>
<td>Social Science Elective</td>
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Year 2

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<td>MLT 220</td>
<td>Clinical Hematology and Hemostasis</td>
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<tr>
<td>MLT 221</td>
<td>Clinical Practicum I - Hematology</td>
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<tr>
<td>MLT 222</td>
<td>Clinical Immunohematology</td>
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<tr>
<td>MLT 223</td>
<td>Clinical Practicum II - Immunohematology</td>
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<td>Spring</td>
<td>Credits</td>
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<tr>
<td>MLT 224</td>
<td>Clinical Microbiology</td>
</tr>
<tr>
<td>MLT 225</td>
<td>Clinical Practicum III - Microbiology</td>
</tr>
<tr>
<td>MLT 226</td>
<td>Clinical Chemistry</td>
</tr>
<tr>
<td>MLT 227</td>
<td>Clinical Practicum IV - Clinical Chemistry</td>
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Total Credits: 71

1 Humanities Electives: ART, ASL, DAN, ENG, FRE, HUM, MUS, PHL, SPA, SPC or THE
Note: Can be taken any 1st year semester.
2 MLT 106 is a co-requisite. BIO 204 Anatomy and Physiology II highly recommended as pre-requisite or co-requisite.
3 MLT 105 is a co-requisite and pre-requisite: Students must have a C+ in all sections of MLT 105 in order to be placed in MLT 106.
4 Social Science Electives: ANT, ECO, GEO, HIS, POL, PSY, SOC or SSC. NOTE: Can be taken any 1st year semester.

See the Medical Laboratory Technology general information for program competencies and technical standards.

**Requirement for consideration**

Applicants must meet certain academic standards. See Selective Program Requirements (p. 14) for specific details or refer to the program application available on our website or through the admissions office.

**Helpful hints**

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

**Transfer options**

For transfer options, please click here. It is recommended that you also consult with your academic advisor.

**Special requirements**

Any student (after meeting with department chair) is eligible to enroll in courses in the first year of the curriculum. Only students accepted into the MLT program will enroll in MLT courses in the second year. MLT applicants must complete first year requirements before beginning the MLT program. Students enrolled in any MLT course have additional requirements. Applicants must meet all requirements for consideration before entering the program. Students must meet technical standards (see the clinical laboratory science general information) with or without accommodations and additional requirements including immunizations, physical examination, liability insurance, and a Criminal/Sexual Offender Records Information (CORI/SORI) check (see Selective Program Requirements (p. 14)). Students must maintain a C+ (77 percent) or better in all BIO, CHE, CLS, MLT and MAT courses to maintain good standing. All students in selective majors must participate in the Massachusetts Community College Health Insurance Plan or provide accurate information regarding comparable coverage. Drug testing may be mandatory at some MWCC clinical instruction sites.

**Career options/Earning potential**

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadOccupationSearchResults&Search=Medical+lab+tech&SearchType=occupation)

**Medical Office**

The Medical Office Certificate Program at Mount Wachusett Community College provides students with the preparation needed for positions in a variety of healthcare settings. Upon completion of the program, students will have the skills and competencies to pursue an entry-level position in a medical office.

**Medical Office Certificate (MOC)**

The Medical Office Certificate program provides students with the skills and knowledge needed in a medical office environment: medical secretarial procedures, medical terminology, coding and billing, word processing, and medical machine transcription. For more information, please call 978-630-9357.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Cycle I</td>
</tr>
</tbody>
</table>

**Campus**

MLT courses are offered in Gardner.
1 A placement (proficiency) exam is offered. Proficiency exempts students from CIS 101 Keyboarding; credit is not awarded and another course must be taken. There is no charge for the placement exam.

See the medical office general information for technical standards.

Helpful hints
Students will benefit from having some ability in mathematics and being detail-oriented. MAS 102 Medical Terminology and MAS 201 Medical Machine Transcription are available in a convenient modular format for students who wish to learn at their own pace. Students intending to complete MOC and apply into the Medical Assisting Degree should take BIO 152 Essentials of Anatomy and Physiology.

Transfer options
This program is intended for immediate career entry. Courses completed as part of this certificate program can be applied to the Medical Assisting Degree.

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/Earning potential
For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=Medical+Office&SearchType=occupation&EdLevel=all)

Gainful Employment Program Disclosure Information
For gainful employment information, please click here. (http://mwcc.edu/gedt/moc)

Technical Standards ¹ for MOC
¹ For general information about technical standards and accommodation, see Technical Standards. (p. 50)
BIO 140  Introduction To Greenhouse Management  4
CIS 127  Computer Technologies  3
General Elective 1  3
BIO 120  Horticulture  4

Year 2
Fall
BIO 130  Plant Science  4
CHE 120  Environmental Chemistry  4
NRD Professional Elective (see list below)  4

Humanities Elective 2  3
Health Elective (see list below)  2-4

Spring
BIO 122  Zoology: The Biology Of Animals  4
BIO 220  Soil Science  4
NRD 232  Global Environmental Issues (Capstone Course)  3
NRD 220  Practicum In Natural Resources  3-4
Social Science Elective  3

Total Credits:  66-69

1 General Electives: See General Electives (p. 53) exceptions.
BIO 104  Introduction To Natural Resource Conservation, EGM 105 Introduction to Energy Management Principles, EGM 106 Energy Efficiency and Conservation Methods, MGT 110 Small Business Management recommended

2 Humanities Electives: ART, ASL, DAN, ENG, FRE, HUM, MUS, PHL, SPA, SPC or THE
SPC 113 Speech (formerly THE113) recommended

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

Helpful hints
Since the Natural Resources program is a rigorous curriculum in the sciences, students who have taken previous high school or college science courses or have a background in the sciences will be best prepared. Also, since the focus of the curriculum is on plant science, an interest in horticulture and plant biology is recommended.

Transfer options
For transfer options, please click here (p. 41). It is recommended that you also consult with your academic advisor.

Special requirements
A 120-hour practicum is required. Technical standards must be met with or without accommodations.

Career options/Earning potential
For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=natural+resources&SearchType=occupation)

Program Competencies for NRD
Upon graduation from this program, students shall have demonstrated the ability to:

• Apply mathematical models, including algebra, to natural resources concepts and models.
• Demonstrate knowledge of ecological principles.
• Use computer technology as it applies to biology and natural resources principles.
• Analyze soil samples for pH, chemicals, bacteria, mold, growth potential, etc.
• Sample water and air, analyze data, report in proper format, and determine cause of abnormal data.
• Analyze growth requirements of a variety of animal types.
• Organize and apply knowledge applicable to management of a greenhouse.
• Employ principles of plant science and pathology to greenhouse procedures and forestry management.
• Access pertinent environmental laws and regulations as applied to hazardous materials, wetlands, recycling, and others applicable to natural resources management.
• Exhibit employment skills applicable to a variety of technician level titles.
Technical Standards † for NRD

† For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

- Comprehend textbook material at the 11th grade level.
- Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
- Gather, analyze, and draw conclusions from data.
- Complete repetitive tasks such as transplanting and trimming while maintaining attention to detail.
- Work at tasks with minimum supervision and with constant awareness of the development of impending problems, such as insect/mold infestations.
- Purchase, store, apply, and properly dispose of materials such as fertilizers and pesticides, with regard to the law and with respect.
- Work as part of a team in areas often cramped for space such as greenhouse workstations.
- Function well in outdoor natural settings such as bogs/swamps while dressed in suitable/uncomfortable gear and under less than ideal conditions of temperature, moisture, and insects.
- Possess an adequate level of physical dexterity and strength to lift/maneuver bags of soil/fertilizer and to properly and safely operate equipment such as saws, sprayers, and trimmers.

Nursing

The Nursing Program at Mount Wachusett Community College provides students with the opportunity to earn a Certificate in Patient Care, a Certificate in Practical Nursing, an Associate Degree in Nursing and an Associate Degree in Nursing–LPN Bridge Option. Upon completion of one of the programs, students are prepared for positions in a variety of healthcare settings. During the course of study, students will develop skills and competencies to prepare for the National Licensure Exams.

Patient Care Certificate (PCC)

The Patient Care Certificate provides students with the knowledge and skills necessary to gain entry level employment in the healthcare field. Students are prepared to function as direct patient care providers, with the attitude and ethics required of a member of this health care profession. In addition, this certificate provides a strong basis for continued education in the field of nursing, complementing the college’s mission of continuing education and career advancement. Students successfully completing HEA 115 Nurse Assistant Theory & HEA 116 Nurse Assistant Practicum meet the criteria to test for Red Cross CNA certification.

Year 1

Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title/Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Introduction To Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MAT 126</td>
<td>Topics In Mathematics (or higher)</td>
<td>4</td>
</tr>
<tr>
<td>HEA 115</td>
<td>Nurse Assistant Theory</td>
<td>3</td>
</tr>
<tr>
<td>HEA 116</td>
<td>Nurse Assistant Practicum</td>
<td>2</td>
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Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title/Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 110</td>
<td>Human Growth And Development</td>
<td>3</td>
</tr>
</tbody>
</table>

Patient care electives

(see list below)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title/Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 115</td>
<td>Human Biology</td>
<td>4</td>
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</tbody>
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Total Credits: 26-28

Patient Care Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title/Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEA 117</td>
<td>Acute Care CNA Training</td>
<td>3</td>
</tr>
<tr>
<td>HEA 118</td>
<td>Home Health Aide</td>
<td>2</td>
</tr>
<tr>
<td>HEA 119</td>
<td>Rehabilitation Aide Training</td>
<td>3</td>
</tr>
</tbody>
</table>

See the Nursing general information for technical standards.

Mission

The mission of the Patient Care Program is to provide students with the knowledge and skills necessary to gain entry level employment in the health care field. Students are prepared to function as direct patient care providers, with the attitude and ethics required of a member of this health care profession. In addition, this certificate provides a strong basis for continued education in the field of nursing, complementing the college’s mission of continuing education and career advancement. Students successfully completing HEA 115 Nurse Assistant Theory & HEA 116 Nurse Assistant Practicum meet the criteria to test for Red Cross CNA certification.

Helpful hints

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

Special requirements

Students must have proof of immunizations, liability insurance, and a Criminal and Sexual Offender Records Information (CORI/SORI) check (for Selective Program Requirements, please click here (http://mwcc.edu/admissions/selective-program-information/selective-programs).) Drug testing may be required by individual clinical agencies. Technical standards must be met with or without accommodation. HEA courses require a grade of C+ or better to be eligible for progression to the subsequent courses.

Career options/Earning potential

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadOccupationSearchResults&Search=direct+patient+care&SearchType=occupation)

Gainful Employment Program Disclosure Information

For gainful employment information, please click here. (http://mwcc.edu/gedt/pcc)

Practical Nurse Certificate (PN) (selective) (January entrance)

A licensed practical nurse (LPN) participates in direct and indirect nursing care, health maintenance, teaching, counseling, collaborative planning, and rehabilitation. LPNs work under the direction of registered nurses, physicians, and/or dentists. MWCC’s Practical Nursing Certificate provides short-term education leading to a rewarding healthcare career.
The college credits earned in this program may be applied toward a nursing degree. The PN Certificate program is approved by the Massachusetts Board of Nursing and accredited by the Accreditation Commission for Education in Nursing: ACEN; 3343 Peachtree Road NE Suite 850 Atlanta, GA 30326 (404) 975-5000 or website-http://www.acenursing.org/. Graduates are eligible to take the National Council Licensure Exam for Practical Nurses (NCLEX-PN). See the selective admissions section in the front of the college catalog for application requirements.

Requirements for consideration: The application deadline is September 1, with classes starting in January. This selective enrollment program requires additional application components. The selection process is competitive and space is limited. Applicants must have completed MAT 126 Topics In Mathematics (C+ or better) and meet certain academic standards. See Selective Program Requirements (p. 17) for specific details or refer to the program application available on our website or through the admissions office.

Requirements for consideration: The application deadline is September 1, with classes starting in January. This selective enrollment program requires additional application components. The selection process is competitive and space is limited. Applicants must have completed MAT 126 Topics In Mathematics (C+ or better) and meet certain academic standards. See Selective Program Requirements (p. 17) for specific details or refer to the program application available on our website or through the admissions office.

Year 1

<table>
<thead>
<tr>
<th>Spring</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSY 105 Introduction To Psychology ¹</td>
<td>3</td>
</tr>
<tr>
<td>NUR 102 Fundamentals Of Practical Nursing</td>
<td>11</td>
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<tr>
<td>BIO 152 Essentials of Anatomy and Physiology</td>
<td>4</td>
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<table>
<thead>
<tr>
<th>Summer</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>NUR 104 Maternal Child Nursing Summer I Maternity Summer II Pediatrics</td>
<td>8</td>
</tr>
<tr>
<td>PSY 110 Human Growth And Development</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 College Writing I</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 106 Contemporary Nursing for the Practical Nurse</td>
<td>13</td>
</tr>
</tbody>
</table>

Total Credits: 45

¹ These courses must be taken concurrently or prior to the nursing courses specified for that particular semester
² BIO 199 Anatomy and Physiology I (formerly BIO203) and BIO 204 Anatomy and Physiology II may be taken in place of BIO 152 Essentials of Anatomy and Physiology. Grade must be a C+ or better.
³ Recommended completion prior to program application
⁴ Recommended completion prior to program application (advised within 1 year of application)

See the Nursing program competencies and technical standards.

Helpful hints

Because of an extensive classroom/clinical commitment, students are encouraged to complete some of the general education requirements prior to beginning nursing courses. Limitations of clinical sites necessitate traveling some distances.

Transfer options

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, health insurance, and a Criminal/Sexual Offender Records Information (CORI/SORI) check (see Selective Program Requirements for Nursing Programs (p. 17)). Additional tuition applies for this program. Some clinical facilities may require drug testing.

Please note

All BIO (BIO 115 Human Biology, BIO 199 Anatomy and Physiology I (formerly BIO203), or BIO 204 Anatomy and Physiology II), MAT 126 Topics In Mathematics (prerequisite), and NUR 102 Fundamentals Of Practical Nursing, NUR 104 Maternal Child Nursing Summer I Maternity Summer II Pediatrics, and NUR 106 Contemporary Nursing for the Practical Nurse courses require a grade of C+ to be eligible for promotion to the next level. Also, BIO 198 Anatomy and Physiology I (formerly BIO203), and BIO 204 Anatomy and Physiology II credits cannot be more than five years old at the time of admission.

Career options/Earning potential

For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=Practical+Nurse&SearchType=occupation&EdLevel=all)

Gainful Employment Program Disclosure Information

For gainful employment information, please click here. (http://mwcc.edu/g edt/pn)

Nursing Degree-LPN Bridge Option (NUP) (selective)

MWCC offers currently licensed LPNs (in good standing, with one year of work experience) a bridge program to complete requirements for the Associate Degree in Nursing. Credit is given for the first semester NUR 111 Foundations Of Nursing of the associate degree program allowing applicants to enter second semester nursing courses. Interested candidates must meet minimum requirements for consideration and apply by the deadline. The program is approved by the Massachusetts Board of Nursing. Accreditation Commission for Education in Nursing, ACEN, Board of Commissioners granted continuing accreditation to the associate nursing program, placed the program on warning, and scheduled the next evaluation visit for Fall 2016. ACEN contact information: 3343 Peachtree Road NE Suite 850 Atlanta, GA 30326 (404) 975-5000 or website-wwww.acenursing.org (http://www.acenursing.org). Applicants must hold current licensure as an LPN in good standing with the Board of Nursing, with one year work experience. Students selected for the LPN to ADN Bridge Program will be given an ATI exam on Maternity and Pediatrics. Those not meeting the required level will be required to take NUR 115 Family Centered Nursing Care in May/June. Demonstrated proficiency through NLN examinations in Maternity (OB) and Pediatrics may also be considered for exemption from NUR115.

Prerequisite Semester

| NUR 111 | Foundations Of Nursing | 7       |
| ENG 101 | College Writing I      | 3       |
| BIO 199 | Anatomy and Physiology I (formerly BIO203) | 4       |
| PSY 105 | Introduction To Psychology | 3       |

Year 1

<table>
<thead>
<tr>
<th>Spring</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 111</td>
<td>Foundations Of Nursing</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
</tr>
<tr>
<td>BIO 199</td>
<td>Anatomy and Physiology I (formerly BIO203)</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Introduction To Psychology</td>
</tr>
</tbody>
</table>
Application deadline:
The application deadline for May enrollment is December 15. This selective enrollment program requires additional application components. The selection process is competitive and space is limited. See Selective Program Requirements for Nursing (p. 17).

Requirements for consideration:
Applicants must meet certain academic standards. See Selective Program Requirements for Nursing (p. 17) 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 most of the general education requirements prior to beginning nursing courses.

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 Selective Program Requirements for Nursing (p. 17). Some clinical facilities may require drug testing.

PLEASE NOTE: All BIO and MAT (prerequisite courses) require a grade of C+.

All NUR courses require a grade of C+ to be eligible for promotion to the next level.

Also, BIO 199 Anatomy and Physiology I (formerly BIO203), BIO 204 Anatomy and Physiology II and BIO 205 Microbiology credits cannot be more than five years old.

Career options/Earning potential
For career options, please click here.
(https://mwcc.emsicareercoach.com/#action=loadOccupationSearchResults&Search=registered+nurse&SearchType=occupation)

Nursing Degree (NU) and (NUE) (selective)
Registered nurses (RNs) work to promote health, prevent disease, and help patients cope with illness. They are advocates and health educators for patients, families, and communities. MWCC nursing graduates have historically achieved a high passing rate on the National Council Licensure Exam for Registered Nurses (NCLEX-RN) and have been successful in obtaining employment. The program is approved by the Massachusetts Board of Nursing. Accreditation Commission for Education in Nursing, ACEN, Board of Commissioners granted continuing accreditation to the associate nursing program, placed the program on warning, and scheduled the next evaluation visit for Fall 2016. ACEN contact information: 3343 Peachtree Road NE Suite 850 Atlanta, GA 30326 (404) 975-5000 or website-ww.acenursing.org (http://www.acenursing.org).

Year 1
Fall
BIO 199
Anatomy and Physiology I (formerly BIO203) 1,2
ENG 101
College Writing I 1,2
NUR 111
Foundations Of Nursing
PSY 105
Introduction To Psychology 1,2
Spring
BIO 204
Anatomy and Physiology II 1,2
BIO 205
Microbiology 1,2
NUR 113
Nursing Care Of Children And Family
NUR 114
Nursing Care Of The Childbearing Family
PSY 110
Human Growth And Development 1,2
Year 2
Fall
ENG 102
College Writing II 1,2
NUR 220
Medical Surgical Nursing, Part I
NUR 230
Psychiatric Nursing
SOC 103
Introduction To Sociology
Spring
Applications deadline
The application deadline is January 15. This selective enrollment program requires additional application components. The selection process is competitive and space is limited. (See Selective Program Requirements for Nursing (p. 17).)

Requirements for consideration
Applicants must meet certain academic standards. See Selective Program Requirements for Nursing (p. 17) 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
For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

Special requirements
Applicants must meet all requirements for consideration before entering the program. Admitted students must meet technical standards and additional requirements including immunizations, CPR certification, liability insurance, health insurance, and a Criminal/Sexual Offender Records Information (CORI/SORI) check (see Selective Program Requirements for Nursing Programs (p. 17)). Drug testing may be mandatory at some clinical sites.

Please note: All BIO, MAT (prerequisite), and NUR courses require a grade of C+ to be eligible for promotion to the next level. Also, BIO 199 Anatomy and Physiology I (formerly BIO203), BIO 204 Anatomy and Physiology II, and BIO 205 Microbiology credits cannot be more than five years old.

Career options/Earning potential
Please click here for career options. (https://mwcc.emsicareercoach.com/ #action=loadSearchResults&Search=nursing&SearchType=occupation)

Student Learning Outcomes for PN
Upon receipt of a Certificate of Completion from this program, students shall have demonstrated the ability to meet these Program Competencies that guide the nursing curricula and practice:

- **Patient-Centered Care - Provide** holistic care that recognizes an individual’s preference, values, and needs and respects the client or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care.

- **Professionalism - Demonstrate** accountability for the delivery of standards-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles.

- **Leadership - Influence** the behavior of individuals or groups of individuals in a way that will facilitate the achievement of shared goals.

- **Systems-Based Practice - Demonstrate** an awareness of and responsiveness to the larger context of the health care system and the ability to effectively call on microsystems resources to provide care that is of optimal quality and value.

- **Informatics and Technology - Use** information and technology to communicate, manage knowledge, mitigate error, and support decision making.

- **Communication - Interact** effectively with clients and colleagues, fostering mutual respect and shared decision making, to enhance client satisfaction and health outcomes.

- **Teamwork and Collaboration - Function** effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision making, team learning, and development.

- **Safety - Minimize** risk of harm to patients and providers through both system effectiveness and individual performance.

- **Quality Improvement - Collect** data to monitor the outcomes of care processes continuously to improve the quality and safety of health care systems.

- **Evidence-Based Practice - Use** the best current evidence coupled with clinical expertise and consideration of patients’ preferences, experience and values to make practice decisions.

Student Learning Outcomes for NU, NUE, and NUP
Upon graduation from this program, students shall have demonstrated the ability to meet these Program Competencies that guide the nursing curricula and practice:

- **Patient-Centered Care - Manage** holistic care that recognizes an individual’s preference, values, and needs and respects the client or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care.
• **Professionalism - Validate** accountability for the delivery of standards-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles.

• **Leadership - Organize** the behavior of individuals or groups of individuals in a way that will facilitate the achievement of shared goals.

• **Systems-Based Practice - Support** an awareness of and responsiveness to the larger context of the health care system and of microsystems resources to provide care that is of optimal quality and value.

• **Informatics and Technology - Evaluate** information and technology to communicate, manage knowledge, mitigate error, and support decision making.

• **Communication - Relate** effectively with clients and colleagues, fostering mutual respect and shared decision making, to enhance client satisfaction and health outcomes.

• **Teamwork and Collaboration - Collaborate** effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision making, team learning, and development.

• **Safety - Assess** risk of harm to patients and providers through both system effectiveness and individual performance.

• **Quality Improvement - Analyze** data to monitor the outcomes of care processes to continuously improve the quality and safety of health care systems.

• **Evidence-Based Practice - Integrate** the best current evidence coupled with clinical expertise and consideration of patients’ preferences, experience and values to make practice decisions.

### Technical Standards for PCC, PN, NU, NUE, and NUP

1. Comprehend textbook material at the 11th grade level.
2. Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
3. Gather, analyze, and draw conclusions from data.
4. Stand for a minimum of two hours.
5. Walk for a minimum of six hours, not necessarily consecutively.
6. Stoop, bend, and twist for a minimum of 30 minutes at a time and be able to repeat this activity at frequent intervals.
7. Lift a 40-pound person or assist with a larger person and transfer the person from one location to another.
9. Use the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on machinery.
10. Read measurement units with or without corrective lenses.
11. Respond to spoken words, monitor signals, call bells, and vital sign assessment equipment.
12. Identify behaviors that would endanger a person’s life or safety and intervene quickly in a crisis situation with an appropriate solution.
13. Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
14. Exhibit social skills appropriate to professional interactions.
15. Maintain cleanliness and personal grooming consistent with close personal contact.
16. Function without causing harm to self or others if under the influence of prescription or over-the-counter medications.

### Office Assistant Certificate (OAC)

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

#### Year 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Writing I 3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Keyboarding 1 3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>Business Ethics 3</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Computer Technologies 3</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>CIS 103</td>
<td>Word Processing Applications 3</td>
</tr>
<tr>
<td>CIS 121</td>
<td>Spreadsheet Applications 3</td>
</tr>
<tr>
<td>BUS 125</td>
<td>Communication For Business And Industry 3</td>
</tr>
<tr>
<td>Professional Elective (see list below)</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits:</td>
<td>24</td>
</tr>
</tbody>
</table>

1 A placement (proficiency) exam is offered. Proficiency exempts students from CIS 101 Keyboarding; credit is not awarded and another course must be taken. There is no charge for the placement exam.

### Professional Electives

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101 Principles Of Accounting I 3</td>
</tr>
<tr>
<td>BUS 105 Business Ethics 3</td>
</tr>
<tr>
<td>BUS 112 Introduction To Customer Relations 3</td>
</tr>
<tr>
<td>CED 203 Cooperative Education 3</td>
</tr>
<tr>
<td>CIS 123 Microcomputer Database Management 3</td>
</tr>
<tr>
<td>LAW 101 Introduction To Law (Formerly PLS 101) 3</td>
</tr>
<tr>
<td>MAS 101 Medical Secretarial Procedures 3</td>
</tr>
</tbody>
</table>

See the office assistant general information for technical standards.
Transfer options
For transfer options, please click here (p. 41). It is recommended that you also consult with your academic advisor.

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

Career options/Earning potential
For career options, please click here. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=Office+Assistant&SearchType=occupation&EdLevel=all)

Gainful Employment Program Disclosure Information
For gainful employment information, please click here. (http://mwcc.edu/gedt/oac)

Technical Standards ¹ for OAC
¹ For general information about technical standards and accommodation, see Technical Standards. (p. 50)
Students entering these programs must be able to demonstrate the ability to:
• Comprehend textbook material at the 11th grade level.
• Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
• Gather, analyze, and draw conclusions from data.
• Read from a computer screen.
• Learn to operate a computer.
• Possess manual dexterity to operate computer devices such as a keyboard and mouse.
• Work at a computer for a minimum of two hours.

Personal Training
The Personal Training Certificate Program at Mount Wachusett Community College provides students with the preparation needed for positions in a variety of fitness settings. Upon completion of the program, students will have the skills and competencies to begin a career or continue on to an Associate Degree.

Personal Training Certificate (PTC)
The Personal Training Certificate prepares students to complete a certification as a personal trainer. Students study anatomy and kinesiology, exercise physiology, nutrition, biomechanics of exercise, personal safety (including CPR), organizational and legal consideration of the fitness industry and practical application of individual and group fitness instruction. According to the Bureau of Labor Statistics, the employment of fitness trainers and instructors is expected to grow by 24 percent from 2010 to 2020, faster than the average for all occupations. Students have the option to begin a career after program completion or continue on to an Associate's degree.

Year 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
</tr>
</tbody>
</table>
5. Walk for a minimum of six hours, not necessarily consecutively.
6. Stoop, bend, and twist for a minimum of 30 minutes at a time and be able to repeat this activity at frequent intervals.
7. Lift a 40-pound person or assist with a larger person and transfer the person from one location to another.
9. Use the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on machinery.
10. Respond to spoken words, monitor signals, call bells, and vital sign assessment equipment.
11. Identify behaviors that would endanger a person’s life or safety and intervene quickly in a crisis situation with an appropriate solution.
12. Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
13. Exhibit social skills appropriate to professional interactions.
14. Maintain cleanliness and personal grooming consistent with close personal contact.
15. Function without causing harm to self or others if under the influence of prescription or over-the-counter medications.

Physical Therapist Assistant

The Physical Therapy Assistant at Mount Wachusett Community College provides students with the opportunity to earn an Associate Degree in Physical Therapist Assistant. Upon completion of the program, students are prepared to work under the direct supervision of a Physical Therapist in a variety of settings including acute care and rehabilitation hospitals, long term care facilities, private practices, school systems, and home care/VNA. During the course of study, students will develop skills and competencies in: patient positioning and transfers; range of motion; therapeutic exercise; the safe application of therapeutic modalities such as heat, cold, electricity, ultrasound; measurement, adjustment, and instruction in the use of ambulatory aids; improving cardiopulmonary function and endurance; and measurements of joint range of motion, muscle strength, length, girth, and vital signs. Upon successful completion of the PTA program, students will be able to demonstrate full understanding of the role of the PTA in the profession. The PTA program is designed to prepare students to complete the PTA licensure examination in a student's respective state of practice.

Physical Therapist Assistant Degree (PTA) (selective)

Physical therapist assistants implement treatment procedures in the rehabilitation of injured, ill, or debilitated individuals. The Physical Therapist Assistant Degree program prepares individuals to work in the healthcare field under the direct supervision of a physical therapist in a variety of settings. The program also prepares students for the PTA licensure examination in the student's respective state of practice. The program is accredited by The Commission on Accreditation in Physical Therapy Education. For more information, please call 978-630-9287. Application deadline: May 15, 2015 for the Devens campus program. Students applying after established deadlines will be considered for acceptance if seats are available. This selective enrollment program requires additional application components. The selection process is competitive and space is limited. (See (p. 20) Selective Program Requirements (p. 20) for Physical Therapist Assistant Degree (p. 20)).

Prerequisite Semester

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>College Writing I ¹</td>
<td>3</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Introduction To Psychology</td>
<td>3</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Computer Technologies (or Business Elective) ²</td>
<td>3</td>
</tr>
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</table>

Humanities Elective ³

Year 1

Fall

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA 101</td>
<td>Introduction To Physical Therapist Assisting</td>
<td>1</td>
</tr>
<tr>
<td>PTA 102</td>
<td>Basic Therapeutic Techniques</td>
<td>4</td>
</tr>
<tr>
<td>PTA 104</td>
<td>Applied Anatomy And Kinesiology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 199</td>
<td>Anatomy and Physiology I (formerly BIO203)</td>
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Interession

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA 105</td>
<td>Assessment Techniques</td>
<td>3</td>
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Spring

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<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO 204</td>
<td>Anatomy and Physiology II ⁴</td>
<td>4</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Writing II</td>
<td>3</td>
</tr>
<tr>
<td>PTA 111</td>
<td>Clinical Orthopedics for the PTA</td>
<td>8</td>
</tr>
<tr>
<td>PTA 139</td>
<td>Human Disease And Pathology ⁵</td>
<td>4</td>
</tr>
</tbody>
</table>

Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA 110</td>
<td>Clinical Practicum I ¹</td>
<td>3</td>
</tr>
</tbody>
</table>

Year 2

Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 110</td>
<td>Human Growth And Development</td>
<td>3</td>
</tr>
<tr>
<td>PTA 112</td>
<td>Therapeutic Modalities</td>
<td>4</td>
</tr>
<tr>
<td>PTA 113</td>
<td>Advanced Rehabilitation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>PTA 114</td>
<td>Neurophysiological Techniques</td>
<td>4</td>
</tr>
</tbody>
</table>

Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA 116</td>
<td>Clinical Practicum II ¹</td>
<td>5</td>
</tr>
<tr>
<td>PTA 117</td>
<td>Special Topics</td>
<td>3</td>
</tr>
<tr>
<td>PTA 118</td>
<td>Clinical Management And Healthcare Issues</td>
<td>1</td>
</tr>
<tr>
<td>PTA 119</td>
<td>Clinical Practicum III ¹</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits: 78

¹ A grade of C+ or better is required
² Business Electives: ACC, BUS, CIS, ECO, FIN, MGT, MKT or PLS
³ Humanities Electives: ART, ASL, DAN, ENG, FRE, HUM, MUS, PHL, SPA, SPC or THE
⁴ Must be taken concurrently or prior to . PTA 111 Clinical Orthopedics for the PTA and PTA 139 Human Disease And Pathology
⁵ PTA majors, consult advisor

See Physical Therapist Assistant program competencies and technical requirements.

Campus

Offered at Gardner and Devens campuses.
Requirements for consideration
Applicants must meet certain academic standards. See (p. 20) Selective Program Requirements (p. 20) for Physical Therapist Assistant Degree (p. 20) for specific details or refer to the program application available on our website or through the admissions office.

Helpful hints
Interested applicants are encouraged to register in the Allied Health Concentration so they can take courses needed to meet requirements for consideration. They can then apply for acceptance.

Transfer options
For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

Special requirements
PTA students are required to keep pace with the incoming class and must take courses in sequential order. Applicants must meet all requirements for consideration before entering the program. Students must meet technical standards and additional requirements including immunizations, CPR certification, liability insurance, and a Criminal Sexual Offender Records Information (CORI/SORI) check (see Selective Program Requirements for Physical Therapist Assistant Degree (p. 20)). BIO 199 Anatomy and Physiology I (formerly BIO203) and BIO 204 Anatomy and Physiology II must be completed within five years prior to or concurrently with PTA coursework in semesters I and II. Please Note: All BIO and PTA courses require a grade of C+ or better in order to be eligible for promotion to the next level.

Career options/Earning potential
For career options, please click here. (https://mwcc.emsicareercoach.com/
#action=loadSearchResults&Search=physical+therapist+assistant&SearchType=occupation)

Program Competencies for PTA
Upon graduation from this program, students shall have demonstrated the ability to:

• Consistently demonstrate appropriate role utilization of the physical therapist assistant in the application of established treatment interventions as directed by the primary physical therapist.
• 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.
• 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.
• Report and communicate regularly with supervising physical therapists regarding patient progress and treatment modifications in accordance with changes in patient status.
• Perform with entry-level competence data collection procedures, integrating the findings of such procedures to the patient’s plan of care.
• 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.
• Demonstrate effective and accurate written and verbal communication skills in documenting the relevant aspects of patient care, including patient response and progress.
• Integrate information obtained from professional literature review into clinical practice as evidenced-based practitioners of physical therapy interventions in keeping with the intent of the APTA’s Vision 2020 statement.
• Demonstrate consistent commitment to lifelong learning through regular participation in continuing education.
• Demonstrate successful performance on state licensure examination.
• Obtain employment as entry-level physical therapist assistant.

Technical Standards ¹ for PTA
¹ For general information about technical standards and accommodation, see Technical Standards. (p. 20)

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

• Comprehend textbook material at the 11th grade level.
• Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
• Gather, analyze and, draw conclusions from data.
• Stand for a minimum of two hours.
• Walk for a minimum of six hours, not necessarily consecutively.
• Stoop, bend, and twist for a minimum of 30 minutes at a time and be able to repeat this activity at frequent intervals.
• Lift a 40-pound person or assist with a larger person and transfer the person from one location to another.
• Determine by touch: hotness/coldness, wetness/dryness, and hardness/softness.
• Use the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on machinery.
• Respond to spoken words, monitor signals, call bells, and vital sign assessment equipment.
• Identify behaviors that would endanger a person’s life or safety and intervene quickly in a crisis situation with an appropriate solution.
• Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
• Exhibit social skills appropriate to professional interactions.
• Maintain cleanliness and personal grooming consistent with close personal contact.
• Function without causing harm to self or others if under the influence of prescription or over-the-counter medications.

Physics or Pre-engineering
The Physics and Pre-engineering Track at Mount Wachusett Community College provides students with the opportunity to earn an Associate Degree in Liberal Arts and Sciences. Upon completion of the program, students are prepared to transfer to a four-year institution to complete a baccalaureate degree. The Physics and Pre-engineering Track offers a student the opportunity to explore physics and engineering while completing a core curriculum used for transfer. Students will gain knowledge in a variety of disciplines including math, science, the
humanities and the social sciences. The Liberal Arts and Sciences includes the MassTransfer Block.

Please click here for MassTransfer information (http://www.mass.edu/masstransfer)

**Physics or Pre-engineering Track (LAEP)**

**A Degree in Liberal Arts and Sciences**

This program is designed to prepare students to transfer in the physics and engineering with an A.A. degree and Mass Transfer benefits. It will give the students needed skills in mathematics and science so that they can transfer as juniors. Since many of these classes are two semester sequential courses it is recommended that students start this program in the fall.

### Year 1

#### Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 107</td>
<td>4</td>
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<tr>
<td>MAT 163</td>
<td>4</td>
</tr>
<tr>
<td>Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>3</td>
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</table>

#### Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 108</td>
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<tr>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>MAT 211</td>
<td>4</td>
</tr>
<tr>
<td>SPC 113</td>
<td>3</td>
</tr>
<tr>
<td>Non Behavioral Social Science Elective</td>
<td>3</td>
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</tbody>
</table>

### Year 2

#### Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PHY 120</td>
<td>4</td>
</tr>
<tr>
<td>MAT 212</td>
<td>4</td>
</tr>
<tr>
<td>Culturally Diverse Literature Elective</td>
<td>3</td>
</tr>
<tr>
<td>PER 126 or 130</td>
<td>2-3</td>
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</table>

#### Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PHY 121</td>
<td>4</td>
</tr>
<tr>
<td>MAT 213</td>
<td>4</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>ISC 235</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 61-62

---

1 Behavioral Social Sciences: ANT, PSY, SOC, SSC
2 Non-Behavioral Social Sciences: ECO, GEO, HIS, POL, SSC
3 Some colleges require a 3 Physical Education elective. Please consult your adviser.
4 Social Science Elective: ANT, ECO, GEO, HIS, POL, PSY, SOC, SSC

### Culturally Diverse Humanities Electives

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 109</td>
</tr>
<tr>
<td>ASL-any American Sign Language course</td>
</tr>
<tr>
<td>FRE-Any French course</td>
</tr>
<tr>
<td>DAN 133</td>
</tr>
<tr>
<td>HUM 240</td>
</tr>
<tr>
<td>HUM 260</td>
</tr>
<tr>
<td>MUS 106</td>
</tr>
<tr>
<td>MUS 160</td>
</tr>
<tr>
<td>PHL 201</td>
</tr>
<tr>
<td>PHL 210</td>
</tr>
<tr>
<td>SPA-Any Spanish course</td>
</tr>
</tbody>
</table>

### Culturally Diverse Literature Electives

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 221</td>
</tr>
<tr>
<td>ENG 235</td>
</tr>
<tr>
<td>ENG 236</td>
</tr>
<tr>
<td>ENG 237</td>
</tr>
<tr>
<td>ENG 261</td>
</tr>
<tr>
<td>ENG 265</td>
</tr>
</tbody>
</table>

See Physics or Pre-engineering 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 the Honors Program (p. 103) for more information.

This program is designed to equip students with a solid foundation for entry into an engineering program at any four-year college/university.

### Transfer options

For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

### MassTransfer

Students who plan to transfer to a Massachusetts state university or a University of Massachusetts campus may be eligible to transfer under the MassTransfer agreement which provides transfer advantages to those who qualify.

Please click here for MassTransfer information (http://www.mass.edu/masstransfer)
Special Requirements
Technical standards must be met with or without accommodations.

Program Competencies for LAEP
Upon graduation from these programs, students shall have the ability to:

- Formulate clear and precise questions about complex problems and ideas relevant to a variety of disciplines—math, science, the humanities, and the social sciences—and gather, assess, and interpret information to arrive at well-reasoned conclusions and solutions.
- Demonstrate an understanding of complex written texts that demand an appreciation of subtext, irony, metaphor, and the subtlety and nuances of language.
- Successfully complete a substantial scientific research paper that demonstrates the ability to formulate a research question, conduct research using the library’s databases, and synthesize information from a variety of sources into a cohesive and in-depth analysis of a topic.
- Demonstrate knowledge of historic, social, and cultural backgrounds necessary for understanding their own and other societies with an emphasis on important ideas and events that have shaped, and continue to shape, their world.
- Demonstrate a broad exposure to, and an understanding of, the differences and similarities in the various academic disciplines within their Liberal Arts education.
- Demonstrate the ability to collect, record and organize scientific data correctly.
- Demonstrate the ability to work safely in a laboratory environment.
- Demonstrate the ability to manipulate and use scientific tools, such as the microscope, pH meter, measurement tools, glassware and other scientific instrumentation. This would include independently conducting an experiment using written directions such as lab manuals or Standard Operating Procedures as a guide.
- Demonstrate the ability to use mathematical tools as applied to science. This could include building and interpreting graphs, using equations and formulas to solve problems, and fitting data to a mathematical model.
- Successfully transfer to a baccalaureate degree granting institution if desired, with the proper educational foundation for transition into a chosen field of study.

Pre-Pharmacy
The Pre-pharmacy Track at Mount Wachusett Community College provides students with the opportunity to earn an Associate Degree in Liberal Arts and Sciences. Upon completion of the program, students are prepared to transfer to a four-year institution to complete a baccalaureate degree. The Pre-pharmacy Track offers a student the opportunity to explore biology and chemistry while completing a core curriculum used for transfer. Students will gain knowledge in a variety of disciplines including math, science, the humanities and the social sciences. The Liberal Arts and Sciences includes the MassTransfer Block.

Please click here for MassTransfer information (http://www.mass.edu/masstransfer)

Pre-Pharmacy Track (LAPH)
A Degree in Liberal Arts and Sciences
This program is designed to prepare students to transfer in pre-pharmacy studies with an A.A. degree and Mass Transfer benefits. It will give the students the first two years of a typical pre-pharmaceutical program so that they can transfer into four-year institution. Since many of these classes are two semester sequential courses it is recommended that students start this program in the fall.

Year 1
Fall
ENG 101 College Writing I 3
CHE 107 General Chemistry I 4
MAT 163 Pre-Calculus 4
PSY 105 Introduction To Psychology 3
BIO 109 Biology I 4

Spring
ENG 102 College Writing II 3
SPC 113 Speech (formerly THE113) 3
BIO 110 Biology II 4
CHE 108 General Chemistry II 4
MAT 211 Calculus I 4

Year 2
Fall
BIO 205 Microbiology 4
CHE 207 Organic Chemistry I 4
PHY 120 Physics for Engineering and Science I 4
Culturally Diverse Literature Elective (see List below) 3
SOC 103 Introduction To Sociology 3

Technical Standards ¹ for LAEP
¹ For general information about technical standards and accommodation, see Technical Standards. (p. 20)
- Comprehend textbook material at a college level.
- Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
- Gather, analyze, and draw conclusions from data.
- Stand for a minimum of two hours.
- Differentiate by touch: hotness/coldness, wetness/dryness, and hardness/softness.
- Use the small muscle dexterity necessary to do such tasks as gloving, gowing, and operating controls on laboratory instrumentation.
- Respond promptly to spoken words, monitor signals, and instrument alarms.
- Identify behaviors that would endanger a person’s life or safety and intervene quickly in a crisis situation with an appropriate solution.
- Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
- Manipulate small parts, and make fine hand adjustments to machines and test equipment.
- Operate a computer.
Radiologic Technologist Articulation Agreement

Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 212</td>
<td>Medical Ethics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101 or 102</td>
<td>Macroeconomics (or Microeconomics)</td>
<td>3</td>
</tr>
<tr>
<td>CHE 208</td>
<td>Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>ISC 235</td>
<td>LAS Capstone: Scientific Research and Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 67

Culturally Diverse Literature Elective

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 203</td>
<td>Twentieth Century American Authors</td>
<td>3</td>
</tr>
<tr>
<td>ENG 221</td>
<td>Women's Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 236</td>
<td>Modern Drama</td>
<td>3</td>
</tr>
<tr>
<td>ENG 237</td>
<td>Special Topics: Queer American Drama</td>
<td>3</td>
</tr>
<tr>
<td>ENG 261</td>
<td>The Short Story</td>
<td>3</td>
</tr>
<tr>
<td>ENG 265</td>
<td>Great Writers of Harlem</td>
<td>3</td>
</tr>
</tbody>
</table>

See Pre-pharmaceutical 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 the Honors Program (p. 103) for more information.

This program is designed to equip students with a solid foundation for entry into an engineering program at any four-year college/university.

Transfer options

For transfer options, please click here. It is recommended that you also consult with your academic advisor.

MassTransfer

Students who plan to transfer to a Massachusetts state university or a University of Massachusetts campus may be eligible to transfer under the MassTransfer agreement which provides transfer advantages to those who qualify.

Please click here for MassTransfer information (http://www.mass.edu/masstransfer)

Special Requirements

Technical standards must be met with or without accommodations.

Program Competencies for LAPH

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

- Formulate clear and precise questions about complex problems and ideas relevant to a variety of disciplines—math, science, the humanities, and the social sciences—and gather, assess, and interpret information to arrive at well-reasoned conclusions and solutions.
- Demonstrate an understanding of complex written texts that demand an appreciation of subtext, irony, metaphor, and the subtlety and nuances of language.
- Successfully complete a substantial research paper that demonstrates the ability to formulate a research question, conduct research using the library’s databases, and synthesize information from a variety of sources into a cohesive and in-depth analysis of a topic.
- Demonstrate knowledge of historic, social, and cultural backgrounds necessary for understanding their own and other societies with an emphasis on important ideas and events that have shaped, and continue to shape, their world.
- Demonstrate scientific literacy, which can be defined as the matrix of knowledge needed to understand enough about the universe to deal with issues that come across the horizon of the average citizen, in the news or elsewhere.
- Demonstrate a broad exposure to, and an understanding of, the differences and similarities in the various academic disciplines within their Liberal Arts education.
- Successfully transfer to a baccalaureate degree granting institution if desired, with the proper educational foundation for transition into a chosen field of study.

Capstone Course for LAPH

ENG 290 LAS Capstone: Advanced Writing and Research is the required capstone course for all Liberal Arts & Sciences majors and is to be taken after successfully completing ENG 102 College Writing II and 45 credits.

Technical Standards for LAPH

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

- Comprehend textbook material at the 11th grade level.
- Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
- Gather, analyze, and draw conclusions from data.

Radiologic Technologist Articulation Agreement

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

Students may complete general education courses at MWCC though enrollment in the Allied Health Concentration Degree or Allied Health Certificate and apply for acceptance into the Radiologic Technologist program at Quinsigamond Community College (QCC). All radiologic technologist courses must be taken at QCC and students must meet the selective admission requirements of the QCC program.

The following courses may be taken at MWCC:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Writing II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Introduction To Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>
An essential member of the health care team, the radiologic technologist provides diagnostic services to patients in hospitals, clinics, private imaging centers, and medical offices. Graduates of this program are eligible to apply for the national certification through examination by the American Registry of Radiologic Technologists (ARRT) and licensing through the Massachusetts Department of Public Health, Radiation Control program. Credentialing by the ARRT certifies the graduate as a Registered Technologist in Radiography—R.T. (R). Licensing by the Massachusetts DPH is required to be employed as a radiographer.

QCC’s radiologic technologist program is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRC/ERT), 20 N. Wacker Drive, Suite 900, Chicago, IL 60606, 312-704-5300, email mail@jrcert.org.

For more information about Quinsigamond Community College courses, prerequisites, and the college itself, go to their website: www.qcc.edu. For specific information about the Rad Tech program, please click here (http://www.qcc.edu/radiologic-technology).

Application deadline

The application deadline is December 15th. Students applying after the deadline will be considered on a space available basis. This selective admissions program requires additional application components. For more information, contact the advising center at 978-630-9109.

Special requirements

QCC admission requirements for the Radiologic Technology program are as follows:

- Must have a high school diploma or GED.
- Must take the college placement test to determine math and English levels if no college level courses were previously completed.
- TEAS V required. Please visit the advising center for score specifics.
- Math: minimum grade of C+ in MWCC MAT 126 Topics In Mathematics, or place into MAT 092 Foundations of Mathematics level or above.
- Biology: minimum grade of C+ in BIO 109 Biology I, BIO 199 Anatomy and Physiology I (formerly BIO203), or BIO 204 Anatomy and Physiology II at MWCC (recommended).
- English: minimum grade of B in ENG 098 Fundamentals of Writing or place into ENG 101 College Writing I.
- Math and science courses must be taken within five years of application.
- Required grade must be earned within two attempts of taking and completing the course.
- Review of program website and career video.
  * Four-hour clinical observation,¹
  * Click here for more information. (http://www.qcc.edu/radiologic-technology)

¹ Offered to academically qualified applicants only.

Theatre Arts Track

The Theatre Arts Track at Mount Wachusett Community College provides students with the opportunity to earn an Associate Degree in Liberal Arts and Sciences. Upon completion of the program, students are prepared to transfer to a four-year institution to complete a baccalaureate degree. The Theatre Arts Track offers a student the opportunity to explore the performing arts while completing a core curriculum used for transfer.

Students will gain knowledge in a variety of disciplines including math, science, the humanities and the social sciences.

Please click here for MassTransfer information (http://www.mass.edu/masstransfer)

Theatre Arts Track (LAT)

A Degree in Liberal Arts and Sciences

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

Year 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td></td>
</tr>
<tr>
<td>THE 101</td>
<td>Fundamentals Of Acting</td>
</tr>
<tr>
<td>Behavioral Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Lab Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>MUS 103</td>
<td>Music Skills And Theory I</td>
</tr>
</tbody>
</table>

Spring

| ENG 102| College Writing II | 3 |
| DAN 120| Musical Theater Dance Styles (formerly MUS120) | 3 |
| THE 284| Technical Theatre Practicum I | 3 |
| Computer Science Elective (CIS 127 or higher) | 3 |

Year 2

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 143 or 163</td>
<td>Statistics or Precalculus (or higher)</td>
</tr>
<tr>
<td>MUS 111</td>
<td>Voice I</td>
</tr>
<tr>
<td>THE 103</td>
<td>Introduction To Theatre</td>
</tr>
<tr>
<td>THE 285</td>
<td>Technical Theatre Practicum II</td>
</tr>
<tr>
<td>PER 126 or 130</td>
<td>Fitness And Wellness</td>
</tr>
</tbody>
</table>

¹ Offered to academically qualified applicants only.
Culturally Diverse Non-behavioral Social Science Elective (see list below)

Spring

ENG 236  Modern Drama (or Literature Elective - see list below)  3
THE 106  Fundamentals Of Acting II  3
SPC 113  Speech (formerly THE113)  3
World Language or Culturally Diverse Humanities Elective (see list below)
ENG 290  LAS Capstone: Advanced Writing and Research  3

Total Credits:  64-66

1 Behavioral Social Science Electives: ANT, PSY, SOC, SSC
2 Lab Science Electives: 4 credit courses in AQS, BIO, BTC, CHE, EAS, EGM, NRD, or PHY
3 Science Electives: 3 or 4 credit courses in AQS, BIO, BTC, CHE, EAS, EGM, NRD, or PHY
4 PER 130 Health, Fitness, And Wellness is recommended for transfer

Literature Elective

Credits
ENG 201  Honors English: American Romanticism  3
ENG 203  Twentieth Century American Authors  3
ENG 205  Shakespeare  3
ENG 210  Literature Of The Sixties  3
ENG 213  American Literature I  3
ENG 214  American Literature II  3
ENG 221  Women's Literature  3
ENG 224  Mystery Fiction  3
ENG 227  English Literature I  3
ENG 228  English Literature II  3
ENG 233  Science Fiction  3
ENG 235  Children's Literature  3
ENG 237  Special Topics: Queer American Drama  3
ENG 252  Shakespeare and Star Wars: A Study of Tragedy through Drama and Film  3
ENG 259  Literary Masterpieces I  3
ENG 260  Literary Masterpieces II  3
ENG 261  The Short Story  3
ENG 265  Great Writers of Harlem  3

HIS 106  History Of World Civilization I  3
HIS 125  American Ethnic History  3

World Language or Culturally Diverse Humanities Electives

Credits
ASL, FRE, SPA (Any Course)  3
ART 109  Art History I  3
DAN 133  Hip Hop/Street Dance Foundation  3
HUM 240  Comparative Religion  3
HUM 260  The Art Of Being Human I  3
MUS 106  History Of Jazz  3
MUS 160  History of Rock and Roll  3
PHL 201  Introduction To Philosophical Issues  3
PHL 210  Levels Of Being  3

See Theatre Arts program competencies and technical standards.

Helpful hints

Eligible LAT students should consider entering MWCC’s Honors Program. Honors Program students benefit from a challenging, highly individualized academic experience, a tuition waiver during their final semester, active recruitment by four-year colleges and universities, and the use of the Honors Center. Also, because of the program’s Commonwealth Honors Program status, all MWCC Honors courses are transferable as honors courses within the Massachusetts public higher education system, and MWCC graduates are guaranteed acceptance into the Honors Programs of these colleges and universities. See the Honors Program (p. 103) for more information.

Transfer options

For transfer options, please click here. (p. 41) It is recommended that you also consult with your academic advisor.

Special requirements

Technical standards must be met with or without accommodations.

Program Competencies for LAT

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

• Formulate clear and precise questions about complex problems and ideas relevant to a variety of disciplines—math, science, the humanities, and the social sciences—and gather, assess, and interpret information to arrive at well-reasoned conclusions and solutions.
• Demonstrate an understanding of complex written texts that demand an appreciation of subtext, irony, metaphor, and the subtlety and nuances of language.
• Successfully complete a substantial research paper that demonstrates the ability to formulate a research question, conduct research using the library’s databases, and synthesize information from a variety of sources into a cohesive and in-depth analysis of a topic.
• Demonstrate knowledge of historic, social, and cultural backgrounds necessary for understanding their own and other societies with an emphasis on important ideas and events that have shaped, and continue to shape, their world.
• Demonstrate scientific literacy, which can be defined as the matrix of knowledge needed to understand enough about the universe to deal with issues that come across the horizon of the average citizen, in the news or elsewhere.

• Demonstrate a broad exposure to, and an understanding of, the differences and similarities in the various academic disciplines within their Liberal Arts education.

• Successfully transfer to a baccalaureate degree granting institution if desired, with the proper educational foundation for transition into a chosen field of study.

**Capstone Course for LAT**

ENG 290 LAS Capstone: Advanced Writing and Research is the required capstone course for all Liberal Arts & Sciences majors and is to be taken after successfully completing ENG 102 College Writing II and 45 credits.

**Technical Standards**

For general information about technical standards and accommodation, see Technical Standards. (p. 50)

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

• Comprehend textbook material at the 11th grade level.
• Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
• Gather, analyze, and draw conclusions from data.
Course Descriptions

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- American Sign Language (ASL) (p. 141)
- Analytical Laboratory and Quality Systems (AQS) (p. 141)
- Anthropology (ANT) (p. 141)
- Art (ART) (p. 141)
- Automotive (AUT) (p. 144)
- Biology (BIO) (p. 144)
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Accounting (ACC)

Courses

ACC 101. 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: FYE101, MAT092, RDG098, or placement.

ACC 102. Principles Of Accounting II. 3 Credits.
This course is a continuation of ACC101 Principles of Accounting I and covers partnerships, the nature and formation of corporations, capital stock, corporation earnings, dividends, investments, and long-term obligations. Topics also considered are manufacturing operations related to control accounting procedures and statement of changes in financial position. Prerequisite: ACC101.

ACC 224. 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.

ACC 226. Managerial Accounting I. 3 Credits.
This course is a continuation of ACC101 Principles of Accounting I and covers partnerships, the nature and formation of corporations, capital stock, corporation earnings, dividends, investments, and long-term obligations. Topics also considered are manufacturing operations related to control accounting procedures and statement of changes in financial position. Prerequisite: ACC101.
ACC 227. Computerized Accounting. 3 Credits.
The accounting cycle for a business, payroll, and bank statement reconciliation is entirely computerized into one coordinated, interactive system. Other problems may be introduced as appropriate. Prerequisites: ACC101; CIS120 or CIS127.

ACC 236. Managerial Accounting II. 3 Credits.
This course is a continuation of ACC226 Managerial Accounting I with major emphasis on the managerial accountant who maintains a commitment to ethical values while using his/her knowledge to manage risks and implement strategy through planning, budgeting, and forecasting. Prerequisite: ACC226.

American Sign Language (ASL)

Courses

ASL 101. 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: ENG098, FYE101, RDG098, or placement.

ASL 102. Basic American Sign Language II. 3 Credits.
This course continues to build upon the vocabulary and grammatical structures introduced in ASL101 Basic American Sign Language I. There will be more emphasis on facial/non-manual grammar. Sentence length will increase and topic range for conversational usage will broaden. Through outside readings, students will continue to be exposed to related topics. Prerequisite: ASL101.

ASL 103. Intermediate American Sign Language I. 3 Credits.
This course continues to build upon ASL101 Basic American Sign Language I and ASL102 Basic American Sign Language II. Conversational usage and more complicated inflectional processes will be taught. Simple storytelling and cultural behaviors among signers will be emphasized. In addition, expressive and receptive finger spelling will be targeted in skills development sessions. Prerequisite: ASL102.

Analytical Laboratory and Quality Systems (AQS)

Courses

AQS 110. Introduction to Quality and Metrology. 4 Credits.
This course provides an introduction to the concepts used in STEM disciplines and manufacturing processes to ensure defined procedures are used to deliver results for materials of known and sufficient quality. Prerequisites: ENG 098, FYE 101, MAT 096, RDG 098, (or placement).

AQS 115. Industry Overview and Auditing Principles. 3 Credits.
This course provides an introduction to various industry (both manufacturing and service), international and US regulatory quality system standards. This course will also provide instruction on the audit process and principles. Prerequisites: ENG 098, MAT 096 (or placement). ENG 101 is recommended. Fall.

AQS 200. Conducting Root Cause Investigations. 3 Credits.
This course will provide the student with problem solving skills by exploring the process of conducting an investigation. The quality system tools used to document and facilitate an understanding of the problem and potential solutions will be studied. Prerequisites: ENG 098 (or placement); MAT 162 (or higher), ENG 101 and AQS 110 are recommended.

Anthropology (ANT)

Courses

ANT 111. 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: ENG098, FYE101, RDG098, or placement.

Art (ART)

Courses

ART 101. Introduction To Painting. 3 Credits.
This studio course familiarizes the non-art major with the art of painting in oils and/or acrylics. Students learn basic fundamentals of color mixing and applying paint while painting from still life set-ups, portrait models and other typical subject matter. Discussions and reproductions introduce students to relevant painters and their work and a general appreciation of the craft of painting. Some art materials must be purchased for this course. Not open to art majors. Prerequisite: None.

ART 103. 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 skilfully 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.

ART 105. 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.

ART 109. Art History I. 3 Credits.
This course is a chronological survey of the visual arts of the Western World from prehistoric times to the Renaissance. The course presents significant sculpture, architecture, and paintings of this period through slides, films, textual reproductions, and actual museum pieces. Lectures include critical, visual, and technical analysis of these works, biographical sketches of contributing artists, and relevant cultural and historical details that influenced the art of these centuries. Works of art from non-Western cultures will also be studied. Prerequisites: ENG 098, FYE 101, RDG 098, (or placement). Spring.

ART 110. Art History II. 3 Credits.
This course is a chronological survey of the visual arts of the Western World from C.E. 1300 to 1950. The course presents significant sculpture, paintings, and architecture of these years through slides and textual reproductions. Lectures include critical, visual, and technical analysis of these works, biographical sketches of the contributing artists, and the relevant cultural and historical events and personages that influenced
ART 251. Two-Dimensional Design. 3 Credits.
Two-Dimensional Design presents the principles of expressive design on flat surfaces through directed activities in painting, drawing, collage, and digital imaging. Students practice the use of line, shape, color, value, and other design fundamentals. Lecture, critique, and discussion further engage students in the exploration of artwork from several cultures in discovering what constitutes good design. Students will need to buy most of the course materials. Prerequisites: ENG 098, FYE 101, RDG 098, (or placement); ART 263 is recommended.

ART 252. 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. Artists and approaches will be introduced from western and non-western perspectives. Prerequisites: ENG 098, FYE 101, RDG 098, (or placement). Fall.

ART 253. 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 mediums. Lectures, discussions and critiques familiarize students with the history of painting from various cultures and what constitutes good painting. Students are responsible for supplying most of the materials needed for the course and creating a website portfolio. Prerequisites: ART 263 or permission of division dean. Spring.

ART 254. Painting II. 3 Credits.
Painting II is a continuation of ART 253 Painting I. Students paint from the human figure, interior spaces, and the surrounding landscape in an effort to 1. better understand the relationship of light, color, form, and space; 2. improve their ability to translate a three-dimensional experience onto a flat surface; and 3. expand their transfer portfolios. Outside of class, this course encourages the development of more personal motifs in order to further explore painting as an expressive medium. Discussions and lectures acquaint the students with the paintings and artists of varying cultures and times. Students must participate in an exhibit of work at semester's end. Students are responsible for supplying most of the materials needed for this course. Prerequisite: ART 253 or permission of division dean. Fall.

ART 257. Painting III. 3 Credits.
Painting III is for advanced students interested in pursuing their personal interests in oil painting. Emphasis is on the individual work of the student, thematic development, and aesthetic considerations unique to the painting process. Painting III is recommended for the student who is motivated, directed, and able to work independently. A small exhibition of work in the school Gallery is required. Prerequisites: ART 254 and permission of the division dean.

ART 258. Painting IV. 3 Credits.
Painting IV is for advanced students who have completed Painting III and are interested in continuing their pursuit of personal motifs in oil painting. Emphasis is on the individual work of the student, thematic development, and aesthetic considerations unique to the painting process. A small exhibition of work in the East Wing Gallery is required. Prerequisites: ART 257 or permission of the division dean.

ART 259. Ceramics I- Hand-Building. 3 Credits.
Students create functional and sculptural work in clay as they develop skills in hand-building methods (pinch, coil, drape, and slab) and end with an introduction to the potter’s wheel. Work from Africa, Indigenous Americas, historical and contemporary ceramists, along with ancient firing practices will be presented. The course may include different clay bodies and glazes, firing the work in outdoor kilns and the electric or gas kilns. Individual expression will be encouraged as the student gains an appreciation for the history of ceramics and clay as a unique medium. Outside reading assignments and keeping a sketchbook throughout the semester will be required. Prerequisites: ENG 098, FYE 101, RDG 098, (or placement).

ART 260. Ceramics II - Potter’s Wheel. 3 Credits.
This course focuses on developing skills on the potter’s wheel to create functional forms (cylinders, bowls, jars, mugs, etc.) and hand-building sculptural clay pieces of a large scale. Ceramic work from the Far East, the Mediterranean, Europe and work by historical and contemporary ceramists will be presented. Individual expression will be encouraged as students visualize and build pieces that challenge their skills. Different clay bodies, glazes, glaze applications, and decorative techniques
will be explored. The course may include firing in outdoor trash barrel kilns, a raku firing, or using the electric and gas kilns. Outside reading assignments and keeping a sketchbook throughout the semester will be required. Prerequisite: ART 259 or permission of division dean. Spring.

ART 263. 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. May include clothed and nude models. Artists and approaches will be introduced from western and non-western cultures in prehistory or modern era. Subtractive techniques will be introduced. A wide variety of sculptural examples form and the varying spatial aspects that form its context. Subtractive strength, mass, and durability will be put on par with the intellectual aspect will act as a source of sculptural precedent for individual initiatives in the student in aspects of the traditional figure study in clay using nude 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. Prerequisite: ART 263 or permission of division dean. Spring.

ART 264. Drawing II. 3 Credits.
This course is designed for the art student to develop advanced level drawings and to create work for a portfolio. The student should be capable of individually directed work in drawing and have completed all other drawing courses. Emphasis is on thematic development, the individual work of the student, and aesthetic considerations unique to the drawing process. Clothed and nude models may be used. Prerequisite: ART264. Fall.

ART 269. Drawing III. 3 Credits.
This course is for advanced students who are 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 sculpture process. Recommended for the student who is motivated, directed, and able to work independently. Prerequisites: ART 263 and permission of the division dean.

ART 270. Drawing IV. 3 Credits.
This course is for the advanced student who is in pursuit of creating work for a portfolio, after completing all other course offerings in drawing. Emphasis is on the individual work of the student, thematic development, and aesthetic considerations unique to the drawing process. Recommended for the student who is motivated, directed, and able to work independently. Prerequisites: ART 269, and permission of the division dean.

ART 271. Sculpture I. 3 Credits.
The aim of this course is to teach sculptural working principles that hold true of good sculpture, whether from earlier traditions or more modern ones. The course is structured with assigned problems that will engage the student in aspects of the traditional figure study in clay using nude models, and assignments aimed at exploring the (object) aspect of form and the varying spatial aspects that form its context. Subtractive techniques will be introduced. A wide variety of sculptural examples from western and non-western cultures in prehistory or modern era will act as a source of sculptural precedent for individual initiatives in problem solving. The tectonic or building aspects of construction involving weight, mass, and durability will be put on par with the intellectual aspect of the creative process. Success in the course will depend on both. Prerequisites: ART 252 or permission of the division dean. Fall.

ART 272. Sculpture II. 3 Credits.
This course is structured so that students who have begun to develop skills in the sculptural building processes can practice and further refine these skills at the higher level with increased creative problem solving. More attention will be paid to work from the model. Problems will be given to expand the student's familiarity with a broader range of material and ideas. An option to learn subtractive techniques in wood and stone will be made available. Students will learn lost wax bronze casting procedures. Prerequisite: ART271 or permission of the division dean. Spring.

ART 273. Sculpture III. 3 Credits.
This course is for the advanced student who is in pursuit of creating work for a portfolio, after completing all other course offerings in sculpture. Emphasis is on the individual work of the student, thematic development, and aesthetic considerations unique to the sculpture process. Recommended for the student who is motivated, directed, and able to work independently. Prerequisites: ART 272, and permission of the division dean.

ART 274. Sculpture IV. 3 Credits.
This course is for advanced students who are in pursuit of creating work for a portfolio, after completing all other course offerings in sculpture. Emphasis is on the individual work of the student, thematic development, and aesthetic considerations unique to the sculpture process. This course is recommended for the student who is motivated, directed, and able to work independently. Prerequisites: ART 273 and permission of the division dean.

ART 284. Ceramics III. 3 Credits.
This course is for the advanced student who is in pursuit of creating work for a portfolio, after completing all other course offerings in ceramics. The student is expected to create a thematic body of ceramic work and further develop their technical skills and conceptual abilities. Further exploration of clay bodies, glazes, kiln firings, and aesthetic considerations unique to the ceramic process will be presented. The student should have some previous knowledge of working with clay, understand methods of hand building, and have basic skills using the potter's wheel. The student is expected to be self-motivated, able to work independently, and to have specific goals. In addition to creating the body of work in individual proposal that is developed with the instructor, the student will complete an assignment on glaze chemistry, and give an oral presentation on his/her research of a significant potter, ceramist, or sculptor. Prerequisites: ART 260 and permission of the division dean.

ART 285. Ceramics IV. 3 Credits.
This course is a continuation of ART 284 Ceramics III and is designed for the art student interested in further advancing skills for working with clay and creating advanced level work for a professional or transfer portfolio. The student should be capable of individually directed work and have completed all other ceramic courses. Further exploration of clay bodies, glazes, glaze chemistry, kiln firings, and aesthetic considerations unique to the ceramic process will be presented. The course will include research, oral presentations, a glaze chemistry project relevant to the student's own work and critiques. Emphasis will be on the individual work of the student. Prerequisites: ART 284 and permission of the division dean.

ART 286. 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: ART 105, ART 113, or ART 263 or permission of division dean.

ART 287. Printmaking II. 3 Credits.
The student will focus on intaglio printmaking and the use of color or multiple blocks in relief printmaking. Different grounds, aquatint, etching a plate, registration, and the printing of a consistent edition of prints will be presented. Individual expression and aesthetic considerations will be encouraged in the development and printing of the student's original image. Traditional and contemporary innovations in printmaking will be emphasized. Prerequisite: ART286 or permission of division dean.

ART 291. Printmaking III. 3 Credits.
This course is for the advanced student who is in pursuit of creating work for a portfolio, after completing all other course offerings in printmaking. Emphasis is on the individual work of the student, thematic development, and aesthetic considerations unique to the printmaking process. Recommended for the student who is motivated, directed, and able to work independently. Prerequisites: ART 287, and permission of the division dean.

Automotive (AUT)

Courses

AUT 120. Performance And Diagnosis I. 5 Credits.
Students will learn to use diagnostic test equipment for quick and efficient problem solving. Engine vacuum testing, compression testing, cylinder leak-down testing, and cylinder power balance testing will be required. Students will learn to use an infrared analyzer to understand the effects on pollution that an improperly running engine creates. Principles of doing a tune-up will be explored. Ignition systems including point type, electronic, and distributorless systems will be covered. Prerequisites: FYE101, MAT092 (or co-requisite), RDG098, or placement. Fall.

AUT 121. 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. Prerequisite: AUT120 or permission of division dean. Spring.

AUT 122. Brakes. 4 Credits.
This course is designed to teach students various brake systems and repair. Students will study master cylinders, proportioning valves, metering, and disc brake repair and diagnosis. Students will learn about power assist units and wheel bearing diagnosis and repair. Anti-lock brake systems will be studied and tested as well as brake fluids and brake bleeding. Prerequisites: FYE101, MAT092 (or co-requisite), RDG098, or placement. Fall.

AUT 123. Electrical Systems I. 4 Credits.
This course covers the fundamentals of electricity and magnetism, along with exploring the relationship of volts, ohms, and amps. The course will apply these two series, parallel, and series-parallel circuits. Semiconductor components such as diodes and transistors will be explored. Students will learn to use digital volt-ohm meters and oscilloscopes. Battery design and testing will be explored along with starting and charging systems. Prerequisites: FYE101, MAT092 (or co-requisite), RDG098, or placement. Fall.

AUT 124. Electrical Systems II. 4 Credits.
This course is a continuation of AUT123 Electrical Systems I. Using wiring diagrams, students will examine headlights, taillights, and parking lights for proper operation. Stoplights, turn signals, hazard lights, and back-up light circuits will be examined and repaired. The operation of the power door locks and power windows will be examined. Electrical circuits associated with dashboards, gauges, printed circuits, and digital instrument clusters will be studied along with various other electrical circuits. Prerequisite: AUT123 or permission of division dean. Spring.

AUT 125. Engine Repair. 5 Credits.
The lecture and lab periods for this course cover designs, nomenclature, and theory of operation of internal combustion engines, including valves and operating mechanism, piston and connecting rod assembly, crankshaft and bearing, lubrication system, cooling system, crankcase ventilation, engines, fuels, and lubricants. This course also includes an introduction to the study of the Wankel, diesel, and other propulsion systems. Prerequisites: FYE101, MAT092 (or co-requisite), RDG098, or placement. Fall.

AUT 127. Suspension And Steering. 4 Credits.
This course is designed to teach students the various suspension components and systems. Students will learn how to inspect and replace steering components. Rack and pinion steering gears, vehicle riding height, body sway, front and rear end alignment, and tire problems will be studied. Prerequisites: FYE101, MAT092 (or co-requisite), RDG098, or placement. Spring.

AUT 130. Automatic And Manual Drivetrains. 4 Credits.
Students will participate in lecture and lab sessions on the various components used in present day automatic and manual transmissions used in front, rear, four wheel, and all wheel drive automobiles. Operating system principles pertaining to hydraulics, fluid couplings, clutch assemblies, and shift controls will be discussed. Diagnostic techniques, component and system testing, as well as maintenance procedures, will be accomplished in the lab sessions. Ancillary drivetrain components such as driveshafts, CV joints, differentials, and transfer cases will be explored. Prerequisites: FYE101, MAT092 (or co-requisite), RDG098, or placement. Spring.

AUT 204. Heating And Air Conditioning. 3 Credits.
This course is designed to teach students about the theory and operation of heating and air conditioning systems. Students will learn about heat transfer, temperature pressure relationships, and control systems. The course will cover the theory and operation of air conditioning systems, air management delivery systems, and electronic climate control systems. The course will prepare students to take the ASE test A-7 Heating and Air Conditioning Systems. Prerequisites: FYE101, MAT092 (or corequisite), RDG098, or placement. Offered occasionally.

Biology (BIO)

Courses

BIO 101. Introduction To Nutrition (formerly NUT101). 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: ENG098, FYE101, MAT092, RDG098, or placement.
BIO 102. Introduction To Forestry. 4 Credits.
This course provides a general introduction to the practice and profession of forestry. This course will not result in becoming a forester but will equip participants with the tools to understand forest ecology and forest management decisions. This course will allow you to communicate with foresters and understand forests’ complexity, their values, and the factors influencing forest stewardship. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement.

BIO 103. Human Health And Disease. 3 Credits.
This lecture-based course describes the basic structure and function of most organ systems within the context of some common human diseases. Homeostasis, the dynamic equilibrium in which the internal environment of an organism is maintained fairly constant, is the theme of this course that allows the understanding of certain common diseases. Students with little science background will investigate human disease within a personal context. Prerequisites: ENG098, FYE101, MAT092 or placement.

BIO 104. Introduction To Natural Resource Conservation. 4 Credits.
This is an introductory course in natural resource conservation that will provide comprehensive overview of local, regional, and global resource and environmental issues. Topics will include population growth, soil conservation and agriculture, aquatic environments, air and water pollution, forest and wildlife management, global climate change, and energy usage. Strategic thinking towards sustainability will be a unifying theme in exploring the natural resources we depend upon in our complex, interconnected global environment. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement. Fall.

BIO 105. Current Topics in Biological Science. 3 Credits.
This course will give the student an exposure to, and understanding of, contemporary issues in biological science. Topics may change each semester. Representative topics to be explored might include antibiotics, antibiotic resistance, and vaccination, genetic engineering, climate change and its impact on food, water and disease, bioterrorism, overpopulation, and nutritional supplements. Topics will be explored through a variety of avenues, including discussion, readings, videos, and student research. Prerequisites: ENG098, MAT092 (or co-requisite), RDG098, or placement.

BIO 109. Biology I. 4 Credits.
Biology, as a science, represents a way of interacting with the world in a rational manner. The nature of science, cellular structure and function, the molecules of life, the acquisition and use of energy by living organisms, the code of heredity, principles of genetics, and genetic recombination will be considered in this course. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement.

BIO 110. Biology II. 4 Credits.
Biology is the study of life. This course will consider the origin and evolution of life on Earth, natural selection, the diversity and the unity of life in all its many forms, the geological timelines as it applies to evolution, the modern sciences of taxonomy and phylogeny, including analysis of proteins, RNA and DNA for the purpose of building phylogenies of organisms, human evolution, and behavior as an adaptive mechanism. Lab sessions will be hands-on experiences revolving around the topics of the course. Two and one half lecture/discussion hours and two lab hours per week. Prerequisites: ENG098, FYE101, MAT092, RDG098 or placement.

BIO 112. 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: ENG098, FYE101, RDG098, MAT092 or placement. Offered occasionally.

BIO 113. Life Science for Allied Health (formerly BIO 099). 4 Credits.
This course is designed to prepare students to succeed in Anatomy & Physiology I and II. Students build a foundation of biology concepts related to chemicals critical to life, cellular structure and function with emphasis on cellular transport, energy production and molecular genetics. Instruction will actively engage students in their learning and student success skills are integrated with the scientific body of knowledge as students prepare to enter various allied health programs. Theoretical concepts are applied through hands-on laboratory experiences related to topics listed in the course syllabus. A GRADE OF ‘C’ OR HIGHER IS REQUIRED FOR ADVANCEMENT TO NEXT COURSE. Prerequisites: ENG 098, MAT 092 (or co-requisite), RDG 098 or placement.

BIO 115. Human Biology. 4 Credits.
An introductory study of the human body that orients students to the normal structures and functions of the human body. This broad perspective of human life addresses the basic principles of cellular biology, tissues, and key organ systems. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG098, FYE101, RDG098, MAT092 or placement.

BIO 116. Ecology. 4 Credits.
This course is the study of relationships between organisms and the environment. Ecology is a broad scientific discipline ranging from the study of individual organisms to the global scale. This is a course in modern experimental ecology that emphasizes the conceptual foundations of the discipline. Natural history provides our foundation, while evolution is the conceptual framework. The laboratory focuses on lab and field experiments that use the scientific method to demonstrate key concepts and develop an understanding of experimental and statistical methods commonly used in ecology. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement.

BIO 117. Emerging Diseases: Past And Present. 3 Credits.
This course will discuss some of the old diseases, epidemics, plagues, and scourges and apply what we've learned from them to some of the new, reactivated, and recurrent diseases we face today. The human immune system will be discussed along with an explanation and discussion of how some of the current agents of disease evade and/or defeat this system. We will discuss the social, financial, political, and religious impacts where appropriate. We will also discuss what the future may hold in our battles with infectious agents. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement. Offered occasionally.

BIO 120. Horticulture. 4 Credits.
This course is designed for those students interested in understanding the processes by which plants grow and how that understanding can be used to improve the quality of plants grown in the garden, the landscape, and the home. Students will also examine the structure and function of
BIO 122. Zoology: The Biology Of Animals. 4 Credits.
Animals are found in every environment and have various roles or niches that they occupy in these environments. Each environment presents different problems that these animals overcome with various structural, functional, and behavioral adaptations. The study of these adaptations is the central theme of this course. Laboratory is an integral part of this course with a focus on living animals with a minimal amount of dissection. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG098, FYE101, RDG098, or placement. Spring.

BIO 128. Plants And Society. 3 Credits.
This course is a survey course looking at the origins, historical, and current use of plants in societies including food, spices, clothing, beverages, building material, and medicines. The search for and exploitation of many plant species by humans have directly and indirectly shaped the geopolitical world we now live in. These topics will follow a brief introduction to basic plant structure, function, and life cycle. The increasing role of plants in biotechnology will also be studied, as well as the important uses of algae and fungi as they relate to people, plants, and plant products. Prerequisites: ENG098, FYE101, RDG098, MAT092 or placement. Spring.

BIO 130. Plant Science. 4 Credits.
This course includes basic plant structure and function. This will include the anatomy and physiology of the plant cell, tissues, roots, stems, and leaf growth and development. Laboratory will include the study of the above with preserved and live specimens and with field study where possible. The effects of various plant pathogens on plant growth will be considered. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement. Fall.

BIO 140. Introduction To Greenhouse Management. 4 Credits.
Theory and practice of operation/management of a commercial greenhouse will be the major content of this course. This course will integrate the science of the greenhouse industry with the need to remain competitive. This four-credit lab science will use the MWCC greenhouse to study the science of the greenhouse including root substrate, fertilizer formulations, and the business of greenhouse management. Emphasis will be placed on chemical/non-chemical methods of control of plant pathogens. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement. Spring.
BIO 199. Anatomy and Physiology I (formerly BIO203). 4 Credits.
This course applies the chemical and cellular basis of life to the human body systems focused on control & movement. An in-depth-study of the structure and function of the muscular, skeletal, nervous and endocrine systems is provided. Instruction will actively engage students in their learning of theoretical concepts listed in the course syllabus; students also apply these concepts through hands-on laboratory experiences listed in the course syllabus. Students are strongly discouraged from taking BIO199 concurrently with BIO204. Prerequisites: BIO113 (formerly BIO099), ENG098, FYE101, MAT092, RDG098, or placement.

BIO 200. Anatomy and Physiology II. 4 Credits.
This course applies the chemical and cellular basis of life to the human body systems focused on processing & transporting chemicals. An in-depth-study of the structure and function of the digestive, cardiovascular, respiratory and renal systems is provided. Instruction will actively engage students in their learning of theoretical concepts listed in the course syllabus; students also apply these concepts through hands-on laboratory experiences listed in the course syllabus. Students are strongly discouraged to take this course concurrently with BIO199. Prerequisites: BIO113 (formerly BIO099), ENG098, FYE101, MAT092, RDG098, or placement.

BIO 205. Microbiology. 4 Credits.
This is a transferable four-credit laboratory science course. It is a required course for the Nursing curriculum at MWCC. It is recommended for students planning careers in health sciences or animal or plant sciences and will satisfy a lab science requirement here, or for transfer. In addition to a discussion of bacteria, fungi, protozoa, and other parasites, this course will discuss practical applications of the techniques of microbiology to the health care and industrial fields. This course is a medically-oriented course that surveys the broad aspects of this field of study. Topics include morphology and nutrition of microbes, pathogenic processes, host-defense mechanisms, allergy, antibiotic therapy, and a review of the common diseases of each system of the body. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement; BIO 113 (formerly BIO099) or placement, BIO 109, BIO 199 (formerly BIO 203), or BIO 152 with grade of C or better.

BIO 209. Human Sexuality. 3 Credits.
This course is an in-depth study and discussion of all aspects of human sexuality. Emphasis will be on biological 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: ENG098, FYE101, RDG098, MAT092 or placement. Offered occasionally.

BIO 220. Soil Science. 4 Credits.
Soils are the anchors of biological systems. This is a study of the physical, chemical, and biological nature of the soil. This four-credit laboratory course will study the substrate of the ecosystem. Emphasis will be placed on the role of the soil in plant pathology. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG098, FYE101, MAT092, RDG098.

BIO 230. Nutrition, Health, And Sustainability. 3 Credits.
Nutrition is the foundation of health and food is its source. This course will look at the historical, cultural, and political influences on our food, food sources, and the provision of food. This course will explore the health implications of these influences. Through covering a variety of topics from the history of how eating has changed to the construction of meaning through eating, we will analyze health and nutrition through a systemic lens within the context of a sustainable food future. Students will read various authors and view films on the subject. Understanding of their local community food sources and eating practices will be explored. Written work will include position statements, a research proposal, and a collaborative research paper/presentation. Prerequisites: MAT092, or placement; ENG101. Offered occasionally.

BIO 240. Survey of Diseases. 3 Credits.
This course will give the student an understanding of the various common diseases that are found in the different body systems. Emphasis will be on signs and symptoms, diagnosing methods, and treatment of the diseases. Course is geared for Allied Health majors. Prerequisite: BIO115 or BIO199.

Biotechnology/Biomanufacturing (BTC)

Courses

BTC 101. Introduction To Biotechnology (With Application). 4 Credits.
This course is designed to acquaint students with the diverse field of biotechnology. Topics will include a brief history of biotechnology, job opportunities in biotechnology, recombinant DNA and protein products, microbial biotechnology, plant biotechnology, medical biotechnology, DNA fingerprinting and forensic analysis. Current ethical issues such as stem cell research and cloning will also be discussed. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG098, FYE101, MAT096 or higher (or corequisite), RDG098, or placement.

BTC 102. Basic Laboratory Techniques. 3 Credits.
Topics in this course are designed to develop fundamental skills in the set up of typical growth plates and media used in standard culturing of microorganisms or tissue culture as well as preparation of common solutions and reagents. In addition, students will develop fundamental skills in the use, maintenance, and calibration of common laboratory instruments like spectrophotometers and pH meters. Principles of laboratory safety, documentation, and the use of computers in the lab will also be covered. The practical aspect of the course involves preparation of media for numerous biology classes currently offered. Prerequisites: ENG098, FYE101, MAT096 or higher (or corequisite), RDG098, or placement.

BTC 110. Biotechnology Experience: Concepts And Procedures. 4 Credits.
The first of two experiential, cornerstone courses in biotechnology. The course begins by introducing the student to the role of the technician in biotechnology and GLP (or Good Laboratory Principles). An exploration of the principles of molecular genetics will be provided, including lecture topics in transcription, translation and protein expression in prokaryotes, and eukaryotes. Included in the course will be a hands-on exposure to biotechnology research tools and protocols used for DNA isolation, gene cloning, gene expression and regulation, gene sequencing, and mRNA isolation. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: BTC101, BTC102 with a C or better.
BTC 120. Biotechnology Experience: Biomanufacturing. 4 Credits.
The second of two experiential courses, this course begins by introducing
the student to the proteins and companies of biotechnology. In the
remainder of the course students use bacteria, mammalian, and yeast
cells to produce human proteins using tools and standard manufacturing
operating procedures of biotechnology, including upstream and
downstream processing of proteins, and quality control of protein
production. Lab sessions will be hands-on experiences revolving
around and applying the topics listed in the lab section of the syllabus.
Prerequisites: BTC101, BTC102 with a C or better.

BTC 170. Cell Culture Techniques. 4 Credits.
This lecture/laboratory course will provide students with a solid
understanding of basic sterile and aseptic cell culture techniques
through the growth and maintenance of both normal and transformed
adherent and suspension mammalian cells. Topics include sterile culture
techniques, trypsinization and media supplementation, subculturing, cell
counting, determining viability and growth curves, cryopreservation, and
research applications using cell cultures. Prerequisite: BIO109; BTC101
and BTC102 with a C or better. Spring.

BTC 185. Industrial Microbiology. 4 Credits.
This course covers the principles of various processes associated
with the production and recovery of different bioproducts derived
from prokaryotes and eukaryotes. Topics include the classification of
microorganisms, media development, instrumentation, fermentation
principles, mammalian and insect cell propagation, product recovery,
protein purification, and the principles of current good manufacturing
practices (cGMP). Lab sessions will be hands on experiences revolving
around and applying the topics listed in the lab section of the syllabus.
Prerequisite: BTC101 with a C or better OR AQS110, and BTC102 with a
C or better.

BTC 190. Principles of Protein Purification. 4 Credits.
The biopharmaceutical industry is focused on producing proteins as
drugs to treat diseases. This course will investigate the relationship
between protein structure and function, present basic methods of protein
purification, and demonstrate how protein composition influences the
method of purification. The concept of pH and buffers will be discussed in
detail in relation to protein purification. Students will be exposed to these
concepts in lecture, readings, and the lab. Lab sessions will be hands on
experiences revolving around and applying the topics listed in the lab
section of the syllabus. Prerequisites: BTC101, BTC102 (or co-requisite),
CHE203.

BTC 191. Quality and Compliance. 3 Credits.
Good Manufacturing Practice regulations (cGMPs) apply to
pharmaceutical, biotech and medical device products regulated
by FDA. This course explores the content and interpretation of the
regulations, with emphasis on the necessary practices, procedures and
documentation required to achieve full compliance. The course will utilize
case studies to facilitate interpretation and application of regulations.
All participants will gain a fundamental knowledge of the basis of
cGMP regulations, and the necessity of implementing them in daily
operations. Additionally, this course is intended to give participants an
introduction to the cGMP regulations and their application to laboratory
activities, manufacturing processes and support functions, as well as
demonstrate the need for thorough and comprehensive GMP training
and documentation. The course also provides participants with an
understanding of common terminology and the role GMPs play in their
day-to-day responsibilities. Consequences of non-compliance will be
examined to underline the importance of implementing and maintaining
a robust cGMP posture. Prerequisites: BTC101 with a C or better OR
AQS110 and BTC102 with a C or better.

BTC 200. Biotechnology Seminar. 3 Credits.
This is a capstone course taken in the last semester before graduation
after all of the BTC courses have been successfully completed.
This course will provide an in-depth review of the entire process of
producing a biologic drug. Students will examine current research being
conducted in the biotech industry and explore cGMP regulations through
examination of FDA warning letters. As a capstone course, students will
be expected to demonstrate mastery and integration of previous BTC
major coursework. Prerequisites: BTC 101 and BTC 102 with a C or
better; BTC 120, BTC 170(or co-requisite). Spring.

Business (BUS)

Courses

BUS 105. Business Ethics. 3 Credits.
This course is designed for the student with an interest in organizational
and business ethics. The focus is on how we act as individuals and how
we contribute to group accountability. The class will provide each student
with a framework for thinking in an ethical manner. In addition, the class
will explore every-day ethical thinking. Most topics will be explored using
the case study method. Although designed for the business student,
this class is open to all students with an interest in exploring everyday
ethical behavior on an individual and group level. Prerequisites: ENG098,
FYE101, RDG098, or placement.

BUS 108. 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: RDG098, FYE101 or
placement.

BUS 112. 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: ENG098, FYE101,
RDG098, or placement.

BUS 113. 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: ENG098, FYE101,
RDG098, or placement.

BUS 125. Communication For Business And Industry. 3 Credits.
Students are introduced to concepts relating to communicating in a
diverse workplace. Emphasis is placed on nonverbal communication,
the writing process, and email. Students learn how to write memos and
letters and communicate with customers, research and use information,
develop and use graphic and visual aids. Students prepare reports and
presentations; develop skills to communicate through the application
and interview process. Prerequisites: ENG098, FYE101, RDG098, or
placement.

BUS 201. International Business. 3 Credits.
Students will most likely work for a company that is either foreign owned,
domestically owned but has some foreign operations, or domestically
owned but is affected by the global economy. Thus, this class will
prepare
students to be successful and productive in their careers based upon an understanding of the basics of why companies conduct business across borders. Since even small businesses are becoming more active in the international business environment through activities such as buying and supplying components, students who are planning to start their own businesses should also be cognizant of international business. This class will also stress the importance of cultural literacy and will help students develop the type of cultural literacy that will enable them to be conversant within the global economy and international marketplaces. Prerequisite: ENG101.

**BUS 211. 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: ENG098, FYE101, RDG098, or placement.

**BUS 212. 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.

**BUS 220. The Business Of Social Change. 3 Credits.**
This course will explore the theory of social entrepreneurship and how social entrepreneurs create systemic social change. Through case studies and readings, students will analyze how social entrepreneurs use their management skills in business planning, marketing, and leadership to work with the for-profit, non-profit, and public sectors to achieve their goals. The course will also explore how successful social entrepreneurs use creative thinking, strong leadership, and business skills to create purposeful organizations that grow and thrive. Prerequisite: MGT110 or permission of division dean.

**BUS 224. 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: ENG098, FYE101, RDG098, or placement.

**Career Planning & Placement (CPT) Courses**

**CPT 110. Career Research, Development And Portfolio Design. 3 Credits.**
This course is designed to introduce career planning as a lifelong process of incorporating an individual’s multi-faceted roles within an ever-changing society. Issues of personal growth and development, work/family linkages, gender roles, diversity, empowerment, and transitions will be explored as a foundation for career development. Opportunities will be provided to explore and identify individual interests, attitudes, values, and skills. Students will investigate various occupational requirements and work environments with the purpose of formulating an integrated career/life plan. Participants will be assisted in developing the necessary skills to conduct a successful job search campaign. Topics to be addressed include focused and realistic career objectives, job market strategies, career networking, interviewing, resume writing, cover letters, and professional communication competencies. Students will complete their personal portfolios as well as a presentation portfolio. Prerequisites: ENG098, FYE101, RDG098, or placement, or permission of division dean. Offered occasionally.

**Chemistry (CHE) Courses**

**CHE 107. General Chemistry I. 4 Credits.**
This course provides the student with an understanding of the fundamental principles of matter and energy. The course includes atomic and molecular structure, the periodic table, patterns of chemical reactivity, solution chemistry, stoichiometry, thermochemistry, and chemical bonding. A mathematical approach to chemical problems is used to develop problem solving skills as well as a conceptual understanding. Laboratory work is correlated with class discussion. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG098, FYE101, MAT096 or higher (or corequisite), RDG098, or placement. Recommended: High school chemistry or other previous chemistry classes.

**CHE 108. General Chemistry II. 4 Credits.**
A continuation of CHE107 General Chemistry I, this course covers such topics as intermolecular forces, behavior of gases, liquids and solutions, chemical kinetics, equilibrium, oxidation-reduction and electro-chemistry. A mathematical approach to chemical problems is used to develop problem solving skills as well as a conceptual understanding. Laboratory work is correlated with class discussion. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisite: CHE107. Spring and summer.

**CHE 120. Environmental Chemistry. 4 Credits.**
This course is an introduction to the principles of chemistry with an emphasis on the environmental chemistry of air, energy, water and soil. It is recommended as a general science elective or as a foundation for continued study in the sciences, particularly natural resources. The following basic chemical topics will be introduced: matter classification, atomic structure, periodic table, chemical bonds, chemical formulas and names, spectroscopy, solutions, concentration, pH, moles and the use of energy. The course emphasizes an understanding of current environmental problems, such as air and water pollution, the ozone layer and energy issues. The relationships between science, technology and society are also discussed in the context of environmental issues. Lab sessions will be hands-on experiences revolving around and applying the topics listed in the lab section of the syllabus. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement. Offered occasionally.

**CHE 180. Instrumental Analysis. 4 Credits.**
This course will provide a background on the fundamentals of using instrumentation to measure chemical properties and concentration including sample preparation, calibration, and data analysis. The lab portion will provide hands-on experience with instrumentation used in a variety of different analytical instruments and will include experience with electrochemical analytical techniques, gas chromatography, advanced UV-VIS spectrophotometry, and High Performance Liquid Chromatography. Some physical testing may also be included. Lab sessions will be hands-on experiences revolving around and applying the
CHC 101. 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: ENG098, FYE101, RDG098, or placement. Fall.

CHC 102. Foundations Of Yoga. 3 Credits.
This course will examine in detail the multifaceted jewel known as yoga from its earliest beginnings in ancient India to its contemporary applications in the health field. Topics covered include, but are not limited to, philosophy and psychology of yoga, yoga as a science of well being, and the psychophysiology of yoga. Students will practice techniques of yoga to include breath and mind work. Prerequisites: ENG098, FYE101, RDG098, or placement. Fall.

CHC 104. Reflexology. 3 Credits.
This course, via lecture and laboratory practice, studies the origins and art of reflexology as an age-old method of facilitating health and wellness. How reflexology relates to other complementary practices is also discussed. Lab sessions focus on basic relaxation techniques and specific reflexology strokes such as thumb and finger walking. Students will be able to perform an entire reflexology session by course completion. National certification requirements will be covered. Prerequisites: ENG098, FYE101, RDG098, or placement. Spring.

CHC 105. Introduction To The Chakra System. 3 Credits.
With an understanding of the Major Chakra System, students gain the knowledge to accelerate the healing process of issues affecting the body, mind, and spirit system. This course provides a thorough investigation into one process that can be used for preventive measures to keep one’s optimum health on track. Students will come to an understanding as to what is meant by energy healing, especially in reference to their Chakra system, the aura, meridians, and other vital points in the body system that are used to promote better health conditioning. Prerequisites: ENG098, FYE101, RDG098, or placement. Spring.

CHC 108. Transforming Stress. 3 Credits.
This course provides students with an opportunity to explore the subject of stress management in an academic context. Scientific research related to the causes and effects of stress will be examined. In this course students will be taught relaxation, meditation, and other strategies for transforming stress by comprehending the effects of stress on the human condition, analyzing one’s own stress triggers and levels, and practicing a variety of stress management tools to incorporate into one’s lifestyle. Prerequisites: ENG098, FYE101, RDG098, or placement. Fall.

CHC 110. Reiki: Traditional Usui Method. 3 Credits.
Reiki is an ancient healing method. It is a natural healing energy that can be stimulated in the body through the hands of the practitioner to another person. Its gentle hand patterns are designed to bring the body and mind to a state of relaxation, which enhances the body’s own natural ability to heal itself. No special belief systems are necessary. Through the assistance of the instructor, the student will learn the technique of stress reduction. Students will learn three practitioner levels of Usui Reiki. Prerequisites: ENG098, FYE101, RDG098, or placement. Fall.

CHC 114. Introduction To The Trager Approach. 1 Credit.
The Trager Approach is an approach to body-mind integration that utilizes intentional touch and gentle non-intrusive, natural movements to release deep-seated physical and mental patterns and to facilitate deep relaxation, increased mobility, and mental clarity. These patterns may have developed in response to accidents, illness, or any kind of physical or emotional trauma, including the stress of everyday life. The therapeutic hands-on work is complemented by a client’s active mentally-directed movement called Mentastics. This course is intended to be an introductory course only and will not lead to certification as a Trager practitioner. It does, however, meet one prerequisite for those desiring to take level 1 Trager training or those desiring to pursue certification. Prerequisites: ENG098, FYE101, RDG098, or placement.

CHC 121. Healthy Steps Certification. 3 Credits.
This course is designed to provide students with a comprehensive overview of the Healthy Steps Program. This program, formally known as the Lebed method, takes traditional movement and physiotherapy and incorporates music and dance to stimulate patients to move more freely. The breast cancer survivor or any individual with chronic illness will improve their physical and mental well being. The therapeutic exercises allow the participant to move with reduced pain, increasing
range of motion, flexibility, strength, balance, and overall well being. This course leads to certification as a Healthy Steps Instructor. Prerequisites: ENG098, FYE101, RDG098, or placement.

CHC 202. Yoga II. 3 Credits.
This course is designed to provide students with a more detailed view of yoga techniques and philosophy. Students will have a detailed instruction in the chakras. Students will develop and deepen their personal yoga practice and in turn connecting to yoga at a deeper level of awareness. Prerequisite: CHC102.

CHC 204. Yoga III. 4 Credits.
This course will provide students insight into teaching yoga including detailed instruction in asana (postures/poses). This course includes the knowledge necessary to construct a yoga class. Students will discuss diverse population and how to modify yoga to meet the special needs of these populations. Students will also participate in a teaching practicum to be established during the first half of the course. Prerequisites: CHC202.

CHC 220. 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: ENG098, FYE101, RDG098, or placement. Spring.

CHC 230. Complementary Healthcare (CAM). 3 Credits.
This course was designed to create a culminating experience for students interested in the growing industry of Complementary and Alternative Medicine (CAM). Students will be expected to put together various components of their education, both theory and practice, in order to synthesize what they have learned into practice. Topics such as professionalism, ethics, legal aspects of practice, and career advancement will be included. Students will be expected to complete research and writing assignments relative to current CAM practices. Prerequisite: CHC101. Corequisite: CHC220. This course is restricted to CHC degree seeking students who have completed at least 45 credits.

Computer Assisted Design (CAD)

Courses

CAD 101. Introduction To CAD. 3 Credits.
This course is an introduction to computer assisted design (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, Solid Works, Siemens NX, or other computer assisted design software. Students gain proficiency in the operation of a PC-based CAD system and a functional understanding of basic CAD techniques. Course is a fundamentals approach and requires no experience with other CAD programs. Prerequisites: ENG 098, FYE 101, MAT 092, RDG 098, or placement.

CAD 203. Design CAD (Formerly CAD 110). 3 Credits.
This course will build upon the student's knowledge of CAD to produce advanced designs. Several design projects may include conceptual design of commercial products with supporting manufacturing fixtures or residential-commercial structures with supporting architectural plans. The course will require projects as a means of overall assessment. Emphasis will then be placed on the steps of the design process while utilizing AutoCAD, Solid Works, Siemens NX, Works or other computer aided design software. The goal is for students to become independent users of information, computer technology, and library resources. Students will be expected to communicate and collaborate throughout the course as they present their projects and assignments. 3D printing will be explored. Prerequisites: CAD 101.

Computer Information Systems (CIS)

Courses

CIS 101. Keyboarding. 3 Credits.
Students learn correct keyboarding techniques for the alphanumeric and symbol keys while developing speed and accuracy. Students apply their keyboarding skills to the preparation of letters, reports, tables, and employment documentation. This course is helpful to a student who has little to no computer skills. Prerequisites: FYE101, RDG098, or placement.

CIS 102. Computer Service And Repair. 1 Credit.
This course takes you from the just-a-user level to the I-can-fix-this level for the most common PC hardware and software concerns. Students will gain practical knowledge through a combination of troubleshooting techniques and hands-on lab assignments. Topics covered include hardware installation, configuration, and upgrading, along with diagnosing and troubleshooting PC problems. This course is a vocational skill course in that your knowledge and skill are best demonstrated by your ability to address a range of PC configuration and repair problems using knowledge acquired in class. Prerequisites: Basic understanding of DOS and familiarity with several applications.

CIS 103. Word Processing Applications. 3 Credits.
Students are introduced to the concepts of Windows and word processing. Topics in Windows include the fundamentals of using Windows, working with the Windows desktop and file and folder management. Topics include the fundamentals of word processing. This

Computer & Electronic Technology (CET)

Courses

CET 101. Computer Technology I: Operating Systems. 4 Credits.
This course provides an in-depth study of the Windows 9X operating system and the underlying DOS functions and structure. This knowledge is applied to the installation and configuration of Windows 9X, as well as the diagnosis and troubleshooting of common problems. Students will gain extensive lab experience in this area. Three hours lecture and three hours lab per week. Prerequisite: CET101.

CET 102. Computer Technology II: Hardware Systems. 3 Credits.
This course provides an in-depth study of the hardware components of a PC. Topics include component operation, installation, configuration, and troubleshooting of a PC system, in both a class and lab environment. Three hours lecture and three hours lab per week. Prerequisite: CET101.

CET 104. Computer Service And Repair. 1 Credit.
This course is designed to provide students with a more detailed view of computer service and repair techniques. Students will learn to troubleshoot and repair hardware components of a PC. Topics include hardware installation, configuration, and troubleshooting techniques. Prerequisites: CET101, CET102, or placement.

CET 105. Word Processing Applications. 3 Credits.
Students are introduced to the fundamentals of word processing. Topics include the fundamentals of using Windows, working with the Windows desktop and file and folder management. Topics include the fundamentals of word processing. This course is a vocational skill course in that your knowledge and skill are best demonstrated by your ability to address a range of PC configuration and repair problems using knowledge acquired in class. Prerequisites: Basic understanding of DOS and familiarity with several applications.
course is helpful to the student who has minimal or no experience using a computer. Prerequisites: FYE101, RDG098, or placement.

CIS 109. Introduction to Programming. 3 Credits.
This course introduces students to fundamental problem-solving and programming concepts using the high-level language Python. Topics covered include data types, variables, constants, decision statements, replication, functions, string processing, and file I/O. Prerequisites: FYE 101, MAT 092, RDG 098, or (placement).

CIS 110. Advanced Programming in BASIC. 3 Credits.
This course is a continuation of CIS109 Programming in Basic using Visual Basic. Topics include the development of Windows programs, which utilize arrays, sequential text files, random access files, and database files. This course also includes an introduction to both web applications and object-oriented programming. Prerequisite: CIS109 or comparable programming/course experience.

CIS 115. 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: ENG098, FYE101, RDG098, or placement.

CIS 118. Mobile and Web Development. 3 Credits.
This course will cover topics that include web servers, web development software such as Expression Web and Notepad++, web languages (HTML5/XHTML and CSS), as well as mobile and website deployment. Students will learn how information is transferred over the Internet, how to write HTML5 and CSS code, and how to create, maintain, and publish a website for both mobile and traditional desktop devices. Topics will include working with forms, tables (and when to substitute tables with other formatting in mobile), images, graphics, hyperlinks, media queries, viewports, page weight, network load, and testing, emulator use, and a one web design approach. All students will be expected to create, maintain, and publish several websites on a college web server. Prerequisites: FYE101, MAT092, RDG098, or placement.

CIS 119. Javascript For Web Designers. 3 Credits.
This is an introductory course to web programming using JavaScript for students with no previous programming experience, but with some familiarity with common HTML tags. Students will write scripts that use variables, operators, conditional logic, looping structures, functions, arrays, and objects. This course will develop programming skills that can be used to create interactive and dynamic websites including rollovers, cycling banners, form validation, slide shows, browser detection, plug-in detection, events, and cookies. The course provides a systematic hands-on approach to web programming. Prerequisites: FYE101, MAT092, RDG098, or placement.

CIS 120. Microcomputer Applications. 3 Credits.
This course is designed for all students who are interested in using the microcomputer for business-related applications. The major topics will include the fundamentals of spreadsheet design and analysis and the fundamentals of database management systems. Prerequisites: FYE101, MAT092, RDG098, or placement.

CIS 121. Spreadsheet Applications. 3 Credits.
Students should be comfortable with basic computer usage prior to enrolling in this course. Essential computer skills include utilizing web browsers and email as well as managing files and folders (save, locate, open, create, delete). This course is designed to develop spreadsheet skills, with an in-depth study of spreadsheet design and analysis as they relate to business applications. Topics include the fundamentals of spreadsheet design, coverage of business formulas and functions, linking multiple worksheets and files, proper layout, and design, and an introduction to macros using the Visual BASIC for Applications (VBA) language. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement.

CIS 122. 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 hyperlinks, and the use of text and color. All students will have the opportunity to create and present a computer-generated slide show. Prerequisite: CIS120 or permission of division dean.

CIS 123. Microcomputer Database Management. 3 Credits.
This course uses a database software package for a wide range of applications. Students create tables, construct queries, design forms, and generate reports. Students will also create calculated fields, use the update tables function, construct a switchboard, design forms with list, combo and group option boxes, and generate queries and reports using multiple tables. Prerequisites: MAT092 or placement; CIS120 or CIS127, or permission of division dean.

CIS 127. Computer Technologies. 3 Credits.
This course is for students who are already familiar with computer use. Students must know how to use a word processor, web browsers, email, and manage files and folders (save, locate, open, create, delete). A variety of computer applications will be used as tools to increase students' productivity in school and in the workplace as well as enhance their problem-solving ability. Students will use utilities to perform basic computer maintenance, evaluate computer hardware and devices for purchase based on need; identify and assess user habits in regard to security threats and vulnerabilities (including viruses, malware, spyware, firewalls, passwords, encryption, and privacy); locate, evaluate, and use electronic information sources (including academic databases) to solve problems and enhance software skills; use a spreadsheet application to record data, perform calculations, create graphical representations, and interpret results; write and publish web pages using HTML tags (headings, paragraphs, lists, images, and links) and CSS (color, background, and font family); use Microsoft Access to create and execute queries (with Boolean terms and aggregate functions), as well as assess results; generate reports on tables and query results in Microsoft Access. The goal is for students to become independent users of information, computer technology, and library resources. Students will be expected to communicate and collaborate throughout the course as they present their projects and assignments. Prerequisites: ENG098, FYE101, RDG098, or placement.

CIS 130. Programming For The Web. 3 Credits.
This course focuses on developing interactive, database-driven web pages. Students will develop web pages that retrieve information from the user, verify information, send information to a server, and interact with a database. Students are introduced to Active Server Pages.NET. Topics covered include web forms, HTML controls, web controls, validation controls, data list controls, intrinsic objects, data collections, file I/O, manipulating XML data, databases, and ADO.NET. Other topics may include COM and web services. Prerequisites: CIS109, CIS118, or permission of the division dean.

CIS 131. Linux Programming. 4 Credits.
This course provides students a solid foundation in the fundamentals of the Linux operating system. Students will gain level experience through problem-solving exercises at the command line and in the graphical use interface. Students learn the essential command-
line commands necessary to be accomplished users of their Linux workstations, as well as be able to use the GUI when appropriate. Prerequisite: CIS140.

CIS 132. iOS (iPhone and iPad) App Development. 3 Credits.
Over 75 billion iOS apps have now been downloaded from the Apple Store. This course will teach you how to make your own iPhone and iPad apps as well as how to share them on the Apple Store. The course will utilize the Swift language within the xCode IDE on MAC computers. Students will not be required to purchase Apple computers to complete classwork; additional lab time will be scheduled for assignments. And open lab time will also be available. Furthermore, students will be able to utilize the Apple University Developer’s License to share apps via the Apple Store for free. Topics covered will include: basic iOS, xCode and Interface Builder, xCode Playground, testing on the iOS Simulator, Storyboards, the Cocoa Touch Frameworks, UIKit, Controls, previous introduction to programming topics (i.e. – variables, control flow, functions, and arrays), classes, and security. Note: The course includes an additional hour for lab time. Prerequisites: CIS 109 or permission from the instructor. Spring, even years.

CIS 140. 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: FYE101, MAT092, RDG098, or placement.

CIS 141. Supporting Private Clouds. 3 Credits.
This course will instruct future network administrators how to effectively implement and maintain private clouds with a balance of conceptual expertise and hands-on skills. With a focus on server administration, this course will introduce working with Virtual Machines and prepares students to work with large providers such as Amazon, Microsoft, and Google, as well as implement smaller scale cloud computing solutions within their own network environments. Specific topic coverage includes: Introduction to the Private Cloud, Creating and Managing Virtual Machines, Configuring the Hyper-V Environment, Installing and Using Virtual Machine Manager, Installing and Using the Self-Service Portal Using the Virtual Desktop Infrastructure (VDI), Implementing High Availability in the Private Cloud, Managing High-Availability Clusters and Managing the Private Cloud with PowerShell. Prerequisite: CIS140.

CIS 142. 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.

CIS 143. Computer Service and Repair. 3 Credits.
This is a current and comprehensive course on configuring, diagnosing, and repairing microcomputers and associated technologies. (PC compatible units are used in this course.) Topics covered include how computers work, how software and hardware work together, the systems board, understanding and managing memory, floppy disk and hard disk drives, installing and supporting disk drives, troubleshooting fundamentals, supporting I/O devices, and multimedia technology. Completion of this course will assist the student in preparing to pass the A+ certification exams and succeed in the PC repair industry. No electronic experience is assumed or required. Prerequisites: FYE101, MAT092, RDG098, or placement.

CIS 144. Network Security. 3 Credits.
This hands-on course is designed to prepare students for the security challenges they will face as a networking professional. Specific topic coverage includes designing a secure network framework, securing servers based on function, designing a secure public key infrastructure, securing the network management process, securing network services and protocols, securing Internet information services, securing VPN and extranet communications, securing active directory, securing network resources, and securing network clients. Prerequisite: CIS140 or permission of division dean.

CIS 145. PC Repair & Support Certification. 4 Credits.
This course provides foundation level knowledge and skills for a career in PC repair and support. 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. Using knowledge acquired in class, this course is a vocational skill course that will prepare the CompTIA A+ 220-801 and 220 – 802 exams. Additionally, it serves as a building block for other CompTIA certifications such as Security + and Network +. May not get credit for both CIS143 and CIS145. Prerequisite: MAT092, RDG098 or placement.

CIS 208. Mobile and Web Development 2. 3 Credits.
This course will cover topics that include web servers, web languages (HTML5/XHTML, CSS, JavaScript, and PHP), as well as mobile and website development. Students work with previous HTML5 and CSS skills while adding introductory level client and server side scripting. Students will also learn to move from multi-layout design to considering both layout and content for mobile devices. Topics will include Viewport, Media Queries, Modernizr, Frameworks and Libraries, Local and Session Storage with Appcache, Cache Manifest, Client Side Database use, Device Features, going offline, making your web app native, and submitting your app to iTunes. All students will be expected to create, maintain, and publish several websites on a college web server. Note: This class is not intended to provide in depth coverage of JavaScript or PHP. Prerequisites: CIS109, CIS118, or permission of division dean. Spring.

CIS 218. E-Commerce Systems. 3 Credits.
Students in this course develop and present solutions to a number of case studies involving network technologies, business software applications, and web application development. They integrate the case study material with previous course experiences and research of new technologies. They apply extensive critical thinking skills as well as teamwork, research, and writing skills. Students will present solutions using multimedia presentations. Prerequisite: Completion of 24 CIS credits or permission of division dean.

CIS 219. Principles Of Information Security. 3 Credits.
This course provides students with a broad overview of information security and serves as the capstone course for the Computer Information Systems degree program. The required networking, database and programming courses for the Information Systems degree program lays a solid foundation for learning information security terminology and measures that protect confidentiality, preserve integrity, and promote availability of data. Topics include security policies, security models, business continuity plans, computer crime and security laws, physical security, operations security, access control, cryptography, Internet security and application development security. Students will complete at least one major research and writing project, at least one oral class presentation, and work on at least one team project. Students should find the topics covered informative and useful for their career in the Information Technology field, and the topics serve as a foundation for
advance studies in Information Security. Prerequisite: Completion of 24 CIS credits or permission of division dean.

CIS 224. Beginning Pl/Sql. 3 Credits.
This course is designed to teach students PL/SQL skills. Students will be able to define a well-structured relational database; use SQL, create tables, keys, and constraints; as well as work with insert and select statements, functions, procedures, and triggers. Prerequisites: CIS109 and CIS120, or CIS127.

CIS 232. 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: FYE101, MAT092, RDG098, or placement.

CIS 244. 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.

CIS 245. 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. Prerequisite: CIS140.

CIS 290. 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. Fall.

CIS 292. Java II. 3 Credits.
This course is a continuation of CIS290 Java I. Students will write advanced Java applets and Windows applications using the graphic user interface (GUI) packages. Topics include inheritance, abstract classes, interfaces, packages, graphics, exceptions, files. Prerequisite: CIS290 or comparable programming/course experience. Spring.

Cooperative Education (CED)

Courses
CED 125. Cooperative Education Session I. 3 Credits.
Co-op provides the opportunity to receive hands-on experience in an automotive service environment. Students will be exposed to a wide array of experiences and will become familiar with the responsibilities, workload and duties of a professional automotive technician. Prerequisites: Successful completion of AGM101 with 2.0 GPA and permission of division dean.

CED 135. Cooperative Education Session 2. 3 Credits.
Co-op provides the opportunity to receive hands-on experience in an automotive service environment. Students will be exposed to a wide array of experiences and will become familiar with the responsibilities, workload and duties of a professional automotive technician. Prerequisites: Successful completion of AGM coursework, 2.0 QPA and a C or better in major area courses and permission of division dean.

CED 145. Cooperative Education Session 3. 3 Credits.
Co-op provides the opportunity to receive hands-on experience in an automotive service environment. Students will be exposed to a wide array of experiences and will become familiar with the responsibilities, workload and duties of a professional automotive technician. Prerequisites: Successful completion of AGM coursework, 2.0 QPA and a C or better in major area courses and permission of division dean.

CED 203. 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, QPA of 2.5 or better and a minimum of 21 earned credits.

Criminal Justice (CJU)

Courses
CJU 110. Introduction To Criminalistics. 3 Credits.
This course is designed to introduce the concepts involved in the field of criminalistics. The students will be introduced to the concepts of criminalistics from the professional and scientific disciplines dedicated to the recognition, collection, identification, and individualization of physical evidence. The application of the natural sciences to matters of the law will be examined. Actual court cases will be used to illustrate facilitation of the identification process. Practical application of selected laboratory procedures may be included. Prerequisites: ENG096, RDG096, (or placement).

CJU 131. Introduction To Criminal Justice. 3 Credits.
Students survey the criminal justice system in the United States including its main components: law enforcement, courts, and corrections. Special emphasis is placed on the sequence of events and decision points within the system, as well as historical and societal influences. The functions of federal, state, county, and local agencies are examined. A brief overview of the juvenile system is included. Prerequisites: ENG098, FYE101, RDG098, or placement. This course should be taken during a student’s first semester as a Criminal Justice major.

CJU 133. 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: ENG098, FYE101, RDG098, or placement.

CJU 134. Criminal Procedure. 3 Credits.
Emphasis is placed on the constitutional authority to apply the process of enforcement of the law. Attention is given to admissibility of evidence used to convict. Through case study, procedural matters affecting the criminal justice system such as arrest, search and seizure, warrants,
admissions, stop and frisk, and identification, pretrial proceedings, conviction, and post-conviction processes are examined. Prerequisites: ENG098, FYE101, RDG098, or placement.

**CJU 140. American Policing. 3 Credits.**
This course provides the criminal justice student with an in-depth understanding of the history, development and philosophy of American policing. Students survey the roles, operation, procedures and organizational structure used in modern law enforcement. Attention is given to ethical practices, police interaction with diverse cultures, and the importance of communication. The course emphasizes patrol and community as the mainstay of policing. Current problems, recent innovations and law enforcement as a lifelong career are included topics. Prerequisites: ENG098, FYE101, RDG098, or placement. Spring.

**CJU 220. Technical Writing For The Criminal Justice Professional. 1 Credit.**
This course is designed to develop the technical writing skills of students intending to become criminal justice practitioners. Students develop the written communications skills needed to prepare to write research papers, reports, and accurately document legal and investigative materials, as well as other types of written communications commonly used by the major agencies within the criminal justice profession. This course will meet one hour each week. Prerequisite: ENG101.

**CJU 232. Introduction To Criminology. 3 Credits.**
Students will explore patterns of adult criminal and juvenile delinquent behavior through the examination of theories from a biological, psychological, and sociological perspective. The concept of crime as a social problem and efforts to measure the nature and extent of crime will be examined. Typologies of crime are studied, and schools of thought and various approaches to crime causation will be considered. This course should be taken during a student's second semester as a Criminal Justice major. Prerequisite: SOC103. Spring.

**CJU 233. Criminal Investigation. 3 Credits.**
This course examines the science and art of criminal investigation. Crime science and its specialized procedures and techniques related to physical evidence, interviews, rules of evidence, the investigator as a witness, and the investigative process to include follow-up investigations will be examined. Cases may be included to illustrate the investigative process. Practical application of selected laboratory procedures may be included. Prerequisite: CJU134 or permission of the division dean. Fall.

**CJU 250. Introduction To Corrections. 3 Credits.**
This course surveys the historical, political, legal, and sociological aspects of the United States correctional system. Students examine differing philosophies and purposes of punishment, particularly as they impact correctional policy and practice. Emphasis is on studying various types of offenders within the system and understanding major issues regarding contemporary methods of handling criminal offenders. Prerequisite: CJU131. Fall.

**CJU 252. Internship In Criminal Justice. 3 Credits.**
This field experience involves extensive observation of and interaction in selected agencies. Placements include police departments, courts, probation, juvenile services, parole, correctional facilities, training academies, and related areas such as residential treatment programs. Students obtain a basic knowledge and understanding of the practical aspects of criminal justice through observation and selected participation. One seminar hour and eight hours of field experience per week are required. A consideration for placement will be the student's appropriate qualifications in relation to a specific agency. Prerequisites: completion of at least two criminal justice courses, sophomore status, and permission of division dean.

**CJU 254. 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, CJU232, CJU250, or permission of division dean. Fall.

**CJU 255. Seminar In Criminal Justice. 3 Credits.**
In this capstone course, students analyze and articulate contemporary themes in order to demonstrate their mastery of the content of completed required courses within the degree. Students are required to read selected materials and analyze key topics in a seminar format. Students develop and prepare a major analytical research paper and conduct a seminar for fellow students. Students must complete this course with a minimum grade of C- in order to graduate. This course should be taken in the semester immediately preceding graduation. Prerequisites: ENG102; completion of all required criminal justice courses (CJU131, CJU133, CJU134, CJU232, CJU250, and CJU220), and at least one restrictive elective in the student's area of concentration (or one to two concurrently), or permission of division dean.

**CJU 260. Probation, Parole, And Community Corrections. 3 Credits.**
Students study the development, organization, and functions of probation, parole, and community-based correctional programs such as house arrest, day reporting, community service, and victim restitution. Topics include sentencing structure and decision-making, the presentence investigation report, levels of supervision, terms and conditions, treatment needs of offenders, and the revocation process. Prerequisites: CJU131, CJU250 recommended. Spring.

**Dance (DAN) Courses**

**DAN 113. Modern Dance I. 3 Credits.**
This is an introduction to Modern Dance through a beginning technique class that emphasizes rhythmic perception, spatial awareness, with emphasis on aesthetic and expressive qualities. A foundation in body alignment, vocabulary, technique, and artistry is studied. Students will learn and execute the fundamentals of four core techniques (Alley, Graham, Horton, Limon) by practicing movement exercises and dance combinations. Class work and assignments (written, video & choreographic) will culminate in the development of a live performance. This course is designed for individuals with all levels of dance experience. Prerequisite: None.

**DAN 114. Modern Dance II. 3 Credits.**
This is an intermediate Modern Dance class with a pre-requisite of Dan 113 Modern Dance I. This class is a continuation of the technique class that emphasizes rhythmic perception, spatial awareness, with emphasis on aesthetic and expressive qualities. A foundation in body alignment, vocabulary, technique, and artistry is presented and aimed to the experienced dancer. Students will continue to focus on the four core techniques (Alley, Graham, Horton, Limon) by practicing movement exercises and dance combinations. Class work and assignments (written, video & choreographic) will culminate in the development of a live performance. Prerequisite: DAN 113.
DAN 120. Musical Theater Dance Styles (formerly MUS120). 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.

DAN 133. Hip Hop/Street Dance Foundation. 3 Credits.
This course will focus on foundations and origins of hip-hop and street dance. It is an introductory course, geared towards those with little or no jazz/hip hop dance experience, which breaks down the fundamentals of different styles of hip hop, including disco funk, locking, popping, grooving, voguing, whacking and break dancing. In addition, it emphasizes cardiovascular condition, choreography, rhythm and musicality. Although designed to teach beginners it also challenges advanced students.

DAN 192. Dance Improvisation & Movement Exploration. 3 Credits.
This class merges the students mind and body in the moment through dance improvisation. It requires no previous dance experience and is designed to enhance the student’s creative and physical awareness. Through improvisation and movement the student learns to recognize, embody, and develop sensations and ideas in motion. Internal and external perceptions will be honed while looking at movement from many points of view – as an individual or in partnerships with others.

Dental Assisting (DAC)

Courses

DAC 101. Dental Assisting. 3 Credits.
This course provides an introduction to organized dentistry and the fundamentals of dental practice. The roles and qualifications of dental health care members according to the state dental practice act, an exploration of the dental specialties and assisting a dentist chairside will be the focus of the instruction. A comprehensive review of the skill sets needed for competency in four and six handed dentistry will include providing instrument transfer, a clear operating field through proper lip and tongue retraction, use of high volume evacuation and properly adjusting the light. Identification and knowledge of instrument use as each relate to a dental procedure will be a foundation for anticipatory chairside abilities. Laboratory and clinical sessions will also provide instruction and practice in supportive techniques such as placement of the rubber dam and matrix bands, charting and recording an oral exam, and sterilization and aseptic techniques. Exposure control, OSHA regulations, and hazard control recommendations will be introduced and reinforced throughout the course. Prerequisites: Admission into Dental Assisting Certificate, current CPR certification, BIO101, ENG101, MAT126, PSY105. Corequisites: DAC102.

DAC 102. Dental Science I. 4 Credits.
This course will introduce the student to oral embryology and histology, anatomy of the head and neck with a focus on oral anatomy, tooth morphology, and individual tooth identifications. The second half of the course will focus on microbiology, disease transmission and infection control. Learning opportunities will be offered in the form of lecture and demonstration, with the aid of anatomical models and extracted teeth so that the student will be prepared to identify individual structures of the mouth in preparation of lab and clinical experience. Prerequisites: Admission to Dental Assisting Certificate, current CPR Certification, BIO101, ENG101, MAT126, PSY105. Corequisite: DAC101.

DAC 104. Practice Management. 2 Credits.
This course provides an introduction to basic practice management skills, business operating systems and financial management in a dental office. The components of the business operating system of an office will be introduced as will the skills needed in the financial management of an office. Prerequisites: Current CPR certification, DAC101, DAC102.

DAC 105. Dental Science II. 4 Credits.
This course will introduce oral pathology including diseases, lesions, conditions and disorders of the oral cavity followed by an investigation of caries and periodontal disease and the etiology, risk assessment and preventive measures for them. Pharmacology and the Management of Emergencies will be covered in the later part of the course. The student is provided with information and practice opportunities in dental and medical emergencies. Prerequisites: Current CPR Certification, DAC104. Corequisite: DHY106.

DAC 110. Prevention. 3 Credits.
This course provides an introduction to Preventive Dentistry. The components of a comprehensive preventive program will include knowledge and theory of the roles nutrition, patient education, plaque control therapy, fluoride therapy and sealants have in preventive dentistry. Theory and practice are combined in such a way that the student is afforded the opportunity to learn didactic material, practice and manipulate on topical mannequins and then synthesize this learning by using peer partners. The student will be required to state the rationale and demonstrate proper technique for each preventive dental skill. Prerequisites: Current CPR certification, DAC105, DHY106. Corequisite: DHY103.

DAC 115. Clinical Rotation. 7 Credits.
This course is integral for the student dental assistant to develop the functions introduced in the curriculum from a level of minimal competence to one of optimum proficiency. During this immersion experience students will rotate through two dental practices actively assisting and participating in patient care. A daily record of professional activities, including each clinical procedure assisted in and performed, and supportive lab and office procedures will be kept and provided for the course instructor to read and respond to. Seminars will be conducted weekly with a focus and discussion on an assigned area, with a case base presentations format. Prerequisites: Current CPR certification, DAC110, DHY103.

Dental Hygiene (DHY)

Courses

DHY 101. Anatomic Science For The Dental Hygienist I. 3 Credits.
This course will introduce the student to the anatomy and histology of each tooth and all structures of the oral cavity. Learning opportunities will be offered in the form of lecture and demonstration, with the aid of anatomical models and tooth models so that the student will be prepared to identify individual structures of the mouth in preparation of clinical experience. The student will draw extensively on prior learning from principles associated with anatomy and physiology. Additionally, microbiology will be taken either prior to or concurrently and provide a framework for analysis within the scope of oral hygiene, tissues, and structure. Histology and embryology of the oral tissues and face, anatomy of the head and neck, tooth morphology, development and function, and individual tooth identification and morphology of the primary and permanent dentition will be covered. This course gives the dental hygiene student basic anatomical knowledge to utilize in the clinical component of the program. Prerequisite: Admission to Dental Hygiene program, current CPR certification, BIO101, BIO204, ENG101, MAT126. Corequisites: BIO205, DHY102, DHY103.
DHY 102. Dental Hygiene Process Of Care I. 5 Credits.
This course provides an introduction to the clinical experience. The student is expected to develop an understanding of sterilization, aseptic techniques, and infection control. Additionally, the student is introduced to instrumentation and the proper use of dental apparatus. Essential management techniques for dental and medical emergencies are also introduced. The student is provided with initial exposure to the culture and climate of dental hygiene practice and given beginning knowledge of how to function in such an environment. Dental Hygiene Process and Care I (Pre-Clinic) is an introduction to the practice of dental hygiene. Content is heavily focused on assessment of health, safety, risk management, and patient needs. Additionally, time will be spent on identifying instruments and their proper application. Theory and practice are combined in such a way that the student is afforded the opportunity to learn didactic material, practice and manipulate anatomical mannequins, and then synthesize this learning by using peer partners. Additionally, the student is provided with information and practice opportunities in dental and medical emergencies. In this fundamental skill course, students are introduced to the dental hygiene process through lecture and laboratory sessions. The theoretical concepts presented in lecture are expanded upon and applied in the laboratory sessions. Emphasis is placed on patient-client rationale and demonstrates proper techniques for each basic dental hygiene skill. Students must pass both laboratory and theoretical components of the course in order to continue in the program. To aid the student in the successful completion of the course, a progress report will be given to each student at the end of the eighth week of class. If any student obtains an unfavorable progress report, it becomes their responsibility to seek out their clinical instructors and/or course instructors for extra assistance. Prerequisites: Admission to Dental Hygiene program, current CPR certification, BIO199, BIO204, ENG101, MAT126. Corequisites: BIO205, DHY101, DHY103.

DHY 103. Dental Radiology. 3 Credits.
This course is designed to introduce the student to the principles, theory and techniques of dental radiography. The student will become familiar with the history of dental radiographs, radiation physics, radiation hazards and protection, use of equipment, ionizing and digital processing, panoramic radiography, processing, mounting and radiographic interpretation of anatomic landmarks, including recognizing disease processes and deviations from normal anatomy. Using ADA guidelines, and ALARA principles the student will produce the highest diagnostic image possible. The student will learn how to use diagnostic quality series of intraoral and extraoral radiographs to proficiency on the radiographic interpretation and analysis. Lab session focuses on taking theory into practice for paralleling, bisecting, panoramic, and cephalometric radiographs while exercising all the principles of radiation health and safety. Quality assurance and alternate and emerging radiographic imaging modalities are discussed. The laboratory component will focus on taking theory into practice for paralleling, bisecting, panoramic, occlusal and supplemental radiographic techniques. Upon completion of this course, the student will be able to expose, process, and mount a quality series of intraoral and extraoral radiographs to proficiency on the adult and child patient. Dental Hygiene Prerequisites: Admission to the Dental Hygiene Program, current CPR certification, BIO199, BIO204, ENG101, MAT126. Corequisites: DHY101, DHY102. Dental Assisting Certificate Prerequisites: current CPR certification, DAC101, DAC102, DAC104, DAC105, DHY106. Corequisite: DAC110.

DHY 105. Anatomic Science For The Dental Hygienist II. 3 Credits.
This course will provide a theoretical and practical study of the head, neck, face, and oral cavity. Included are the bones and their landmarks, nerves and their landmarks, arterial blood supply, venous drainage, temporomandibular joint, lymphatics, fascia, spaces and the spread of dental infection. Muscles of the head, neck and masticatory system will also be studied. The lymphatic system, its function, and differences in the lymphatic system in health and disease will be covered. The temporomandibular joint, jaw movements with muscle relationships, and joint disorders will be studied. Fascia, spaces, the infectious process and the spread of dental infections will also be studied. This will enable the student to integrate the knowledge of the spread of dental infection into clinical dental practice. Review of landmarks for the administration of local anesthesia will be covered in depth. The student will gain knowledge into the supporting structures of the head and neck and will be able to incorporate knowledge previously acquired in Anatomic Science I for the Dental Hygienist. Prerequisite: BIO205, DHY101, DHY102, DHY103. Corequisite: DHY106, DHY107, DHY108.

DHY 106. Dental Materials. 3 Credits.
This course introduces the student to various types of dental materials used in dental practices. It allows the student to begin to understand the properties of the materials and actually manipulate them and provides the foundation for current practice in dental care. These materials include restoration materials (metals/composites), impression materials, sealants, mouth guards, prosthetics, tooth whitening, and temporary restorations. The student will learn to mix and prepare the various materials used. The role of the allied dental personnel in the manipulation and application of these materials is stressed. The classroom component will introduce the student to the properties of the materials and how to mix them proportionately. Emphasis is on the section, manipulation, and clinical management of dental materials particularly from the dental hygiene and dental practice perspective. Focus will be placed on the composition, chemistry, clinical properties, mixing techniques, advantages, disadvantages and setting times of more common materials utilized in the dental setting. The relationship between the oral environment and dental materials is also examined. Lab session is integrated with lectures to provide the student with opportunities to practice various techniques such as sealants, amalgam finishing and the theoretical components of the course in order to continue in the program. Students must pass both the laboratory and theoretical components of the course in order to continue in the program. Dental Hygiene Prerequisites: BIO205, DHY101, DHY102, DHY103. Corequisites: DHY105, DHY107, DHY108. Dental Assisting Prerequisites: DAC101, DAC102, DAC104. Corequisite: DAC110.

DHY 107. Periodontology. 3 Credits.
This course introduces the student to the healthy periodontium and periodontal diseases. Included are the classifications of periodontal diseases, the oral microbiology and periodontal diseases, local contributory risk factors and systemic risk factors for periodontal diseases, host immune response, and the histopathogenesis of periodontal diseases. The student will become familiar with gingival, periodontal, and radiographic assessment of periodontal diseases. Using an evidence-based approach, along with case studies, treatment modalities will be discussed with emphasis placed on dental hygiene diagnosis, treatment planning, clinical management, and evaluation of periodontal patients. Information in this course will build upon oral anatomy, microbiology, and pre-clinical dental hygiene concepts presented in the fall semester. Prerequisites: DHY101, DHY102, DHY103. Corequisites: DHY105, DHY106, DHY108.

DHY 108. Dental Hygiene Process Of Care II. 6 Credits.
This course provides a progression for the student from the content learned in DHY102 Dental Hygiene Process of Care I. The major transition lies in students beginning to treat patients rather than practicing on mannequins. Content is heavily focused on assessment of health, safety, risk management, medical emergencies, and patient needs, along with treatment planning and beginning implementation. Additional emphasis is focused on patients with special needs, nutrition, and patient education. Theory and practice are combined in such a way that the student is afforded the opportunity to learn didactic material and
transfer this knowledge to work with patients in the clinic setting. Clinical experience is included on the child, adolescent and young adult patient. Prerequisite: BIO205, DHY101, DHY102, DHY103. Corequisite: DHY105, DHY106, DHY107.

**DHY 201. Oral Pathology. 2 Credits.**
This course is an introduction to the study of oral and systemic diseases and disorders. Students will learn the principles of pathology in relation to disease of the head, teeth, soft tissues, and supporting structures of the oral cavity. It will familiarize students with the differential identification of normal oral tissues, oral lesion, and oral lesions due to systemic disease. The basis of instruction is derived from the paradigm of oral health and its juxtaposition to disease. Content will include discussion of inflammatory and immunologic process, development disorders, neoplasias, infections and diseased of the blood, bone, immune and endocrine systems. Other common pathology, such as oral cancer, leukoplakia, and nicotine stomatitis are covered in detail. As a supplement to clinical instruction, this course will provide a greater understanding of disease diagnosis, etiology, and pathogenesis. Diseases of the oral tissues and oral environs are presented with clinical features, some histopathology for explanation, course of disease(s), and treatment modalities. The purpose of this course is to instruct the student in recognition of anomalies and disease through the framework of a healthy patient. The students will be able to utilize the intraoral camera to reinforce their understanding of oral pathology. The parameters for normal dental health are taught in order to provide the basis of identification of illness and dysfunction. Prerequisites: DHY105, DHY106, DHY107, DHY108, DHY205, ENG102. Corequisites: DHY202, DHY203, PSY105.

**DHY 202. Pharmacology For The Dental Hygienist. 3 Credits.**
This course will address the interaction of pharmacologic agents on the body systems. This course provides students with the understanding of the pharmacological management of patients, the mechanisms of action of drugs and interactions associated with dental treatment. Drugs commonly used in dentistry and other classes of drugs, their effects on the body in care planning and treatment planning will be addressed. Emphasis is placed on mechanisms of action, common usages, side effects, implications for dental treatment and case studies. Nitrous oxide sedation will also be introduced along with the pharmacological aspects of general anesthesia. Prerequisite: DHY105, DHY106, DHY107, DHY108, DHY205, ENG102. Corequisite: DHY201, DHY203, PSY105.

**DHY 203. Dental Hygiene Process Of Care Ill. 5 Credits.**
This course provides a progression for the student from content learned in DHY108. The major transition lies in students treating patients with simple care to care of the more complex periodontal patient. Content is heavily focused on advanced instrumentation, health promotion, care planning, and treatment planning using advanced pain control techniques and medicaments for the complex periodontally involved patient. Theory and practice are combined in such a way that the student is afforded the opportunity to learn didactic material, and transfer this knowledge to work with patients in the clinic setting. This theory related practice assists the student in further developing critical thinking skills in the delivery of more complex patient care. There is an emphasis on the treatment of periodontal patients, advance dental caries and dentinal sensitivity. Total care of the patient is also expected at this point in the curriculum, utilizing a case centered approach. Lecture topics will be directed at the management of patients at different stages in the life cycle and methods for individualizing care. Students will be challenged to read, think and problem solve regarding the dental hygiene diagnosis and treatment with degrees of periodontal disease as well as other oral diseases. Prerequisite: DHY105, DHY106, DHY107, DHY108, DHY205, ENG102. Corequisite: DHY201, DHY202, PSY105.

**DHY 205. Pain Control. 3 Credits.**
This course provides the student with the fundamentals of pain management used in dentistry. A variety of topical and local anesthetic delivery devices will be discussed and utilized. Neuroanatomy, neurophysiology and pharmacology of local anesthetics, vasoconstrictors and topical anesthetics will be covered. A thorough patient assessment including stress reduction protocol is utilized. Techniques of local anesthesia administration, including infiltration, field, and nerve blocks will be demonstrated and return demonstrations will be performed until competency is achieved. This includes injections for maxillary, mandibular, palatal and supplemental pain control. The expanded role of the dental hygienist to include administration of oral anesthetics for pain control necessitates a thorough exposure to the theory and practice of administration within the scope of dental hygiene education. This course will prepare the student to take the “Permit L” which licenses the student to administer local anesthesia in Massachusetts. Critical thinking skills, whole body patient management, local and systemic complications including emergency response to patient medical emergencies will be an integral part of the course. This course will introduce the student to utilizing pain management options in dentistry and provide basic techniques in choosing and administering anesthetics agents for pain control. Prerequisites: DHY105, DHY106, DHY107, DHY108. Corequisite: ENG102.

**DHY 207. Dental Hygiene Process Of Care IV. 5 Credits.**
This capstone course will be offered in a hybrid online format and is a continuation of Dental Hygiene Process of Care III. Students’ progress from a didactic learning environment to a seminar discussion focused on experience. A strong knowledge base has prepared the student for an experience that transitions the role of student into one of practitioner. The student has had a level of preparation to allow for independent thinking and judgment and this is encouraged. Dental hygiene students deliver comprehensive patient care in clinic by integrating preventive education and therapeutic oral health services. The lecture portion explores such topics as Case Studies on a variety of patients to assist in the licensing board exams. Innovative dental procedures/products and topics in dental specialty practices will also be covered. Students are expected to work independently on an 8-10 page research paper that serves as a culminating experience of the students’ program and college competencies. Written communication skills will be assessed as well as the student’s ability to use advanced search techniques. An oral presentation of the paper is required. Students will also prepare an extensive case study paper demonstrating proficiency in their clinical requirements on a patient receiving dental hygiene care during the semester as well as completion of competencies from the clinical portfolio. Process of Care IV, has been identified as the capstone course, in the Dental Hygiene curriculum. It is intended to be a culminating experience for soon to graduate students from Mount Wachusett Community College, reinforcing the College’s general education competency statements. Prerequisites: DHY201, DHY202, DHY203, DHY205. Corequisites: DHY208, SOC103.

**DHY 208. Dental Ethics And Professional Issues. 2 Credits.**
This course prepares the student for the philosophical consideration of dental hygiene practice. The student will be exposed to a variety of case studies which exemplify ethical, legal and professional concerns. The history of dental hygiene will also be discussed as well as current practice issues such as the public health dental hygienist, omni bills and dental practice ramifications. Additionally, the student is exposed to membership to their professional organization, the CEU process and the State Dental Practice Act. This course also explores the ethical and legal obligations of the Dental Hygiene professional. Content will include the major ethical theories applied in healthcare,
the ethical code of the Dental Hygiene profession, and the resolution of ethical dilemma. The student will become familiar with the legal regulation of their profession including practice acts, licensure, risk management, and quality assurance. A component of the course experience is devoted to preparing for Dental Hygiene employment and includes current professional issues, preparation of a resume and cover letter, participating in employment interviews, creating a “personal portfolio” and selecting a career position. The business of Dental Hygiene will be discussed. Career satisfaction, mobility, legal issues and liability/disability insurance will also be examined. Students will work independently and collaboratively in small groups or teams to achieve shared learning outcome goals. The development of teamwork skills will assist the students in future employment. Student s will also learn how to evaluate their group productivity. Students will be navigated toward the independent process of their licensing examinations. Prerequisites: DHY201, DHY202, DHY203, DHY205. Corequisites: DHY207, SOC103.

DHY 209. Community Oral Health. 4 Credits.
This course provides the student with the components of dental public health, community dentistry and the theory needed to design and implement sound patient education. This course will be grounded in theories of behavioral sciences and human growth and development. 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. Topics include: patient motivation, goal setting, communication skills, developing instructional objectives and sensitivity towards multi-cultural concerns. Public health issues are discussed along with epidemiology, research in education and statistical analysis. This course will examine the role of the dental hygienist as a health educator and as an oral health promoter responsible for working with patients to help them improve or maintain their oral health and wellness and also to understand the relationship between both. Additionally, it is the goal of the course to assist the student in examining their own knowledge, attitudes, values, and behaviors regarding oral health and to assist them in becoming effective health promoters to the dental hygiene patient. Clinical experiences expand to include the community, such as schools, health care agencies, veterans shelters, outreach centers and clinics. A three-hour weekly practicum experience is included. Prerequisites: DHY201, DHY202, DHY203. Corequisites: DHY207, DHY208, SOC103.

Early Childhood Education (ECE)

Courses

ECE 101. Introduction To Early Childhood Education. 3 Credits.
This course is an introduction to the field of early childhood. It studies the foundations, history, philosophy, ethics, the role of the teacher, and the changing needs of children in a variety of settings. This course will address licensing regulations, state and national standards and how they impact on the social, emotional, and intellectual growth of the child. A 16-hour field experience is required for all ECT (transfer) students only, in order to meet the new Massachusetts Early Childhood Transfer Compact. Students participating in field experiences must undergo a Criminal Offender Record Information (CORI) check. Prerequisites: ENG098, FYE101, RDG098, or placement.

ECE 102. Early Childhood Curriculum And Program Planning. 3 Credits.
This course surveys the theory and methods needed in developing, planning and maintaining an interesting, comprehensive curriculum/ program for preschool children. Particular attention is given to developmental theory and the integration of State standards and licensing guidelines into the curriculum. Students gain skills in working with, understanding, and meeting the needs of all young children. Various curriculum areas involving language, science, math, social studies, music, art, literacy, and drama are emphasized, along with understanding the importance of play, and of planning the development of children’s’ social, emotional, physical, and cognitive development. Students also develop plans for cultural diversity and explore strategies for including families in the program. Prerequisite: PSY108 (or corequisite) or permission of division dean. A passing grade is 'C' or better.

ECE 103. 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. Prerequisites: ENG098, FYE101, RDG098, or placement.

ECE 104. Infant And Toddler Development And Curriculum. 3 Credits.
This course is designed to give students information on physical, cognitive, language, and social-emotional development from birth to three years, as it relates to early childhood education. Students will become familiar with developmentally appropriate practices in infant and toddler care settings with regards to such areas as environment, care giving, and curriculum. Specific topics, such as children with special needs, parent-child interactions, and parent-teacher communications, will also be included. Prerequisite: PSY108. Fall.

ECE 105. Child 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 division dean.

ECE 114. Early Childhood Education Practicum I. 4 Credits.
This course provides students with practical experience (150 hours each) working with children in an early childhood setting under faculty supervision. Competencies emphasized include working as a team member, developing, implementing and evaluating appropriate activities for young children; demonstrating positive guidance and communication strategies, keeping children safe and healthy; and creating and maintaining a developmentally appropriate inclusive learning environment. Students will develop confidence and sense of professionalism while reflecting on their teaching skills. Passing grade of C or better. Prerequisites: ECE102 (or co-requisite), PSY108 or permission of division dean. Students must be matriculated in the ECC or ECT degree programs. Students participating in a practicum must undergo a Criminal Offender Record Information (CORI) check.
Earth Science (EAS)

Courses

EAS 115. Biogeology: History Of Life. 4 Credits.
In this course, students will be introduced to basic biologic principles of ecology and natural selection that have influenced the evolution of modern species. Examination of fossil and geologic records will illustrate how climate changes and major evolutionary developments over the earth's history have culminated in the six major kingdoms of life. Students will also study what role humans are playing in the evolution and extinction of species today. Lab work will complement topics discussed during lectures. Prerequisites: ENG098, FYE101, RDG098, or placement. Spring.

EAS 123. 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: ENG098, FYE101, RDG098, MAT092 (or co-requisites) or placement. Offered occasionally.

EAS 125. Physical Geology of the Earth. 4 Credits.
This is an introductory course concerning the geology of both the earth's interior and surface. The geology of the earth's interior deals with its structure, the rock cycle, the formation and characteristic of igneous sedimentary and metamorphic rocks, as well as their mineral composition. The theory of plate tectonics will be used to discuss earthquakes, volcanoes, and mountain building. Surface geology encompasses soil and its formation, rivers, lakes, deserts, glaciers, topographic maps, and oceans. The process of physical and chemical weathering will be discussed in relation to these topics. Laboratory sessions will involve hands on experience with rocks, minerals, and measuring techniques used in geology, as well as online exercises. Prerequisites: ENG098, FYE101, RDG098, MAT092 or placement.

EAS 126. Weather and Climate. 4 Credits.
This is a 4-credit on-line laboratory science course. This course describes the basic structure of the atmosphere, and atmospheric processes. Students will develop an understanding of meteorological principles and concepts in order to understand the weather phenomena that affect our daily lives. Climate and the distinction between climate and weather will also be discussed. Prerequisite: ENG098, MAT092, RDG098 or placement.

Economics (ECO)

Courses

ECO 101. 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, MAT092, or placement.
ECO 102. 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, MAT092, or placement; ECO101 strongly recommended.

Education (EDU)
Courses
EDU 101. Introduction To Education. 3 Credits.
This is a survey course in the pre-teacher program of study. Topics include an historical perspective, school structures, classroom issues, state curriculum frameworks, social issues, and diverse student needs. A 16-hour field experience and a Criminal Offender Record Information (CORI) check are required. Prerequisites: ENG098, FYE101, RDG098, or placement.

Electrocardiogram (EKG)
Courses
EKG 101. Ekg: Concepts And Practice. 3 Credits.
This course is an introduction to the cardiovascular system, electrocardiography (EKG) monitoring, basic rhythm interpretation, and the role of the EKG technician. There are two components of this course composed of classroom lecture and practical application. Students will participate in actual practice, learning how to do EKGs and other cardiovascular testing in a hospital setting. Criminal Offender Records Information/Sexual Offender Records Information (CORI/SORI) checks are necessary for students taking this class. Students must have proof of immunizations as well. Prerequisites: ENG098, FYE101, RDG098, placement or permission of division dean.

Electronic Engineer Technology (EET)
Courses
EET 103. Introduction to Industrial Electricity. 4 Credits.
This course is an introduction to the analysis of resistive circuits with D.C. or sinusoidal inputs. A software program is used by the student to enhance the instruction of D.C. circuits through solving, synthesizing, and troubleshooting. Topics include Ohm's Law, Kirchhoff's Laws, power, superposition, Thevenin's theorems, and meter design. Lab work stresses industrial practices with emphasis on original data taking, utilizing digital multimeter. Standard Operating Procedure (SOP) fundamentals will be explored along with workplace ethics. Prerequisites: ENG 098, FYE 101, MAT 092, RDG 098. (or placement).

Energy Management (EGM)
Courses
EGM 100. Engineering And Architectural Graphics. 3 Credits.
This course will introduce the student to the digital communication methods used in architecture, engineering and energy industry related fields. This includes explanation of the principles of orthographic projection, drafting conventions and dimensioning utilized in industry tools that facilitate communication of a variety of building performance related information. Topics may include existing and emerging energy modeling tools such as ECOTECT, ENERGY 10, REM Rate, eQUEST, Energy Pro or equivalents. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement.

EGM 104. Renewable Energy Sources. 4 Credits.
This course provides a comprehensive overview of renewable energies including solar energy, wind power, hydropower, fuel cells, biomass, and alternative transportation options. Students will learn the principles of solar home design, solar hot water, pool, and space heating and solar cooling for both new and existing construction. Students will learn how to assess the viability of a wind power, hydropower, or biomass system for a given site. Students will also learn about the impact of government regulations on the use of renewable energies. Students will analyze these renewable energy systems and will calculate savings fractions, backup energy needs, financing options, and economic analyses. They will investigate the potential of renewable energy technologies to help solve environmental and economic problems within society. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement.

EGM 105. Introduction to Energy Management Principles. 3 Credits.
This course introduces the principles of energy management and provides an overview of the energy industry. Students will learn about the history of energy production and costs, the dynamics of worldwide energy consumption and growth, the principle methods by which energy is used, and its environmental and financial impacts and consequences. Objectives and components of an effective energy management program are discussed. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement.

EGM 106. Energy Efficiency and Conservation Methods. 3 Credits.
Students will identify and explain all of the energy efficiency/conservation methods available for energy use reduction. Energy-consuming facilities, both domestic and commercial, will be analyzed by the students for energy efficiency opportunities. Students will calculate energy savings and environmental impacts for most energy efficiency methods in order to identify and assess energy conservation opportunities. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement.

EGM 110. Electrical Lighting And Motors. 3 Credits.
The course covers the components of lighting systems and motors. Students will learn about the history and advances in lamp technologies such as incandescent, arc, mercury, fluorescent, sodium, metal halide and light emitting diodes. Energy efficient fixtures will also be explored and the concept of night pollution mitigation and basic principles of lighting design that can maximize daylight and minimize energy usage. Prerequisites: EGM105, EET103 (or co-requisite).

EGM 115. Sustainability and the Built Environment. 4 Credits.
This course introduces students to the fundamental concepts of sustainability. The core emphasis is on understanding natural systems and their interaction with the built environment. Also explored will be the role of financial, social ecological, ethical, philosophical, political, cultural and psychological issues on the decision making process of facility and energy managers, engineers, architects and project managers. Through lectures and interactive dialogue with sustainability industry experts, the course builds literacy in sustainability as related to the built environment in local, regional and global spheres. In addition, the course encourages students to think from a variety of perspectives and to learn of the benefits of a collaborative approach to sustainability management. Through a combination of selected case studies, group discussion and analysis, students will explore the environmental influence of buildings and discover the economic benefits of reduced operating costs and research increased comfort of the occupants. Students will also be exposed to the concept of life cycle costing and integrated approach to
the challenges inherent with sustainable building design, operations and maintenance. Prerequisites: ENG098, FYE101, MAT092, RDG098 or placement.

EGM 125. Energy Analysis And Auditing. 4 Credits.
The student will perform critical examinations of energy consuming facilities (residential and commercial) for the purpose of identifying energy conservation opportunities. In addition, the student will identify and recommend various energy conservation measures that reduce overall energy usage. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement.

EGM 130. Energy Control Strategies. 3 Credits.
This course pertains to all devices that are used to regulate energy use in buildings: from pneumatic and electric to electronic; from manual to automatic; from simple switches to microprocessors. An emphasis is placed on identifying and solving control/calibration problems and improving energy efficiency through redesign and energy control strategies. Prerequisites: EGM115 or co-requisite.

EGM 140. Energy Project Costs And Funding Solutions. 3 Credits.
This course provides an overview of the costs associated with going green and available funding mechanisms for sustainability related building projects. Students will examine cost premiums for a variety of sustainability measures and budgeting strategies for pursuing energy efficiency in a world of diminishing revenues. Selected case studies include college dining halls, laboratories, student centers, athletic facilities and dormitories. Real world examples illustrate the advantages and disadvantages of various funding mechanisms including federal and state incentives, specialized loans, utility provider incentive programs and performance contracts. Prerequisite: EGM105 or corequisite.

EGM 220. Heating And Cooling Systems. 4 Credits.
The first half of this course will summarize gas, fuel oil, and electric furnaces as well as heat pumps. Steam and hot water heating systems for residential and commercial applications will also be described along with energy conservation and efficiency options, potential savings for new and existing systems and environmental impacts of specific heating systems. The second half of the course will summarize residential and commercial cooling systems and include discussion of the impacts of temperature, humidity, air filtering and air movement on system performance. Prerequisites: EGM105, EGM106, EET103 or co-requisite.

EGM 280. Sustainable Building Operations And Maintenance. 4 Credits.
This course provides an overview of establishing ongoing building operation and maintenance procedures and sustainable best practices that help to reduce the environmental impacts of buildings over their functional life cycles. Topics include exterior maintenance programs, water and energy use, environmentally preferred products and practices for cleaning and alterations, sustainable purchasing policies, waste stream management and indoor air quality. Prerequisites: EGM104, EGM105, EGM106, EGM115, EGM130 or co-requisite.

EGM 290. Energy Industry Internship. 3 Credits.
This course provides relevant field and/or research experience that integrates theory and practice while providing opportunities to develop skills, explore career options and network with professionals and employers in the energy management related fields. Prerequisites: Students must be enrolled in the Energy Management Program and have a minimum of 10 credits in EGM courses.

English (ENG)

Courses

ENG 096. 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. Institutional credit only. Courses that earn institutional credit do not apply towards graduation. A GRADE OF “C” OR HIGHER IS REQUIRED FOR ADVANCEMENT TO NEXT COURSE. Prerequisite: None.

ENG 098. Fundamentals of Writing. 3 Credits.
Fundamentals of Writing is designed to help the basic writer recognize certain standard elements of effective writing: mainly the existence of a strong central idea supported by organized, selected content, as well as proper usage of grammar and mechanics. Students will be introduced to the writing process and will produce at least five (5) essays of at least 2-4 pages each by the end of the semester. Other forms of writing, such as journals, free-writes, and active learning exercises emphasizing student success skills, may also be included. At the end of the course, students must write a successful final essay to move forward to ENG101.) Institutional credit only. Courses that earn institutional credit do not apply towards graduation. A GRADE OF “C” OR HIGHER IS REQUIRED FOR ADVANCEMENT TO NEXT COURSE. Prerequisite: ENG096 or placement. Corequisite: FYE101. Institutional credit only.

ENG 101. College Writing I. 3 Credits.
Students will develop college-level writing skills with an emphasis on the writing process, models of rhetorical modes, and an understanding of grammar, punctuation, and sentence structure. Reading selections will foster improved writing skills and critical and analytical thinking. By semester’s end, students will have produced several essays totaling at least 12-15 pages of original, polished prose, as well as additional writing in varied forms, such as journals, free-writes, peer review, reading responses, and rough drafts. Students will also write at least one paper that incorporates outside source material accompanied by library instruction. Prerequisites: ENG 098, FYE 101, RDG 098, (or placement).

ENG 102. College Writing II. 3 Credits.
Writing about literary works will improve student writing, revision, critical thinking, and reading skills. The readings will be selected from fiction, poetry and drama, to engage curiosity, stimulate imagination and provide pleasurable reading. Evaluation and analysis will be accomplished through a variety of writing assignments, for example, discussion board posts, in-class writing, journals, free-writing, essay exams, and rough drafts of formal essays. By semester's end, students will have produced several pieces of writing totaling 12-15 pages of original, polished prose. At least one of the essays will incorporate library research that is cited and documented appropriately. Prerequisite: ENG 101.

ENG 106. 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.

ENG 201. Honors English: American Romanticism. 3 Credits.
This course is designed to improve the student's ability to think through writing. A range of intellectual tasks appropriate to honor level students, including close textual analysis, interpretation and evaluation of literary works (both fiction and non-fiction), will form the core of the course. A research project is required. Prerequisites: ENG102, and permission of the Honors Program coordinator. Fall.

ENG 203. Twentieth Century American Authors. 3 Credits.
This course is designed to explore American views of war, race, alienation, assimilation, family, and social change in the 20th century. A variety of critical approaches will be applied to novels, short stories, poetry, plays, and essays. Some of the authors studied may include Hemingway, Faulkner, O'Connor, Vonnegut, Morrison, and Erdrich. Prerequisite: ENG102 or permission of division dean.

ENG 205. Shakespeare. 3 Credits.
This course surveys plays from each of the periods of Shakespeare's work: history, comedy, tragedy, and romance. Readings include The First Part of King Henry the Fourth and The Second Part of King Henry the Fourth from the histories; A Midsummer Night's Dream from the comedies; Hamlet, Prince of Denmark from the tragedies, and The Tempest from the romances. The course emphasizes textual analysis with a focus on thematic issues raised by the plays. Prerequisite: ENG102. Spring.

ENG 210. Literature Of The Sixties. 3 Credits.
This course will be a study of selected works of literature in America between approximately 1960 (except for Catcher in the Rye and some Beat readings) and 1975. In reading, discussing, researching, analyzing, and writing about the works selected, the class will attempt an understanding of the complex spirit of the country as it passed through this epoch of upheaval and change, hope and disappointment. Prerequisite: ENG102 or permission of division dean. Fall.

ENG 213. American Literature I. 3 Credits.
This course surveys significant American writings from 1620 through the 19th century. The course emphasizes textual analysis and the examination of the relationship of representative works to historical, social, and intellectual developments. Included are works by such authors as Bradford, Rowlandson, Jefferson, Franklin, Emerson, Thoreau, Hawthorne, Melville, and Dickinson. Prerequisite: ENG102 or permission of division dean. Fall.

ENG 214. American Literature II. 3 Credits.
This course surveys significant American writing from 1890 to the present. The course emphasizes textual analysis and the examination of the relationship of representative works to historical, social, and intellectual developments. Included are works by such authors as Twain, Chopin, Frost, Stevens, Hemingway, Miller, Ginsberg, Pynchon, and contemporary poets. Prerequisite: ENG102 or permission of division dean. Spring.

ENG 221. Women's Literature. 3 Credits.
This course will consider the essential issues raised in literature concerning the role and image of women in society. Included will be essays, short stories, and novels by authors such as Kate Chopin, Willa Cather, Virginia Woolf, and Toni Morrison. Prerequisite: ENG102 or permission of division dean. Spring.

ENG 224. Mystery Fiction. 3 Credits.
This course studies the history and nature of the mystery story from the works of Poe to such present day masters as Agatha Christie and Tony Hillerman. Students will examine both the relationship of mystery fiction to the culture of its time and the changing role of the detective hero. Students will study the techniques of the mystery writer and the relationship between mystery fiction and "serious" literature. Works by such authors as Poe, Arthur Conan Doyle, Hammett, Chandler, Christie, and Hillerman are included. Prerequisite: ENG102 or permission of division dean. Fall.

ENG 227. English Literature I. 3 Credits.
This course is a study of selected works by major writers in English literature through the Restoration and the 18th century. Emphasis is placed on a responsive and critical reading as well as on literary and historical background. Includes works by such authors as Chaucer, Shakespeare, Milton, Pope, and Johnson. Prerequisite: ENG102 or permission of division dean. Fall.

ENG 228. English Literature II. 3 Credits.
This course is a continuation of ENG227 English Literature I with selections from such authors as Wordsworth, Byron, Keats, Tennyson, Yeats, and Eliot. Prerequisite: ENG102 or permission of division dean. Spring.

ENG 233. Science Fiction. 3 Credits.
Students evaluate science fiction literature as an indication of a society's values and goals. The course also deals with the use of the imagination as a vehicle to express new ideas and values. This course includes works by such authors as F. Bacon, N. Hawthorne, H.G. Wells, R. Heinlein, R. Bradbury, and I. Asimov. Prerequisite: ENG102 or permission of division dean. Spring.

ENG 235. Children's Literature. 3 Credits.
This course considers the nature and variety of children's literature and its history and current significance, with an emphasis on illustrated books. Students examine selected illustrated works for visual artistry and literary merit. Evaluative criteria applicable to all levels of literature are applied. Students also explore related issues, such as education, censorship, and the changing views of childhood. Course concepts are acquired primarily through reading and writing, with some discussion and lecture. Prerequisite: ENG102 or permission of division dean.

ENG 236. Modern Drama. 3 Credits.
This course is a survey of international dramatic literature from 1879 to the present, encompassing such theatrical and literary movements as Realism, Expressionism, and Absurdism. Although the course includes some attention to production values (staging, performance, etc.), the emphasis is primarily on dramatic works as literary texts. Both primary and secondary texts will be assigned so that students become familiar with important works of criticism as well as the plays themselves. Readings include works by Ibsen, Chekhov, O'Neill, Williams, Beckett, Fugard, Hansberry, and Miller. Prerequisite: ENG102 or permission of division dean. Fall.

ENG 237. Special Topics: Queer American Drama. 3 Credits.
Queer: once a derogatory word used against gay, lesbian, bisexual, and transgendered people has been reclaimed by social activists, writers, artists, educators, and scholars to describe all non-normative sexualities and identities, all that is considered by the dominant paradigms to be alien, strange, transgressive, odd in short, queer. This course will explore queer themes in American dramatic literature from mid-twentieth century to the present. Emphasis will be on how images of gays, lesbians, and other sexual minorities have changed over the past half-century beginning with plays that precede the gay liberation movement, continuing with work from the early years of the AIDS pandemic, and ending in the present day. Authors studied may include Lillian Hellman, Tennessee Williams, Mort Crowley, Jonathan Larson, David Henry Hwang, and Tony Kushner. Prerequisite: ENG102 or permission of
division dean. This course may be used by LAT students as a substitute for Modern Drama.

**ENG 239. Creative Writing: Fiction. 3 Credits.**
This course is an introduction to writing fiction. Students will experiment with various literary styles, learn to give and receive feedback in a workshop setting, and have the opportunity to read published authors. Lectures and workshops will introduce students to such strategies as point of view, dialogue, plot, setting, and characterization. Prerequisite: ENG101.

**ENG 240. Creative Writing: Poetry. 3 Credits.**
This course is an introduction to writing poetry. Students will experiment with various poetic forms, learn to give and receive feedback in a workshop setting, and have the opportunity to read published authors. Lectures and workshops will introduce students to various literary devices such as alliteration, assonance, enjambment, tone, diction, and metaphor. Prerequisite: ENG101.

**ENG 241. Journalism I: Media Writing. 3 Credits.**
This course helps students to become more concise writers by addressing the basic skills of journalism: observing, researching, reporting, interviewing, thinking, and writing with precision, clarity, and ethics. Assignments include basic reporting, local beat coverage, blogging, and multi-source stories. Students will be exposed to print and web writing, as well as some technology (including digital cameras and video). Student news stories will be submitted for the print and web editions of the MWCC student newspaper, The Mount Observer. Corequisite: ENG101 or permission of division dean.

**ENG 242. Journalism II: Advancing Newswriting. 3 Credits.**
Continuation of ENG241 Journalism I: News Reporting and Writing. This course is designed to further students' mastery of such journalistic techniques as idea development, news gathering, newsroom operation, editing, and layout. Emphasis will also be placed on writing for print and web editions of the student newspaper, mentoring students in the Journalism I course, editing articles, checking sources and facts, and putting together the monthly editions of both print and web. Students will be exposed to some technology (digital cameras, video). Prerequisite: ENG241 or permission of division dean.

**ENG 245. Film Appreciation. 3 Credits.**
Through selected reading in film and literary theory and the screening of high quality films, the class examines and develops a greater awareness of basic film techniques, practices, and aesthetics. Emphasis is placed upon the relationship between film and literature (i.e., narrative structure, figurative language, problems of adaptation, criticism, genre) and film as a unique twentieth-century art form that incorporates a number of other media and arts. Prerequisite: ENG102 or permission of division dean. Fall.

**ENG 251. Introduction To Public Relations. 3 Credits.**
This course covers all forms of writing for public relations, including press releases, public service announcements, features, newsletters, and presentations. This course emphasizes the strategy of crafting and delivering a PR message with final culmination in designing a public relations strategy for an existing organization in the community. Corequisite: ENG101. Fall.

**ENG 252. Shakespeare and Star Wars: A Study of Tragedy through Drama and Film. 3 Credits.**
In this course, students will draw comparisons between the worlds of Shakespeare and Star Wars through an in-depth, critical analysis of Shakespeare's tragic heroes and the journey of Anakin Skywalker as tragic hero. Students will read Julius Caesar, Othello, and Macbeth and also be required to read supplemental material including, but not limited to, script excerpts, biblical readings, and Elizabethan historical information. Finally, students will watch the second installment of the Star Wars trilogy, with a focus on The Revenge of the Sith. Questions of government and leadership, power and lust, jealousy and fatal attraction, friendship, religion, forbidden love, good vs. evil, stoicism, and temptation will be some of the topics discussed and expanded upon through various writing assignments, projects, and research. Prerequisite: ENG102 or permission of division dean.

**ENG 259. Literary Masterpieces I. 3 Credits.**
This course is a study of representative literary masterpieces of Eastern and Western civilization for moral, philosophical, social, and psychological insights into the nature of modern man. Readings are taken from such sources as Aristotle, Greek drama, Plato, Milton, Chaucer, Machiavelli, Dante, and Shakespeare. The course complements courses in western civilization, art, and music history. Prerequisite: ENG102 or permission of division dean. Fall.

**ENG 260. Literary Masterpieces II. 3 Credits.**
This course is a continuation of ENG259 Literary Masterpieces I, with selections from Renaissance to contemporary culture. This course emphasizes western heroes and anti-heroes from the works of such authors as Voltaire, Tolstoy, Dostoevsky, Flaubert, Camus, Pope, and Mallarme. The course complements courses in western civilization, art, and music history. Prerequisite: ENG102 or permission of division dean. Spring.

**ENG 261. The Short Story. 3 Credits.**
This course traces the development of the short story as a distinct literary genre from its origins in the early 19th century to the present. Emphasis is on close reading and analysis of texts by international writers. The course covers the major literary movements of the 19th and 20th centuries: Romanticism, Realism, Naturalism, Modernism, and Postmodernism. Readings include stories by Poe, de Maupassant, Chopin, Hemingway, Kafka, Joyce, O'Connor, and Carver. Prerequisite: ENG102 or permission of division dean. Spring.

**ENG 265. Great Writers of Harlem. 3 Credits.**
This course will study the literature of the Harlem Renaissance, roughly a period from 1915 to 1940. This was a time when African American writers, artists, philosophers, activists, and musicians, congregating in New York City's Harlem, sought to define African American culture. Although we will view the Harlem Renaissance through primarily reading and writing about literature, we cannot ignore the influence of art, philosophy, activism, and music and these areas will often weave themselves into our discussion, our reading, and our writing. Prerequisite: ENG102. Fall.

**ENG 283. Journalism Practicum. 3 Credits.**
This course is designed to provide students with opportunities for the enhancement of their course work in Journalism through external internships/shadowing at local media and more in-depth leadership as the Editor-in-Chief of the student newspaper. Prerequisites: ENG242.

**ENG 289. American Romanticism. 3 Credits.**
This course is a study of significant American writing of the 19th century, a time of exploration and experimentation, which scholars have referred to as The American Renaissance. 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 Emerson, Thoreau, Whitman, Fuller, Hawthorne, Dickinson, Douglas, Stowe & Melville. Prerequisite: ENG102 or permission of instructor/division dean. Fall.
ENG 290. LAS Capstone: Advanced Writing and Research. 3 Credits.
In this Liberal Arts and Sciences capstone course students demonstrate their ability to conduct academic writing and research by refining skills introduced in earlier composition courses and practiced elsewhere in their degree program. Students will engage with scholarship from a variety of disciplines, draft and revise essays in a number of academic genres (including summary and response, close analysis, and argument), conduct intensive library research for a substantial documented essay accompanied by an instructional librarian, and prepare a self-reflective narrative to accompany a completed portfolio of written work. Prerequisite: 45 completed credits in LAS, LAC, LAEL, LAHP, LAT, or LAX (including ENG 101 and ENG 102).

ESL-Conversation (ELC)

Courses

ELC 096. Intermediate Conversation. 3 Credits.
This course is designed for students who have reached the advanced beginning level of English grammar skills in aural/oral communication. The course uses student-centered activities to reinforce English grammatical structures and patterns. Students develop the communication, organization and pronunciation skills necessary for effective academic presentations. Dialogues, role plays, debates and oral presentations actively engage students in meaningful conversations. A grade of C or better is required to pass this course. Institutional credit only. Courses that earn institutional credit do not apply towards graduation. Prerequisites: ELC094 or high school diploma/GED and ESL placement.

ELC 098. Advanced Conversation. 3 Credits.
This course is designed for the non-native speakers of English who have achieved intermediate level proficiency in English grammar structures in aural/oral communication. The course includes mastery in listening and speaking skills including pronunciation, intonation, correct grouping of vocabulary items in phrases, academic vocabulary development and an introduction to note-taking skills. Students will develop their speaking skills including asking for clarification, requesting and receiving factual information, expressing agreement and disagreement and adjusting to different levels of formality. Students will research a topic of their choice and present their findings using appropriate technology. A grade of C or better is required to pass this course. Institutional credit only. Courses that earn institutional credit do not apply towards graduation. Prerequisites: ELC096 or high school diploma/GED and ESL placement.

ESL-Grammar (ELG)

Courses

ELG 096. Intermediate Grammar. 3 Credits.
This intermediate level grammar course is the third course of a four course series. This course is for academically-oriented, non-native speakers of English who have successfully completed the advanced beginning level course (ELG094) or who have been tested and placed into the intermediate level. The course emphasizes the form, function and use of the present perfect and past perfect tenses, modal auxiliaries, passive voice, gerunds, infinitives and prepositions through extensive language practice. A grade of C or better is required to pass this course. Institutional credit only. Courses that earn institutional credit do not apply towards graduation. Prerequisites: ELG094 or high school diploma/GED and ESL placement.

ELG 098. Advanced Grammar. 3 Credits.
This advanced grammar course is the final course in a four course series designed to prepare non-native and bilingual students to matriculate into college level courses. This course is intended for students who have mastered an intermediate level of English. The course offers a comprehensive review of structures such as perfect tenses, passive voice, compound and complex sentences including adjective, adverb and noun clauses. Students practice the verb tenses through integrated exercises. The course emphasizes advanced grammar concepts including form, function and the usage of future perfect tenses, noun clauses, modal perfects, conditional and unreal conditionals and subjunctives through extensive language practice. A grade of C or better is required to pass this course. Institutional credit only. Courses that earn institutional credit do not apply towards graduation. Prerequisites: ELG096 or high school diploma/GED and ESL placement.

ESL-Reading (ELR)

Courses

ELR 096. Intermediate Reading. 3 Credits.
This course is the third course of a four course series for non-native speakers of English. It includes the further development of vocabulary, reading fluency and comprehension with an emphasis on academic vocabulary, expansion of reading skills including skimming, scanning, making inferences, outlining the ideas in writing summaries and an introduction to recognizing patterns of organization. In addition, students will develop skills for previewing, predicting and identifying facts and opinions. Students will learn to use English dictionaries, analyze texts and use conjunctions to create relationships between ideas. Reading comprehension proficiency will be achieved through reading high interest materials, textbooks and resources such as websites and newspapers. A grade of C or better is required to pass this course. Institutional credit only. Courses that earn institutional credit do not apply towards graduation. Prerequisites: ELR094 or high school diploma/GED and ESL placement.

ELR 098. Advanced Reading. 3 Credits.
This course is the final course in the reading series to prepare non-native speakers of English for college-level courses. It includes further acquisition of academic vocabulary using context and textual clues, identifying main ideas and supporting details, skimming for main ideas, scanning for specific information, making inferences, previewing and predicting, reading critically, distinguishing facts from opinions and interpreting graphs and charts. Students will further develop the reading skills to recognize purpose, perspective, mood and tone and write about readings by summarizing, paraphrasing, quoting and responding. A grade of C or better is required to pass this course. Institutional credit only. Courses that earn institutional credit do not apply towards graduation. Prerequisites: ELR096 or high school diploma/GED and ESL placement.
proofreading and copyediting skills. A grade of C or better is required to pass this course. Institutional credit only. Courses that earn institutional credit do not apply towards graduation. Prerequisites: ELW094 or high school diploma/GED and ESL placement.

ELW 098. Advanced Writing. 3 Credits.
This is an advanced writing course designed to give intensive academic writing practice for non-native and bilingual students. Students will develop the skills to write unified and coherent paragraphs. In addition, students will develop skills to write cohesive essays with thesis statements, introductions and conclusions using a variety of rhetorical styles, conjunctions and transitions at both the sentence and paragraph levels. They will practice a variety of strategies – using specific details, vivid vocabulary, varied sentence structures, clear organization and concise wording – for making their writing more compelling. Throughout the semester, students will also develop the skills necessary for college-level courses such as note taking, paraphrasing and summarizing. Students will become familiar with word processing, e-tutoring, academic databases and Blackboard. A grade of C or better is required to pass this course. Institutional credit only. Courses that earn institutional credit do not apply towards graduation. Prerequisites: ELW096 or high school diploma/GED and ESL placement.

Exercise and Sport Science (EXS)

Courses

EXS 102. 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: ENG098, FYE101, MAT092, RDG098, or placement. Fall.

EXS 103. Strength and Conditioning. 3 Credits.
Through participation in lecture and lab, students will develop the skills and understanding of muscle physiology and its relationship to resistance training. The course will provide students with an understanding of required adaptations for proper training, correct form and technique. Prerequisites or Corequisites: BIO 199 or EXS 102 or PTA 104.

EXS 201. 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: BIO115 or BIO199 (or co-requisite). Fall.

EXS 203. Exercise Testing And Program Design. 4 Credits.
This course introduces students to testing protocols for individuals and groups. Students will be instructed in various fitness programs for flexibility, strength, and cardiovascular exercises. Students will also learn weight management techniques, as well as safety aspects of fitness exercises. The principles of adherence and motivation as well as communication and teaching techniques will be discussed and evaluated. Students will develop an understanding of legal issues and business structures, as well as professional responsibility. Prerequisites: EXS102 or PTA104, EXS201. Spring.

EXS 210. Externship. 2 Credits.
This externship experience involves direct observation and interaction at selected facilities. Placements include fitness centers, wellness centers, physical therapy clinics and rehabilitation centers. Students obtain a basic knowledge and understanding of the practical aspects of the fitness industry through participation. One seminar hour and several hours of field experience per week are required. Prerequisites: EXS102 and EXS201. Spring.

Finance (FIN)

Courses

FIN 250. Basic Finance. 3 Credits.
An introduction to the world of finance, this course considers the impact of money and credit and the operation of the banking system in the United States. The role of the financial manager in a business firm constitutes a major portion of the course. Prerequisite: ACC102.

Fire Science Technology (FST)

Courses

FST 151. Building Construction. 3 Credits.
This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. Prerequisite: FST155 or permission of division dean.

FST 152. Strategy & Tactics. 3 Credits.
This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Prerequisite: FST159.

FST 153. Fire Protection Systems. 3 Credits.
This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. Prerequisites: ENG098, FYE101, RDG098, or placement.

FST 154. Hazardous Materials Chemistry. 3 Credits.
This course provides basic chemistry relating to the categories of hazardous materials including recognition, identification, reactivity, and health hazards encountered by emergency services. Prerequisites: ENG098, FYE101, RDG098, or placement.

FST 155. Principles Emergency Services. 3 Credits.
This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives. Prerequisites: ENG098, FYE101, RDG098, or placement.

FST 157. Fire Prevention. 3 Credits.
This course provides fundamental knowledge relating to the field of fire prevention. Topics include history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire
and life safety education; and fire investigation. Prerequisites: ENG098, FYE101, RDG098, or placement.

**FST 158. Principles of Firefighter Safety and Survival. 3 Credits.** This course introduces the basic principles and history related to the national firefighter safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. Prerequisites: ENG098, FYE101, RDG098, or placement.

**FST 159. Fire Behavior and Combustion. 3 Credits.** This course explores the theories and fundamentals of how and why fires start, spread, and are controlled. Prerequisites: ENG098, FYE101, RDG098, or placement.

**FST 160. Fire and Emergency Services Administration. 3 Credits.** This course introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer. Prerequisite: FST155.

**FST 161. Legal Aspects of Emergency Services. 3 Credits.** The course will address the Federal, State, and local laws that regulate emergency services and include a review of national standards, regulations, and consensus standards. Prerequisites: ENG098, FYE101, RDG098, or placement.

**FST 162. Fire Hydraulics and Water Supply. 3 Credits.** This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems. Prerequisites: FST155, MAT092, or placement.

**FST 163. Fire Investigation I. 3 Credits.** This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the firesetter, and types of fire causes. Prerequisites: FST151, FST155, FST159, or permission of division dean.

### First Year Experience (FYE)

**Courses**

**FYE 101. First Year Seminar. 3 Credits.** First Year Seminar teaches students how to learn. In this interactive college-level course, students will receive critical information to ease the challenging process of transitioning to college. The course covers three phases of study. First, students will develop mastery of a variety of topics critical to student success: time management, goal setting, learning styles, campus resources and policies, motivation, reading strategies, and test taking. Next, students will continue to develop their understanding of self as a college student, by honing their critical thinking skills in the context of course lessons on motivation, leadership, co-curricular involvement, and current events. Finally, students will have completed at least two graded writing assignments, read at least one college textbook and multiple supplemental readings on college success strategies, and will additionally complete an end-of-course evaluation (final portfolio, project, or exam) which demonstrates their understanding of course concepts. All students will have had the opportunity to access Blackboard for at least one course assignment. Prerequisites: RDG096, ENG096 or placement. Degree seeking students who test into either RDG098 or ENG098 are required to complete FYE101 as a co-requisite or prerequisite.

### French (FRE)

**Courses**

**FRE 107. French I. 3 Credits.** A course for the student with little or no previous knowledge of French who wishes to achieve a sound basis for further work in language. The course objective is to ensure that the student will attain high levels of accuracy and will reach a modest level of fluency. Three lecture hours and one laboratory hour per week. Prerequisite: None.

### Geography (GEO)

**Courses**

**GEO 129. World And Cultural Geography. 3 Credits.** Surveying world economic, political, social, and cultural factors and the impact and significance they have on people, geographical space, national and world affairs, this introductory course stresses the basic principles of human geography. A global, geographical perspective is given to such topics as population and settlement patterns, health and nutrition, technologies, livelihoods, international politics, religions, languages, and art forms. Prerequisites: ENG098, FYE101, RDG098, or placement.

### Graphic & Interactive Design (GID)

**Courses**

**GID 101. Design Theory (Formerly CGD 101). 3 Credits.** This course is an introduction to the Graphic Design field. It is a combination of lecture, group critique, computer demonstration, and hands-on applications. Through a series of exercises, special emphasis is placed on the understanding of the fundamentals of design and typography as they are applied to the development of effective visual communication for both print and web applications. Through research and analysis, students will become familiar with a history of Graphic Design and contemporary designs from leading members of the wider Graphic Design community. Students will create a comprehensive final project consisting of both print- and web-designed projects within a campaign for a Public Service Announcement (PSA). This course also addresses audience definition, research and analysis, concept development, and the production of thumbnail sketches, rough drafts, and the preparation of final comprehensive layouts. Prerequisites: ENG098, FYE101, RDG098, or placement; GID104 (Formerly CGD104) (corequisite). Fall for GID students. Spring for non-majors.

**GID 104. Digital Imaging (Photoshop) (Formerly CGD 104). 3 Credits.** This project-based course will emphasize design theory and practices, concept development, and the production of portfolio-ready pieces. Students will learn the basics of designing electronic artwork with special emphasis on understanding the tools and techniques of Adobe Photoshop. Students will be able to transform digital images into new pieces of art through the use of non-destructive editing techniques: smart objects, masks, adjustment layers, camera raw filter, smart filters, selections and channels. In addition, students will employ creative and effective use of the elements and principles of design and typography in various projects. Students will create, optimize, and save graphics for the web. Basic computer skills are required: Ability to use a computer operating system and follow basic procedures including keyboarding/ mouse skills, as well as system commands such as working with
directories/folders, and opening/closing applications. Prerequisites: ENG098, FYE101, RDG098, or placement.

**GID 109. Introduction To Web Design (Formerly CGD 240). 3 Credits.**

This course is the first in a three-part series teaching front-end web design and development. The course begins with an overview of the Internet and the World Wide Web, followed by an introduction to the three layers of web development, Structure (HTML), Style (CSS) and Behavior (JavaScript). Students will hand code a variety of web page assignments to master the fundamental techniques presented in this course. Emphasis throughout the course will include the effective use of Project Planning techniques, the Principles of Design, User Experience (UX) Design, Writing and Typography for the web, validation and browser testing. Additional topics include an introduction to the Apple/ Mac operating system including file management, and Copyright and the use of images on the Web. In conjunction with MWCC’s Library research and information training, an information literacy module will be included and will provide the focus for one of two required large-scale Creative Website projects. Basic computer skills are required: ability to use a computer operating system and follow basic procedures including keyboarding/mouse skills, as well as system commands such as working with directories/folders, and opening/closing applications. Prerequisites: ENG 098, FYE101, RDG098, or placement. Fall.

**GID 117. Typography In Visual Communication (Indesign) (Formerly CGD 235). 3 Credits.**

Typography is what sets graphic designers apart from other artists. They understand that letterform can communicate the mood and meaning in the written word. It is for this reason that this course will focus on a solid understanding of typography in visual communications with the use of Adobe InDesign. Students will explore the anatomy of the letterform through various exercises while learning how to classify typefaces and how to use them effectively and creatively. They will explore the characteristics of typefaces to develop a basic proficiency in identifying the distinctive features of each. Students will acquire a solid foundation in the basics of typography and will as a result make better decisions about typographic usage. Details of text layout and information hierarchy will be emphasized. Integration of other CSS programs, to create professional appealing designs for both print and web projects, is covered. Students will learn how to use typography on the page as an integrated graphic element to produce typographic solutions effectively and creatively. Saving InDesign documents for web access will be covered as well. Online as well as print assignments using type predominantly will be required. Students will design two creative projects using Adobe InDesign. Prerequisites: ENG 098, FYE 101, RDG 098, (or placement). Spring.

**GID 130. After Effects (formerly CGD 260). 3 Credits.**

Learn how the latest animated movie was made. An overview of: drawing tools, timelines, color palettes, dynamic motion guides, scenes, movie clips, symbols, shape morphing, and motion tweening are taught through various exercises while learning how to classify typefaces and how to use them effectively and creatively. They will explore the distinctive features of each. Students will acquire a solid foundation in the basics of typography and will as a result make better decisions about typographic usage. Details of text layout and information hierarchy will be emphasized. Integration of other CSS programs, to create professional appealing designs for both print and web projects, is covered. Students will learn how to use typography on the page as an integrated graphic element to produce typographic solutions effectively and creatively. Saving InDesign documents for web access will be covered as well. Online as well as print assignments using type predominantly will be required. Students will design two creative projects using Adobe InDesign. Prerequisites: ENG 098, FYE 101, RDG 098, (or placement). Spring.
commands such as working with directories/folders, and opening/closing applications.

GID 177. Designing Business Graphics (Photoshop) (Formerly CGD 107). 3 Credits.
This course is designed for ART, Business, CIS or any non-GID program majors only. It will include an introduction to the industry standard for image creation and editing, Adobe PhotoShop. Students will learn to use basic tools, palettes, menu items, layers, masking, selections, and channels. Focus will be on scanning, creating and saving graphics, creating practical marketing pieces for print and web output, as well as creating animations for use in interactive, web-based media. Not open to GID/GIDC majors. Prerequisites: Basic computer skills: Ability to use a computer operating system and follow basic procedures including keyboarding/mouse skills, as well as system commands such as working with directories/folders, and opening/closing applications. If the student is unable to complete these tasks easily, please enroll in an appropriate introductory computer course.

GID 202. Publication Design (InDesign) (Formerly CGD 102). 3 Credits.
This project-based course is a continuation of GID101 Design Theory and GID117 Typography in Visual Communication and focuses on an advanced understanding of graphic design principles, theory and practices, concept development and the production of portfolio-ready, multi-paged layouts. Emphasis is on understanding complex layout formats and composition while utilizing Adobe InDesign, Photoshop, Illustrator and Acrobat PDF. Through various exercises, students will explore grids, typography, and advanced layout techniques such as master pages and style sheets, as well as gain an introduction to e-publishing and app development for publications using the Adobe Digital Publishing suite. Students will create two sophisticated, multi-paged publication design projects. Prerequisites: GID101, GID104, GID115, GID117 or permission of the Division Dean. Fall.

GID 204. Advanced Digital Imaging (Advanced Photoshop) (Formerly CGD 204). 3 Credits.
This course covers extensive use of Adobe Bridge, Photoshop and Camera Raw. Students will work with photographic images using tools from all of these Adobe packages for more advanced image creation and editing techniques. Bridge will be used to manage files and integrate all of the Adobe program files to place elements into their projects. Extensive work with compositing files and working with smart objects, Camera Raw, and smart filters to non-destructively edit images will required. Advanced operation of tools and palettes, file formats, optimizing images for the Web and other media, retouching files, masks, paths, channels, color adjustment for printing, animation and video for the Web will be covered as well. Students will be able to transform digital images into new pieces of art through the use of non-destructive editing techniques: masks, adjustment layers, selections and channels. In addition, students will employ creative and effective use of the elements and principles of design and typography in various projects. Students will research, plan, and design projects for both print and Web. This project-based course will emphasize design theory and practices, concept development, and the production of portfolio-ready pieces. Prerequisites: GID101, GID104 or permission of the Division Dean.

GID 209. Advanced Web Design (Formerly CGD 244). 3 Credits.
This is a culminating course in the three-part series teaching front-end web design and development. This course picks up where GID113 ends and will require students to effectively employ the skills and techniques they’ve learned in all of their previous GID classes. In this class, students will concentrate on building advanced website wireframes and layouts, creating an HTML email campaign while learning to use popular online HTML email campaign solutions, creating a WordPress website, and exploring options for building mobile sites. We begin with examining a variety of advanced website layouts including online stores, magazine and news style layouts, and parallax style layouts. For the first Creative Project, students will design their own advanced layout website. In conjunction with the advanced layout project, students will design, build, and send a promotional HTML email campaign using one of the popular online email campaign options. Creative Project One will be followed by an introduction to building WordPress sites for clients who wish to have a designer create the initial site and then want to maintain it on their own. Students will then build a WordPress website for their second Creative Project. Additional topics will include CSS3, HTML5 and building separate mobile websites. Prerequisites: GID113. Fall.

GID 216. Motion Graphics for Interactive Media. 3 Credits.
This course is an introduction to motion graphics and animation for designers. Students will explore the relationship between graphic design and time-based, interactive media while examining contemporary and historical examples of motion graphics and animation. This course will focus on the use of current industry standard software to produce a range of motion graphics projects for the Web and other interfaces. Students will be introduced to strategies of visual communication through kinetic elements: form, speed, rhythm, orientation, color, texture and quality of motion. Projects will cover basic animation principles, design and composition, typography, timing, storyboarding, and incorporating sound and music. Through varying creative projects, students will gain a solid foundation of motion graphics and animation and techniques that will support their creativity and enhance their digital skill-set. Prerequisites: GID 104, GID 177 or permission of Division Dean. ENG 101 recommended as a pre or co-requisite.

GID 299. Portfolio Preparation and Production (Formerly CGD 210). 4 Credits.
This 4-Credits course is the final capstone class in the GID program. Students will rework and refine their past projects for their portfolio, experience a “real world” client/designer professional relationship, explore production issues of print and web designs, write a resume, and develop a personal visual identity for self promotion. Students are expected to be proficient in page layout, digital imaging, digital illustration and web design as they move their strongest pieces forward, strengthening their portfolio as they advance their visual communication skills. The teacher will act as a facilitator for group critiques, organize guest speakers and field trips, and provide service learning supervision. Service Learning provides students with an opportunity to enhance their design skills, in collaboration with a community-based non-profit organization, as they provide creative visual solutions for their client. This course will prepare the student to enter the field of graphic and interactive design with both a printed and on-line portfolio of their best work, a comprehensive understanding of a perspective employer’s expectations, and how to meet those expectations. As well, throughout the course students will gain a solid working knowledge of prepress and production techniques as it applies to their personal and client-based projects. Prerequisites: GID101, GID104, GID109, GID113, GID115, GID117, GID202, GID204, GID209 or permission of the Division Dean.

Health Care (HCC)

Courses

HCC 111. 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: ENG098, FYE101, RDG098, or placement. Evening only.

HCC 112. Emergency Medical Technician II (Evening Only). 4 Credits.
This is a continuation of EMT Emergency Medical Technician I, dealing with the care of individuals who have common medical emergencies, childbirth, problems of children as patients, lifting and moving patients, environmental emergencies, and extrication from automobiles. This course is the second half of the requirement for certification. Prerequisite: HCC111. Evening only.

Health Information Management (HIM)

Courses

HIM 101. Introduction to Health Data. 4 Credits.
This course introduces the student to the structure and form of the health record. Emphasis is placed on patient record content, storage and retrieval, release of information, forms control, indexes and registries, and health services organization and delivery. Lab assignments and online Learning Lab provides students with an opportunity to apply textbook chapter concepts through completion of application-based activities. Prerequisites: Health Information Management: ENG 098, FYE 101 (or placement); Medical Coding Certificate: ENG 098, FYE 101 (or placement); BIO 152 (or co-requisite), HIM 102 (or co-requisite). Fall.

HIM 102. Medical Terminology for Health Information Management. 3 Credits.
Through participation in lecture student will develop an understanding of medical terminology as it relates to healthcare and the ICD-10-CM/PCS classification systems. Applications of medical terminology as it relates to diagnostic and procedural groupings will be discussed. This course provides a comprehensive understanding of medical terminology that relates to diagnoses, treatments and surgeries for all body systems. Prerequisites: ENG098, RDG098.

HIM 103. Professional Practice Experience I. 1 Credit.
Through participation in professional site visits the student will complete a 40 hour field based practice experience and complete written journal entries and assignments based on the field experience. The topics for the written assignments will include documentation requirements of the health record, identification of a complete health record based on the organizations policies and procedures and other relevant topics as determined by the instructor. Prerequisites: HIM101, 130, 150.

HIM 110. Health Care Statistics, Data Literacy and Quality Management. 4 Credits.
This course will outline the procedures associated with vital statistics in healthcare with emphasis on descriptive statistics found in the acute hospital care setting. The data literacy portion will focus on data search and access techniques, and skill development in data presentation techniques. Also, the course defines quality in the context of healthcare provider services, and evaluates performance improvement initiatives by federal mandate, accrediting bodies, and insurance payers. An appreciation of the methods of assessing quality improvement, risk management, and utilization management will be developed, as well as attaining an understanding of the medical staff credentialing process. This course places emphasis on competency skill building through the use of labs, case studies, active engagement and thoughtful assignments. Prerequisites: HIM 101, MAT 126.

HIM 130. Diagnostic Coding ICD-10-CM. 4 Credits.
This is an entry level course in the study of the official coding rules, guidelines, and classification systems for assigning valid diagnostic and/or procedure codes utilizing ICD-9 and ICD-10-CM. Students will abstract health information according to regulatory guidelines for acute hospital coding. Lab time is required. Prerequisites: Health Information Management: HIM 101, BIO 199 (or co-enrollment); Medical Coding Certificate: HIM 101 (or co-enrollment), BIO 152 (or co-enrollment).

HIM 140. Medical Legal Aspects. 3 Credits.
This course is composed of four main areas: a study of the legal system and legal procedures, a study of ethics, a study of issues related to the control and use of patient-specific health information, and specialty concerns in health information management, such as healthcare fraud and abuse. Three federal regulations receive special focus as they are significant to HIM: HIPAA, ARRA, and GINA. This course places emphasis on competency skill building through the use of case studies, presentations, and thoughtful assignments. Prerequisites: HIM 101.

HIM 150. Patho pharmacology. 4 Credits.
This course combines the study of pharmacology with the disease process (pathology) linking the two in a way that helps to reinforce key learning concepts in both domains. The student will learn through the use of textbook readings, video clips, PowerPoint slides, and Studyware which consists of exercises, case studies, and reinforcement games. Students will also research and debate current events in the fields of disease and drug treatments. Prerequisites: Health Information Management: BIO199 (or corequisite), HIM102(or placement); Medical Coding Certificate: BIO 152 (or corequisite) or BIO 199, BIO 204.

HIM 160. Procedural Coding ICD-9 and ICD-10-PCS. 4 Credits.
This course emphasizes ICD-9 and ICD-10-PCS which is an entirely different classification system based on the essential components of a procedure. Under the new system, codes are built from a number of variables, including body system, root operation, body part, approach, and more. And in some cases, multiple codes may be needed to describe each of the specific components of a procedure or service. Lab time is required. Prerequisite: Health Information Management: HIM 130; Medical Coding Certificate: HIM 130 (or corequisite). Fall.

HIM 170. Physician Coding: HCPSC & CPT. 4 Credits.
This course is a study of the official coding rules, guidelines, and classification systems for assigning valid diagnostic and procedure codes. Students will abstract health information according to regulatory guidelines for ambulatory hospital coding. The differentiation of correct codes in an outpatient hospital and physician office setting will be covered. Students will focus on proper utilization of current official coding rules and guidelines using virtual training management systems software. Laboratory time is required. Prerequisite: Health Information Management: HIM 130; Medical Coding Certificate: HIM 130 prerequisite (or co-requisite).

HIM 175. Advanced Coding. 4 Credits.
This course is designed to enhance a student’s skills in the assignment of ICD and CPT codes for hospital, ambulatory surgery, home health care, long term care, skilled nursing facility, rehabilitation and physician based clinical coding. Codes will be assigned for intermediate and advanced clinical cases using case scenarios and excerpts from health records. Prerequisites: HIM 130, HIM 160, HIM 170.
**HIM 180. Health Information Financial Management and Reimbursement Methods. 4 Credits.**
This required course will focus on financial concepts for healthcare managers, reimbursement methodologies and revenue cycle management. Readings will highlight the financing and delivery of health services in the United States. Emphasis is placed on case study and problem solving. Students must have completed at least two coding courses in order to be able to assimilate the revenue cycle management theories that are the focus of this course. Prerequisites: Health Information Management: HIM160. Medical Coding Certificate: HIM160 (or Co-enrollment).

**HIM 190. Compliance and Supervision. 2 Credits.**
This required course will focus on two AHIMA domains of learning including: human resource management and supervision, and coding compliance. Guidelines on performing coding compliance reviews and developing a coding compliance program will be the focus, with discussions on the differences between coding and billing, medical necessity, reviewing techniques, educational guides and coding compliance strategies. Emphasis is placed on case study and problem solving. Students must have completed at least one coding course in order to be able to assimilate the coding compliance theories that are the focus of this course. Prerequisites: HIM 130.

**HIM 200. Professional Practice Experience (PPE). 2 Credits.**
This course aids the student in making the transition from student to employee. The student will practice professional competencies to prepare them for employment in the HIM career field. Students will perform advanced functions of the health information management (HIM) department in a controlled virtual environment with the guidance of the instructor (80 lab hours). The virtual lab environment includes using eMedsys EHR, and ONC training materials. The practical application of EHRs to help students develop the confidence and skills they need to be successful on the job. The student will also be placed in an acute care facility for the purpose of assimilating theory with practice (40 hours). Advanced placement students will be assigned a HIM project to be completed in conjunction with a HIM community mentor(s). Prerequisites: HIM 150, HIM 160; Final term of study.

**HIM 210. Computer Systems for Health Information Management. 3 Credits.**
Through participation in lecture student will develop an understanding of electronic health information systems as it relates to data collection, data governance, data management and data use in a variety of health care settings. Clinical, administrative and financial electronic systems will be evaluated for various types of health care facilities. Verification methods to control data security will be addressed. Students will demonstrate the ability to collect and maintain health data and organize data presentations using graphical tools. Students will evaluate various electronic information systems and analyze information needs of facilities. Prerequisites: HIM101.

**HIM 210. RHIT Exam Review. 1 Credit.**
This course introduces the student to the structure and format of the AHIMA RHIT credential exam. By reviewing previous course content and completing practice exams the student will acquire testing skills and knowledge to be prepared to take the RHIT credential exam. Prerequisites: HIM150, HIM160; Final Term of study.

**HIM 220. Comparative Health Information Management. 2 Credits.**
Through participation in lecture student will develop an understanding of health information documentation requirements, federal regulations, health care data sets, quality management pertaining to ambulatory care, physician offices, dental offices, long term care, hospice, correctional facilities, mental health and other facilities. The course will provide students with a comparative analysis of various HIM practices and information management in a variety of health care settings. Prerequisites: HIM101.

### Health Sciences (HEA)

#### Courses

**HEA 101. Health And Disability In The Older Adult. 3 Credits.**
This course explores the relationship between the aging process and the development of disability in older adults. Factors contributing to disability will be addressed with emphasis given to understanding the normal aging process, the present healthcare system and its impact on older adults, the disablement process, and the development of skills in identifying disability risk. Students will be encouraged to discuss their own perspectives and experiences with the subject area and to work in a team with their peers during online discussions, as well as individually on course projects. At the completion of this course students will have gained new insights into the aging process as well as a better understanding of factors that can lead to disability in older adults. Open to all health professions students. Students must have access to an internet able computer with modem speed of at least 56K. If not already equipped, free downloads for Windows Media Player, Adobe Acrobat Reader, and Windows PowerPoint Reader will be made available prior to initiation of the course. An online tutorial regarding use of the MWCC online learning site is available, and its use is strongly recommended.

**HEA 102. Health Ministries. 3 Credits.**
This course will provide an introduction and overview of health ministry within a faith community. Concepts basic to beginning this ministry will be discussed as will be topics such as a history of church involvement in health care, the whole-person approach to health and models of health ministry. The role of the nurse in the health ministry of a faith community will be emphasized. Prerequisite: ENG101 or permission of division dean. The target audience for this course is nurses and health care professionals as well as nursing students. Other students will be accepted with approval of the division dean.

**HEA 103. 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.

**HEA 104. Foundations Of Nursing Success (Formerly NUR 099). 3 Credits.**
This course focuses on the basic concepts that form the foundation of nursing practice. It involves cooperative learning opportunities for exploring the practice of nursing and preparing students for the process and rigors of nursing education. In addition, this course will assist students in developing strategies to improve basic academic skills, study habits, time management, and concept of self with an aim of improving the likelihood of success once accepted into the nursing program.

Through presentations, group work, lecture and discussion, fundamental knowledge for beginning nursing education is provided. Concepts integral to nursing practice, such as ethics, integrity, and requirements as stipulated in the Nurse Practice Act are also introduced. Prerequisites: MAT 092, RDG 098, or placement.
HEA 105. Critical Thinking For Health Care Providers. 3 Credits.
This course will introduce and explore techniques of critical thought and reasoning. It will serve as an essential foundation for health care providers in evidence based practice. Prerequisite: ENG102.

HEA 115. Nurse Assistant Theory. 3 Credits.
This course provides students with the theory and laboratory practice to safely care for clients in healthcare settings under the guidance of an instructor in a practicum course. Combined with successful completion of the practicum course, these students can safely care for clients in various healthcare settings. Prerequisites: ENG098, FYE101, RDG098, or placement.

HEA 116. Nurse Assistant Practicum. 2 Credits.
This course provides students the opportunity to practice and refine the nurse assistant theory and skills learned in the theory course. Students, under the supervision of a licensed nurse, will provide safe, basic care to clients in long term care settings. Students must have completed immunization record, including signed date of Hepatitis B series and negative PPD. Prerequisite: HEA115 with a grade of C+ or higher.

HEA 117. Acute Care CNA Training. 3 Credits.
This course is designed to prepare Certified Nursing Assistants for employment in an acute care hospital setting. The curriculum provides a review of skills attained in the Nursing Assistant Training course including an emphasis on specialized acute care areas. These areas include medical, surgical, orthopedic, psychiatric, pediatric, and obstetric emphasis. This course offers a classroom and clinical competence based training, whereas each student participant will complete the required classroom, laboratory, and clinical training. Prerequisites: HEA115, HEA116 or current Certification as a Nursing Assistant in good standing, current CPR.

HEA 118. Home Health Aide. 2 Credits.
This course is designed to prepare Certified Nursing Assistants for employment in a home-like setting. The curriculum provides a review of skills attained in the Nursing Assistant Training course including a focus on providing care to individuals in their homes. This course will emphasize the importance of maintaining a safe and clean environment, recognizing emergencies and responding to such emergencies, and the physical, emotional, and developmental needs of those individuals served by the Home Health Agencies. This course offers a classroom and laboratory competence based training, where each student participant will complete the required classroom and laboratory training. Prerequisites: Current CPR certification, Certification as a Nursing Assistant, HEA 115, HEA116.

HEA 119. Rehabilitation Aide Training. 3 Credits.
This course is designed to provide students with the necessary skills to serve as a rehabilitation or fitness aide in an outpatient, sub-acute or fitness center setting. Students will learn clerical and clinical skills necessary to provide support within a fully supervised setting. Prerequisites: ENG101.

History (HIS)

Courses

HIS 105. 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: ENG098, FYE101, RDG098, or placement. Fall.

HIS 106. 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: ENG098, FYE101, RDG098, or placement. Spring.

HIS 113. 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: ENG098, FYE101, RDG098 or placement.

HIS 121. 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: ENG098, FYE101, RDG098, or placement.

HIS 123. History Of Modern America. 3 Credits.
Students study the relationship between foreign and domestic events and the evolution of American history from 1945 to the present. Special emphasis is placed on the legacies of the New Deal, World War II, Vietnam and their influences on the presidents of the last sixty years. Prerequisites: ENG098, FYE101, RDG098, or placement.

HIS 125. 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: ENG098, FYE101, RDG098, or placement.

HIS 140. History Of New England. 3 Credits.
The political, social, economic, and intellectual history of New England from Colonial times to the present is studied. Special emphasis is placed on New England's development as a distinct cultural region and its impact on American life. Prerequisites: ENG098, FYE101, RDG098, or placement.

HIS 151. Contemporary American Military History. 3 Credits.
This course is recommended for veterans. This course will review several incidents from post-World War II United States military history to critically analyze particular elements of doctrine, strategy, and the political context driving such actions. Students will also review the socio-political impact certain military actions had on American culture. Students actively participate by applying knowledge from select case studies to assess their historical value regarding resolution of current politico-military problems. Prerequisites: ENG 098, FYE 101, RDG 098 (or placement). Spring.

HIS 201. History Of United States I. 3 Credits.
This course will focus on United States history with an emphasis on how the country developed from settlements to the society it has today. It will analyze the problems encountered in forming a new republic, westward expansion, and sectional conflicts. The analysis will begin with the pre-Colonial period and continue through the Revolution, the War of 1812, Jacksonian democracy, the rise of political parties, and the social, economic, and political developments that formed the backdrop to the Civil War. The course will also look at how the Europeans and Africans who came to America developed unique American traditions that blended Old World customs into the New World experience. Prerequisites: ENG098, FYE101, RDG098, or placement. Fall.
HIS 202. History of United States II. 3 Credits.
This course will begin with the Reconstruction and will examine the social, economic, and political issues of the late nineteenth century as the country moved from an agrarian society to an industrialized nation, the emergence of the United States as a world power with World War I, the effects of the Great Depression on society and government, World War II, the Korean War, the Cold War, the Civil Rights Movement, Vietnam, Women’s Rights, the War on Terror, and the challenges that America faces as it moves into a new century. Prerequisites: ENG098, FYE101, RDG098, or placement. Spring.

HIS 240. 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: ENG098, FYE101, RDG098, or placement; permission of division dean.

**Hospitality (HRM)**

**Courses**

HRM 102. Introduction to Hospitality Management. 3 Credits.
This introductory course is a survey of contemporary hospitality and managerial practices and procedures that are pertinent to the hospitality industry. It examines the overall operation of hospitality including hospitality and tourism and tourism leadership, communication, front office leadership, customer service, housekeeping operations, facilities management, human resources, food and beverage service, and managing banquets and catered events. Prerequisites: ENG 098, FYE 101, MAT 092, RDG 098, or placement.

HRM 103. Hospitality Marketing. 3 Credits.
This course introduces the basic factors involved in implementing the “marketing concept” with an emphasis on the hospitality and tourism industry including 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 sales and marketing functions within the hospitality industry. Prerequisites: MAT 092, RDG 098, ENG 098, FYE 101 or placement.

HRM 199. Internship for Hospitality Management. 3 Credits.
In this course, students will apply knowledge, perform administrative procedures, and develop professional attitudes for interacting with other professionals and hospitality consumers in the actual hospitality industry. This will involve 120 hours unpaid experience at an MWCC-approved hospitality site. Prerequisites: ACC 101, CIS 127, BUS 125, HRM 102, and approval of the instructor.

**Human Services (HST)**

**Courses**

HST 101. 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: ENG098, FYE101, RDG098, or placement.

HST 140. 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 that includes videotaping. Prerequisite: PSY 105 strongly recommended, may be taken concurrently.

HST 142. Counseling Methods And Interviewing Techniques II. 3 Credits.
This course builds on the foundation of HST 140 Counseling Methods And Interviewing Techniques. Course content includes therapeutic structures, issues that face the beginning counselor, models of therapy, and practical aspects of the work. The class will use a comprehensive approach that focuses on theoretical perspectives and case studies to enhance the understanding of counseling and interviewing. Prerequisite: HST140.

HST 145. 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: ENG098, FYE101, RDG098, or placement.

HST 147. Topics In Mental Health/Mental Retardation. 3 Credits.
This course prepares students in the practical aspects of their work in the field. Topics and issues addressed include the philosophy and history of the field of mental health/mental retardation, deinstitutionalization, utilization of community systems and resources, legal and ethical aspects for the mental health/mental retardation worker, and assessment and evaluation. Prerequisites: ENG098, FYE101, RDG098, or placement.

HST 148. Topics For Human Service Providers. 3 Credits.
This course is designed to develop the core competencies needed by direct support staff in a variety of settings. The instructor integrates the course materials and provides materials and exercises that will help students to assess concepts from lectures and to relate these concepts to their other coursework and to their own experiences. Topics focus on how to balance the health and safety of individuals receiving services and support, while at the same time recognizing their needs and rights for choice, self-determination, and psychological development. Prerequisite: HST101 Fall.

HST 150. Cultural Awareness. 3 Credits.
This course focuses on understanding cultural differences. Students will examine their own culture and others. Issues regarding how culture affects people and the world they live in will be discussed. Prerequisites: ENG098, FYE101, RDG098, or placement. Fall.

HST 245. Introduction To Learning Disabilities. 3 Credits.
This course deals with the identification and remediation of learning disabilities. Students are introduced to learning theory, educational and psychological testing, and teaching methods. Evaluation of the child in the school system, the role of parent counseling, and administration of a school learning disabilities program are major topics. Prerequisites: ENG098, FYE101, RDG098, or placement.

HST 250. Human Services Internship Experience. 4 Credits.
During their last semester, students in this internship work directly with clients under the supervision of a professional worker in a human services setting. Students are expected to gain an understanding of the dynamics and appropriate treatment for clients and their families. Placements have included, but are not limited to, settings involving mental health, developmental disabilities, and community service projects. Students must complete 150 hours in addition to one class meeting per week. A consideration for placement includes an assessment of the student's readiness and faculty recommendations. The college
also requires Criminal Offender Record Information (CORI) and liability insurance for all interns. Prerequisites: QPA 2.0, 45 credits earned toward the Human Services degree including ENG102, HST101, HST140, PSY110, PSY240, SOC103, and permission of department chairperson.

HST 260. Human Services Seminar (Capstone). 3 Credits.
In this capstone course, students synthesize and apply concepts and skills learned in the Human Services (HS) program. This course requires students to show mastery of the material covered in the HS program through several required avenues including the following: seminar meetings and discussions; portfolio work; and a research paper. This course is designed to help students apply the knowledge and skills learned in the program and to explore self-perceptions related to their career choice in the human services field. Students must complete this course with a minimum grade of C to graduate. Prerequisites: 45 credits earned toward the Human Services degree including ENG102, HST101, HST140, PSY105, PSY110, PSY240, SOC103, or permission of division dean. Spring.

**Humanities (HUM)**

**Courses**

**HUM 212. Medical Ethics. 3 Credits.**
This course will address the ethical dilemmas involved in medical decision-making by physicians, healthcare workers, patients, and society. A seminar format will be implemented, where the emphasis will be placed on critical thinking skills. Students will be expected, and required, to do independent research, case study analyses, and to articulate well-honed positions, both orally and in writing. Major topics to be covered are abortion, doctor-assisted suicide (euthanasia), research with living subjects (animal and human), allocation of scarce resources, new reproductive technologies and rights, professional responsibility, mental incompetence, death and dying, and genetic-related issues such as cloning, designer babies, and stem cell research. In addition to the assigned readings, students will be required to participate in class discussions; to maintain a journal for personal reflection and case study analyses; to submit two critiques and two position papers; and to submit and present (PowerPoint) a research paper based on an approved topic. Prerequisite: ENG101.

**HUM 240. 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.

**HUM 260. 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. Prerequisite: ENG101.

**HUM 283. Honors Colloquium. 3 Credits.**
This course is designed to examine contemporary issues and concerns in our global world encompassing local, state, national, and worldwide events. The readings, discussions, and assignments will encourage students to arrive at informed thoughts about contemporary public issues, an obligation imposed upon us all by citizenship in a democratic society. The course will sharpen reasoning, reading, writing, and speaking skills to aid student participation in public affairs throughout life. Through research efforts, instructor and student presentations, discussion groups, collaboration, and interaction, students will expand their knowledge of current events. Insight and analysis will be used to design, explore, and conduct research into the issues and concerns of today. Prerequisite: Permission of the Honor's Program coordinator. Spring.

**Interdisciplinary Studies (ISC)**

**Courses**

**ISC 101. The Holocaust: Evil And Good In The Human Condition. 3 Credits.**
In the whole of human history there has never been an event like the Holocaust. Between 1933 and 1945, the Germans murdered over ten million people as a matter of state policy. In this introductory course, students will begin the study of the causes of the Holocaust, the events themselves, and the implications of the Holocaust for ourselves as individuals and for our own time. Prerequisite: ENG101. Spring.

**ISC 102. 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: ENG098, FYE101, RDG098, or placement.

**ISC 110. Introduction to Europe. 3 Credits.**
This two-part multifaceted course allows students to experience the cultures of England and France through short term travel. In the classroom the students will engage in academic preparation prior to travel through lectures, small-group discussions, research, and homework assignments. The culmination of the study is a 10-day visit to London and Paris which will include attention to fundamental geography, history, government, and economy. Emphasis will be placed on selected topics. The course will also include the process of planning and preparing for overseas travel.

**ISC 120. Community Service Learning Initiative. 3 Credits.**
This course provides an excellent opportunity for students to better understand the needs/hardships of others outside of their everyday experience. It is geared to improve upon and build communicational, organizational, and interpersonal skills. This course will bridge civic engagement (responsible for planning activities within the community by volunteering 30 hours of time and inspiration) with service learning opportunities (community-based experience relating to course material) for the student by working with special population groups in the community (i.e., mentally, emotionally, or physically challenged). This course enables students of all majors the opportunity to experience serving in human service organizations fostering personal growth. Prerequisites: ENG098, FYE101, RDG098, or placement.

**ISC 220. Community Service Learning Capstone. 3 Credits.**
Civic Engagement and service learning are the foundations of this Interdisciplinary Studies capstone course. In conjunction with classroom learning, students will have the opportunity to participate in a community-based service learning project. This project will involve 30 hours of volunteer work in the community as well as a substantial research project accompanied by library instruction where students connect textbook theory with practical experience. Students will demonstrate proficiency in MWCC's general education core curriculum, as well as build upon.
communication, organizational, and interpersonal skills. Prerequisites: Enrollment in the IDS or IDSH program, ENG102, one behavioral social science elective, completion of 45 credits, or permission of the dean.

**ISC 230. Advanced Multimedia Production. 3 Credits.**
This Media Arts and Technology (MRT) and Graphic and Interactive Design (GID) department dual-designation course will build upon the skills that MRT students acquired in Studio Production, Electronic Field Production, Linear Computer-Based Multi-Source Editing, both analog and digital, and Non-linear Editing, and GID 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 MRT and GID majors only. Media Arts and Technology Prerequisites: MRT227 and permission of the division dean. Corequisite: MRT229. Graphic and Interactive Design Prerequisite: GID104 and permission of the division dean. Spring.

**ISC 235. LAS Capstone: Scientific Research and Writing. 3 Credits.**
In this capstone course directed towards Liberal Arts science majors, students will produce a thesis project that is the culmination of their two years of interdisciplinary study. Students will conduct an extensive literature review of their chosen topic accompanied by an instructional librarian, and present the current research in the subject area including scientific methods and data analysis from primary journal sources. The final thesis project will include written, oral and graphic presentation of the research undertaken. Prerequisites: Enrollment in LAB, LACH or LAEP program. Completion of 45 credits toward degree. ENG 102, MAT 162 or higher. Spring.

### Legal Studies (LAW)

**Courses**

**LAW 101. Introduction To Law (Formerly PLS 101). 3 Credits.**
This course introduces students to basic legal concepts, principles, and procedures. It is designed to provide students with an understanding of the structure of the U.S. legal system, including the role of the judicial, legislative, and executive branches; the history of law in the United States; the role of attorneys, paralegals, law enforcement, and other legal professionals; basic categories of law; litigation principles; and alternative dispute resolution. In addition, students will be introduced to a wide variety of ethical standards that apply in the legal community. Prerequisites: ENG098, FYE101, RDG098, or placement.

**LAW 104. Introduction To Family Law (Formerly PLS 104). 3 Credits.**
This course reviews the substantive and procedural law relative to divorce, adoption, guardianship, custody, and other family law matters within the jurisdiction of the Probate Court. Topics include the legal status of children, legal rights of women, and illegitimacy and paternity proceedings, as well as divorce procedures and child custody and support issues. Students will be introduced to contract law as its principles are specifically applied to ante nuptial agreements, separation agreements, and surrogate 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: ENG098, FYE101, RDG098, or placement.

**LAW 106. Introduction To Real Estate Law (Formerly PLS 106). 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: ENG098, FYE101, RDG098, or placement.

**LAW 110. Litigation (Formerly PLS 110). 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: ENG098, FYE101, RDG098, or placement.

**LAW 220. Insurance Law (Formerly PLS 220). 3 Credits.**
This course provides students with an understanding of the fundamental principles and doctrines of insurance law. The course develops general understanding of basic concepts and encourages the critical evaluation of the insurance law rules. Topics include fundamentals of insurance principles and basic legal doctrines. The student will gain an understanding of the public policy interests that influence specific laws, doctrines, or rules. Analysis is performed of court-formulated rules that regulate the relationship between insurers and persons who are applying for insurance, have acquired insurance, or are identified as beneficiaries under a contract of insurance. Particular emphasis is placed on problems presented by insurance for health or medical expenses and motor vehicles. Prerequisites: ENG098, FYE101, RDG098, or placement.

**LAW 230. The Law Of Torts (Formerly PLS 230). 3 Credits.**
This course introduces students to the fundamentals of torts law and civil wrongs that have caused harm to person or property. Specific causes of action, elements of torts, and prima facie cases are discussed in the context of the three categories of torts: routine personal injury; high-stakes personal injury; and mass latent-injury. An emphasis will be placed on the development of analytical skills and the application of legal concepts to particular factual situations. Prerequisites: ENG098, FYE101, RDG098, or placement.

**LAW 250. Legal Research and Writing I (Formerly PLS 250). 4 Credits.**
This course introduces students to the basics of legal research and writing. Students will learn how to analyze a problem, develop a research strategy, access information using primary and secondary sources, and draft legal documents. A functional approach to research is stressed and emphasis is placed on development of the skills necessary to find and understand case law, statutes, administrative regulations, and constitutional law. Students will be introduced to both the computer-aided research, including the Internet and CD systems, and book-based research. Prerequisite: ENG101.

**LAW 251. Legal Research And Writing II (Formerly PLS 251). 3 Credits.**
This course reviews and expands on the basic legal research sources and skill provided in LAW250 Legal Research and Writing I. Students work specifically with legal research materials such as cases, codes, rules and regulations, and practice effective legal writing by creating legal documents. It provides students with a systematic approach to learning legal analysis, organization, and writing. The process is sequentially structured so that students may concentrate on mastering each necessary skill before proceeding on to another. Students are provided with an opportunity to develop their writing abilities with specific
focus on the preparation of briefs, pleadings, and legal documents. Prerequisite: LAW250.

LAW 262. Estate Planning (Formerly PLS 262). 3 Credits.
This course is an introduction to wills, trusts, and estates. Topics include intestacy, estate administration, estate taxes, and the use of wills and trusts to plan disposition of one's estate. The probate process including the probating of a will, contested proceedings, and administration of an estate is studied. Students will draft associated legal documents such as wills and specialized trusts. Prerequisites: ENG098, FYE101, RDG098, or placement.

LAW 265. Paralegal Practicum (Formerly PLS 265). 3 Credits.
Students will be placed in paralegal work environments such as private law firms, courthouses, state and local government agencies, or state and municipal government offices depending on their area of interest. In exchange for credit, students will complete a 120-hour practicum. Students will participate in a variety of activities normally associated with paralegal employment in the specific field chosen by the student. This typically includes obtaining client intake information, performing litigation support, conducting legal research, and preparing legal documents such as mortgages and deeds. Prerequisites: ENG101, LAW250 or permission of division dean.

LAW 270. Legal Studies Seminar (Formerly PLS 270). 3 Credits.
This course is structured to help students integrate knowledge from across the legal studies curriculum in preparation for the transition to working as paralegals or continuing their legal education. Students will integrate and apply knowledge related to substantive and procedural legal topics from an interdisciplinary perspective. Students will integrate and apply knowledge, theory, and understanding developed from their previous coursework in the legal studies program. Students will complete at least one major research and writing project that will require at least one oral class presentation. Prerequisites: BUS211, ENG102, LAW101, LAW104, LAW110, LAW250.

Management (MGT)

Courses

MGT 105. Leadership And Management For The Health Care Professional. 3 Credits.
This course is targeted for nurses and other health care professionals who work in care teams with other health care professionals. The emphasis is on developing negotiation, partnership, shared responsibility, accountability skills, and understanding within healthcare organizations and care teams. Participants will develop leadership and management skills through a variety of case studies. Students that will benefit the most from this class plan to be, or are, members of a patient-focused health care delivery team. This course is intended to build competencies in health care leadership and management while enhancing the health care professional's ability to build and interact with care teams, resolve conflict, negotiate for solutions, and develop collaboration skills. This course will also prepare the professional nurse to mentor and coach members of the health care team. Students enrolled in nursing, dental hygiene, allied health, medical assisting, and physical therapist assistant, are encouraged to take this course as an elective. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement.

MGT 110. Small Business Management. 3 Credits.
Small business entrepreneurs fail most frequently because of the inability to plan and to master business operations after recognizing a business opportunity. This course will deal with business planning and operations as they relate to the small business entrepreneur. Business operations are discussed with attention to business and management functions as they relate to small business. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement.

MGT 115. 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.

MGT 132. Principles Of Production. 3 Credits.
This course covers the problems confronting the production manager. Topics include product design, work simplification and measurement, inventory, production, quality, and cost control. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement. Evening only.

MGT 201. 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 integrated flow charts, fishbone diagrams, and Pareto charts will be introduced. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement.

MGT 210. Principles Of Management. 3 Credits.
This course is a survey of traditional and contemporary principles of management and of the application of behavioral science and quantitative concepts to the solution of actual business organization problems. It is an introductory course dealing with the structure of business, its environment, and its relationship to society, and the individual members of the class. It examines the operation of business, how a firm's structure and management are determined, the methods by which companies produce products and services, the way they manage human and physical resources, market their goods and services, finance operations, and the techniques they use to control operations and meet their responsibilities. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement.

MGT 235. Human Resources Management. 3 Credits.
This course focuses on the development and retention of an efficient work force, including such topics as the construction and use of occupational descriptions, sources of labor, application forms, interviewing, testing, training, job analysis, and wage plans and policies. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement.

MGT 250. Strategic Management. 3 Credits.
This capstone course prepares students to integrate important current issues in strategic management with key learning from MWCC business curriculum courses. It concentrates on in-class presentations and work team approaches to learning with a focus on critical thinking. It is designed with an applied perspective and highlights significant emerging trends in strategic management. It is intended to provide students with the business skills and knowledge transfer that prepares them for further baccalaureate learning and on-the-job implementation of corporate, business, and functional strategies. This is a business capstone class and registration is restricted to business degree graduating sophomores only. Prerequisites: ACC101, ACC102, CIS127, ENG102, and 45 credits earned toward a BA or BAC degree.
Marketing (MKT)

Courses

MKT 142. 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: ENG098, FYE101, MAT092, RDG098, or placement.

MKT 143. Retail Management. 3 Credits.
This course includes topics such as competition, motivation, risk, buying, pricing, store location, and planning and controlling inventories. The management approach to the study of retailing is emphasized. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement.

MKT 241. 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: ENG098, FYE101, MAT092, RDG098, or placement.

MKT 244. Sales Management. 3 Credits.
This course covers the functions and responsibilities of the sales manager including organization, selection, training, compensation and supervision of sales personnel, as well as quota and territory determination. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement.

MKT 245. Introduction to Sales. 3 Credits.
Students explore the exciting field of professional selling and learn how to apply the principles and techniques of successful selling. This course provides a strong academic and practical foundation for those considering a career in sales as well as for current sales professionals in need of a foundational refresher. Students will make in-class sales presentations. Prerequisites: ENG098, FYE 101, MAT 092, RDG 098, (or placement).

Mathematics (MAT)

Courses

MAT 092. Foundations of Mathematics. 4 Credits.
This course is designed for students who need remedial instruction in arithmetic and basic Algebra. Topics studied include: whole numbers, order of operations, prime factorization, fractions, decimals, percent, rates, ratios, proportions, word problems, basic statistics, graphs, tables, signed numbers, variables, expressions, formulas and equations. Students must pass the exit exam with a grade of “C” or better and earn an overall average of “C” in the class for successful course completion. Prerequisites: Appropriate score on Accuplacer Arithmetic Test.

MAT 096. Intermediate Algebra. 4 Credits.
This course completes the developmental math curriculum and prepares students for the credit-bearing course Introduction to Functions & Modeling. Topics include: linear equations and inequalities, graphing equations, polynomials and exponents, factoring polynomials and solving equations, rational expressions, radical expressions, quadratic equations and introduction to functions. Institutional credit only. Courses that earn institutional credit do not apply towards graduation. Prerequisites: MAT 092 or placement.

MAT 126. Topics in Mathematics. 4 Credits.
This course explores a number of important ideas and practical applications in contemporary mathematics. Required topics include: problem solving strategies; measurement and the metric system; set theory; equations and inequalities; graphing linear and quadratic functions; consumer applications such as interest, annuities and present value; and basic statistics. Teachers will select one or two additional topics (as time permits), such as, history of math, voting and apportionment, logic, probability, or geometry. Prerequisite: MAT 092 or placement.

MAT 140. Elements Of Mathematics I. 3 Credits.
This course provides a comprehensive, conceptually-based study of the rational and real number systems, along with fundamental concepts of number theory, in order to develop deep levels of understanding of these concepts. Topics include: numeration systems; algorithms for the addition, subtraction, multiplication and division of whole numbers, integers, fractions, and decimals; factors and multiples; greatest common factor and least common multiple; ratio, percent and scientific notation; rational and irrational numbers. Inquiry based instruction, problem solving skills, project work, and the appropriate use of mathematical models are emphasized. This course is recommended for Early Childhood and Elementary Education majors only. Prerequisite: MAT 092 or placement. No calculators allowed.

MAT 141. Elements Of Mathematics II. 3 Credits.
This course provides a comprehensive, conceptually-based study of the mathematical content of the probability, statistics, measurement, and geometry needed for early childhood and elementary school teaching. Topics include: single-stage and multi-stage experiments; collecting, graphing, describing and analyzing data; sampling and simulations; plane figures; polygons and tessellations; symmetry; systems of

Massage Therapy (MTC)

Courses

MTC 101. Massage Therapy I. 4 Credits.
This course concentrates on Swedish massage taught through lectures, demonstrations, and "hands-on" student practice. The five techniques of Swedish massage (effleurage, petrissage, friction, tapotement, and vibration) are covered as well as the history and advancement of therapeutic massage. Additional topics include: the effects and benefits of therapeutic massage; the indications and contraindications for therapeutic massage; the general principles and procedures of therapeutic massage; proper body mechanics and draping; professionalism and ethics; sanitation and safety practices; communicable diseases as they pertain to massage; equipment and products; and current laws regarding the practice of therapeutic massage. Prerequisites: BIO115 (preferred) or BIO199, PTA104 (or co-requisite). Fall.

MTC 110. Professional Issues And Ethics For Body Workers. 3 Credits.
This course introduces students to a global perspective of practice through the various elements necessary to a career as a bodyworker. Students will be expected to put together various components of their education, both theory and practice, in order to synthesize what they have learned into practice. Both independent practice and practicing for another agency are included in the course, as well as membership in a professional organization, licensure and certification, practice guidelines, development of a business plan, advertising, and record keeping. Topics such as professionalism, ethics, legal aspects of practice, and career advancement will also be included. Prerequisite: ENG101.
measurement; area, perimeter, volume and surface area. Inquiry based instruction, problem solving skills, project work, and the appropriate use of mathematical models are emphasized. This course is recommended for Early Childhood and Elementary Education majors only. Prerequisite: MAT140. Spring.

MAT 143. Statistics. 4 Credits.
This course presents students with an understanding of elementary statistics by familiarizing them with basic concepts of measures of central tendency and variability, regression and correlation, probability, discrete and continuous random variables, the Central Limit Theorem, confidence intervals, and hypothesis testing. A calculator is required. Prerequisite: MAT092 or placement.

MAT 162. Introduction to Functions & Modeling (Formerly MAT 134). 4 Credits.
This course provides an introduction to functions, graphing techniques, and modeling. Topics included: visualizing and graphing data, functions and their representations, type of functions and their rates of change, linear functions and equations, Quadratic functions and equations, polynomial, rational and radical functions and equations, and introduction to exponential and logarithmic functions. Prerequisite: MAT 096 or placement.

MAT 163. Pre-Calculus. 4 Credits.
This course is a preparation for MAT211 Calculus I. Topics include: Mathematical Modeling; Exponential and Logarithmic Functions; Trigonometric Functions; Trigonometric Identities; Laws of Sines and Cosines, Vectors, Polar Coordinates, and Systems of Equations in Two Variables. Computers and/or graphing calculators are used to enhance the study of mathematics. Prerequisite: MAT162.

MAT 211. Calculus I. 4 Credits.
This course is an introduction to the concepts and methods of differentiation and their application in the areas of engineering, economics, and life sciences. The following topics are covered: differentiation of polynomial, rational, trigonometric, and composite functions; a study of limits; related rates; optimization problems; curve sketching; antiderivatives; and indefinite integration. Prerequisite: MAT163 or placement.

MAT 212. Calculus II. 4 Credits.
This course is a continuation of MAT211 Calculus I with emphasis on the methods of integration and their applications. The following topics are covered: integration of algebraic, trigonometric, inverse trigonometric, logarithmic, and exponential functions; area between two curves; volumes; arc length; work; fluid pressure; and Hospital's Rule. Prerequisite: MAT211.

MAT 213. Calculus III. 4 Credits.
A continuation of MAT212 with emphasis on parametric equations, polar coordinates, vector functions, analytic geometry in space, and multivariable calculus. Topics include: parametric equations, polar coordinates, vectors, dot products and cross products, motion in space, length of curves, planes and surfaces, partial derivatives, max/min problems, Lagrange multipliers and multiple integrals. Prerequisite: MAT 212.

Mechanical Engineering (MET)

Courses

MET 105. Blueprint Reading. 3 Credits.
This course will introduce students, to the primary communication method used in manufacturing, the engineering blueprint, and freehand sketch. The course includes principles of orthographic projection, symbols, and dimensioning. The purpose and interpretation of the title block, revision block, notes, and bill of material will also be covered. Freehand sketching techniques will be introduced as well. Students may not receive credit for both PLT 225 and MET 105. Prerequisites: ENG 098, FYE 101, MAT 092, RDG 098, or placement.

Media Arts & Technology (MRT)

Courses

MRT 105. Introduction To Mass Media (Formerly BCT 105). 3 Credits.
Students examine the effects and impact of the mass media on contemporary life. Emphasis is on the influence of television, film, radio, Internet, and print media in such areas as entertainment, news, politics, advertising, popular culture, and human behavior. Prerequisites: ENG 098, FYE 101, RDG 098, or placement.

MRT 110. Fundamentals of Video Production (Formerly BCT 110). 3 Credits.
Students are introduced to the basics of video recording and editing. Instruction focuses on developing the pre-production, production, and post production expertise required to successfully plan and execute video programs. An overview of video technology is included. Prerequisites: ENG098, FYE101, RDG098, or placement.

MRT 111. Media Theory and Practices (Formerly BCT 111). 3 Credits.
Students survey the foundation and development of television, radio, and electronic media; the regulatory, financial, and operating structure of the electronic media industries; programming content and criticism; the role and impact of electronic media in society; and electronic media's current and future applications. Prerequisites: ENG098, FYE101, RDG098, or placement. Offered occasionally.

MRT 112. Introduction to Audio Production (Formerly BCT 112). 3 Credits.
Students are introduced to the basic procedures and skills used by audio professionals. In order to achieve a basic understanding of sound as it relates to media productions, students perform recording and editing techniques of dialogue, radio style production, as well as studio and location sound practices used for video and film. Two hours lecture and two lab hours per week. Prerequisites: ENG098, FYE101, RDG098, or placement.

MRT 121. TV Studio Operations and Multicamera Production (Formerly BCT 121). 3 Credits.
This course encompasses the processes, equipment, facilities, and skills employed in television studio and multicamera production. Emphasis is placed on the operation of cameras, switchers and related equipment, the responsibilities of the production crew, and the direction of live-switched, multicamera production. Prerequisite: MRT110. Spring.

MRT 122. Fundamentals of Audio Postproduction (Formerly BCT 122). 3 Credits.
Students are introduced to equipment, procedures, and techniques used on location and in studios for careers in audio for the television and film industries, with an emphasis on post production signal processing and editing. This course builds on the information and skills acquired in MRT 112 Introduction to Audio Production. Two hours lecture and two hours lab per week. Prerequisites: MRT112.

MRT 202. Media Arts & Technology Internship I (Formerly BCT 202). 3 Credits.
In this course, students earn academic credit while gaining on-the-job experience and training at a broadcast operation or other electronic media-related facility. The student's performance is evaluated by the instructor and the employer. The student will participate in periodic
seminars with the course coordinator, and must prepare a detailed account of the internship at the end of the semester. Prerequisites: permission of division dean, 21 credit hours completed, and minimum 2.75 QPA. Offered occasionally.

MRT 203. Media Arts & Technology Internship II (Formerly BCT 203). 3 Credits.
A continuation of BCT202 Broadcasting and Electronic Media Internship I, this course allows a student to earn additional on-the-job academic credit. The student’s performance is evaluated by the instructor and the employer. The student will have periodic meetings in a seminar with the course coordinator, and must prepare a detailed account of the internship at the end of the semester. Prerequisites: permission of division dean, 21 credit hours completed, and minimum 2.75 QPA. Offered occasionally.

MRT 208. Scriptwriting (Formerly BCT 208). 3 Credits.
Students are introduced to various forms of scriptwriting, including but not limited to writing for television, radio, new media, and film. During the course of the semester, students will produce appropriately formatted scripts for their portfolios. Prerequisite: ENG101. Spring.

MRT 209. Broadcast Journalism (Formerly BCT 209). 3 Credits.
Students are given instruction and supervised exercises in writing, reporting, editing, and producing radio and television news, public affairs, and documentary programs. The role of broadcast journalists and their responsibilities to society are major discussion topics. Prerequisite: ENG101. Offered occasionally.

MRT 211. Advanced Audio Production (Formerly BCT 211). 3 Credits.
This course builds on information and skills acquired in BCT112 and BCT122. Students gain competency with configurations of complex audio systems, matrices of multibus mixers, digital mixers, advanced techniques in dialog recording, tone shaping, and music editing. Foley work, sweetening, and mixing for picture are major parts of this course. Prerequisite: MRT122. Fall.

MRT 214. Media Arts & Technology Operations And Management (Capstone)(Formerly BCT 214). 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: MRT105, 45 credits completed, or permission of division dean. Spring.

MRT 216. Digital Cinematography (Formerly BCT 216). 3 Credits.
Students employ production skills acquired in previous classes to effectively craft creative and compelling visual stories and movies. In this course students combine the aesthetics, concepts, and techniques filmmakers have practiced since the days of silent films with contemporary digital technology to create films that will effectively inform, entertain, or persuade today’s discerning audiences. Prerequisite: MRT229. Spring.

MRT 217. Critical Listening for Audio Engineers (Formerly BCT 217). 3 Credits.
This course focuses on awareness of sound. Ear training and auditory recognition are developed through directed listening tasks, discussions, and research. Topics include types of listening, listening environments, sound systems and devices, eras in sound, including equipment and technique, with analytical study of sound engineers’ choices in broadcast, cinematic and musical genres. Prerequisite: MRT122. Fall.

MRT 221. Broadcast Performance and Practice (Formerly BCT 221). 3 Credits.
This course introduces students to all phases of broadcast performing so that he/she can acquire necessary skills and/or function to direct talent for both audio and video media. This course combines both classroom lectures and demonstrations with a variety of practical exercises in both audio and video performance. Course projects have been chosen and designed to simulate actual broadcast situations encountered daily in the industry. Prerequisites: ENG098, FYE101, RDG098, or placement. Offered occasionally.

MRT 223. Independent Study In Media and Electronic Arts (Formerly BCT 223). 3 Credits.
This course is an advanced practicum experience in which the individual student, under the guidance of a staff member, develops his/her broadcast telecommunications skills at a professional level. Prerequisite: Permission of division dean. Offered occasionally.

MRT 224. Music Recording and Mixing Techniques (formerly BCT 224). 3 Credits.
This course trains students in techniques of recording and mixing music. Students will record musical performances of single and group vocals and instrument categories including drums, guitars, keyboards, brass, woodwinds, and strings. Students will have the opportunity to mix material recorded at professional recording studios. Training includes analog and digital mixers, outboard processors, and ProTools. Prerequisite: MRT211 or permission of division dean. Spring.

MRT 227. Advanced Television Production (Formerly BCT 227). 3 Credits.
This course builds on the basic studio production and EFP expertise and skills developed in MRT121. The emphasis of this course is hands-on production. Through participation in a variety of projects, students refine camera, audio, lighting, studio, and postproduction skills. They continue to develop their directorial expertise. Students expand their communication, organizational, and creative talents to produce effective and worthwhile programming. Prerequisite: MRT121. Offered occasionally.

MRT 228. Self Promotion and the Business of Media Arts. 3 Credits.
This course is designed to enable the student to begin to establish him/herself in the business of electronic and media arts. Students will learn to promote themselves as business professionals and entrepreneurs. They will learn how to use social media and a simple web site to market themselves and their businesses to potential employers and clients. Business responsibilities, copyrights and ethics will be discussed. Storing and organizing your files is another important topic. Prerequisite: ENG101.

MRT 229. Editing Digital Video. 3 Credits.
Building on their knowledge of video production, students will develop expertise in the technology and techniques of digital, nonlinear editing. This course introduces the fundamental concepts, terminology, and operation of nonlinear editing systems. Throughout the course, students develop an understanding of the techniques and aesthetics video and film editors employ as effective storytellers. Using industry standard, nonlinear editing systems, students practice applying the craft of editing, assembling sequences of pictures and sounds to create finished programs including titles, graphics, and special effects. Prerequisite: MRT110. Fall.

MRT 231. AV Systems Electronics and Engineering. 1 Credit.
This course will emphasize the technical, rather than the creative side of video production. Students will acquire troubleshooting and problem-solving skills through hands-on training in actual and simulated production environments. At the completion of this course, students will
be able to define and demonstrate the technical responsibilities of a number of production situations. Prerequisite: MRT227 (or co-requisite). Offered occasionally.

MRT 235. DVD Authoring (Formerly BCT 235). 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: ENG098, FYE101, RDG098 or placement. Offered occasionally.

MRT 238. Media Arts & Technology Capstone. 1 Credit.
All students in Mount Wachusett Community College's various Media Arts & Technology degree paths are directed through a capstone task in this course. Students are guided through planning, scheduling, and executing a semester long project demonstrating the competencies acquired through their academic experience. Prerequisites: 45 credits in MRT, MRTA, MRTP or MRTV.

Medical Assisting (MAS)

Courses

MAS 102. Medical Terminology. 3 Credits.
This course provides students with a clear understanding of medical vocabulary. A workbook-text format is used to develop word-building activities that guide students through exercises that teach and reinforce medical terminology. Numerous and varied activities challenge students to understand and remember the significant concepts of medical word building. Audio cassettes provide reinforcement of pronunciation, definition of medical words, and spelling practice. Prerequisite: ENG 098, FYE 101, RDG 098, or placement.

MAS 105. Introduction to Medical Assisting. 2 Credits.
This course provides a foundation of the administrative skills required to function as an entry-level medical assistant in an ambulatory care facility. Focus is placed on psychological, social, and developmental concepts applicable to caring for individuals and families in a variety of healthcare settings. Students will be introduced to administrative functions, telephone techniques, appointment scheduling, patient reception and processing, and legal concepts affecting patient care, drug regulations, and employment. Students will develop interpersonal communication and organizational skills to work professionally in a medical office. Emphasis is placed on high standards of ethics in relation to the patient and profession. Prerequisites: ENG 098, FYE 101, RDG 098.

MAS 130. Medical Terminology and the Body Systems. 4 Credits.
This course is designed to provide students with a clear understanding of medical vocabulary. It offers an introduction to medical terms through an analysis of their construction (prefix, suffix, root, and combining forms). A workbook-text format is used to help understand the theory of word building. Numerous and varied interactive activities challenge the student to understand and reinforce medical terminology. The structure and function of each body system will be explored. The digestive system will also include instruction on dietary nutrients, needs, supplements, and meal planning. It will compare the structure and function of the human body across the life span. The online Medical Language Lab and the DavisPlus Resource Center provide reinforcement of pronunciation, spelling, definition of medical words, and basic anatomy and physiology of the body systems. Prerequisites: ENG 098, FYE 101, RDG 098 or placement. Fall.

MAS 201. Medical Machine Transcription. 3 Credits.
This is a beginning medical transcription course designed to provide students with a working knowledge of the transcription of medical reports. Medical reports will be transcribed from ten individual case studies, each of which concerns a specific system of the body. The case studies have been taken from hospital medical records. The medical reports included are history and physical examinations, radiology reports, operative reports, pathology reports, requests for consultation, discharge summaries, and death summaries. Prerequisites: CIS 101 or placement, MAS 130. Spring.

MAS 204. Medical Assisting Clinical Procedures. 4 Credits.
Students are introduced to clinical laboratory aspects of medical assisting and learn to perform the following: use quality control principles during patient specimen collection and instrument and reagent preparation; prepare and maintain quality control records; perform routine urinalysis; perform and record results for basic hematologic, chemistry, serologic, and microbiologic tests; collect and label biological specimens including blood, urine, stool, sputum, throat, and vaginal; process, prepare, store, deliver and dispose of specimens along with collection equipment; and use universal precautions and laboratory safety protocols. Three hours lecture and two hours lab per week. Prerequisites: ENG 098, FYE 101, RDG 098 or placement. Spring.

MAS 206. Medical Assisting Lab Procedures. 4 Credits.
Students learn to perform clinical duties which include: apply aseptic technique with infection control; perform selected tests that aid with diagnosis and treatment; prepare and administer medications; take vital signs; recognize emergencies; prepare/maintain treatment areas; interview and take patient history; prepare patient for procedures; run electrocardiograms and record results; assist with exams and treatments; screen and follow-up test results; and maintain records. Three hours lecture and two hours lab per week. Prerequisites: ENG 098, FYE 101, RDG 098 or placement. Fall.

MAS 207. Medical Assisting Clinical Procedures. 4 Credits.
Students learn to perform clinical duties which include: apply aseptic technique with infection control; perform selected tests that aid with diagnosis and treatment; prepare and administer medications; take vital signs; recognize emergencies; prepare/maintain treatment areas; interview and take patient history; prepare patient for procedures; run electrocardiograms and record results; assist with exams and treatments; screen and follow-up test results; and maintain records. Three hours lecture and two hours lab per week. Prerequisites: ENG 098, FYE 101, RDG 098 or placement. Fall.

MAS 208. Principles Of Pharmacology. 2 Credits.
This course examines current and commonly used practices, procedures, medications, and drug preparations. Emphasis is placed in three areas: medication calculations; drug book usage; and the effects of drugs on the body systems. Instruction on the system of measurements and conversions used to calculate medication dosages will be provided. The use of a drug book will be taught with emphasis on drug classifications, routes of administration, drug preparation, and patient education. Discussion on the effects of drugs on the body systems will include interactions and vitamins and supplements. Additional topics will include safety protocols, compliance with drug regulations, and control of prescription requests. Students will apply critical thinking regarding patient assessment and develop skills for effective patient communication, care, and education. Prerequisites: ENG 101; FYE 101, MAT 092, RDG 098 or placement. Fall.

MAS 209. Medical Legal Concepts, Practices, And Ethics. 3 Credits.
This course prepares students to work in a medical office. All aspects of medical employment are explored from new laws relevant to the medical office to OSHA, DEA, CDC, and HIPAA regulations most important to medical office workers. Prerequisites: ENG 098, FYE 101, RDG 098 or placement. Spring.

MAS 211. Externship Experience for Medical Office Certificate. 2 Credits.
This externship experience will allow students to apply knowledge, perform administrative procedures and develop professional attitudes for interacting with other professionals and healthcare consumers.
Placements include actual medical offices, clinics, and/or healthcare facilities. One seminar hour and 12.5 hours of field experience per week are required, totaling 75 hrs over the semester. Prerequisites: CIS 101, CIS 103 (or co-requisite), MAS 105, MAS 130, MAS 201, MAS 230. Spring.

**MAS 230. Finance & Practice Management. 4 Credits.**
This course provides a foundation of the financial and additional administrative skills required in an ambulatory care facility. Students will gain knowledge and experience with both paper and electronic medical records. This course is designed to provide students with a clear understanding of scheduling and bookkeeping. The regulations of various medical insurances, including Medicare, Medicaid; and Workman’s Compensation will be presented. Students will learn and complete procedural and diagnostic coding and medical billing. Upon completion of this course, students will be able to function effectively within the administrative area of a medical facility. Prerequisite: MAS 105. Spring.

**MAS 240. Medical Assisting Seminar. 2 Credits.**
This course is designed to help students integrate knowledge from across the medical assisting curriculum in preparation for the Certified Medical Assistant (CMA) exam. Students will integrate and apply both administrative and clinical knowledge, theory and understanding from their previous course work in the medical assisting program. The HESI application from Elsevier will be used for initial testing, individualized remediation for each student will be provided, and an exit exam will be conducted. They will be tested on their administrative, clinical and general medical knowledge. Areas that will be tested include: office and financial management, diagnostic and treatment services, pharmacology, and laboratory services, medical terminology, anatomy, physiology and healthcare law and ethics. Study and test taking techniques will be reviewed and practice sessions for the exam will be available. Registration is restricted to students who are preparing to take the CMA exam. Prerequisites: MAS 105, MAS 130, MAS 206, MAS 207, MAS 208, MAS 230 successfully completed with a grade of C+ or better. Spring.

**MAS 250. Externship. 4 Credits.**
This externship will provide supervised placement in a non-classroom setting at a health-care facility, medical office or other appropriate site. This experience will enable the student to synthesize and apply concepts and skills learned in the Medical Assisting program. This externship consists of a minimum of 160 hours of unpaid, supervised experience at an approved clinical site of Mount Wachusett Community College. The experience is to be divided as 40 administrative hours and 120 clinical hours. This will allow the student to be involved in the total environment of a health care facility. In addition, there will be an online component to this experience. Enrollment requires permission of the MA program director, CORI/SORI check, up-to-date health requirements, and provider/ professional level CPR. An appointment with the program director is required both before and after the externship. Prerequisites: MAS 105, MAS 130, MAS 206, MAS 207, MAS 208, MAS 230 successfully completed with a grade of C+ or better. Spring.

**Medical Laboratory Technology (MLT)**

**Courses**

**MLT 103. Introduction to Medical Laboratory Technology I (Formerly CLS103). 4 Credits.**
This introductory course provides students with the theory and laboratory skill that serve as the foundation for clinical coursework in the hospital laboratory. An overview of the role of the clinical laboratory scientist in health care in general and patient care in particular is emphasized. Basics of laboratory equipment, measurement, and lab math, along with use of information systems are covered. Learning and understanding of the quality assurance process and safety in the lab prepares the student for introduction to specialized departments within the laboratory. Students will be introduced to Basic Immunology, Serology and the use of antigen/antibody reactions in the medical laboratory. In addition, a brief introductory survey of selected topics in Hematology, Clinical Chemistry and Immunohematology will be presented. Prerequisites: ENG 098, FYE 101, MAT 092, RDG 098, (or placement). Fall.

**MLT 105. Introduction to Medical Laboratory Technology II (Formerly CLS105). 3 Credits.**
This introductory course expands on the student's knowledge gained in MLT103, and concentrates on the analysis of selected body fluids and the proper collection of peripheral blood samples. The course covers the production of selected body fluids (e.g., urine, semen, synovial fluid and feces); their normal characteristics and pathological changes will be discussed within the practice of acceptable quality assurance. A description of the laboratory tests used in the clinical evaluation of body fluids will also be presented. Throughout this course, special emphasis is placed on the correlation of laboratory results with the patient's probable condition. The course also provides theory in phlebotomy and practical instruction in skills needed to obtain acceptable blood samples by venipuncture, capillary (dermal) puncture, or other techniques. Students will learn to safely and proficiently collect various types of blood specimen for laboratory analysis. NOTE: Students must pass both the UA/Body Fluids and Phlebotomy component with a grade of “C+” (77 percent) or better to maintain an acceptable performance level to progress in the pre-MLT program. If a student fails to achieve at least a “C+” (77 percent) in either UA/Body Fluids or Phlebotomy, their final grade for the course will be the lower of the two grades. THE STUDENT WILL NOT BE ALLOWED TO CONTINUE IN SEQUENCE TO MLT 106 OR APPLY TO THE MLT PROGRAM IF THEY FAIL TO ACHIEVE A “C+” (77 PERCENT) OR HIGHER IN ANY LABORATORY OR LECTURE (UA/BODY FLUIDS AND PHLEBOTOMY) COMPONENT IN THE CURRICULUM. Prerequisites: MLT 103. Co-requisite: MLT 106. Spring.

**MLT 106. Phlebotomy Practicum for pre-MLT Students (Formerly CLS106). 1 Credit.**
This course provides practical experience (37.5 scheduled hours of drawing blood) for the student to apply the knowledge, attitudes, and skills of clinical laboratory practice in specimen collection and phlebotomy that were gained in MLT 105. This knowledge is integrated into the clinical laboratory through the practice of phlebotomy, utilizing appropriate resource management, communications, quality assurance, safety, and information systems. Placement by arrangement. Prerequisites: MLT 103. Co-requisite: MLT 105. Spring.

**MLT 220. Clinical Hematology and Hemostasis. 5 Credits.**
This course is designed to develop medical laboratory technician skills that will be used in the Hematology and Hemostasis laboratories in a hospital setting. The course details the formation, function, and morphology of the blood’s normal cellular elements as well as the systems involved in coagulation and fibrinolysis. Students will apply their knowledge and skills using theoretical knowledge, principles and procedures of hematology and coagulation testing, identify sources of error, and relate clinical significance of laboratory results to human disease. Students will learn to correlate laboratory findings with the patient’s clinical signs and symptoms using case studies, homework and practical exams. Prerequisites: Admission to Medical Laboratory Technology program. Fall.
MLT 221. Clinical Practicum I - Hematology. 3 Credits.
This course is the clinical practicum experience in Hematology and Hemostasis, which takes place in a local hospital. The practicum is scheduled as 3 weeks long, 5 days/week, 40 hours/week by arrangement with MLT clinical coordinator. Students will apply the knowledge and skills using principles and procedures of hematology and coagulation testing, identifying sources of error and relate the clinical significance of results to human disease. Students are to be able to correlate a patient's laboratory findings with the patient's diagnosis or other laboratory results. The students must receive a passing grade (representing a C+ or higher) in order to progress through the program. Prerequisites: C+ or higher in MLT 220 and MLT 222. Fall.

MLT 222. Clinical Immunohematology. 5 Credits.
This course is designed to develop medical lab science skills in Immunohematology. Theoretical concepts underlying blood group biochemistry, genetics, and serology as they relate to blood donation and transfusion therapy practices are presented. An understanding of the role of both humoral and cellular immunity in defense against disease is investigated as they relate to common immunoassays. Students will apply their knowledge and skills using principles and routine blood bank and serology procedures including donor selection, compatibility testing, detection and identification of antibodies, and component preparation and handling. Prerequisites: Admission to the Medical Laboratory Technology program. Fall.

MLT 223. Clinical Practicum II - Immunohematology. 3 Credits.
This course is the clinical practicum experience in Immunohematology, which takes place in a local hospital. The practicum is scheduled as 3 weeks long, 5 days/week, 40 hours/week by arrangement with MLT clinical coordinator. Students will apply their knowledge and skills using principles and routine blood bank and serology procedures including donor selection, compatibility testing, detection and identification of antibodies, and component preparation and handling. Prerequisites: A C+ or better in MLT 220 and MLT 222. Fall.

MLT 224. Clinical Microbiology. 5 Credits.
This course is designed to introduce students to the role of microbes in the pathology of human infectious diseases. Students will apply their knowledge and skills using conventional microscopic, culture, and biochemical techniques to isolate, differentiate, identify, quantify, and determine the antimicrobial susceptibility of medically relevant pathogenic microorganisms. The course emphasizes bacteria, viruses, parasites, and fungi found in clinical specimens. Prerequisites: C+ or better in MLT 220, MLT 221, MLT 222, MLT 223. Spring.

MLT 225. Clinical Practicum III - Microbiology. 3 Credits.
This course is the clinical practicum experience in Microbiology, which takes place in a local hospital. The practicum is scheduled as 3 weeks long, 5 days/week, 40 hours/week by arrangement with MLT clinical coordinator. Students will apply their knowledge and skills using conventional microscopic, culture, and biochemical techniques to isolate, identify, quantify, differentiate, and determine the antimicrobial susceptibility of medically relevant microbial pathogens including bacteria, a few viruses, parasites, and fungi found in clinical specimens. Prerequisites: C+ or higher in MLT 224 and MLT 226. Spring.

MLT 226. Clinical Chemistry. 5 Credits.
This course is designed to interrelate human disease with the biochemistry of human physiology and metabolism. In addition to learning the chemical principles underlying the laboratory procedures, students will understand the operating principles, sources of error, and routine maintenance of the instrumentation. Prerequisites: C+ or better in MLT 220, MLT 221, MLT 222, MLT 223. Spring.

MLT 227. Clinical Practicum IV - Clinical Chemistry. 3 Credits.
This course is the clinical practicum experience in Clinical Chemistry, which takes place in a local hospital. The practicum is scheduled as 3 weeks long, 5 days/week, 40 hours/week by arrangement with MLT clinical coordinator. Students will apply their knowledge and skills using principles and procedures of clinical chemistry to operate instrumentation that generates results used to detect various diseases. In addition to learning the chemical principles underlying the laboratory procedures, students will understand the operating principles, sources of error, and routine maintenance of the instrumentation. Prerequisite: C+ or better in both MLT 224 and MLT 226. Spring.

Music (MUS)

Courses

MUS 103. Music Skills And Theory I. 3 Credits.
Designed for the non-musician, this course develops basic concepts of music theory with a strong emphasis on ear training and sight reading. Students move through a programmed text acquiring understanding of notation, rhythm, scales, key relationships, intervals, and simple chords. Prerequisite: None.

MUS 104. Music Skills And Theory II. 3 Credits.
A continuation of MUS103 Music Skills and Theory, the course applies the concepts of theory to four-part harmony, melodic construction, and accompaniment. Prerequisite: MUS103 or equivalent. Spring.

MUS 106. 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: ENG098, FYE101, RDG098, or placement. Offered occasionally.

MUS 110. Music Appreciation (Formerly MUS210). 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. Offered occasionally.

MUS 111. Voice I. 3 Credits.
Students learn the foundation of healthy vocal technique while exploring musical literature through the ages. Emphasis is made on basic vocal pedagogy using a classical approach. Confidence is gained through group and solo performances. Prerequisite: none.

MUS 112. Voice II. 3 Credits.
This course is a continuation of MUS111 Voice I with a strong emphasis on vocal performance. Exploration of vocal literature in multiple languages will give the student a strong repertoire for future use. Prerequisite: MUS111 or permission of division dean.

MUS 130. Class Piano I. 3 Credits.
Piano I is designed to provide students with a strong background in playing the piano. Students will receive training in C+B+beginner level reading, technique, intervals, listening skills, rhythm, fingering, basic harmony, performance, and ensemble playing. The course will introduce students to piano repertoire in its historical perspective and effective practice methods. Each class will include lecture, demonstration, one-on-one instruction and practicum. This course is open to beginners or to those who want to improve on skills already acquired. Prerequisite: RDG096 or permission of Dean.

MUS 131. Class Piano II. 3 Credits.
Piano 2 is designed to continue and further establish a strong foundation in playing the piano. Students will receive training in advanced beginner
level reading, tech-nique, intervals, listening skills, rhythm, fingering, basic harmony, performance, and ensemble playing. The course will introduce students to more challenging piano repertoire in its historical perspective and further develop effective practice methods. Each class will include lecture, demonstration, one-on-one instruction and practicum. This course is open to those who want to improve on skills already acquired in Class Piano I and to pianists at the intermediate level. Prerequisite: MUS131 with a grade of C or higher, or permission of Dean.

MUS 133. Class Piano IV. 3 Credits.

Piano IV is designed to continue and further establish a strong foundation in playing the piano. Students will receive training in advanced level reading, technique, inter-tervals, listening skills, rhythm, fingering, basic harmony, performance, and ensemble playing. The course will introduce students to more challenging piano repertoire in its historical perspective and further develop effective practice methods. Each class will include lecture, demonstration, one-on-one instruction and practicum. This course is open to those who want to improve on skills already acquired in Class Piano III and to pianists at the advanced level. Prerequisite: MUS132 with a grade of C or higher, or permission of Dean.

MUS 140. Class Guitar I. 3 Credits.

This course is designed for the beginning guitarist or a guitarist that wants to learn to read music. Students will receive guidance and direction in solving problems related to playing the guitar on a beginning level and will learn many of the different styles, skills and techniques required to become a successful guitarist. Areas of concentration include: correct posture, note reading, aural skills, flat picking, rhythmic patterns, chord study, musical forms, improvisation and performing experiences. There will be readings on the history, techniques and aspects of performance of the guitar that the student will reflect on in their journal and share with the class weekly. Students are expected to own a guitar or have unlimited access to a guitar for the entire semester. Prerequisite: RDG096 or permission of Dean.

MUS 141. Class Guitar II. 3 Credits.

This course is designed for the advanced beginning guitarist. Students will receive guidance and direction in solving problems related to playing the guitar on an advanced beginning level and will learn many of the different styles, skills and techniques required to become a successful guitarist. Areas of concentration include: correct posture, note reading, aural skills, flat picking, singing songs, rhythmic patterns, chord study, musical forms, improvisation and performing experiences. There will be readings on the history, techniques and aspects of performance of the guitar that students will reflect on in their journal and share with the class weekly. Students are expected to own a guitar or have unlimited access to a guitar for the entire semester. Prerequisite: MUS140 with a grade of C or higher, or permission of Dean.

MUS 142. Class Guitar III. 3 Credits.

This course is designed for the intermediate guitarist. Students will receive guidance and direction in solving problems related to playing the guitar on an intermediate level and will learn many of the different styles, skills and techniques required to become a successful guitarist. Areas of concentration include: correct posture, note reading, aural skills, flat picking, singing songs, rhythmic patterns, chord study, musical forms, improvisation and performing experiences. There will be readings on the history, techniques and aspects of performance of the guitar that the student will reflect on in their journal and share with the class weekly. Students are expected to own a guitar or have unlimited access to a guitar for the entire semester. Prerequisite: MUS141 with a grade of C or higher, or permission of Dean.

MUS 143. Class Guitar IV. 3 Credits.

This course is designed for the advanced guitarist. This course includes development of the skills necessary to become independent as a guitarist. This course emphasizes the development of style, articulation, dynamics, rhythmic ability and skills inherent to performance. Students will receive guidance and direction in solving problems related to playing the guitar on an advanced level and will learn many of the different styles, skills and techniques required to become a successful guitarist. Areas of concentration include: correct posture, note reading, aural skills, flat picking, rhythmic patterns, chord study, finger picking styles, musical forms, improvisation and performing experiences. A progression of technical proficiency is expected. There will be readings on the history, techniques and aspects of performance of the guitar that students will reflect on in their journal and share with the class weekly. Students are expected to own a guitar or have unlimited access to a guitar for the entire semester. Prerequisites: MUS142 with a grade of C or higher, or permission of Dean.

MUS 160. History of Rock and Roll. 3 Credits.

This is a music course that presents the growth and diffusion of popular music and its surrounding culture from the 1930's through the 1970's. There will be a wide variety of topics pertinent to the understanding of rock music that will include among others, Blues, Country Blues, Rhythm and Blues, Country, Rockabilly, Doo Wop, Teen Idols, Girl Groups, Dance Craze, Surf, Soul, Motown, British Invasion, Psychedelic Rock, Hard Rock, Punk, Heavy Metal, Jazz Rock and Art Rock. A historical approach will be used with special emphasis on important musical styles and influential artists as well as significant cultural issues. Basic elements of music will be covered throughout the semester to provide the listener with an objective context to understand and evaluate the musical styles and forms being discussed. Prerequisite: RDG096 or permission of Dean.

Natural Resources (NRD)

Courses

NRD 220. Practicum In Natural Resources. 3-4 Credit.

The practicum experience allows students practice in a field specific to their interest and based upon strengths of the curriculum. The practicum, developed and defined in cooperation with faculty, department chair, the student, and the practicum supervisor, requires a 10-15 hours per week commitment above and beyond other required coursework. The practicum experience will be monitored with regular progress updates and then detailed and summarized by the student at the conclusion. Possible practicum experiences may include, but are not limited to, working within one of the agricultural, environmental, non-profit, or regional planning agencies, private industries, cities/towns, or educational institutions in the surrounding region. Prerequisites: Permission of division dean and completion of most NRD/BIO program-related courses.

NRD 232. Global Environmental Issues (Capstone Course). 3 Credits.

This is a capstone course typically taken in the last semester before graduating after most or all of the NRD major courses have been
successfully completed. This course is a study of environmental issues from both global and local perspectives. In this course students will research the major environmental issues taking into account the ecological principles, cultural impact, economic factors, and political controversies that shape each problem. Students will compare the environmental impact of these issues in Massachusetts and in a variety of countries, cultures, and ecosystems. As a capstone course, students will be expected to demonstrate mastery and integration of previous NRD major coursework, both in written assignments and class discussions. Prerequisites: Completion of all or most Natural Resources major courses and permission of division dean. Spring.

Nursing (NUR)

Courses

NUR 102. Fundamentals Of Practical Nursing. 11 Credits.
This course provides an introduction to the role of the practical nurse in assisting to identify and meet the self-care needs of clients, patients, and families/significant others. The framework for this course is Orem's Theory of Universal Self-care Requisites. Opportunities will be provided to learn and to begin to use theory to determine and implement appropriate nursing interventions. Content will include family theory and dynamics, diversity, communication skills, microbiology, nutrition, pharmacology, teaching/learning, theory problem-solving process, levels of prevention, legal and ethical nursing practice, caring behaviors, and mental health nursing. Students will have the opportunity to practice and learn skills in a classroom laboratory environment. Clinical experience is provided in area hospitals, subacute and rehabilitation settings, and long-term care facilities. Corequisites: BIO115, PSY105 and admission into the Practical Nursing program.

NUR 104. Maternal Child Nursing Summer I Maternity Summer II Pediatrics. 8 Credits.
This course focuses on the developmental self-care requisites of culturally diverse individuals across the lifespan. Content and skills developed in Fundamentals of Practical Nursing will be expanded to assist NUR102 Fundamentals of Practical Nursing students to care for this client population. This course is divided into two components of nursing care needs: maternity and pediatrics. The clinical component of the course includes experiences in maternity and pediatric settings. Prerequisites: BIO115, NUR102, PSY105.

NUR 106. Contemporary Nursing for the Practical Nurse. 13 Credits.
This final nursing course will assist the practical nursing student in learning to care for groups of adult patients, ranging from wellness to unique individuals. Emphasis is placed on the expected role of the novice practical nurse in various health care settings. Prerequisites: completion of all or most NUR 111 Foundations of Nursing. Both in written assignments and class discussions. Prerequisites: Completion of all or most Natural Resources major courses and permission of division dean. Spring.

NUR 111. Foundations Of Nursing. 7 Credits.
This course introduces students to the concepts of nursing, nursing education, healthcare, and the nursing process. Emphasis is placed on basic nursing skills. Students develop an individualized client assessment focusing on these functional health patterns: health maintenance; nutrition metabolic; elimination; and activity/exercise. Clinical experiences are provided in long term care settings. Core components and competencies are introduced. These include professional behaviors, communication, critical thinking, collaboration with others, managing time, assessment, basic interventions, and teaching/learning. Prerequisites: MAT126 or higher. Corequisites: BIO199, ENG101, PSY105. Fall.

NUR 113. Nursing Care Of Children And Family. 4 Credits.
This course builds upon the understanding of the human needs of clients, nursing process, and core components introduced in NUR111 Foundations of Nursing. Through planned classroom and clinical experiences ranging from care of the child in extended care to a variety of child health practice areas in the community, students have the opportunity to apply the nursing process to the care of the child and family in diverse settings. Students are introduced to concepts from the bio-psycho-social sciences that apply to caring for the child at varying stages of development. Common childhood illnesses are discussed. In addition to developing collaborative plans, students are guided through the process of developing an individualized nursing care plan for a selected client. Prerequisite: NUR111. Corequisites: BIO204, BIO205, PSY110. Spring. Service learning component.

NUR 114. Nursing Care Of The Childbearing Family. 4 Credits.
This course builds upon the understanding of the human needs of clients, nursing process, and core components introduced in NUR111 Foundations of Nursing. Through planned classroom and clinical experiences in labor and delivery, newborn nursery, and postpartum, students have the opportunity to apply the nursing process to the care of the childbearing client. Students are introduced to concepts from the bio-psycho-social sciences that apply to the childbearing client. In addition to developing collaborative plans, students are guided through the process of developing an individualized nursing care plan for a selected client. Prerequisite: NUR111. Corequisites: BIO204, BIO205, PSY110. Spring.

NUR 115. Family Centered Nursing Care. 4 Credits.
This course builds upon the understanding of the basic needs of clients as gained in NUR111 Foundations of Nursing. Through planned learning experiences with childbearing families and their children, infants through adolescence, students have the opportunity to study nursing problems related to inter- and extra-personal stressors and reactions during the childbearing and childrearing developmental stages. The course is based on the premise that the purpose of the family is to create and maintain an environment that will promote the physiological, developmental, psychological, sociocultural, and spiritual variables of its members. Throughout the course, the opportunity will be provided for students to apply the principles of the biological, social, and physical sciences in planning, giving, and evaluating individual care. Prerequisite: NUR116.

NUR 116. LPN to RN Transitions. 4 Credits.
This hybrid course assists with the transition from the role of the LPN to the RN roles of provider of care, manager of care, and member within the discipline of nursing as an associate degree nurse. Emphasis is placed on the concepts of clinical competence and critical thinking in the planning and documentation of care for clients in a variety of health settings. Learning experiences are provided through independent study and simulation in the campus nursing lab setting. Prerequisites: BIO199, BIO204 (or corequisite), BIO205 (or corequisite), ENG101, NUR111, PSY105, PSY110 (or corequisite). Summer.

NUR 131. Pharmacology For Nurses. 3 Credits.
This course will introduce and instruct nursing students on basic pharmacology through a nursing process approach. Content will prepare students for the NCLEX exam and entry into practice, provide continued education for practicing nurses and health care providers,
and encourages ongoing education related to nursing practice in understanding the complexity of medications. This course may serve as a foundation course for bachelor degree preparation in nursing. Prerequisites: MAT126 or higher, NUR107 or NUR111 or equivalent, or permission of division dean. Online web.

**NUR 204. Trends In Nursing. 3 Credits.**
This course facilitates the transition from nursing education to practice. An historical perspective is presented to encourage students to understand the influence of nursing history on contemporary practice. Content is structured such that current issues in nursing are discussed. Students participate in small group work and present a brief learning unit to the entire class. This activity reinforces teaching, learning, collaboration, communication, and professional behavior roles of the nurse. Concepts basic to the performance of entry level nursing are discussed. These include the healthcare delivery system, leadership/management, delegation, conflict, time management, advocacy, political action and ethical/legal principles. Service learning is a required component. Prerequisites: ENG102, NUR220, NUR230, SOC103. Corequisites: NUR222, PER126 or PER130, humanities and business elective. Spring.

**NUR 220. 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, the 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 fluid and electrolyte imbalances, care of the client in the post-operative setting, musculoskeletal, respiratory, cardiovascular, 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: BIO204, BIO205, NUR113 and NUR114 or NUR115 and NUR116, PSY110. Corequisites: ENG102, NUR230, SOC103. Fall.

**NUR 222. Medical-Surgical Nursing Part II. 9 Credits.**
This course focuses on the nursing care of groups of clients experiencing common recurring health problems. The organizing structure is based on human needs, the nursing process, the 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, hematological/oncology, renal, 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 in the acute care and subacute care settings, and the refinement of nursing skills. Prerequisites: ENG102, NUR220, NUR230, SOC103. Corequisites: PER126, NUR204, humanities and business elective. Spring.

**NUR 230. Psychiatric Nursing. 4 Credits.**
This course focuses on the application of the nursing process to the care of clients who are experiencing mental health problems. Students are introduced to basic concepts of psychiatric mental health nursing. Clinical experiences are provided to allow students to apply these concepts to the care of clients with psychiatric/mental health problems. Students perform assessments utilizing selected psychiatric nursing tools. Core components and competencies introduced in NUR111 Foundations of Nursing are developed. Prerequisites: BIO204, BIO205, NUR113 and NUR114 or NUR115 and NUR116, PSY110. Corequisites: ENG102, NUR220, SOC103. Fall.

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**Philosophy (PHL)**

**Courses**

**PHL 110. Logic. 3 Credits.**
The overall aim of this class is for each student to grasp the relationship of language to logic. Subject matter includes the nature of critical thinking; the structure of definitions; the structure of arguments; the difference between valid and invalid, or strong and weak reasoning; methods for analyzing and evaluating arguments; common argumentative fallacies; basic symbolic logic. Practical consideration is given to overcoming thinking errors; developing ethical thought; applying effective critical thinking skills to local, national, and global issues. Prerequisites: ENG101 (or co-requisite).

**PHL 201. Introduction To Philosophical Issues. 3 Credits.**
This is an introduction to the nature and practice of philosophical reflection on such questions as the meaning of awareness in defining self, the nature of reality, the problem of knowledge, the development of moral standards, the existence of God, and people's place in the universe. Emphasis is on discussion of case studies dealing with such issues as "How do we come to know the real world?", "What makes an action right or wrong?", "Are we a spirit within a body or a body within a spirit?", and "Do we have free will, or are all our actions determined?" Readings include historical and modern selections in philosophy and literature from both Western and Eastern traditions. Prerequisites: ENG098, FYE101 RDG098, or placement.

**PHL 209. Symbolic Logic. 3 Credits.**
This course is an introduction to symbolic logic. The emphasis of the course will be on problem-solving. We will first study truth-functional, propositional logic and then move on to quantificational logic. Topics will include: (1) symbolization from English to a formal symbolic language; (2) relevant distinctions between the syntax and semantics of that language; and (3) truth-tables, derivations and proofs. Prerequisites: MAT 092 (or placement); ENG 101.

**PHL 210. 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.

**PHL 235. The Philosophy of Nature, Science, and Mathematics. 3 Credits.**
This course is meant to introduce the student to three interrelated areas of Philosophy: the Philosophy of Science, the Philosophy of Mathematics, and Environmental Ethics. The overall aim is to investigate the relationship between humanity and nature. This investigation focuses on three major themes: (1) how humans define, think, model, and interpret nature, (2) how humans relate to, interact with, and fit into the natural world, and (3) how humans change nature. The course will include the following topics: (a) historical paradigm shifts in science, and the methodological consequences of these shifts; (b) the formal languages of the sciences and the different interpretations of these languages; (c) the ethical and environmental issues arising from the success of scientific understanding; (d) the critical assessment of new paradigms that might better explain the relationship between humanity and nature. Prerequisites: ENG 101. Offered occasionally.
PHL 250. Ethics. 3 Credits.
Introduction to philosophy through consideration of classic and contemporary theories of morality and the best life. Topics may include the concepts of freedom, happiness, justice, dignity, virtue, right/wrong, good/bad, alienation, loneliness, obligation, responsibility, rights and duties, as well as the structure of morality. Readings include selections in philosophy from both Western and Eastern traditions. Special attention is given to the fundamentals of critical analysis. Prerequisite: ENG 101 (or co-requisite).

Phlebotomy (PLB)

Courses

PLB 101. Introduction To Phlebotomy. 3 Credits.
Introduction to phlebotomy provides theory in phlebotomy and practical instruction in skills needed to obtain acceptable blood samples by venipuncture, capillary (dermal) puncture, or other techniques. Students will become aware of the typical departments within a clinical laboratory environment, the collection and transportation requirements of most possible clinical specimens, infection control and safety requirements (including biohazard awareness), point of care testing, quality management, legal and ethical issues, cultural diversity, medical terminology, regulatory requirements, and professionalism. Criminal Offender Records Information/Sexual Offender Records Information (CORI/SORI) checks are necessary for enrolled students. Students must have proof of immunizations, a physical examination, and liability insurance. Prerequisites: ENG098, FYE101, RDG098, or placement.

PLB 203. Phlebotomy Clinical Practicum. 4 Credits.
This course is intended for students pursuing a career in the field of phlebotomy. Students are provided with the required clinical instruction to be eligible to take a phlebotomy certification exam. Students are required to complete 120 hours (completed within a specific amount of time), 100 venipunctures, and 25 capillary (dermal) punctures. After successful completion of this clinical course, students will be eligible for employment in the field of phlebotomy. Clinical site to be assigned by the instructor. Space is limited. Criminal Offender Records Information/Sexual Offender Records Information (CORI/SORI) checks are necessary for enrolled students. Students must have proof of immunizations, a physical examination, and liability insurance. A $150 fee will be assessed. Prerequisite: PLB101.

Photography (PHO)

Courses

PHO 115. Introduction To Digital Photography (Formerly BCT115). 3 Credits.
This introductory course covers the technical and artistic aspects of capturing and editing digital images. Students will learn how to create artistic images for print and for the World Wide Web. Emphasis is placed on the camera and how to use it, lighting, electronic capture and manipulation techniques, and photographic composition. A digital camera (at least 5mp) is required. One that can be manually controlled is preferred. Prerequisite: Basic computer skills are required: Ability to use a computer operating system and follow basic procedures including keyboarding/mouse skills, as well as system commands such as working with directories/folders, and opening/closing applications.

PHO 215. Advanced Digital Photography (Formerly BCT215). 3 Credits.
This course is designed to go beyond the basic skills learned in PHO115 Intro to Digital Photography. It is designed to allow students to reach a new level of artistic achievement. Students will learn to maximize the strengths and minimize the weaknesses of this medium. The course incorporates use of the latest tools and techniques of digital capture and manipulation. It also uses some traditional film techniques that are modified slightly to apply to a digital environment. A digital camera (at least 5mp) with manual exposure and focus control is required. A tripod is strongly recommended. Prerequisite: PHO115.

PHO 216. Photojournalism. 3 Credits.
This course helps the student build upon the basic skills learned in PHO115 Intro to Digital Photography. The student will learn how to take accurate and artistic photos for news reporting purposes. Outputting for print, web and electronic devices will be covered. Ethical practices in capture and editing will be stressed. Prerequisite: PHO115.

PHO 240. Portrait Photography (Formerly BCT240). 3 Credits.
The art of photographing people is explored. Lighting, posing, and composition are covered. Various styles of portraiture are introduced. These include corporate portraits, casual and personality portraits, wedding portraits, as well as more avant-garde styles such as film noire. Studio, location, and natural lighting will be used. Color balancing and facial retouching will be covered. A digital camera (at least 5mp) with manual exposure and focus control is required. A tripod is strongly recommended. Prerequisite: PHO115 or co-requisite. Fall.

PHO 245. Commercial Photography (Formerly BCT245). 3 Credits.
Some of the world's most artistic photos are made for the purpose of advertising. This exciting area of photography will be explored. In addition to small product and catalogue photography, this course explores the more complex and creative photographs used for various publication covers, web and magazine ads, and trade show displays. Advanced digital editing and manipulation will be discussed. Estimating and billing will also be covered. A digital camera (at least 5mp) with manual exposure and focus control is required. A tripod is strongly recommended. Prerequisite: PHO115. Spring.

PHO 250. Digital Photography Workflow. 3 Credits.
This course is designed to enable students to complete the transition from capturing digital images to delivering the finished product to the customer. Students will learn to quickly and efficiently edit digitally captured images. Appropriate finished products for the different segments of the industry will be covered. Business and image responsibilities and ethics will be discussed. Storing and organizing your images is another important topic. Prerequisite: PHO240. Spring.

Physical Education (PER)

Courses

PER 110. 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 drowning—proofing are discussed. Appropriate Red Cross certification is awarded upon completion of required skills. Prerequisites: none.

PER 126. Fitness And Wellness. 2 Credits.
This course is an introduction to physical fitness and wellness designed to acquaint students with basic knowledge, understanding, and value of physical activity as it relates to optimal healthful living. The course includes fitness evaluation and wellness assessment with pretest of
cardiovascular efficiency, muscular strength endurance, flexibility, skills, body composition, diet, and weight control. Students cannot receive academic credit for both PER126 and PER130. Prerequisites: FYE101, MAT092, RDG098, or placement.

PER 127. Weight Management through Walking and Resistance Training. 2 Credits.
This course is designed as a fitness activity aimed at those students who want to acquire and use the knowledge for lifelong weight control. There will be an emphasis on aerobic walking to burn calories and resistance training to raise percentage of lean body weight. Each student will develop personal goals and objectives. Prerequisites: FYE101, MAT092, RDG098, or placement.

PER 130. Health, Fitness, And Wellness. 3 Credits.
This course is an introduction to healthy lifestyles and fitness. It is designed to acquaint students with a knowledge, understanding, and value of physical activity, nutrition and weight management, preventing diseases, and wellness management for optimal healthful living. Two and one half hours lecture and one and a quarter hour exercise lab. Includes fitness and wellness evaluations. Students cannot receive academic credit for both PER126 and PER130. Prerequisites: FYE101, MAT092, RDG098, or placement.

Physical Therapist Assistant (PTA)

Courses

PTA 101. Introduction To Physical Therapist Assisting. 1 Credit.
This course provides students with an introduction to the profession of physical therapy and the role and utilization of the physical therapist assistant. Professional and ethical behaviors are emphasized throughout various course topics including documentation, patient/healthcare provider interaction, legal issues, death and dying, and stress management. Prerequisites: ENG098, FYE101, MAT096, RDG098, or placement.

PTA 102. Basic Therapeutic Techniques. 4 Credits.
This course is designed to provide the student with an introduction to basic patient care skills such as: Patient and environment preparation, aseptic technique (standard/universal precautions, infection control, and hand sanitation), body mechanics, verbal commands, patient turning and positioning, wheelchair prescription and management, transfer techniques, ambulation with assistive devices, vital signs measurement, and traditional soft-tissue massage. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement. Corequisite: BIO199. Fall.

PTA 104. 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. Prerequisite (or corequisite): BIO115 or 199 with a C- or better and MAT092 or placement. Fall.

PTA 105. 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, PTA102, PTA104. Intercession.

PTA 110. Clinical Practicum I. 3 Credits.
This course is the first of three comprehensive clinical experiences in a physical therapy setting. The purpose of this initial experience is to apply, integrate, and perform learned clinical skills on patients under the supervision of a licensed physical therapist and/or licensed physical therapist assistant. Basic patient care skills, anatomy/biomechanics, therapeutic exercise, selected assessment techniques, and human disease and pathology will be emphasized. Typical practice settings may include acute care hospitals, private practice, skilled nursing centers, and outpatient rehabilitation centers. Prerequisites: BIO204, PTA111, PTA139. Summer.

PTA 111. Clinical Orthopedics for the PTA. 8 Credits.
This course covers the assessment and treatment strategies that are applicable to an orthopedic patient that are part of entry-level practice as a PTA. 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 laboratory component of this course. This course also presents the theory and application of traditional therapeutic exercise including ROM, stretching, resistive exercise, balance and coordination and cardiovascular/aerobic activity. Evidence-based practice guidelines regarding traditional exercise suggestions for selected musculoskeletal diagnoses and home exercise program instruction will also be covered. Prerequisite: PTA105.

PTA 112. 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 for analgesia, muscle contraction and specialized currents, iontophoresis, biofeedback, and LASER. Emphasis will be placed on the indications and precautions and contraindications of each to assure patient safety and treatment effectiveness. Prerequisite: PTA110. Fall.

PTA 113. Advanced Rehabilitation Techniques. 3 Credits.
This course presents an advanced view of rehabilitation. Specific patient populations and techniques associated with the treatment of these populations will be addressed. Topics include but will not be limited to pathological gait, cardiac rehabilitation, advanced soft tissue approaches to the spine and extremities, an introduction to extremity joint mobilization (non-laboratory), aquatics and geriatrics A problem based oriented approach using specific case studies representing targeted patient population will be utilized. An evidence-based practice research project is required. Prerequisite: PTA110. Fall.

PTA 114. 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.

PTA 116. Clinical Practicum II. 5 Credits.
This is the second of three comprehensive clinical experiences in a physical therapy setting. The purpose of this intermediate experience...
is to apply, integrate, and perform learned clinical skills on patients under the supervision of a licensed physical therapist and/or licensed physical therapist assistant. The emphasis of this experience is to integrate previously learned and practiced PTA skills, therapeutic modalities, advanced therapeutic techniques, and neurophysiological techniques into an established physical therapy program. Typical practice settings may include acute care hospitals, private practice, sports development centers, skilled nursing centers, geriatrics, pediatrics, VNA, inpatient rehabilitation centers, VA hospitals, and psychiatric centers. Prerequisites: PTA112, PTA113, PTA114. Spring.

PTA 117. Special Topics. 3 Credits.
This course covers specialty topic areas in the profession. Students will gain an introductory exposure to the theory and application of, women’s health issues, pediatrics, burn rehabilitation, chest physical therapy, amputation & prosthetics, and wound care. Key non-patient care-related topics concerning issues of importance to the physical therapist assistant are also presented including: Evidence-Based Research Project Presentation, basic study techniques/license examination preparation and a mock licensure examination are also included utilizing the Online Advantage software materials. Prerequisites: PTA112, PTA113, PTA114. Spring.

PTA 118. Clinical Management And Healthcare Issues. 1 Credit.
Key non-patient care-related topics are presented concerning issues of importance to the physical therapist assistant. Course topics include PTA licensure, job search (cover letter, resume writing, and interviewing), the ADA, insurance regulations, supervision/delegation issues for the PTA, quality assurance, and risk management. Prerequisites: PTA112, PTA113, PTA114. Spring.

PTA 119. Clinical Practicum III. 5 Credits.
This course is the third of three comprehensive clinical experiences in a physical therapy setting. The purpose of this final experience is to apply, integrate, and perform learned clinical skills on patients under the supervision of a licensed physical therapist and/or licensed physical therapist assistant. The emphasis of this experience is to integrate previously learned and practiced PTA skills, special topics, and clinical management and health care issues into the delivery of a comprehensive physical therapy treatment program. Typical practice settings may include acute care hospitals, private practice, sports development centers, skilled nursing centers, geriatrics, pediatrics, VNA, inpatient and outpatient rehabilitation centers, VA hospitals, and psychiatric centers. Prerequisites: PTA116, PTA117, PTA118. Spring.

PTA 139. 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 which the student will likely encounter in the practice of physical therapy and/or massage therapy. Prerequisite (or Corequisite): BIO115 or BIO199 with a C+ or better and MAT092 or placement. (PTA majors, consult advisor).

Physics (PHY)

Courses

PHY 101. Introduction To Physical Science. 4 Credits.
This course will provide the non-science major with a basic background in physics and chemistry that affects everyone’s life. Fundamental concepts of force, motion, energy, and chemistry are covered. Laboratory work complements the classroom presentation. Prerequisites: ENG098, FYE101, MAT092, RDG098, or placement.

PHY 105. College Physics I. 4 Credits.
This course is designed to give students an appreciation of the progress that has been made in understanding the basic nature of the universe. Topics considered include vectors, statics, force and motion, kinematics in one and two dimensions, dynamics, work and energy, impulse and momentum, and conservation of energy. Lab work is correlated with class discussions. Prerequisites: ENG098, FYE101, MAT096, RDG098, or placement.

PHY 106. College Physics II. 4 Credits.
This course is a continuation of PHY105. Topics to be covered include rotation, elasticity, fluid mechanics, temperature and heat transfer, electricity and electric circuits, waves and acoustic phenomena. Lab work is correlated with class discussions. Prerequisite: PHY105. Spring.

PHY 120. Physics for Engineering and Science I. 4 Credits.
A calculus based course in the concepts and principles of mechanics, and fluids. This course is intended to serve students who plan to major in science or engineering at the four year college level. Laboratory work is correlated with class presentations. Prerequisite: ENG101, MAT211 (or co-requisites).

PHY 121. Physics for Engineering and Science II. 4 Credits.
A calculus-based course in the concepts and principles of wave motion, sound, temperature, heat, laws of thermodynamics, electricity and magnetism. This course is intended to serve students who plan to major in science or engineering at the four-year college level. Laboratory work is correlated to the classroom presentations. Prerequisite: MAT212 (or co-requisite), PHY120.

Plastics Technology (PLT)

Courses

PLT 101. Introduction to Mechanical Processes. 3 Credits.
Introduction to Mechanical Processes (or systems) includes: mechanical fasteners, motors, power transmission systems, sensors, and applications of sensors, fixtures, and/or piping and piping installation. Students will have hands-on laboratory experience and will be responsible for a class presentation. Utilization of a mechatronics training system may be used. Standard Operating Procedure (SOP) fundamentals will be explored along with workplace ethics. Prerequisites: ENG 098, FYE 101, MAT 092, RDG 098, or placement.

PLT 104. Introduction to Programmable Logic Controls. 3 Credits.
This course covers the concepts of Programmable Logic Controls (PLC) including electrical troubleshooting. Additional familiarization with basic electricity symbols, blueprint reading, meters used for troubleshooting, conventional and solid ladder diagrams, schematics, and troubleshooting is stressed. Utilization of a mechatronics training system may be used. Standard Operating Procedure (SOP) fundamentals will be explored along with workplace ethics. Prerequisites: ENG 101 and MAT 092 (or placement).

PLT 105. Blueprint Reading. 3 Credits.
This course will introduce students to the primary communication method used in manufacturing, the engineering blueprint, and freehand sketch. The course includes principles of orthographic projection, symbols, and dimensioning. The purpose and interpretation of the title block, revision block, notes, and bill of material will also be covered. Freehand sketching techniques will be introduced as well. Students may not receive credit for both PLT 105 and MET 105. Prerequisites: ENG 098, FYE 101, MAT 092, RDG 098, (or placement).
PLT 220. Statistical Process Control. 3 Credits.
This course presents students with an understanding of elementary statistics by familiarizing them with basic concepts of measures of central tendency and variability, regression and correlation, probability, discrete and continuous random variables, the Central Limit Theorem, confidence intervals, and hypothesis testing. A calculator is required. Students will learn the use of statistical methods and SPC to improve quality and productivity through measurements, control, and reduction of process variation. Topics covered include: basic statistics, the normal distribution; control charting; process capability studies; gauge and measurement analysis. Simple metrology concepts and the basics of geometric dimensioning and tolerance are also covered. Prerequisites: ENG 101 (or co-requisite), MAT 143.

PLT 221. Master Molder I. 3 Credits.
The reciprocating screw injection molding machine, the components of injection molding machines, the molding cycle, melting and flow theory including gate seal-off, basic troubleshooting, and process effects are examined. Students will have hands-on laboratory experience and will be responsible for a class presentation.

PLT 222. Master Molder II. 2 Credits.
This course covers the concepts of electrical troubleshooting of injection molding machines and associated equipment. Familiarization with basic electricity symbols, blueprint reading, meters used for troubleshooting, conventional and solid ladder diagrams, schematics, and troubleshooting is stressed. Programmable Logic Controls (PLC) are examined.

PLT 223. Production Design. 3 Credits.
This course examines the interrelation of materials processing, product design, and function. Fundamentals of the 3D prototype in manufacturing within the industries of plastics, machining, fabrication, and/or casting will be explored. Standard Operating Procedure (SOP) fundamentals will be explored along with workplace ethics. Prerequisites: ENG 101 (or co-requisite), MAT 143.

PLT 224. Principles of Supervision. 3 Credits.
The purpose of this course is to develop an understanding of the role and responsibilities of the production team and to strengthen values and skills related to key supervisory functions. The principles and topics addressed include production design, work simplification, inventory, quality, cost control, problem solving, decision making, leadership, management ethics, and communication. Prerequisites: ENG 101 (or co-requisite), MAT 092 (or placement).

PLT 226. Materials Design And Application. 3 Credits.
This course provides coverage of materials, design, and text methodology. Material properties, characteristics, and applications. A discussion of polymer blends and compounds using fillers, additives, and reinforcing fibers may be included. Property identification and the associated test procedures are reviewed with hands-on testing provided for the major properties. In addition, product design techniques and applications are discussed to complement the discussion of materials. Prerequisites: ENG 101 (or co-requisite), MAT 092 (or placement).

PLT 227. Hydraulics And Pneumatics. 3 Credits.
This course provides a theoretical and practical study of hydraulics and pneumatics, the modern means of power transmission. This course surveys component design and function with emphasis on problem definitions and solutions. Following an introduction to hydraulics and pneumatics, students will be exposed to valves, pumps, circuits, and hydraulic system troubleshooting. Utilization of a mechatronics training system may be used. Standard Operating Procedure (SOP) fundamentals will be explored along with workplace ethics. Prerequisites: ENG 101 (or co-requisite), MAT 092 (or placement).

Political Science (POL)

Courses

POL 205. American National Government. 3 Credits.
This course will focus on American government by analyzing how the government attained the power it has today by examining the theories and principles that underlie the American system of government. It will analyze the Federalist Papers, the Constitution, the necessity of checks and balances, the concept of federalism, American political parties, campaigns, elections, interest groups, the judiciary, and the media. In order to understand how government works, the course will look at social welfare issues, civil liberties, common political culture, the impact of social cleavages on policy, and who participates in the democratic process. Prerequisites: ENG098, FYE101, RDG098, or placement.

POL 210. 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: ENG098, FYE101, RDG098, or placement.

POL 211. Massachusetts And The Federal System. 3 Credits.
This course is an introduction to American constitutional government and politics with special emphasis on how state and local government work in Massachusetts. Major topics include the state constitution, the legislative process in the Commonwealth, state administration, the Massachusetts judiciary, and the city and town budgeting. Prerequisites: ENG098, FYE101, RDG098, or placement.

POL 250. Political Thought In America. 3 Credits.
Students survey significant ideas in America's political culture from colonial times to the present. Figures to be discussed include John Winthrop, Roger Williams, John Adams, Thomas Jefferson, Daniel Webster, Abraham Lincoln, Theodore Roosevelt, Woodrow Wilson, Franklin D. Roosevelt, and Oliver W. Holmes, Jr. Prerequisite: permission of division dean. Spring.

Psychology (PSY)

Courses

PSY 101. Psychology Of Self. 3 Credits.
By applying behavior principles to everyday human activities, students achieve insight into the way individuals operate in their environment. By exploring psychological theory as it relates to self-assessment and personal growth, students gain extensive understanding of his or her values, interests, behaviors, motivations, abilities, personality, and communication skills. Students will also investigate various career/interest assessments which will help in making career and life decisions. The classroom is used as a laboratory, with workshops, discussion groups, and simulations of various social relationships and interactions to enhance the student's self-understanding. Prerequisites: ENG098, FYE101, RDG098, or placement.

PSY 105. 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: ENG098, FYE101, RDG098, or placement.
PSY 108. 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. The students are required to observe a young child throughout the semester and complete a child study. A passing grade is "C" or better. Prerequisite: PSY105.

PSY 110. 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.

PSY 112. 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.

PSY 143. 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: ENG098, FYE101, RDG098, or placement.

PSY 240. 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.

PSY 244. Children With Special Needs. 3 Credits.
Students will be introduced to the origins, symptomology, and how diagnosis is made in the various categories of children with special needs. They will become familiar with educational adaptations, intervention strategies, special education laws, and the involvement of the family of children with special needs. Prerequisite: PSY108 or PSY110.

PSY 246. Psychology And The Law. 3 Credits.
This course examines the role of the forensic psychologist in the criminal justice system as well as the personality traits, thoughts, and action patterns of the criminal mind. Using research in the field of forensic psychology and case histories, students will gain an understanding of the characteristics commonly identified in individuals who engage in a criminal lifestyle. They will also be able to identify common patterns of behavior that allow one to develop a profile of individuals who have committed certain types of crime (rapists, murderers, mass killers, etc.). Other areas of discussion include eyewitness testimony, jury selection, competency to stand trial, and battered wife syndrome. Prerequisite: PSY105.

PSY 280. Psychology Of Death And Dying. 3 Credits.
Students examine the experience of dying from psychological, sociological, and historical perspectives. Topics include: the issues of loss and the grieving process; the research of Elizabeth Kubler-Ross; terminal illness and the hospice concept; the funeral process and bereavement; life after life experiences; and the philosophical meaning of life and death. Prerequisites: ENG098, FYE101, RDG098, or placement.

PSY 290. The Psychology Of Aging. 3 Credits.
Students will examine older adults from a developmental and interdisciplinary perspective. Such a view allows students to understand the psychology of aging through an analysis of biological, cognitive, and sociocultural contexts. Detailed attention will be given to the areas of cognition, emotional adjustment, intelligence, creativity, wisdom, motivation, perception, psychopathology, learning, and memory. Prerequisites: ENG098, FYE101, RDG098, or placement. Spring.

Reading (RDG)

Courses

RDG 096. Fundamentals of Reading 1. 3 Credits.
This course is designed to develop the basic reading skills required for success in RDG098 Fundamentals of Reading II. Students will be assessed regularly, and coursework is structured to meet individual needs. Emphasis is on vocabulary enrichment, use of context and review of basic grammatical features. Using methods, materials, and software appropriate for college students, this course builds a solid foundation of reading comprehension. Institutional credit only. Courses that earn institutional credit do not apply towards graduation. A GRADE OF "C" OR HIGHER IS REQUIRED FOR ADVANCEMENT TO NEXT COURSE.

RDG 098. Fundamentals of Reading II. 3 Credits.
This course is designed to help students develop reading skills necessary to successfully complete college reading assignments. Stress is placed on increasing comprehension through further vocabulary enhancement and critical thinking skills. Reading materials include college text excerpts, essays, newspaper articles, short stories, and a novel. Students will also make use of reading software. Institutional credit only. Courses that earn institutional credit do not apply towards graduation. A GRADE OF "C" OR HIGHER IS REQUIRED FOR ADVANCEMENT TO NEXT COURSE. Prerequisite: RDG096 or placement. Corequisite: FYE101.

Sociology (SOC)

Courses

SOC 103. Introduction To Sociology. 3 Credits.
Students are introduced to the scientific study of society through basic sociological concepts, theories and perspectives. Concepts covered will include culture, socialization, social statuses and roles, social inequalities (race, class, gender and age), social institutions (such as family, education, religion, economy, government, politics, media and health), deviance, and social change. In order to create global awareness, students will develop critical thinking skills by making connections between their own lives and the broader social community. Prerequisites: ENG098, FYE101, RDG098, or placement.
SOC 125. 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: ENG098, FYE101, RDG098, or placement. Fall.

SOC 129. 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.

SOC 204. Sociology of the African American. 3 Credits.
This course is a sociological analysis of African-American society in the United States. Key social institutions will be examined: media, schools, family, political, economic, religious, and legal as related to the criminal justice system on micro and macro levels, as they pertain to African-Americans. This course will examine the sociological point of view of African Americans from slavery through current events. Prerequisites: Eng 101, SOC 103. Spring.

SOC 205. 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.

SOC 206. Marriage And The Family. 3 Credits.
This course examines how families are constructed and the relationship between families and larger social forces. Students will explore the range of forms families take, ideologies surrounding the family, violence within families, and the ways that paid work, unpaid work, and government policies shape families. Prerequisites: ENG098, FYE101, RDG098, or placement.

SOC 208. 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. Spring.

SOC 210. 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. Fall.

SOC 212. Victimology. 3 Credits.
This course presents an overview of the emerging field of victimology and the scientific study of crime victims. It looks at the extent of victimization, demographic patterns influencing the likelihood of victimization, and the social and psychological effects of being a crime victim. Special categories are examined, including victims of family violence, the elderly, sexual assault victims, child victims, homicide victims and their survivors, victims of hate crimes, and victims of terrorism. The course also covers the legal rights of victims, their treatment within the criminal justice system, and the range of civil remedies and social service programs available to victims, both nationally and in Massachusetts. Prerequisite: SOC103. Fall.

Spanish (SPA)

Courses

SPA 103. Spanish For Health Care Professionals. 3 Credits.
This course in basic Spanish is designed for those in the healthcare professions. It focuses on providing students with the language skills and specialized vocabulary necessary to facilitate basic communication with Spanish-speaking patients. Students will also study the impact of culture on the health care needs of Hispanic people. No previous Spanish is required. Prerequisites: ENG098, FYE101, RDG098, or placement.

SPA 109. Beginning Spanish I. 3 Credits.
This course emphasizes the development of basic comprehension and speaking skills to the level of automatic response. Appropriate reading and writing assignments are introduced to reinforce these oral skills. Prerequisites: ENG098, FYE101, RDG098, or placement.

SPA 110. Beginning Spanish II. 3 Credits.
A continuation of SPA109 Beginning Spanish I, this course broadens comprehension, writing, and speaking skills. Prerequisite: SPA109. Spring.

SPA 209. Intermediate Spanish I. 3 Credits.
This course emphasizes the development of conversational, reading, and writing skills of increasing complexity. The fundamentals of grammar are reviewed, and reading selections of Spanish culture and civilization are introduced. Prerequisite: SPA110. Fall.

SPA 210. Intermediate Spanish II. 3 Credits.
A continuation of SPA209 Intermediate Spanish I, this course focuses on improving students' conversational, reading, and writing skills. The development of a simple prose style and improved reading comprehension is emphasized through the use of literary and cultural selections of progressive difficulty. Prerequisite: SPA209. Spring.

Special Topics-Social Science (SSC)

Courses

SSC 120. Perspectives On Leadership. 3 Credits.
This course explores the role and function of leadership and its application practice. Traditional and contemporary leadership theories and current issues in research including emerging topics in gender, culture, and ethics will be covered. Prerequisites: ENG098, FYE101, RDG098, or placement.

Speech (SPC)

Courses

SPC 113. Speech (formerly THE113). 3 Credits.
This course introduces students to the basic skills of extemporaneous speaking through preparation and practice. Emphasis is placed on managing speech anxiety, audience analysis and adaptation, organization and outlining skills, research skills, critical thinking and argumentation, visual aids and technology, and effective delivery. Students deliver a minimum of 4 to 5 graded speech assignments. These may include but are not limited to introduction speeches, informative speeches, impromptu speeches, demonstration speeches and persuasive speeches. At least two of the speech assignments will require academic research. Prerequisite: ENG 101.
Theatre (THE)

Courses

THE 101. 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 scenes, and plays. Students will be required to rehearse and perform several scenes in order to develop skills in serious and comic characterizations. Prerequisites: ENG098, FYE101, RDG098, or placement. Fall.

THE 103. 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: ENG098, FYE101, RDG098, or placement. Spring.

THE 106. Fundamentals Of Acting II. 3 Credits.
Building on the skills learned in THE101 Fundamentals of Acting, this course focuses on script analysis and its application to scene study. Through scene work, students take a script from “page to stage” culminating in class projects presented for the public. Prerequisites: ENG101, THE101.

THE 207. Styles Of Drama. 3 Credits.
This course is an examination of the major world playwrights of every important theatrical period from the Greeks to today from a literary, historical, and theatrical point of view. Prerequisite: ENG102. Offered occasionally.

THE 281. Special Topics In Theatre. 1 Credit.
Specific course content will vary from semester to semester. Details will be included in pre-registration materials. Prerequisite: ENG102. Offered occasionally.

THE 283. Special Topics In Theatre. 3 Credits.
Specific course content will vary from semester to semester. Details will be included in pre-registration materials. Prerequisite: ENG102.

THE 284. 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: ENG098, FYE101, MAT092, RDG098, or placement.

THE 285. Technical Theatre Practicum II. 3 Credits.
This is a continuation of THE284 Technical Theatre Practicum I. Prerequisite: THE284.
Policies, Rules, and Regulations

- Affirmative Action (p. 217)
- Campus Sexual Misconduct, Relationship Violence and Stalking Policy (p. 193)
- Campus Solicitation Policy (p. 200)
- Drug and Alcohol Policies Applicable to MWCC (p. 200)
- Family Educational Rights and Privacy Act (FERPA) Students Notification of Rights (p. 203)
- Hazing (p. 204)
- Inclement Weather and Emergency Closing Policy (p. 204)
- Information Technology General Acceptable Use Policy (p. 205)
- Massachusetts Trespass Act (p. 209)
- Record Keeping/Destruction of Records (p. 209)
- Regulations & Policies on Human Research Subjects (p. 209)
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Campus Sexual Assault Policy

Campus Sexual Misconduct, Relationship Violence, and Stalking Policy

Mount Wachusett Community College is committed to providing an atmosphere for learning that is free of any conduct that could be considered harassing, abusive, disorderly, discriminatory or criminal. Sexual misconduct (including various categories of sexual assault), domestic violence, dating violence, and stalking violate Federal Civil Rights law and may be subject to College disciplinary sanctions and/or criminal prosecution. MWCC is committed to fostering a community that promotes prompt reporting of sexual misconduct, domestic violence, dating violence, and stalking in any form and the timely and fair resolution of complaints.

Sexual Misconduct as defined by Title IX is the actual or attempted:

1) Sexual harassment
2) Non-consensual sexual intercourse
3) Non-consensual sexual contact
4) Sexual Exploitation

All sexual assault violations are covered by this policy as well as the Commonwealth's Policy on Affirmative Action, Equal Opportunity, and Diversity for Massachusetts Community Colleges as amended and reissued September 2014. In the event of conflict between the MWCC policy and the Commonwealth Policy, the Commonwealth's policy shall be controlling. All applicable policies will be applied to violations.

Sexual assault includes forcible and non-forcible offenses as classified under the Uniform Crime Reporting (UCR) system of the Federal Bureau of Investigation pursuant to the Clery Act including acquaintance rape.

As a recipient of Federal funds, MWCC is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. s. 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in education programs and activities. Sexual misconduct is defined as a form of sexual discrimination prohibited by Title IX. Creating a safe and respectful environment is the responsibility of all members of the MWCC community; students, faculty, staff and guests. In order to assure that the College meets its obligation to all members of the college community, the College maintains procedures and programs for coordinated response to reports of sexual misconduct, domestic violence, dating violence, and stalking. Copies of these procedures are available in the Division of Human Resources and Payroll/Affirmative Action and on-line at www.mwcc.edu in (http://www.mwcc.edu) "iConnect" Human Resources shared documents under policies.

Reports of sexual misconduct (including, but are not limited to; sexual harassment, sexual assault, sexual exploitation, and sexual discrimination), domestic violence, dating violence and stalking are reported to the Title IX coordinator. A Title IX investigation will immediately be initiated in appropriate circumstances whether or not the issue is the subject of a criminal investigation. The Title IX investigation is separate from any criminal investigation but may run simultaneously. A dual investigation may ensue. An on-going criminal investigation, however, may not delay the investigation under Title IX. The standard of proof used for Title IX investigations is the preponderance of the evidence standard. The standard of proof used for criminal (police) investigations is the probable cause standard. As such, the disposition of a case may be different under each investigation. Information regarding Title IX grievance procedures can be found in the Commonwealth of Massachusetts, Board of Higher Education, Massachusetts Community College Policy on Affirmative Action at http://www.mwcc.edu/PDFs/AffirmativeActionPolicy.pdf.

Reporting requirements and policies include incidents which occur during approved school sponsored events (on or off campus) and incidents that occur while in travel using school sponsored transportation.

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.

DEFINITIONS:

The following definitions are consistent with the Commonwealth’s policy on Affirmative Action, Equal Opportunity, and Diversity.

CONSENT: An agreement reached by both partners to engage in a specific activity. Engaging in sexual activity with a person who has not given or cannot give her/his consent is an act of sexual violence. In Massachusetts it is illegal to have sex with someone who is incapable of giving consent because they are: (a) intoxicated; (b) unconscious; (c) mentally incompetent; or (d) are under 16 years of age.

SEXUAL HARASSMENT: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when

A. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment or academic decisions; or

b. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s academic or work performance
by creating an intimidating, hostile, humiliating or sexually offensive learning or working environment.

Under these definitions, direct or implied requests by a supervisor or instructor for sexual favors in exchange for actual or promised job or academic benefits constitute sexual harassment. The following are some examples of conduct, that either alone or in combination, which 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.
- Repeated, unsolicited propositions for dates and/or sexual intercourse.
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life; comment on an individual’s body, comment 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.
- Verbal harassment or abuse on the basis of sex.
- Inquiries into another person’s sexual activities, practices or experiences.
- Discussion of one’s own sexual activities, practices or experience.

SEXUAL VIOLENCE: Any sexual activity where consent is not obtained or able to be freely given, and shall include the following categories:

A. Rape - Defined in Massachusetts as the oral, anal, or vaginal penetration by an inanimate object, penis, or other bodily part without consent. In Massachusetts, it is illegal to have sex with someone who is incapable of giving consent because they are: (1) intoxicated; (2) unconscious; (3) mentally incompetent; or (4) under 16 years of age.

B. Acquaintance Rape - Rape upon someone by a person he or she knows.

C. Sexual Assault - Any unwanted sexual activity that is forced or coerced by one person on another.

D. Intimate Partner Violence

- Stalking – Defined in Massachusetts as whoever (a) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person who seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress; and (b) makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking.
- Dating Violence – Violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.
- Domestic Violence - Mass. General Laws, Chapter 209A, Section 1. Occurrence of one or more of the following abusive acts between family or household members: (a) attempting to cause or causing physical harm; (b) placing another in fear of imminent serious physical harm; (c) causing another to engage involuntarily in sexual relations by force, threat or duress. “Family or household members” include persons who: (a) are or were married to one another; (b) are or were residing together in the same household; (c) are or were related by blood or marriage; (d) having a child in common regardless of whether they have ever married or lived together; or (e) are or have been in a substantive dating or engagement relationship, which shall be adjudged by a court upon considering the following factors: (1) the length of time of the relationship; (2) the type of relationship; (3) the frequency of interaction between the parties; and (4) if the relationship has been terminated by either person, the length of time elapsed since the termination of the relationship.

TITLE IX COORDINATOR: A College employee assigned the responsibility for maintaining the College’s compliance with Title IX. The Title IX Coordinator is responsible for administering this Policy relative to complaints of sex discrimination, sexual harassment or sexual violence. The Title IX Coordinator may also serve as the College’s Affirmative Action Officer. If these positions are held by different individuals, the AAO and the Title IX Coordinator may collaborate on the enforcement of any aspect of this Policy. The Title IX Coordinator should not have other job responsibilities that may create a conflict of interest. For example, serving as the Title IX Coordinator and a disciplinary hearing board member or general counsel may create a conflict of interest. There may also be a Deputy Title IX Coordinator designated to assist the Title IX Coordinator in the performance of his/her duties. The Title IX Coordinator is Diane Ruksnaitis and can be contacted at (978) 630-9160.

VICTIM: A person who reports being subject to an alleged act of sexual violence.

Note: for purposes of the MWCC Sexual Misconduct, Relationship Violence, and Stalking Policy the word “survivor” will be substituted for the “victim.”

There are many crimes under M.G.L. that are encompassed by the general definitions below. The current M.G.L.’s will be referenced at such time an investigation ensues to determine the specific crime that is alleged. The definitions below provide broad guidelines by which an investigation will ensue.

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 prevention programs and the procedures to be followed in the event that a sex offense has occurred. The Clery Act and Title IX procedures and subsequent amendments further outline necessary elements to be included in the Sexual Misconduct, Relationship Violence and Stalking Policy and Annual Campus Security Report.

ii. Criminal Offense Procedures and Student Code of Conduct Policy

When an allegation of sexual assault, domestic violence, dating violence or stalking is made, the College will inform the alleged survivor as to his or her rights to pursue criminal prosecution under the Massachusetts criminal statutes. Campus Police or Public Safety Officers will aid the individual in notifying the appropriate authorities if the individual requests their assistance. Sexual assault, domestic violence, dating violence and stalking violations may include, in addition to criminal charges, disciplinary sanctions. Disciplinary sanctions and the Student Code of Conduct policy are published in the MWCC handbook. Possible sanctions include: verbal or written warnings, restrictions/loss of privileges, community
When an allegation of domestic violence, dating violence, or stalking is reported to a Campus Police or Public Safety Officer, the officer will investigate the incident and if probable cause exists, take appropriate legal action, including arrest of the perpetrator or if unable to effectuate an arrest, filing a warrant application with the court of jurisdiction prior to the end of the officers’ tour of duty. The survivor’s safety is paramount to any decision to make an arrest and the officer will take all reasonable steps to ensure the safety of the survivor prior to taking action. The officer will further advise the survivor regarding options to obtain restraining order or harassment order, if applicable and will provide necessary assistance in obtaining the order. The MWCC Campus Police Department has adopted and follows the guidelines provided in the Massachusetts Domestic Violence Law Enforcement Guidelines of 2009. All officers receive annual legal update and Domestic Violence Response training as required by the Massachusetts State Police Certification Unit which is responsible for approving Special State Police Licenses of Campus Police and Public Safety personnel. Cases involving students, staff, and/or faculty will also be referred to the Title IX coordinator and cases involving students will additionally be referred to the Dean of Students.

In the case that the report of domestic violence, dating violence, or stalking is reported to the Title IX coordinator or the Dean of Students, the survivor will be advised of their right to report the incident to campus law enforcement officers and/or local or state police who will provide the survivor with the “Abused Persons Notice of Rights” and assist them with obtaining a restraining or harassment order.

All allegations of sexual misconduct (including sexual assault), domestic violence, dating violence, and stalking will be handled confidentially and will be investigated. The disciplinary and law enforcement investigations, are interrelated, and may occur simultaneously, and may involve the sharing of information and resources. However, both investigations involve separate procedures and standards of proof and one process does not depend on the other process and may continue separately. Both the accuser and the accused will have equal opportunity to appeal disciplinary sanctions under due process.

Investigations will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

As a public institution, the College must provide due process to students accused of sexual misconduct, domestic violence, dating violence, and stalking while also ensuring the complainants protections under Title IX. The disciplinary hearing shall take place as soon as possible after the filing of the initial report taking into consideration the need to conduct a timely investigation. Proceedings will provide a prompt, fair and impartial investigation and resolution.

The campus student disciplinary procedures are clearly defined in the Mount Wachusett Community College Code of Conduct published annually online and in the College Catalog and Student Handbook. Sexual offenses and sexual assault are addressed specifically in the policy consistent with the Sexual Misconduct, Relationship Violence and Stalking Policy described herein, and addresses alleged offenses regardless of where the offense occurred. A survivor cannot be required to sign a nondisclosure agreement or to otherwise agree to a prohibition from discussing the case.

• The accuser and the accused have the same right and opportunity to have others present (in support and advisory roles) during a campus disciplinary hearing;
• Notification of the final results to both the accuser and the accused will be made in writing in the same manner and in the same time frame. This notification does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). The outcome of a disciplinary proceeding means only the College’s determination with respect to the alleged offense and any sanction that is imposed against the accused.
• In the case that an alleged survivor/accuser dies as a result of a crime, the alleged accuser’s next of kin will be notified of the results of any disciplinary proceedings.

iii. Awareness and Prevention

The College endeavors to educate its students, faculty and staff about the issue of sexual misconduct (including sexual assault and date/acquaintance rape, domestic violence, dating violence, and stalking. The Campus Police and Public Safety Department, the Health Services office and the Student Life office feature educational programming throughout each academic year that highlight preventative measures to be taken to reduce the risk of sexual misconduct, domestic violence, dating violence, and stalking. Instructional programs cover subjects such as avoiding alcohol abuse, and illegal drug use, and promoting safe dating, domestic violence and dating violence awareness and prevention, and stalking awareness. 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 Security Awareness and Crime Prevention Programs published in the Annual Security Report for further information).

• Security and Maintenance Measures

1. Mount Wachusett Community College 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. Mount Wachusett Community College 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. Mount Wachusett Community College has installed emergency telephones in strategic hallway locations on the Gardner, Leominster and Devens Campuses as well as three outside locations on the Gardner campus (See Policy for the Accurate and Prompt Reporting of Criminal Offenses and Emergency Contact Information in the Annual Security Report). Phones are available in the administrative offices of the Fitchburg Campus.

4. MWCC 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 and within the procedural policies of the College.

5. Mount Wachusett Community College provides a safety escort service for students and employees twenty four hours a day, seven days per week on the Gardner Campus by request. This service is available on a limited basis on the Leominster and Devens campuses when a police/security officer is on duty. Currently a police/security officer is on duty for approximately 3-4 hours on each satellite campus. The duty hours on satellite campuses may vary depending on need, emergencies, and current
campus schedules. MWCC does not provide any security services on the Fitchburg (Burbank) Campus.

6. Mount Wachusett Community College has an established pattern of effective communications and relations with state and local police. Although there is no formal M.O.U. between the departments, Mount Wachusett Community College maintains a good working relationship with state and local police departments and works jointly with the respective departments regarding major criminal investigations. MWCC Gardner campus officers have direct radio communication with the Gardner Police Department. MWCC officers maintain regular contact with the appropriate law enforcement agencies regarding response to calls and investigations and work in concert with the other agencies to conduct follow up response to incidents on campus and, when appropriate, off campus involving students, staff, or faculty, to ensure that the College remains informed regarding each campus activities and crime statistics.

The key element in a comprehensive sexual misconduct, domestic violence, dating violence and stalking prevention program as well as a general crime prevention program is the maintenance of an alert and effective campus police and/or security presence. Mount Wachusett Community College police and public safety officers are trained in effective sexual assault, domestic violence, dating violence, and stalking/harassment prevention and response. Their general orientation will be towards positive, proactive crime prevention and sensitivity to balancing law enforcement demands and the unique needs of survivors. The campus police department has several officers trained in sexual assault investigation. All officers are trained in domestic violence, dating violence, stalking/harassment investigation and response. A representative of the Campus Police and Public Safety Department regularly attends the Domestic Violence High Risk Response Team meetings; a collaborative team with representatives of area police departments which meets monthly to review area domestic violence cases and which monitors the cases posing highest risk to survivors.

• Educational Programs

Because the College environment provides an excellent opportunity to educate individuals about human relations, sexual education and safety awareness, information should be provided to each member of the college community.

Sexual misconduct/assault, domestic violence, dating violence and stalking education is effectively provided through programs, guest speakers, and educational literature, and includes:

1. Campus Traffic and Safety brochures are provided to first year students in orientation packets twice per year. Campus Police provide safety and security information to special orientation groups at least twice per year.

2. Faculty and staff training/development programs, including contracted staff are provided periodically throughout the year through the Division of Human Resources and/or professional development.

3. Student and employee handbooks are available at all times.

4. Campus media, i.e., newsletters, newspapers, physical and electronic bulletin boards are updated periodically throughout the year and on the campus police website. Campus police maintain a crime prevention and safety bulletin board on the Gardner Campus (located next to room 147, first floor, across from the bookstore) and provide informational literature to the Leominster, Devens and Fitchburg (Burbank) Campuses on a variety of subject matter. Campus Police publish articles on various subjects throughout the year on a space available basis in the school newspaper.

5. Seminars and workshops are offered through the student leadership academy two times per year, through classroom discussion (upon request) and through the Division of Human Resource Department for employees.

6. Pamphlets, posters and other literature addressing specific issues, such as sexual assault, acquaintance rape, sexual harassment, self-protection for men and women, crime reporting; and domestic violence are available at all times on the Gardner, Leominster, Devens, and Fitchburg Campuses (availability per topic may vary from time to time).

7. Self-protection classes- campus police provide information to students and staff upon request.

8. Individual awareness and responsibility for crime prevention and personal safety are published annually in the annual security report and periodically through publication and bulletin boards.

9. R.A.D. (Rape Aggressive Defense) training is provided free or with minimal cost to students, staff, and community members. This service is offered one time per year and upon request through the Campus Police and Public Safety Department.

10. Additional educational and guest speakers may be scheduled upon request through the campus police department.

Materials and programs are designed specifically for the Mount Wachusett Community College campus, and are developed in conjunction with off-campus authorities or may be pre-published, pre-packaged, or offered in conjunction with off-campus authorities, such as:

• National Safety Council;
• Local law enforcement agencies;
• Criminal justice programs;
• Rape Crisis Center of Central Massachusetts www.rapecrisiscenter.org (http://www.rapecrisiscenter.org);
• American College Health Association;
• Massachusetts Chapter of the National Safety Council

Unfortunately, in spite of all our efforts, rape or sexual assault, sexual misconduct, domestic violence, dating violence, and stalking may occur. Should any of these violations or other Clery Act crimes be reported to campus authorities, it is critically important that the survivor’s welfare be paramount and that she or he is not re-victimized by the system. This policy establishes procedures to follow in the event a violation occurs on campus. To insure proper attention and action, these procedures must be followed.

IV. Reporting Procedures

• Introduction

An effective response to a report or incident of sexual misconduct/assault, domestic violence, dating violence, and stalking 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: (I) campus police in addressing incidents/reports of sexual misconduct/assault, domestic violence, dating violence, and stalking; (2) faculty, staff and students making reports; and (3) the Designated College Official’s involvement in these procedures (4) The Title IX Coordinator’s role in policy and enforcement. The college will comply with satisfying an individual’s request for assistance in notifying the appropriate authorities in the event of a sexual offense, domestic violence, dating violence, or stalking.

• Reporting a Sexual Assault
A survivor of sexual misconduct/assault, domestic violence, dating violence, or stalking first priority should be to get to a place of safety and to obtain necessary medical treatment. MWCC strongly advocates that the survivor report the incident in a timely manner. Time is critical for evidence collection and preservation as well as to assure the medical treatment/well-being of the victim and safety of the campus community. Whenever possible, a report of an assault should be reported directly to MWCC campus police or public safety officers or to the local law enforcement agency serving the campus, or in the case of the Fitchburg Campus to the hospital security.

The Emergency Response Guides posted in offices and classrooms at the Gardner, Leominster and Devens campuses provide the contact information for the law enforcement agency responsible for primary response to emergencies on the respective campus. This information is outlined below and on the survivor information sheet (Attachment 1 in this document). Emergency response should be directed to the primary response agency for the respective campus. The MWCC Campus Police will provide secondary response support and investigation and should be contacted as soon as possible at the Gardner Campus, (978) 630-9111, 24 hours a day, and seven days per week. MWCC campus police will provide guidance, arrange for college support services, and to coordinate appropriate response/investigation.

**GARDNER CAMPUS:** Contact MWCC Campus Police at (978) 630-9111 from a cell phone or outside line, call extension “111” from any campus phone or contact Campus Police and Public Safety using one of the emergency phones located throughout campus.

**LEOMINSTER CAMPUS:** contact Leominster Police Department by calling 9-1-1 from a college or hallway emergency phone (for emergency response) or (978) 537-0741 (emergency or non-emergency response).

**DEVENS CAMPUS:** contact Mass State Police at Devens barracks by calling 9-1-1 from a hallway emergency phone (for emergency response) or call (978) 772-4600 for Devens dispatch (emergency or non-emergency response).

**FITCHBURG CAMPUS:** contact the Fitchburg Police Department by dialing 9-1-1 from any internal phone for emergency response or by dialing (978) 345-9888 for dispatch.

Assistance can also be obtained 24 hours a day/seven days a week through:

- The Rape Crisis Center of Central Massachusetts (1-800-870-5905).
- The local hospital/emergency Room (below are listed the hospitals serving the campuses by location):
  - GARDNER-Heywood Hospital, 242 Green Street, Gardner, MA (978)632-3420;
  - LEOMINSTER/DEVENS-Health Alliance Hospital, 370 West Street, Leominster, MA (978)534-9675;
  - DEVENS-Nashoba Valley Medical Center, 200 Groton Road, Ayer, MA (978)784-9000 or Health Alliance Hospital in Leominster (see above);
  - FITCHBURG -Health Alliance Hospital, 275 Nichols Rd., Fitchburg, MA (978)343-3507.

- The Office of Civil Rights (OCR)- (800)421-3481.
- MWCC Title IX coordinator, the Vice President for Human Resources and Payroll/Affirmative Action at (978)630-9160 (during regular business hours) or after hours via Gardner Campus Police Department (978)630-9111.

- Safe Link (Massachusetts Domestic Violence Hotline) (877)785-2020/TTY (877)521-2601.
- National Domestic Violence Hotline (800)799-7233/TTY (800)787-3224.

The filing of a police report does not obligate the survivor to prosecute nor will the survivor be scrutinized or judged. The decision whether or not to prosecute does not negate the responsibility of the College to take disciplinary action if the suspect is associated with the College (student or employee) nor negate the College’s responsibility to count the statistic. The survivor identity and investigation, however remain confidential to the extent permissible by law. Reporting parties are also strongly encouraged to contact the Dean of Students at (978)630-9164 and/or the Title IX Coordinator (see list above) during regular business hours or via the Gardner office of Campus Police and Public Safety after hours at (978)630-9111 in person during normal business hours. The Executive Vice President is located in the President’s complex in the Haley Building (main building) on the Gardner Campus. The Title IX coordinator is located in the Division of Human Resources located in the Haley Academic Building next to the President’s complex.

Filing a police report will:

- Ensure that a survivor of sexual assault receives the necessary medical treatment and tests at no expense to the victim.
- Ensure that the survivor of domestic violence, dating violence, or stalking receives necessary medical treatment.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a survivor of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).
- Ensure that the survivor is provided information and opportunity to apply for an applicable restraining or harassment order against their assailant.
- Ensure the survivor has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention, domestic violence/dating violence and stalking intervention.
- Ensure that the survivor of domestic violence, dating violence, or stalking is apprised of their right to obtain a protection order (restraining order or harassment order) and is provided assistance in obtaining an order.

**Campus Police and Public Safety Department**

In the case of a reported sexual assault, a certified officer will be assigned to investigate/assist the local or state police department with the investigation and apprehension measures.

1. If a sexual assault is reported to or discovered by campus police, the following procedures must be followed:

   a. Encourage the survivor to seek immediate medical attention and assist the survivor in obtaining access to medical treatment by contacting emergency medical services. This should be done even when the survivor 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. However, it is the survivor’s right to refuse treatment and a survivor should never be forced to get medical attention. Rather the officer should explain the importance of immediate medical attention so that the survivor can make an informed decision. A trained medical professional may be more prepared to explain the medical options to the survivor and should be used whenever possible. A college counselor or rape crisis counselor may also
help in providing information to the survivor in a non-intimidating manner. The officer shall assist the survivor in contacting support services when requested.

b. The campus police officer will advise the survivor of the importance of preserving evidence.

This means that no matter how uncomfortable this may be for the survivor, he/she should not clean himself/herself, prior to a physical examination, conducted at a nearby hospital. If the survivor requires non-emergency medical treatment, the campus police officer should nonetheless guide the survivor to medical services and/or rape crisis services. Physical evidence (such as clothing) is secured by Campus Police. The campus police officer shall provide the victim with a copy of the Survivor Information Sheet (Attachment 1 in this document), if possible.

c. The campus police officer or public safety officer should immediately contact the on duty supervisor who will notify, or designate an appropriate person to notify, the Chief of Campus Police and Public Safety. The Chief or his/her designee shall also call the Executive Vice President and/or the Dean of Students to be present and/or who will arrange appropriate support services for the survivor. The campus police officer will also offer the survivor to call the rape crisis hotline (1-800-970-5905). In the case of off-campus crimes, the campus police will get the survivor to the proper agency and will remain informed. The Campus Police Chief and the Executive Vice President must still be notified in order to provide guidance and appropriate support and response to the survivor and the college community. The initial responding officer should obtain necessary information to make a determination of the need for emergency response procedures and to take necessary action for the safety of the victim and the college community as a whole. In most cases, the investigation will be conducted jointly with local or state police for the particular jurisdiction.

d. The Chief of Campus Police and Public Safety or his/her designee will assign a Sexual Assault Certified Investigator to investigate and/or assist local or State police with jurisdiction over the investigation. No formal statement will be taken from a survivor or suspect unless by a certified sexual assault investigator.

e. The privacy of the survivor is paramount. The name of the survivor shall not be released without the express written permission of the survivor. The name of the survivor shall be protected at all times and released only to the Chief of Police and Public Safety or his/her designee and the assigned investigating officer(s).

f. The Mount Wachusett Community College campus police officer should gather the following information:

i. Name, address, telephone number.

ii. Where and when the sexual assault occurred.

iii. The location of the survivor.

iv. A brief description of what happened to the survivor.

v. Name (if known) and description of the individual who committed the assault (if possible, include sex, race, height, weight, clothing, build, hair color, and physical oddities.

vi. Location of the individual who committed the assault, if known, or description of where the individual went after committing the assault.

vii. Description of the vehicle in which the assailant left (if applicable and known, including make, model, year, color, and license plate number) and the direction of travel.

viii. Any additional information that the victim provides voluntarily that may assist in the investigation and apprehension.

Information gathered will be forwarded to the Chief and the investigating officer(s) and an initial report will be completed. The assigned investigator(s) will complete a more detailed investigatory report during the course of the investigation.

2. If there is the potential for the immediate apprehension of the assailant, the campus police or public safety officer should call the state and/or local police as soon as preliminary information is received and then contact the college authorities, as listed above.

3. If immediate apprehension is not likely, the campus police officer shall then call the Chief of Campus Police and Public Safety and the Executive Vice President and/or the Dean of Students or her designee. The Chief or the ranking officer in charge of the Campus Police department shall determine whether to call the local and/or state police. If the survivor requests the assistance of a campus police or public safety officer to contact the local or state police, the officer shall assist the survivor as requested.

4. The campus police or public safety officer shall file a detailed report before the end of the shift in which the incident occurred. The incident shall be entered in the daily crime log directly or via the campus police report writing system unless there is clear and convincing evidence that the release of information would:

• Jeopardize an on-going investigation; or
• Jeopardize the safety of the individual; or
• Cause a suspect to flee or evade detection; or
• Result in the destruction of evidence.

The Chief of Campus Police or his/her designee in coordination with, the local or state police with jurisdiction over the investigation, if applicable, will make this determination. Additionally, the same process will be used to assess the situation and to make a decision to disclose the information when it is determined that the adverse effect is no longer likely to occur.

5. The survivor of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the college disciplinary process (when the suspect is affiliated with the college) or may opt not to prosecute and only use the college disciplinary process. The MWCC Designated Campus Official (Executive Vice President or Campus Police Chief or his/her designee) will guide the survivor through available options and support the survivor in his/her decision(s).

6. The identity of the survivor will remain confidential, however, the crime statistic, once reported to the campus police or other campus security authority, must be recorded in the Daily Crime Log and certain information regarding the report may be releasable under the public records laws. Appropriate information must also be reported to the Title IX coordinator for follow-up. Notification of the Title IX coordinator will occur through the Chief of Campus Police and Public Safety or his/her designee or the Executive Vice President or his/her designee.

- MWCC Students, Faculty and Staff Reporting and Referrals
Any MWCC student or staff member who receives a report of, or discovers possible sexual misconduct/sexual assault, domestic violence, dating
violence or stalking on campus, shall immediately report this to the appropriate campus services dependent upon the nature of the situation:

- **In Emergency Situations:**
  - **Gardner campus:** dial 111 to receive immediate response from campus police and public safety
  - Officers and health services. Stay with the survivor in a safe place that allows for privacy. Do not leave the survivor and, if possible, send someone to get additional support.
  - **Leominster, Devens, or Fitchburg Campuses or off campus locations:** call 911 to reach the local/state police jurisdiction then call Campus Police at (978) 630-9111 at the Gardner Campus for follow-up response and to initiate College support services.

- **In Non-Emergency Situations:**
  - Remain with the survivor and discuss the possible options for services including:
    - Campus Police and Public Safety (978) 630-9150 or (978) 630-9111;
    - Health services (978) 630-9136;
    - Counseling services or student services (978) 630-9568.

Provide the Survivor Information Sheet (Attachment 1 in this document) to the survivor. The survivor information sheet provides information regarding how to contact MWCC campus police and public safety officers and local police as well as the rape crisis hotline, the Rape Crisis Center of Central Massachusetts, domestic violence hotlines, and emergency medical services for each campus.

In all situations, institutional personnel shall assist the survivor in notifying the appropriate law enforcement authorities if the victim requests.

All reports, whether emergency or non-emergency, must ultimately be reported to the Chief of Campus Police and Public Safety, the Executive Vice President (also the Designated Campus Official), the Vice President of Human Resources and Affirmative Action (Title IX coordinator) and the President.

The safety and care of the survivor should be of the utmost importance in dealing with persons having experienced a sexual assault. Great care should be given in making the survivor 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 are provided. The campus police will then be responsible for implementing the procedures specified in Section I, above.

- **Designated College Officials – Chief of Campus Police and Public Safety and Executive Vice President.**
  a. The Chief of Campus Police and Public Safety and Executive Vice President or designee shall be responsible for ensuring that all college policies and procedures are followed.
  b. The President or Executive Vice President or his/her designee shall be the designated spokesperson for all media inquiries.

### Other Responsibilities and Requirements


The Mount Wachusett Community College policy also satisfies the following statutorily required policies and procedures:

- Both parties have the right to be informed of their options to notify proper law enforcement authorities (local police departments, the Massachusetts State Police or the Mount Wachusett Community College 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 services and student services for survivors of sexual assault, sexual misconduct, domestic violence, dating violence, and stalking both on campus and in the community. The Survivors Information Sheet (Attachment 1 this document) provides resource information to the survivor. The college counselor and the college nurse will provide immediate assistance and shall make referrals to the local Rape Crisis Center, domestic violence hotline, or other applicable resources. Additional referrals may be made to local service agencies by agreement with the College at reduced costs to students or with coverage by individual health insurance plans.
- The College will provide assistance in, changing academic situations after an alleged sexual assault incident, if so requested by the survivor and if the changes are reasonably available.

Revised and reissued September 23, 2014

### ATTACHMENT 1

**Survivor (Victim) Information Sheet**

**Who to Contact**

In the event you are the victim of sexual assault on campus, first and most importantly, get yourself to a place of safety. Once safe, call one or more of the following:

- Contact the local or state police by dialing 9-1-1 and/or the MWCC Campus Police Department Gardner Campus (978) 630-9111.
- The Rape Crisis Center of Central Massachusetts (1-800-870-5905).
- The local hospital/emergency room (below are listed the hospitals serving the campuses by location:
  - GARDNER – Heywood Hospital, 242 Green Street, Gardner, MA (978)632-3420
  - LEOMINSTER/DEVENS – Health Alliance Hospital, 370 West Street, Leominster, MA (978)534-9675
  - DEVENS – Nashoba Valley Medical Center, 200 Groton Road, Ayer, MA (978)784-9000 or Health Alliance Leominster – see above
  - FITCHBURG – Health Alliance Hospital 275 Nichols Road, Fitchburg, MA (978) 343-3507
- The Office of Civil Rights (OCR) (800)421-3481
- MWCC Title IX Coordinator, the Vice President for the Division of Human Resources and Payroll/Affirmative Action at (978) 630-9160 (during the regular business hours) or after hours via Gardner Campus Police Department (978) 630-9111.

**The Importance of a Medical Examination**

For purposes of ensuring your own physical health, as well as successful apprehension and prosecution of your attacker (if desired/warranted),
It is very important that you promptly go or be sent to a nearby hospital emergency room to be examined. As awkward or uncomfortable as it may be, you should not change your clothing or bathe prior to this examination. You will want, at this time, to be tested and treated for any injuries you may have sustained, and also be tested for the presence of any sexually transmitted diseases.

It is your right, to have a trained rape counselor accompany you throughout all or any part of the medical examination. The counselor is there to provide support and answer any questions you have. The information you share privately with the counselor is confidential. Seeing the doctor and have an evidentiary "rape kit" completed does not mean you must prosecute your attacker but it does significantly increase the potential for success if you choose to do so.

If possible, either bring a change of clothing with you to the hospital or have someone do so for you, as your clothing worn during the assault, should be collected by the medical team.

**Protecting Yourself Following a Sexual Assault**

After a sexual assault has occurred, it is extremely important for your personal safety. If you know or fear your attacker knows your whereabouts, you may want to make temporary arrangements to stay elsewhere. Restraining orders preventing your attacker from contacting you are available through the court system. Although you must request the order (with or without assistance of an attorney), rape crisis counselors can help you fill out the required paperwork at the police station. Counselors can also refer you to appropriate support agencies and shelters, if desired.

**Recovery**

It is important to remember that sexual assault can happen to anyone. Sexual violence is not the survivor’s fault. However, victims frequently experience confused and deeply troubled feelings following an attack. It is important not to hold such feelings in – talk to a trusted friend or relative and seek appropriate professional counseling. Rape crisis centers offer 24-hour hotlines and these conversations are completely confidential. You can talk to the counselors about everything – they are there to listen and to help. They can answer questions about police proceedings, legal issues, medical procedures, counseling options, and many other topics.

Remember, if you have been sexually assaulted, you are a survivor – you now need to take appropriate steps toward recovery – physical and emotional.

**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.

**Policy Statement on Drugs and Alcohol**

The Drug and Alcohol Policies established at MWCC are intended to address student or employee misuse of alcohol and other drugs on campus, thereby creating a safer campus and an environment that nurtures students’ academic and social development and employee professional development. The goal of this policy is prevention and awareness that will allow the college to establish and maintain an environment that will discourage substance use.

On December 12, 1989, Congress amended Title XII of the Higher Education Act of 1965. This amendment, known as the "Drug-Free Schools and Communities Act of 1989," requires that every educational institution as a condition of receiving funds or any other form of financial assistance under any federal program, certify its adoption and implement programs designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. It further requires that the college submit a written certification to the Secretary of Education that it has adopted and implemented a drug prevention program as described in the regulations. Mount Wachusett Community College, 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 illegal drugs is prohibited on any 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 disability under federal and state law.

2. Mount Wachusett Community College 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:
   a. Massachusetts General Laws, Chapter 94C (Controlled Substances Act)
   b. Massachusetts General Laws, Chapter 272, Section 59 (Public Drinking)
   c. Massachusetts General Laws, Chapter 90, Section 24 (Operating under the Influence, Open Containers)
   d. Massachusetts General laws, Chapter 138, Section 34C (Minor in Possession of Alcohol)
   e. Massachusetts General Laws, Chapter 138, Section 22 (Unlawful Transportation of Alcohol)

**CONTROLLED SUBSTANCES ACT:**

Prescribed penalties under Massachusetts General law (M.G.L.) Chapter 94C for possession of controlled substance ranges from a civil penalty of one hundred dollars for possession of one ounce or less of, Class D substance, including; marijuana, or tetrahydrocannabinol and having cannabinoids or cannabinoid metabolites in the urine, blood, saliva, sweat, hair, fingernails, toe nails or other tissue or fluid of the human body to mandatory probation for a first conviction for possession of more than one ounce of a class D substance, e.g. marijuana, to a period of imprisonment of up to two years and/or a fine of up to twenty five thousand dollars for each subsequent conviction related to sale or distribution of a controlled substance. Controlled substances include the illegal possession of a Class E substance (prescription drugs other than those included in A, B, C, or
D) when a valid prescription has not been authorized. Penalties vary under M.G. L. depending on the class of the controlled substance. Enhanced penalties are provided under law for possession with intent to distribute controlled substances and distributing of a controlled substance to a minor (under 18 years of age).

The civil penalties as outlined above are extended for youthful offenders under the age of (18) to include mandatory completion of a drug awareness program within one year of the offense.

“Controlled substance”, a drug, substance, controlled substance analogue or immediate precursor in any scheduled or class referred to in this chapter.

“Controlled substance analogue”, (i) a drug or substance with a chemical structure substantially similar to the chemical structure of a controlled substance in Class A, B, C, D, or E, listed in section 31 and which has a stimulant, depressant or hallucinogenic effect on the central nervous system that is substantially similar to or greater than the stimulant, depressant or hallucinogenic effect on the central nervous system of a controlled substance in Class A, B, C, D, or E, listed in section 31; or (ii) a drug or substance with a chemical structure substantially similar to the chemical structure of a controlled substance in Class A, B, C, D, or E, listed in section 31 and with respect to a particular person, which such person represents or intends to have a stimulant, depressant or hallucinogenic effect on the central nervous system that is substantially similar to or greater than the stimulant, depressant or hallucinogenic effect on the central nervous system of a controlled substance, and which has a stimulant, depressant or hallucinogenic effect on the central nervous system of a controlled substance in Class A, B, C, D, or E, listed in section 31.

OPERATING UNDER THE INFLUENCE/OPEN CONTAINERS:

Prescribed penalties under Chapter 90, Section 24, for operating under the influence/open containers range from a fine of not less than $500 to imprisonment for not more than two years and one half years and/or a fine of up to $5000. Federal judicial guidelines also exist that suggest penalties for violation of federal criminal statutes related to drugs and alcohol.

MINOR IN POSSESSION OF ALCOHOL:

Prescribed penalties under Chapter 138, Section 34C, for a minor in possession of alcohol, authorizes arrest without a warrant when committed in the officers presence. Fines may range from up to $50 for a first offense to up to $150 for a subsequent offense and a mandatory suspension of driver’s license or right to operate a motor vehicle for 90 days regardless of whether the minor was operating a vehicle at the time of the incident.

TRANSPORTATION OF ALCOHOL BY MINORS:

Prescribed penalties under chapter 138, Section 22, for unlawful transportation of alcohol, authorizes arrest without a warrant when committed in the officer’s presence. Penalties may include not more than 6 months in the House of Correction and/or a fine of up to $2500.00.

(1) Underage drinking is prohibited at Mount Wachusett Community College functions and on any part of the campus.

(2) It is Mount Wachusett Community College’s policy that consumption of alcohol 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.

(3) Employees working under federally funded grants are additionally subject to the Drug-Free Workplace Act of 1988. The Act creates the following obligations:

(a) Employees convicted of any criminal drug statute violation occurring in the workplace must notify the Vice President of Human Resources and Payroll/Affirmative Action Officer of Mount Wachusett Community College no later than five (5) 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 resistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

(4) 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.

Health Risks Associated With the Use of Illegal Drugs and the Abuse of Alcohol

The misuse of alcohol and other drugs create problems for students or employees who engage in this behavior as well as for their peers or fellow employees who suffer a range of consequences from having their study or work interrupted to far more egregious acts. Obvious health risks include physical dependence, psychological dependence, possible overdose and withdrawal symptoms.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Repeated use or abuse of alcohol can lead to physical and psychological dependence. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs.

Statistics show that alcohol use is involved in a majority of violent behavior on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving.

Mount Wachusett Community College Resources

For any member of the MWCC community who is experiencing substance abuse problems, Mount Wachusett Community College stands ready to offer supportive services and referral for treatment, as appropriate and available. Information concerning substance abuse and rehabilitation counseling programs is available through the following College resources:
(1) **Alcoholics Anonymous / Narcotics Anonymous**

Regular meetings are held in the North Central Massachusetts area daily. Group preferences are often based on student schedules and access to reliable transportation. The following links will direct students to the appropriate resources for these groups:


Information about these meetings may be obtained from the Health Services (978) 630-9136, Counseling Services (978) 630-9178, and the Dean of Students (978) 630-9139.

**MWCC members interested in a sober support group on campus are invited to consult with Health Services.**

(2) **Substance Abuse Education - Student Life Informational Programs**

(a) **Substance Abuse Education and Counseling**

The Health Services and Counseling Services offices at Mount Wachusett Community College are the primary resources 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 drug and alcohol abuse, AIDS transmission and other 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 at each of the campuses by contacting Student Services at (978) 630-9568 to discuss issues with students confidentially.

(b) **Awareness Activities**

i. The Office of Student Life, in conjunction with the MWCC Student Government Association, plans a number of alcohol and drug awareness activities. In conjunction with National Collegiate Alcohol Awareness Week in October, activities such as educational performers and drunk driving awareness programs are open to all students and staff. Additionally, groups such as MADD (Mothers Against Drunk Driving) and SADD (Students Against Drunk Driving) set up informational booths on campus to encourage responsible drinking.

At key times during the semester, such as during the holiday season and at graduation, awareness activities are scheduled. The focus of these activities is to raise awareness of students on responsible use of alcohol and the effects of illegal and prescription drug use and abuse. The responsible and legal choice is always emphasized.

ii. **Student Health 101**

An on-line educational resource magazine with health information designed specifically for community college students through the College’s student portal-iConnect. This format of content is accessible to all students regardless of their campus affiliation and addresses information for on-line learners. Content varies and may include a number of topics including; the use and abuse of drugs and alcohol, interaction of substances with prescription medication, misuse of prescription medication and other related topic.

iii. Informational tables and activities

Information regarding sexually transmitted diseases (STDs) and impaired decision making due to alcohol and drug use is offered through informational tables, which include activities & literature-one time per year. Additionally information is provided once per year, prior to spring break via informational tables and literature regarding alcohol and drug use and impaired decision making.

(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 3 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.

(4) **Mount Wachusett Community College Library**


**Distribution of the Policy**

This policy is distributed annually in writing to all students and employees through the following means:

- Printed publications
  - College catalog
  - Student Success Manual
  - Employee Publications and Policy Manual
- Online
  - MWCC website
  - All student and all employee email

**Review and Compliance**

In compliance with the United States Department of Education requirement, this policy is reviewed on a biennial basis to: (1) determine its effectiveness and implement changes if they are needed and (2) to ensure that the sanctions developed are enforced consistently. The most recent biennial review was completed in December 2012. Copies of this review are retained in the Office of the President, the Student Services Office and the Division of Human Resources. The next review/report will be completed by December 2015.

**FERPA Parental Notification Policy**

In compliance with Family Educational Rights and Privacy Act (FERPA) regulations, Mount Wachusett Community College, 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.

9-5-2014
Family Educational Rights and Privacy Act (FERPA) Students Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.**

   A student should submit to the Records Officer a written request that identifies the record(s) the student wishes to inspect. The Records Office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.**

   A student who wishes to ask the college to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to provide written consent before the college discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorized disclosure without consent.**

   The college discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff person (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or college agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the College.

   Upon request, the college discloses, education records without consent to officials of another school in which a student seeks or intends to enroll.

4. **The right to be notified annually by the College of what student record information the College designates as “directory information,” and the right to request that no student information be designated as directory information.**

   The College identifies the following student information as directory information:
   a. the student’s first and last name and middle initial
   b. the student’s billing address
   c. MWCC sponsored e-mail address
   d. the student’s declared program(s) of study at the college
   e. the student’s enrollment status (full- or part-time)
   f. degree or certificate earned and academic honors

5. **Directory information may be released by the College to a requesting third-party without a student’s prior written consent.**

   A student has the right to request that his/her student record information not be designated as directory information. A student must notify the College’s Records Office, in writing, if he/she does not wish to have his/her student information designated as directory information. Please allow for up to 10 business days for the processing of these requests.

   Notwithstanding the College’s definition of directory information, the Department of Defense (the “DOD”), pursuant to the Omnibus Consolidated Appropriations Act of 1997 (the “Solomon Amendment”), identifies the following information as “student recruiting information”: NAME, ADDRESS, TELEPHONE LISTING, AGE (or year of birth), PLACE OF BIRTH, LEVEL OF EDUCATION (e.g., freshman, sophomore), DEGREE AWARDED, MOST RECENT EDUCATIONAL INSTITUTION ATTENDED, and CURRENT MAJOR(S).

6. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.**

   The name and address of the Office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901

**Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Mount Wachusett Community College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Mount Wachusett Community College may disclose appropriately designated “directory information” without written consent, unless you have advised MWCC to the contrary in accordance with MWCC procedures. The primary purpose of directory information is to allow MWCC to include this type of information from your education records in certain publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. If you do not want Mount Wachusett Community College to disclose directory information from your education records without your prior written consent, you must notify MWCC through the Records office, that you wish to be excluded. MWCC has designated the following information as directory information:

- the student’s first and last name and middle initial
- the student’s billing address
- MWCC sponsored e-mail address
- the student’s declared program(s) of study at the college
- the student’s enrollment status (full- or part-time)
Hazing

An Act Prohibiting the Practice of Hazing was enacted by the Senate and House of Representatives in General Court in 1985. Chapter 269 of the General Laws was amended by adding the following three sections:

Section 17. Hazing; Organizing or Participating; Hazing Defined

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than $3,000 or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any such student or other person, or that subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Failure to Report Hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than $1,000.

Section 19. Copy Of Sections 17-19; Issuance to Students and Student Groups, Teams and Organization Reports

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team, or student organization that is a part of such institution, whether on public or private property, which is recognized by the institution, or is permitted 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.

Inclement Weather and Emergency Closing Policy

All MWCC Campuses

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

Closing or delayed opening information is available through the following sources:

Television
WBZ-TV Channel 4, WCVB Channel 5, WHDH TV Channel 7, WFXT 25-Fox, MY 38 TV and CW Channel 56

Radio
WRKO 680 FM, WSRS 96.1 FM, WXLO 104.5 FM, WBZ News Radio 1030 AM, WPKZ 105.3 FM, and The Pulse 1280 AM

Telephone
Automated Notification System: When a situation warrants its use, an automated system will call registered students with a recorded message announcing school closures or delays when classes are in session for the fall, spring, and summer terms. A recorded message is also provided by calling 978-632-6600 (due to the high volume of calls you may experience difficulty getting through).

Website
Closings or delays due to weather will be posted to the MWCC website.

Social Media
Closings or delays due to weather will be posted to the MWCC Emergency Notice Facebook page.
Mount Wachusett Community College provides computing equipment for its students, faculty and staff. This document:

- Provides guidelines for responsible use of Mount Wachusett Community College's technology resources by all members of the college community.
- Provides policies that Mount Wachusett Community College uses in providing technology resources and network services to the college community.
- Explains enforcement procedures of these policies.
- Applies to all those using college computing equipment whether the individual is on or off campus.

This document provides high-level explanations of college policies regarding the use of information technology. For more detailed explanations refer to the appendices (p. 216).

Information Technology General Acceptable Use Policy

Mount Wachusett Community College provides information technology resources for students, faculty and staff.

This document:

- Provides guidelines for responsible use of Mount Wachusett Community College’s technology resources by all members of the college community.
- Provides policies that Mount Wachusett Community College uses in providing technology resources and network services to the college community.
- Explains enforcement procedures of these policies.
- Applies to all those using college computing equipment whether the individual is on or off campus.

College Network Usage Guidelines include, but are not limited to:

- No one may misuse, abuse or otherwise damage college computer or network equipment.
- No one may install or use any software or hardware designed to disrupt the security of any computing equipment, whether owned by the college or by others.
- No one other than Media Services or Information Technology staff may download or install any software on any student-accessible college computer.
- No one may use college resources to support political or non-college related business interests.
- No one may sell or provide access to Mount Wachusett Community College's computing resources to individuals, groups or businesses outside the college community except (1) as authorized in writing by an appropriate senior officer of the college and (2) for authorized college business relationships.
- Recreational uses – such as game playing or music or video file sharing – constitute an unacceptable use of college computing equipment except if such activities are part of an instructional plan.
- No one may engage in any activities designed to spy on network traffic or to access passwords, user IDs, files or programs of other users.
- No one may engage in software piracy or copyright infringement. All software installed on college computers must be used in conformance with the license granted by the developer. Unlicensed products will be removed from college computers.
- No one may send, store, print or solicit receipt of e-mail messages, files or programs that contain fraudulent, harassing, racist or obscene language, visual, or audio content. Exceptions may be made for legitimate academic research purposes with prior approval.
- No one may send, store, print or solicit receipt of e-mail messages, files or programs that are inconsistent with the terms and conditions of the AUP, in conflict with the Mission Statement of Mount Wachusett Community College, or that violate federal 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, web pages and e-mail rests solely with the individual and not with the college. Mount Wachusett Community College does not monitor the
contents of embedded links of personal user accounts or personal web pages although it expressly reserves the right to do so.

To preserve the integrity and maintain efficient functioning of the college’s computing facilities, the college enforces the following policies:

The creation of public mail groups is limited to college departments, committees and official student organizations.

Email users should exercise prudent judgment when sending “All MWCC” emails. Use of this list for any commercial purpose not directly connected to college sponsored events requires approval of the President or his designee prior to sending the email.

Computing resources are provided for academic, research, administrative and college business-related communications uses.

The college reserves the right to establish time limits on the use of public workstations as needed.

MWCC realizes that the free expression of ideas is central to academia, but will not tolerate the display of pornographic, obscene, abusive, racist, or other inappropriate material at any public workstation. The college reserves the right to determine the appropriateness of material displayed on public workstations.

The MWCC computing facilities constitute a private system. As such, the information stored on the college equipment is the property of the college and the Commonwealth of Massachusetts with the possible exception of material expressly developed by faculty, staff, and students for publication. Copyright and ownership of such content must be expressly and clearly stated in such works. Individuals who place content owned by others on computers under their control accept full responsibility for maintaining compliance with copyright laws.

Users of the college’s computing equipment, including email, shall have NO EXPECTATION OF PRIVACY over such use. The college reserves the right to access the personal files or monitor the system usage of any authorized user without that individual’s consent, under the following circumstances:

- A subpoena or other properly served request from enforcement officers. All such requests must be served by an officer of the court that has jurisdiction and be reviewed and approved in writing by a senior officer of the college. Review by college counsel may be appropriate.
- A written request from an appropriate senior officer of the college to provide information as part of an ongoing investigation and or disciplinary matter.
- A written request from a Systems Administrator, based on reasonable evidence that files or programs stored in an authorized user’s directory are the source of interference with the efficient functioning of the college computing facilities, that such files are violations of any part of this policy, or are infringing on copyright or intellectual property rights. The Executive Director of Information Technology must endorse such a request.
- A written request from the President of the college.
- A written request from College Counsel in support of an ongoing investigation or inquiry.
- A written request from the appropriate college officer as a part of a termination of employment action.

Information Technology will maintain records of all of these requests for access and will report the number of requests annually to the college administration.

Electronic files are treated like paper files and subject to subpoena or discovery in legal actions and disclosure if such files constitute public records under Massachusetts law.

Employee accounts are disabled as soon as the IT Department is notified of termination of employment. Human Resources should notify the Executive Director immediately when such personnel actions are imminent.

Passwords to terminated employees accounts will not be provided to other individuals. File access can be provided through system delegation facilities.

Enforcement Procedures

The College retains right without restriction to monitor, authorize, control, or stop the use of any technology found on its computers or networks.

Violations of the Acceptable Use Policy will be referred to the appropriate senior officer of the college for action through the established disciplinary processes of the college. The results of such referral may include but is not limited to:

- Files and/or programs may be deleted.
- User access privileges may be inactivated.
- User accounts may be removed.
- Users may be suspended, expelled or terminated from college employment.

If a member of the college community believes that another has violated his or her rights, he/she should report the incident to the Executive Vice President and his/her department head.

MWCC Administrative Computing Use Policy

The Family Educational Rights and Privacy Act of 1974 (FERPA), plus its amendments, set forth rights and responsibilities regarding the privacy of student record information. FERPA governs release of student records maintained by the college and access to these records. For detailed information about FERPA contact the Office of the Registrar or visit the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

All employees of the MWCC are required to abide by the regulations of FERPA and those of the college regarding access to and use of student information, college financial information and college alumni development information. Student access to Banner for data entry purposes is expressly prohibited.

Department heads, Division heads, Directors and other supervisory personnel are responsible for ensuring that their respective employees follow the FERPA and college guidelines. The college houses its administrative data on its servers. The software package includes Admissions, Registration Records, Grading, Financial Aid Management, Billing, Accounts Payable, General Ledger and Alumni Development Records. Employees who have access to administrative system data must understand and accept the responsibility of working with confidential
data. In addition to FERPA, college rules apply to all employees with an administrative system account.

Each employee is given a username and password. This account is for the employee’s use only and should not be shared with supervisors, co-workers, family, or friends. In no case is the sharing of access accounts or passwords authorized.

Each employee will be held responsible for any data input into or retrieval from the administrative system via his/her account. Employees are fully responsible for any system actions initiated under the employee’s user id and password.

An administrative computing account is for use for work-related activities only. Access at other times is prohibited.

Information that does not relate to the work assigned by your supervisor should not be viewed (e.g. looking up friends or co-workers) or altered (e.g. changing a friend’s address) in any way.

Since administrative data is confidential, no employee will discuss or share any data with any other person except as is needed to carry out his/her job responsibilities.

All access to electronic data and reports shall be secured. Sign off the system, put reports away in drawers and/or cabinets when leaving your work areas, especially for long periods of time. Ensure that your computer uses a password protected screen saver to minimize unauthorized disclosure of confidential information.

Mount Wachusett Electronic Communications Acceptable Use Policy

Mount Wachusett Community College works in a large, complex information technology environment requiring communications involving both confidential and public data. New technologies offer the college methods to make this communication easier between students, staff, departments, campuses, other colleges, and others. The college has several types of electronic mail systems on its various computer systems, enabling its students and employees to take advantage of these technologies. In addition several types of electronic communications services, including chat, discussion lists, voice mail, and instant messaging services are used by the college community.

However, with this open communication network, vulnerabilities to the privacy of electronic messages possibly containing confidential or proprietary information arise. College electronic communications users need to be aware of the vulnerabilities in electronic communications and of the legal responsibilities that accompany the use of this medium.

Purpose

These standards:

- Define who may use the electronic communications systems controlled and administered by MWCC.
- Outline responsibilities related to maintenance and use of such systems.
- Provide guidelines for the security and confidentiality of college electronic mail, and other forms of electronic communications.
- Provide methods for monitoring, enforcing and dealing with exceptions to this policy.

Scope

College Electronic Communications Policies shall apply to all:

- Electronic mail (email) created, sent or maintained within, administered by or networked to the electronic mail systems of MWCC.
- College email users.
- All other forms of electronic communications, including voice systems and instant messaging services, and other forms of electronic communications listed in the introduction and to any new forms of electronic communications that may be introduced.

Responsibilities

The President, together with the senior officers of the college, determines what categories of individuals (e.g., full time, part-time, staff, students, economic partners, other educational institutions, general public, etc.) may access college electronic communications systems. These individuals will determine which college department(s) shall be responsible for administering electronic communications systems and security, and procedures for monitoring. Campus Electronic Communications Policies will ensure that Electronic Communications Administrators are responsible for:

- Determining what categories of individuals, within the guidelines set by the President and campus administrators, may access the communications system under their control.
- Ensuring that a security plan for the email system for which they are responsible has been developed, implemented, and is maintained. The security plan should include an analysis of whether message encryption is needed.
- Ensuring that a backup plan to allow for message/system recovery in the event of a disaster has been developed, tested, and implemented.
- Periodically assessing the level of risk within the mail system.
- Ensuring that filters to keep text from view of system maintenance personnel have been installed, when technologically possible.
- Ensuring that appropriate steps are taken to prevent a system break-in or intrusion through the electronic communications application.
- Providing information regarding electronic mail vulnerabilities to email users so that they may make informed decisions regarding how to use the system.
- Ensuring that all electronic mail ids for individuals with email accounts on college systems have been deleted when: an authorized user has terminated employment, graduated or withdrawn from the college, and when a “courtesy account” is inactive or no longer needed.
- Ensuring that email message retention standards, within the guidelines of these and other college policies have been developed and are implemented for their electronic mail system.

Campus Electronic Mail Policies will ensure that employees responsible for maintaining, repairing and developing email resources will exercise special care and access email messages only as required to perform their job function. These employees will not discuss or divulge the contents of individual email messages viewed during maintenance and troubleshooting.

Campus Electronic Mail Policies will ensure that college email users will:

- Use email in a responsible manner consistent with other business communications (e.g., phone, correspondence).
• Safeguard the integrity, accuracy and confidentiality of college electronic mail.
• Only use mail ids assigned to them.
• Remove mail from their mailbox consistent with college, campus, departmental or electronic mail administrator message retention policies and standards.

Campus Electronic Mail Policies prohibit college email users from:
• Sending any unsolicited mail or materials that are of a fraudulent, defamatory, harassing, or threatening nature.
• Posting materials that violate existing laws or college codes of conduct, are inconsistent with the college mission, or are commercial advertisements or announcements on any electronic bulletin boards.
• Forwarding any other form of unnecessary mass mailing (such as chain letters) to college or external email users.
• Using their email access to unlawfully solicit or exchange copies of copyrighted materials in any form.

Electronic Communications Security and Confidentiality Standards
Campus Electronic Communications Policies will ensure that those who access and use these systems are aware and understand that:

The college considers an electronic communications message to be a personal or business correspondence that should, therefore, be dealt with in the same manner as paper correspondence items.

Although electronic communications may be considered the property of the sender and/or receiver, these messages are stored on college computer systems. Therefore, administration of electronic communications systems may require that administrative staff read or access in other ways message contents. Users shall have NO EXPECTATION OF PRIVACY over the content of electronic communications maintained on the college’s computer system.

The college will not routinely monitor the content of electronic documents or messages. Electronic documents and messages may be accessed by technical maintenance, security and troubleshooting staff while performing their duties. Such access may occur when a problem in the software or network arises. Additionally electronic mail may pass out of one computer environment, across a network, and into another computer environment even within the college system. This transport becomes increasingly complicated as mail travels between departments, campuses, universities, states, or nations. The level of security over your messages is affected each time the computer hardware, software and environment changes. Untraceable leaks may occur.

If there is a college investigation for alleged misconduct, the President or his designee may authorize that electronic communications or files may be locked or copied to prevent destruction and loss of information. Additionally, the college may monitor the content of electronic documents and messages, or access email backups or archives as a result of a college investigation, legal discovery, writ, warrant, subpoena, or when there is a threat to the computer systems integrity or security.

The confidentiality of the contents of email messages that include certain types of information (e.g., student related, medical, personal) may be protected by the Family Educational Rights and Privacy Act of 1974 (as amended) and/or the Electronic Communications Privacy Act of 1986. Additionally, the contents of email messages may be classified as public by the Massachusetts Fair Information Practices Act (MGL Title X, c66A, refer to http://www.state.ma.us/legis/laws/mgl/gl-66A-toc.htm) and/or the Massachusetts Public Records Act (MGL Title X, c66, refer to http://www.state.ma.us/legis/laws/mgl/gl-66-loc.htm). Further recent federal legislation, referred to as the Patriot Act, may require the college to disclose to law enforcement officers’ information previously considered to be privileged without notification.

The authenticity of an email message cannot be assured due to the state of present email technology. This means that the authorship or source of an email message may not be as indicated in the message. Methods exist to provide for authentication of email messages. Email clients who require this level of security are to contact the Help Desk for assistance in obtaining a digital certificate.

College Email Users may retain active mail files for the retention period instituted by the Electronic Mail Administrator. Deleted and expired email messages will be irretrievable after 90 days.

Electronic Mail Use Standards
The following policies govern the use of college email equipment/systems:

Individuals are prohibited from using an electronic mail account assigned to another individual either to send or receive messages. If it is necessary to read another individual's mail (e.g., while they are on vacation, on leave, etc.), delegation or message forwarding should be requested from the email administrator.

College Email Users are encouraged to use these communications resources to share knowledge and information in support of the college’s mission. Occasional and incidental social communications using electronic mail are not prohibited; however, such messages should be limited and not interfere with an employee’s job function.

Individuals with email ids on college computer systems are prohibited from sending messages which: violate existing laws or college codes of conduct or policies; are inconsistent with the college mission; or are advertisements or announcements for a commercial business without prior approval of the President or his/her designee.

Authorized users should not "rebroadcast" information obtained from another individual that the individual reasonably expected to be confidential.

Bulletin boards used for soliciting or exchanging copies of copyrighted software are not permitted on college systems.

Authorized users are prohibited from sending, posting, or publicly displaying or printing unsolicited mail or material that is of a fraudulent, defamatory, harassing, abusive, obscene or threatening nature on any college system. The sending of such messages/materials will be handled according to current college codes of conduct, policies and procedures.

The college accepts no responsibility for the content of electronic mail received. If a student, faculty, or staff member receives electronic mail that is considered harassing, threatening or offensive, he/she should contact the appropriate college office for assistance.

Federal and state laws and college policies against racism, sexism and sexual harassment apply to electronic communications. Additionally, the college has special concern for incidents in which individuals are subject to harassment or threat because of membership in a particular racial, religious, gender or sexual orientation group.
Social Media Use Standards
In an effort to foster a professional work environment for all employees and to protect the interests of Mount Wachusett Community College the following policies govern the use of all social media by the employees at Mount Wachusett Community College. The term “social media” is intended to address personal networking sites including, but not limited to, MySpace, Twitter, YouTube, or Facebook.

Only authorized individuals may send or post messages on social networking sites on behalf of MWCC.

Employees must be clear that they are speaking for themselves and not on behalf of MWCC when using social media. Employees should refrain from identifying MWCC in personally owned or controlled social media sites or personal commentary posted to social media discussions or pages, or their messages should have clear disclaimers that the views expressed are personal to the author and do not necessarily represent the views of MWCC. Employees are reminded that they bear personal responsibility for the content of their posts, blogs or other social media content.

Employees may not use MWCC logos or other trademarks or branding associated with MWCC’s identity without prior, written approval from the Vice President of Marketing and Communications.

All MWCC policies, including those related to harassment, discrimination, respect for diversity, retaliation, workplace violence, ethics, and conflicts of interest apply to an employee’s postings and social media content.

MWCC reserves the right to monitor employee use of social media. Employees may be disciplined for violating the confidentiality of MWCC, of fellow employees, posting harassing or defamatory content, or other infractions of MWCC’s normal workplace standards of conduct. This applies to postings and blogging occurring at any time on any computer.

MWCC employees are reminded that they should be respectful of co-workers, students, management, and other colleges and universities. It is recommended that you obtain authorization from individuals or colleges and universities prior to posting their picture, using their trademark, or identifying them by their name.

Social networking that is not part of your official duties should be done on personal time using personal computers supported by commercial network assets and not college or other State owned resources.

Personal Facebook profiles may not be used by supervisors or subordinates to communicate work related matters; this is not to be confused with participating in Facebook groups or pages.

Employees are reminded to use discretion when using social networking media. If unsure about how policy or guidelines apply to your posting or social media site, employees are encouraged to consult with their supervisor before taking action whenever possible.

This policy is not intended to interfere with rights under the First Amendment or the National Labor Relations Act.

Compliance and Enforcement
Any individual found breaching the confidentiality of electronic communications, disclosing confidential College data, or otherwise violating this policy, may be denied future access to computer resources and may be subject to reprimand, suspension, dismissal, or other disciplinary actions by the President or his/her designee consistent with College delegations of authority, codes of conduct, personnel policies, and union agreements.

When desktop computers, administrative systems, voice systems, and networks fail to perform as expected, call the Help Desk at extension 401 or send an email to helpdesk@mwcc.edu. Helpdesk is available for your IT support needs.

Massachusetts Trespass Act
MWCC is governed by the Massachusetts Trespass Act, enacted June 2, 1969, Trespassing Upon the Land of Certain Institutions. Whoever willfully trespasses upon land or premises belonging to the Commonwealth, or to any authority established by the general court for purposes incidental to higher education, appurtenant to a public institution of higher education, the state prison, state prison colony, Massachusetts reformatory, reformatory for women, state farm, Tewksbury Hospital, Soldiers’ Home in Holyoke, and public institution for the care of insane, feeble minded or epileptic persons, and Massachusetts training school or state charitable institution, or upon land or premises belonging to any county and appurtenant to a jail, house of correction or courthouse or whoever after notice from an officer of any said institution to leave said land, remains thereon, shall be punished by a fine of not more than $50 or by imprisonment for not more than three months.

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\(^1\), medical\(^2\), 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.

\(^1\) Admissions records, even for those not accepted, must be held for three years, according to Massachusetts Commission Against Discrimination Policy.
\(^2\) 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.

Regulations & Policies on Human Research Subjects
The goal of the Institutional Review Board (IRB) is to protect the rights and welfare of those individuals who agree to participate in research. The review and approval of proposals and activities by the IRB are meant to assist the researchers by having a review that will objectively analyze the potential risk involved to research participants, as well as ways to minimize that risk. As part of the process, the College IRB will evaluate the aforementioned ethical practices in determining risk. Mount Wachusett Community College is committed to the ethical guidelines set forth in the federal regulations regarding any human subjects research. For more information on college policies regarding conducting research
Student Disciplinary Policy & Procedure

Student Code of Conduct Definitions

Accused Student
The student who is alleged to have violated the College’s Student Code of Conduct.

Administrative Disposition
A resolution of a complaint, which is mutually agreed upon by the CCO and the Accused Student. An administrative disposition shall result in an Accused Student waiving his/her right to a Judicial Board hearing or Appeal.

Appeals Officer
The College’s Senior Student Affairs Officer or designee.

Code of Conduct Officer (CCO)
The College Official charged with the responsibility of administering the college’s Student Code of Conduct.

College Property
Includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college, including adjacent streets and sidewalks.

Complaint
All allegation of a violation of the Code of Conduct, which is filed with or by the CCO.

Day
As used in this policy, shall mean a calendar day. The number of days indicated at each level shall be considered as a maximum. All reasonable efforts shall be made to expedite the process; but, the CCO may extend the time limits at his/her discretion with notice to both parties in writing.

Judicial Board
Members of the college community selected by the Code of Conduct Officer to conduct a hearing when it has been determined by the CCO that a violation of the Student Code of Conduct has occurred. Members of the Judicial Board shall act in a fair and impartial manner.

Student
Includes all persons taking courses at the college, both full-time and part-time, credit and non-credit. Persons who are not officially enrolled for a particular term but who have a continuing academic relationship with the College are considered “students.”

Disciplinary Offenses
A student shall be subject to disciplinary action under this policy for engaging in acts including, but not limited to:

1. Physical violence or the threat thereof and/or any conduct that threatens or endangers the health or safety of any person.
2. Creating or false reporting of bombs.
3. Extortion - The use, or the express or implicit threat of the use, of violence or other criminal means to cause harm to person, reputation, or property as a means to obtain property from someone else without his/her consent.
4. Unauthorized use of fire alarm or fire equipment.
5. Unauthorized or illegal gambling.
6. Hate crimes as defined under state or federal law.
7. Haz ing as defined under state or federal law.
8. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises.
9. Conduct resulting in a violation of the college’s Information Technology Acceptable Use and/or Email Policies.
10. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties, including failure to identify oneself when requested to do so.
11. Violation of college’s drug and/or alcohol policies.
12. Breach of peace: including disorderly, lewd, or indecent conduct, or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in, by the college.
13. Defacement or destruction of college property.
14. Acting in a manner that interferes with or disrupts the normal and/or safe operation of the college.
15. Harassment (verbal or physical) and/or intimidation of a member of the college community.
16. Acts of dishonesty, including but not limited to the following:
   a. Forgery, alteration or misuse of any college document, record, or instrument of identification;
   b. Furnishing false information to any college official, faculty member or office; or
   c. Disrupting or tampering with the election process of any college recognized student organization.
17. Acts of academic dishonesty, including but not limited to the following:
   a. Use of any unauthorized assistance in taking quizzes, tests, or examinations;
   b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
   c. The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
d. Plagiarism, which is defined as the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Taking credit for work done by another person or doing work for which another person will receive credit. Copying or purchasing other’s work or arranging for others to do work under a false name.
18. Abuse of the Disciplinary process, including but not limited to:
   a. Falsification, distortion, or misrepresentation of information before a Judicial Board.
b. Disruption or interference with the orderly conduct of a judicial proceeding.
c. Attempting to discourage an individual’s proper participation in, or use of, the judicial system.
d. Attempting to influence the impartiality of a member of a Judicial Board prior to, and/or during the course of, the judicial proceeding.
e. Harassment (verbal or physical) and/or intimidation of a member of a Judicial Board prior to, during, and/or after a judicial proceeding.
f. Failure to comply with the sanction(s) imposed under the Student Code.
g. Influencing or attempting to influence another person to commit an abuse of the judicial system.

19. Unauthorized possession, duplication, or use of keys to any college premises or unauthorized entry to or use of college premises.
20. Unauthorized solicitation, including but not limited to sale of goods and services for personal profit.
21. Unauthorized activity that constitutes forgery.
22. Violation of State or Federal Laws not otherwise enumerated herein.
23. Violation of published college policies, rules, or regulations not otherwise enumerated herein.

Discipline in the Classroom

Disrupting or interfering in the educational process is prohibited under this policy. If a student engages in disruptive conduct in the classroom, a faculty member may address and informally resolve the matter without filing a complaint under the Code. A faculty member may exercise his/her right to immediately remove a disruptive student from a class meeting. However, if the removal of a student from the classroom is intended to be permanent, a complaint under this policy shall be filed with the CCO by the faculty member. The CCO can exercise his/her discretion to allow the accused student to attend class during the disciplinary process upon consultation with the faculty member and the Chief Academic Officer or his/her designee.

Off Campus Behavior

The College reserves the right to take disciplinary action against a student for off-campus conduct when such conduct adversely affects the college community, poses a threat of harm to the college community interferes with the college’s pursuit of its objectives and mission, and/or if a student is charged with a violation of state or federal law. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Interim Suspension

The college reserves the right to issue an interim suspension when it reasonably concludes that a student poses a threat to: (a) him/herself or others; (b) college property or equipment; or (c) disrupts or interferes with the normal operations of the college. During an interim suspension, a student is prohibited from entering upon college’s property or participating in any college activities.

Complaints Alleging Sexual Harassment or Discrimination

Claims of discrimination or sexual harassment shall be pursued under the College’s Affirmative Action Plan. For more information, please contact the College’s Affirmative Action Officer, at 978-630-9160.

Code of Conduct Disciplinary Process

The Disciplinary Process is initiated once a complaint is filed against a student by a member of the college community or by the CCO. This policy is not intended to prevent members of the college community from attempting to resolve matters informally. Failure to cooperate with the college’s investigation of an alleged Code of Conduct violation will result in the student forfeiting his/her rights to a hearing or appeal and/or may result in disciplinary action.

1. Disciplinary Process
   a. All complaints under the Code of Conduct shall be filed with or by the CCO.
   b. When the CCO files or receives a complaint alleging that a student has acted in a manner which may in violation of the Code, the CCO initiates the disciplinary process by meeting with the Accused Student, putting him/her on notice of the alleged violation and providing him/her an opportunity to respond to the allegations. The CCO may conduct a further investigation if necessary.
   c. If the CCO determines that a violation exists, three procedural options are available:
      i. Verbal or Written Warnings— For low-level offenses, the CCO may issue a verbal or written warning to the accused student. Warnings shall not be subject to a hearing before a Judicial Board or an appeal.
      ii. Administrative Disposition— Under an Administrative Disposition, the accused student and the CCO mutually agree upon a disciplinary remedy. By accepting the Administrative Disposition, the accused student waives his/her right to a hearing before the Judicial Board or an appeal.
      iii. Judicial Board Hearing— When an Administrative Disposition cannot be reached, the CCO shall refer the alleged violation to the Judicial Board for a hearing. Please see Section 2 below for Judicial Board rules.

   Failure to cooperate with the college’s investigation of an alleged Code of Conduct violation, which includes appearing before a Judicial Board or College official if summoned to do so, will result in the student forfeiting his/her rights to a hearing or appeal and/or may result in disciplinary action.

2. Judicial Board Hearing
   a. A hearing with the Judicial Board shall be scheduled by the CCO not later than 30 days following an Accused Student’s request not less than five days prior to the hearing.
   b. A written Statement of Charges shall be presented to the Accused Student not less than five days prior to the hearing.
   c. A Judicial Board hearing is an administrative hearing. The rules of evidence do not apply.
d. In a manner involving more than one Accused Student, the Judicial Board may permit at its discretion, individual hearings for each Accused Student.

e. The Accused Student has the right be accompanied by any advisor of his/her own choosing and at his/her own expense. The advisor may be an attorney. An advisor’s role is limited to advising the Accused Student directly. An advisor is not permitted to participate directly in the hearing.

3. Conduct of Hearing
a. A hearing is normally conducted in private.
b. There shall be a record created of all hearings. The record shall be the property of the college.
c. All procedural questions are subject to the final decision of the Judicial Board.
d. Admission of any person(s) to the hearing shall be at the discretion of the Judicial Board.
e. A hearing shall proceed as follows:
   i. The CCO presents the Statement of Charges on behalf of the College. The CCO may present documents, materials and/or witnesses in support of the Statement of Charges.
   ii. Accused Student responds to the Statement of Charges. The student may present documents, materials and/or witnesses in response to the Statement of Charges.
   iii. Following the parties’ presentations, the Judicial Board may question each party, their witnesses, and/or review all information presented. The Judicial Board has the discretion to request additional documents, materials or information from either party.
   iv. While direct cross-examination by the parties is not permitted, each party will be given the opportunity to question the other by presenting questions through the Judicial Board. If the Board determines a question is relevant, the other party will be asked to respond.
   v. The Board shall have a final opportunity to question the parties.
f. After the hearing, the Judicial Board shall determine by majority vote whether the Statement of Charges has been proven.
g. In reaching its decision, the Judicial Board shall determine whether it is more likely than not that the Accused Student violated the Code of Conduct based on the information presented.
h. Within 15 days of the conclusion of a hearing, the Judicial Board shall issue a written decision outlining its findings and disciplinary action, if any, to the parties.

4. Sanctions
A student found in violation of the college’s Code of Conduct shall be subject to one or more of the following sanctions:
a. verbal or written warning
b. restrictions/loss of privileges
c. community/educational service
d. restitution
e. probation
f. suspension
g. expulsion

The intent of the college is to impose sanctions in a progressive manner, beginning with the least punitive sanction. However, depending on the nature and severity of a student’s violation the college reserves the right to impose any of the above-referenced sanctions at any time.

5. Appeal
a. Within five days of receiving the Judicial Board’s decision, either the CCO or the Accused Student may appeal the Judicial Board’s decision to the college’s Appeals Officer.
b. An appeal must be in writing. An appeal is permitted only to consider new evidence, which was not presented at the hearing because it was not reasonably known to the Accused Student at that time, and which is sufficiently relevant such that it could alter the Judicial Board’s decision.
c. The Appeals Officer shall issue a written decision within 10 days of receiving the appeal. The Appeals Officer may accept, reject or modify the Judicial Board’s decision or sanction.
d. The Appeals Officer’s decision shall be final.

Adopted on: July 1, 2010.

Student Grievance Procedure
Massachusetts Community Colleges
Revised 2013

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. DAY: as used in this policy, shall mean a calendar day.
3. 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.
4. GRIEVANT: the student filing the Grievance. The Grievant must have been a registered student of the College at the time of the alleged mistreatment.
5. INSTRUCTIONAL PERIOD: the academic semester, summer session or intersession when a grievable act or omission occurs. The Instructional Period shall end on the last day of final exams.
6. RESPONDING PARTY: the person against whom a complaint or Grievance is directed.
7. SENIOR OFFICER: senior level employee who reports to the President for the Responding Party’s work area.
8. 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.

9. **SUBSTANTIAL EVIDENCE OF ERROR OR INJUSTICE:** for purpose of Grade Appeals, substantial evidence of error or injustice is defined as: a. The assignment of a course grade to a student on some basis other than performance in the course; or b. The assignment of a course grade to a student by resorting to unreasonable standards different from those which were applied by the same instructor to other students in that course; or c. The assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards.

10. **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.

**Utilizing the Student Grievance Procedure**

The Student Grievance Procedure may be used by a student to address 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 S. McDonald.

The Student Grievance Procedure may not be used to address allegations of discrimination, including sexual harassment. When a student believes that he/she has been discriminated against due to his/her race, creed, religion, color, sex, sexual orientation, gender identity, 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 Ruksnaitis.

If a Grievance involves a grade dispute, a student shall process the Grievance in accordance with the Student Grievance Procedure. However, if a grade dispute raises issues of discrimination or sexual harassment, the Grievance should be processed in accordance with the College’s Affirmative Action Grievance Procedure and the Affirmative Action Officer shall conduct the process in collaboration with the Senior Academic Officer or designee.

Claims of physical or sexual assault shall not proceed under the Student Grievance Procedure. A claim of physical assault alleged against a student shall be reported to the Code of Conduct Officer. A claim of physical assault alleged against an employee shall be reported to the Human Resources Office. In both cases, law enforcement authorities shall also be notified. A claim of sexual assault shall be reported to the College’s Affirmative Action Officer and/or Title IX Coordinator and law enforcement authorities and shall proceed under the College’s Affirmative Action Plan. In matters involving physical or sexual assault, alleged victims are strongly encouraged to independently report the incident to the law enforcement authorities. The College’s Campus Police/Security Department can assist with the reporting process.

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 mediated resolution cannot be achieved, the Grievant may proceed with the Grievance Process. The Grievant has the right to be accompanied by any advisor of his/her own choosing and at his/her own expense throughout the grievance process. The advisor may be an attorney. An advisor’s role is limited to personally advising the Grievant only. An advisor is not permitted to participate directly in any aspect of the grievance process.

Except for under extenuating circumstances, as determined by the President or his/her designee, failure by a party to comply with the Student Grievance Procedure during the course of a Grievance may result in the waiving of the noncompliant party’s rights under the Procedure.

**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 a separate appeal procedure for a clinical program 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 or injustice is produced, the grading process may be remanded to the instructor of record for reassessment. If after reassessment, the dispute remains unresolved, the matter shall be referred to the Senior Academic Officer, or his/her designee, for final review. If the instructor of record is no longer available, the Senior Academic Officer or his/her designee shall instead reassess the grading process.

**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 Grievant initiates the informal phase of the Grievance process. The Grievant shall first present his/her complaint orally and informally to the Responding Party. This shall be done in a reasonable period of time,
not exceeding thirty (30) calendar days following the instructional period when a grievable act or omission occurs.

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.

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 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 email, regular mail, certified mail, or in hand. Thereafter, the Student Grievance Officer shall deliver the Grievance, and all 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 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.

No new issues or allegations may be raised by either party 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 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.

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 the Committee shall be voluntary, provided that a member who has a personal interest in a particular Grievance shall be ineligible to serve on the Grievance Committee. All College employees serving on the Student Grievance Committee, and acting within the scope of their official duties on the Committee, shall be protected from liability to the full extent provided under Massachusetts General Laws, Chapter 258, and eligible for indemnification as provided for pursuant to 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.

**Student Grievance Committee Hearing and Decision Guidelines**

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 allegations 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 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 President or his/her designee for review and final disposition. The President or his/her designee shall accept, reject or modify the Committee's decision and/or recommendations and issue a final written decision.
14. All findings and decisions reached under this Procedure shall be based on a “preponderance of evidence” standard (i.e.; more likely than not). Any action taken hereunder shall be reasonable under the circumstances, in accordance with applicable College rules and procedures and be grounded in fundamental fairness.

**Withdrawal**

A student may withdraw his/her Grievance at any time. Withdrawal must be accomplished in writing or by oral agreement confirmed in writing.

**Retaliation**

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.

**Tobacco-Free Facility Policy Statement**

In compliance with Massachusetts General Law, Chapter 71, Section 37H, the buildings of Mount Wachusett Community College will be designated as a tobacco-free environment. Employees, students, and visitors are restricted from using any tobacco product, including smoking or chewing tobacco, within any college building. Mount Wachusett Community College accepts this law as binding upon its students and employees as well as visitors to the campus. Smoking is prohibited in all state vehicles and in all buildings owned and leased by Mount Wachusett Community College. At the Gardner campus, smoking is only permitted in the two (2) designated smoking gazebos, located adjacent to parking lots B and C.

The College will fully implement this policy and all applicable laws, regulations, and local ordinances.

Mount Wachusett Community College is committed to a tobacco-free environment; and, reserves the right to initiate disciplinary procedures for employees, students and any individual found to be in violation of this policy.

**Rationale for Policy**

There is considerable evidence that concentrations of smoke are harmful to non-smokers, as well as smokers. Findings of the Surgeon General indicate that tobacco use in any form, active and passive, poses a significant health hazard. Mount Wachusett Community College has a responsibility to its employees and students to provide a safe and healthy environment; and, reserves the right to initiate disciplinary procedures for employees, students and any individual found to be in violation of this policy.
environment. In its commitment to this, the campus facilities will be tobacco-free effective January 2, 2014 with the following exception: at the Gardner campus only, smoking will be permitted in the two (2) designated smoking gazebos, located adjacent parking lots B and C.

The Tobacco-Free Policy is intended to eliminate exposure to second-hand(36,144),(965,211)

The Division of Human Resources will work collaboratively with all appropriate college offices to coordinate efforts for policy notification, education, promotion, support, and assessment to ensure successful implementation.

All campus constituents have a collective responsibility to promote the safety and health of the campus community and, therefore, share in the responsibility of policy compliance. Individuals observed using tobacco in any form are to be reminded in a professional and courteous manner of the College policy. Referrals for addressing repeated violations of the policy should be addressed to the Division of Human Resources department for employees, the Dean of Students for students and Campus Police for visitors and guests.

Definitions

Tobacco Products: To include the personal use of any lighted or unlighted cigarette (clove, bidis, kretex), e-cigarettes, cigars, cigarillos, pipes, hookah products, and any other smoking product. Additionally, all spit or spitless tobaccos, dissolvable tobacco, dip, chew, snuff or snus, in any form is also considered a tobacco product for the purpose of this policy.

Personal Use: includes, but is not limited to, smoking, chewing or ingesting tobacco products. Personal use is also defined as possession of any lit tobacco product. Personal use does not preclude simple possession of unlit tobacco products, tobacco products as a prop in performance art or a material in artistic work, or in health awareness related courses, programs or training sessions, or any other activity protected by academic freedom.

Campus: All College grounds to include Mount Wachusett Community College owned, leased, supervised, or controlled properties and College owned, leased, or rented vehicles. This includes but is not limited to all College sidewalks, parking lots, landscaped areas, recreational areas, athletic fields, wooded areas; and in the interior of all buildings.

Individuals: To include all employees of the College, students of the College, visitors, customers, vendors, consultants, contractors and their employees.

Student & Employee Support for Tobacco-Free Assistance

Students may access support for smoking cessation and other related tobacco-free lifestyle supports through the MWCC Health Services Office. Additional resources are posted through the College’s website and portal.

Review

This policy will be reviewed annually by the Union/Management Safety Committee and the College’s Executive Council. Mount Wachusett Community College reserves the right to make changes to this policy at any time. Revisions and updated information concerning changes in this policy will be made available through official College publications including the College Catalog and Student Handbook and the Personnel Policies published electronically and in print.

Appendices

Appendix A

Medical and Psychological Effects of Drug and Alcohol Abuse

1. OVERDOSE
   An overdose can happen due to uncertain purity, strength or even type of drug one gets illegally. It can also happen due to increased tolerance, because one needs increased dosages to achieve the same effect. An overdose can cause psychosis, convulsions, coma or death. While the risks of drug overdose are more common and frequently more severe, extreme quantities of alcohol can similarly result in psychosis, convulsions, coma or death.

2. DEPENDENCE
   Continued use of drugs or alcohol can lead to a psychological and/or physical need for them.

3. ILL HEALTH
   Long-term drug or alcohol use can destroy a healthy body and mind. Generally, drug or alcohol abuse can lead to organic damage, mental illness, malnutrition, failure to get treatment for existing diseases or injuries, and even death. Chronic drinking also has been associated with increased rates for heart disease, liver damage, ulcers and gastritis, and adrenal and pituitary gland damage. Injection of drugs presents increased risks of getting infectious diseases. Drug and alcohol use can also affect the health of a child in the womb and result in birth defects, fetal alcohol syndrome, drug dependence or death. Because the quantity of alcohol likely to injure a developing fetus is unknown, the United States Surgeon General has specifically counseled women not to drink any alcohol during pregnancy.

4. ACCIDENTS
   When drugs or alcohol affect an individual’s perception and/or reaction time, accidents become more likely. For any member of MWCC who is experiencing substance abuse problems, MWCC stands ready to offer supportive services and referral for treatment as appropriate and available. Information concerning substance abuse and rehabilitation counseling programs and the applicability of employee and student insurance is available through the following college offices: counseling services, health services, human resources, and vice president of student services and the senior student affairs office.

Appendix B

Treatment Coverage

1. TREATMENT COVERED BY REQUIRED STUDENT MEDICAL INSURANCE
   Massachusetts General Laws, Chapter 15A, Sec. 7B (St. 1988, Chapter 23, Sec.22) and 117 Code of Massachusetts Regulations Section 3.04 require that students certify their participation in a
Qualifying student health insurance program, or in a health benefits program with comparable coverage. Students who do not possess adequate medical insurance must purchase the Massachusetts Regional Community Colleges' Student Accident and Sickness Insurance Plan. This plan provides the following benefits related to drug and alcohol abuse:

**Alcoholism Treatment**
Benefits are payable for the treatment of alcoholism subject to all terms and conditions of the policy.

1. 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.
2. In the case of outpatient benefits, benefits shall not exceed a maximum of $500 over a 12-month period. Services must be furnished by:
   a. an accredited or licensed hospital; or
   b. 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.

1. 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.
2. 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:
   a. an accredited or licensed hospital; or
   b. 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. Benefits will not exceed a maximum of 30 days in any policy year.

**Definitions of Forcible Sex Offenses**
Forcible offenses include:

- **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.

- **Forcible Sodomy**
Oral or anal sexual intercourse with another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **Sexual Assault with an Object**
To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **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:

- **Incest**
Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape**
Non-forcible sexual intercourse with a person who is under the statutory age of consent (16 in Massachusetts).

1 As defined in the Federal Bureau of Investigation's Uniform Crime Reporting System.

**Affirmative Action**
The following policy was issued in December 2014.

To access the full policy with forms, please click on this link: DOE Affirmative Action Policy (http://mwcc.edu/hr/files/2012/01/2015-PAA-Final-Version-3-4-15.pdf)

**POLICY ON AFFIRMATIVE ACTION, EQUAL OPPORTUNITY & DIVERSITY**

A. OVERALL POLICY STATEMENT

The Community Colleges have carefully developed and outlined the major elements of an effective Affirmative Action, Equal Opportunity & Diversity Policy with the understanding that a successful policy requires more than the knowledge of laws, regulations and current government requirements. It demands leadership, vision, and commitment to fully comprehend what
challenges Community Colleges face in preparing students for the twenty-first century. The Colleges, both collectively and individually, commit themselves to not only the valuing of human dignity, but to the appreciation of the necessity of providing all members of the College Community an experience that equips them to relate to all persons and groups in the increasingly global and diverse world in which we all live and work.

The Community Colleges wish to take a role of leadership in providing an environment where equity and diversity are truly valued beyond verbal commitments and mere tolerance. This leadership role requires that we all share responsibility for making constructive campus-wide changes in response to the principles set forth in this Policy. By turning our collective energies into making Affirmative Action an integral part of campus life, we continue to fulfill our mission in developing the talents and potential of all members of our College Communities and our society.

B. POLICY STATEMENT ON AFFIRMATIVE ACTION, EQUAL OPPORTUNITY & DIVERSITY

The Board of Higher Education of the Commonwealth of Massachusetts is responsible under Chapter 15A of the General Laws of the Commonwealth of Massachusetts for the overall governance of the public higher education system, which includes the fifteen Community Colleges. The Board of Higher Education and the Boards of Trustees of the Community Colleges maintain and promote a policy of non-discrimination on the basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service and national origin (“protected class(s)/classification(s)”). Further, this policy prohibits retaliation and incorporates by reference, and where applicable, the requirements of Titles VI and VII of the Civil Rights Act of 1964; Title VI of the Civil Rights Act of 1968; Titles I and II of the Civil Rights Act of 1991; Title IX of the Education Amendments of 1972 and its regulations found at 34 C.F.R. part 106; Equal Pay Act of 1963; Civil Rights Restoration Act of 1988; Sections 503 and 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Section 402 of the Vietnam-era Veterans Readjustment Act of 1974, Uniformed Services Employment and Reemployment Rights Act (USERRA); Age Discrimination Act of 1975; Age Discrimination in Employment Act of 1967, as amended; Family and Medical Leave Act of 1993; Federal Executive Order 11246 of 1965, as amended by Executive Order 11375 of 1967; Federal Executive Order 12900 of 1994; Federal Executive Order 13145 of 2000; Federal Executive Order 13160 of 2000; Federal Executive Order 13166 of 2000; Massachusetts Civil Rights Act; Massachusetts General Laws Chapters 151B, 151C, and Chapter 149; directives of the BHE, the Boards of Trustees of the Community Colleges and the Commonwealth of Massachusetts; and other applicable local, state and federal constitutions, statutes, regulations and executive orders.

Non-discrimination requires the elimination of all existing unlawful discriminatory conditions, whether purposeful or inadvertent. The Community Colleges are continuing to systematically examine all policies and procedures to be sure that they do not, if implemented as stated, operate to the detriment of any person on the basis of a protected classification. The Colleges shall require that the practices of those responsible in matters of employment and education, including all supervisors and faculty, are non-discriminatory. Should the College discover discrimination in treatment or effect in any employment, educational or service decision, action, inaction or practice within the College, all appropriate corrective and/or disciplinary actions shall be taken under the direction of the President of the College subject to any applicable collective bargaining agreement or other policy or procedure of the College.

The Community Colleges are committed to a policy of Affirmative Action, equal opportunity, equal education, non-discrimination, and diversity. They are committed to providing a learning, working and living environment for their students, employees and other members of the College Community, which values the diverse backgrounds of all people. The Colleges are committed to assuring that the “College Experience” is one that challenges, empowers, supports, and prepares its students to live in, work in, and value our increasingly global and diverse world. The Colleges believe that the diversity of socio-economic, racial, ethnic, religious, gender, sexual orientation, age and disability backgrounds of members of the College Community enriches the institutions and their various constituencies. The Colleges will not tolerate behavior based on bigotry, which has the effect of discriminating unlawfully against any member of their communities.

The Community Colleges provide equal access to educational, co-curricular and employment opportunities at the Colleges for all applicants, students and employees in compliance with all applicable laws, regulations and policies. All benefits, privileges and opportunities offered by the Colleges are available to all students, employees and other persons having dealings with the institutions on a non-discriminatory basis. The Colleges are committed to taking a proactive Affirmative Action posture with respect to their recruitment, selection and promotion of students and employees.

The purpose of the Affirmative Action component of this Policy is to establish a set of programmatic objectives, which shall provide for the recruitment, access and advancement of qualified persons from within the protected classes/classifications recognized under this Policy with respect to employment and enrollment opportunities. The intent of this Policy is to responsibly recognize, and to whatever extent possible, resolve the effects of past societal discrimination and the impact which that discrimination has had, not only on victims of such discrimination, but on the total academic, educational and social system as well. It is not intended and should not be used to discriminate against any applicant, employee, or student because of a protected classification.

In response to that recognition, the Colleges, through their Boards of Trustees and Presidents, fully endorse the plan of action set forth in this Policy and shall oversee and monitor its implementation through the Affirmative Action Officer and other assigned personnel.

The following specific policies are established:

- Equal opportunity and affirmative action shall apply to all segments of the College; full and part-time employment; day and continuing education; the curriculum and offerings of the College.
- Equal opportunity and affirmative action shall be applied to the recruitment process for employment and/or access to education.
- Students will have access to the College, programs of study, activities, and other resources intended to serve them, according to the policies of the individual Colleges.
- Equal employment opportunity and affirmative action will be realized in all personnel employment, including recruitment, application for employment, hiring, benefits, compensation, training, promotion, and termination.
- All policies, procedures, privileges, and conditions of the College will follow and incorporate applicable equal opportunity and affirmative action rules and regulations.

The above-stated policies are intended to be applied broadly with the goal of promoting equal opportunity and diversity in Community Colleges. The
Community Colleges pledge to apply all policies consistently, fairly, and vigorously. Attempts to subvert or abuse these policies will not be tolerated. Appropriate disciplinary action will be taken in the case of an infraction. Such disciplinary action shall be consistent with the appropriate collective bargaining agreement, if applicable.

All policies are made in compliance with laws and regulations and executive orders promulgated by the federal and state governments and other appropriate agencies and authorities, where applicable.

C. DEFINITIONS

ADA/504 COORDINATOR: A College employee assigned the responsibility for maintaining the College’s compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Alleged violations of the ADA or Section 504 shall be subject to the Affirmative Action Policy’s Complaint Procedure as administered by the Affirmative Action Officer. The ADA Coordinator is Ann McDonald, Executive Vice President and can be contacted at (978) 630-9164. The 504 Coordinator is Glaisma Perez-Silva and can be contacted at (978) 630-9120.

AFFIRMATIVE ACTION OFFICER (“AAO”): A College employee assigned the responsibility of administering the College’s Affirmative Action Policy. The Affirmative Action Officer may also serve as the College’s Title IX Coordinator and/or the ADA/504 Coordinator. If the Affirmative Action Officer is the person against whom the complaint is filed, the President shall designate another College official to act as the Affirmative Action Officer for purposes of administering the Affirmative Action Policy. The Affirmative Action Officer is Diane Ruksnaitis, Vice President of Human Resources & Payroll and Affirmative Action Officer and can be contacted at (978) 630-9160.

COMPLAINT: A written complaint alleging a violation of the Affirmative Action Policy.

COMPLAINT: The student(s) or employee(s), or applicant for admission or employment, filing the complaint.

CONSENT: “Consent” must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

DAY: As used in this policy, shall mean a calendar day.

Equal Opportunity: A College’s effort to ensure that all personnel and academic decisions, programs and policies are formulated and conducted in a manner which will ensure equal access for all people and prevent discrimination. As part of this effort, a College will ensure that employment and academic decisions, programs and policies will be based solely on the individual eligibility, merit or fitness of applicants, employees and students without regard to race, color, creed, religion, national origin, age, disability, sex, marital status, military service, gender identity, genetic information, sexual orientation or political or union affiliation.

INSTRUCTIONAL PERIOD: The academic semester, summer session or intersession when a Complainant knows or should have known of an act or inaction in violation of this Policy. The Instructional Period shall end on the last day of final exams.

PREPONDERANCE OF EVIDENCE: The evidentiary standard used in resolving a complaint filed under this Policy’s Complaint Procedure. The standard is met if the proposition is more likely (http://en.wikipedia.org/wiki/Probability) to be true than not true (i.e.: more probable than not). Effectively, the standard is satisfied if there is greater than 50 percent chance that the proposition is true.

PERSONAL ADVISOR: As referred to under the Complaint Procedure of this Policy, a personal advisor for a unit member shall be a union representative or College employee, for a non-unit employee it shall be a College employee, and for a student it shall be another student, a College administrator or faculty member. In cases involving Title IX Offenses, the personal advisor may be an attorney.

PROHIBITED CONDUCT: The following conduct is prohibited under this policy:

**Discrimination:** An intentional or unintentional act which adversely affects employment and/or educational opportunities because of a person’s membership in a protected class or association with a member(s) of a protected class. Discrimination may be classified as either disparate impact (practices that are facially neutral in their treatment of different groups but that in fact fall more harshly on one group than another and cannot be justified by business necessity) or disparate treatment (treatment of an individual that is less favorable than treatment of others based on discriminatory reasons). A single act of discrimination or discriminatory harassment may be based on more than one protected class status. For example, discrimination based on anti-Semitism may relate to religion, national origin, or both; discrimination against a pregnant woman may relate to sex, marital status, or both; or discrimination against a transgender individual may relate to gender identity, sex or sexual orientation.

Examples of behavior that may constitute discrimination, include, but are not limited to:

- Differences in salaries or other benefits that are paid to one or more men or women if the differences are not based on a bona fide occupational qualification.
- Differences in terms, conditions and privileges of employment (including, but not limited to hiring, promotion, reassignment, termination, salary, salary increases, discipline, granting of tenure, selection for awards, etc.) on a prohibited basis.
- Unlawful disparity in treatment in educational programs and related support services on the basis of membership in a legally protected class.
- Developing position descriptions or qualifications, which, without lawful justification, are so specific as to have a disparate exclusionary impact on a group of individuals because of their membership in a protected class.
- Singling out, treating or causing to treat persons of one protected class differently from others because of assumptions about or stereotypes of the intellectual ability, interest, or aptitudes of persons of those aforementioned groups.
- Limiting access to housing, or participation in athletic, social, cultural or other activities to students because of membership in a protected class not based on a bona fide requirement or distinction.
• Failing or refusing to hire or promote a person because of their age.
• Classifying a position or positions as unsuitable for persons of certain religions.
• Forcing employees or students to participate or not participate in a religious activity as a condition of their employment or education.
• Excluding members of a certain race or national origin from a category of positions or from a department or division.
• Restricting the number of Vietnam era veterans or qualified persons with disabilities in a category of positions or in a department or division.
• Using information on marital or parental status for employment decisions where the use of such information has a disparate impact on persons of one gender or sexual orientation.
• Advising students of similar interests and backgrounds differently because of their gender or gender identity.
• Diverting a discussion of a student’s or employee’s work toward a discussion of his or her physical attributes or appearances.
• Forcing female students to sit in the back of the class on the stereotyped assumption that each of them has a lower aptitude for learning that particular subject than male students.
• Placing unreasonable expectations upon students of particular races or national origins on the basis of stereotyped assumptions that members of those protected classes have a better aptitude for certain academic subjects than students not of those races or national origins.

**Discriminatory Harassment:** Discriminatory harassment. A form of unlawful discrimination including verbal and/or physical conduct based on legally protected characteristics and/or membership in a protected class that:

• has the purpose or effect of creating an objectively intimidating, hostile or offensive work or educational environment;
• has the purpose or effect of unreasonably interfering with an individual’s work or learning performance; or
• otherwise unreasonably adversely affects an individual’s employment or educational opportunities.

For purposes of this Policy, conduct constitutes hostile environment harassment when it:

• is targeted against an individual(s) on the basis of his or her membership in a protected class;
• is not welcomed by the individual(s); and
• is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive.

The determination of whether an environment is “hostile” is based on the totality of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. Simple teasing, offhand comments and isolated incidents (unless extremely serious) will not amount to hostile environment harassment under this Policy.

Examples of behavior that may constitute discriminatory harassment include, but are not limited to:

• Physically harassing another individual (or group of individuals) because of that person’s or persons’ membership in a protected class by assaulting, touching, patting, pinching, grabbing, staring, leering at them, making lewd gestures, invading their personal space, blocking their normal movement, or other physical interference.
• Encouraging others to physically or verbally abuse an individual (or group of individuals) because of that person or persons’ membership in a protected class.
• Threatening to harm an individual (or group of individuals) because of that person or persons’ membership in a protected class.
• Directing epithets or slurs at an individual (or group of individuals) because of that person or persons’ membership in a protected class.
• Displaying hostile, derogatory and/or intimidating symbols/objects to an individual (or group of individuals) because of that person or persons’ membership in a protected class.

**Gender-Based Harassment:** Unwelcome conduct of a nonsexual nature based on a student’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes, where: *(source: NotAlone.gov)*

• submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education; and/or
• submission to, or rejection of, such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; and/or
• such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive employment, educational, or living environment based on gender.

**Retaliation:** Taking adverse employment or educational action against a person who files claims, complaints or charges under these procedures, or under applicable local, state or federal statute, who is suspected of having filed such claims, complaints or charges, who has assisted or participated in an investigation or resolution of such claims, complaints or charges, or who has protested practices alleged to be violative of the non-discrimination policy of the College, the BHE, or local, state or federal regulation or statute. Retaliation, even in the absence of provable discrimination in the original complaint or charge, constitutes as serious a violation of this Policy as proved discrimination under the original claim, complaint or charge.

Examples of behavior that may constitute retaliation, include, but are not limited to:

• Terminating an employee for expressing an intention to file or for filing a charge of discrimination.
• Refusing to hire an employee due to the employee’s pursuit of a discrimination charge against a former employer.
• Denying a promotion to an employee for complaining to anyone about alleged discrimination or harassment.
• Refusing tenure to a faculty member for filing a complaint of discrimination or harassment pursuant to the Discrimination Complaint Procedures.
• Issuing an unjustified negative evaluation to an employee for testifying in a legal proceeding concerning a complaint of discrimination, harassment or retaliation.
• Assigning a student an unearned, poor grade for requesting a reasonable course accommodation based on religion.
• Assigning a student an unearned, failing grade for cooperating with an internal investigation of alleged discriminatory practices or a complaint of discrimination or harassment.
Members of the academic community should not assume that any of the forms of speech described above are protected by the principles of academic freedom or the First Amendment to the United States Constitution.

**Sexual Harassment:** Sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment or academic decisions; or
- such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating or sexually offensive learning or working environment.

Under these definitions, direct or implied requests by a supervisor or instructor for sexual favors in exchange for actual or promised job or academic benefits constitute sexual harassment. The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work or educational environment that is hostile, offensive, intimidating, or humiliating to another 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/or its pervasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not.
- Repeated, unsolicited propositions for dates and/or sexual intercourse.
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment 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.
- Verbal harassment or abuse on the basis of sex.
- Inquiries into another person's sexual activities, practices or experiences.
- Discussion of one's own sexual activities, practices or experiences.

**Sexual Violence:** Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the person's age or use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be perpetrated by employees, students, or third parties. All such acts of sexual violence are forms of sex discrimination and are prohibited by Title IX.

Sexual Violence under this Policy includes, but is not limited to:

- **Rape** - Defined by the Federal Bureau of Investigation as follows: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Sexual Assault** - Actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:
  - **Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity;
  - **Incest** - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; and
  - **Statutory Rape** - Sexual intercourse with a person who is under the statutory age of consent.
- **Sexual Exploitation** - Occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include:
  - Prostituting another person;
  - Recording images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;
  - Distributing images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and
  - Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.
- **Aiding in the Commission of Sexual Violence** - The aiding or assisting in the commission of an act(s) of sexual violence is prohibited.
- **Dating Violence** - Violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- **Domestic Violence** - A felony or misdemeanor crime of violence including, but not limited to, attempting to cause or causing physical harm; placing another in fear of imminent serious physical harm; or causing another to engage involuntarily in sexual relations by force, threat or duress, which is committed by (a) a current or former spouse or intimate partner of the victim; (b) a person with whom the victim shares a child in common; (c) a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate
partner; (d) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (e) any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- **Stalking** - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for the person’s safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition, “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. For the purposes of this definition, “substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**PROTECTED CLASS(S)/CLASSIFICATION(S):** Characteristics or groups of persons protected from discrimination by law and under this Policy, including:

- **Age** - Persons 40 years of age or older.
- **Color** - Variations in skin tone among persons of the same race.
- **Disability** - A person with a disability is one who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. Examples include, but are not limited to, the following: Acquired Immune Deficiency Syndrome (AIDS), Alcoholism; Asthma; Blindness or other visual impairments; Cancer; Cerebral palsy; Depression; Diabetes, Epilepsy; Hearing or speech impairments; Heart Disease; Migraine Headaches; Multiple sclerosis; Muscular dystrophy; Orthopedic impairments; Paralysis; Thyroid gland disorders; Tuberculosis; loss of body parts.
- **Ethnicity** - See National Origin.
- **Gender** - A person’s sex, either male or female.
- **Gender Identity** - Gender identity is a term that covers a multitude of sexual identities including, but not limited to, transgender individuals, who are persons whose gender identity or gender presentation falls outside of stereotypical gender norms.
- **Genetic Information** - Any written, recorded individually identifiable result of a genetic test or explanation of such a result or family history pertaining to the presence, absence, variation, alteration, or modification of a human gene or genes.
- **National Origin** - A “national origin group” or “ethnic group” is a group sharing a common language, culture, ancestry, and/or other similar social characteristics.
- **Persons of Color** - Members of the following racial classifications: Black, American Indian/Native Alaskan, Asian/Pacific Islander, and Hispanic/Latino.
- **Race** - Discrimination laws do not contain a definition of “race,” but are interpreted to prohibit discrimination on the basis of ancestry or physical or cultural characteristics associated with a certain race, such as skin color, hair texture or styles, or certain facial features, and on the basis of stereotypes and assumptions about abilities, traits, or the performance of individuals of certain racial groups. All individuals, including persons of more than one race and the following racial classifications, are protected from discrimination:
  - Black: All persons having origins in any of the Black racial groups of Africa.
  - White (not of Hispanic origin): Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
  - Hispanic/Latino: All persons of Mexican, Puerto Rican, Cuban, Central, Latin or South American or other Spanish culture or origin, regardless of race.
  - Cape Verdean: All persons having origins in the Cape Verde Islands.
  - Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands, including, for example, the areas of China, India, Japan, Korea, the Philippines Islands and Samoa.
  - American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- **Religion** - “Religion” and “creed” have the same or equivalent meaning; all religious and spiritual observances, practices, and sincerely held beliefs.
- **Sexual Orientation** - Actual or perceived heterosexuality, homosexuality or bisexuality, either by orientation or by practice.
- **Veteran** - Any person who is a member of, applies to perform, or has an obligation to perform, service in a uniformed military service of the United States, including the National Guard.

If at any time subsequent to the implementation of this Policy additional protected classifications are established under applicable law, individuals in those classifications shall be protected against discrimination under this Policy.

**RESPONDENT OR RESPONDING PARTY:** The person against whom a complaint is directed.

**RESPONSIBLE EMPLOYEES:** Allegations involving Title IX offenses, including sex discrimination, sexual harassment, sexual violence, stalking, domestic and dating violence, shall be reported by all “Responsible Employees” to the Title IX coordinator or official designee as soon as the employee becomes aware of it. A Responsible Employee includes any College employee: who has the authority to take action to redress Title IX offenses; who has been given the duty of reporting Title IX offenses to the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has this authority or duty. Responsible Employees shall include, but are not be limited to, College trustees, administrators, department chairs, program coordinators, campus police, club/activity advisors, coaches, managers or supervisors.

**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 Complainant and the Responding Party.

**TITLE IX COORDINATOR:** A College employee assigned the responsibility for maintaining the College’s compliance with Title IX. The Title IX Coordinator is responsible for administering this Policy and its Complaint Procedure concerning all Title IX Offenses. The Title IX Coordinator may also serve as the College’s Affirmative Action Officer. If these positions are held by different individuals, the AAO and the Title IX Coordinator may collaborate on the enforcement of any aspect of this Policy. The Title IX
Coordinator should not have other job responsibilities that may create a conflict of interest. For example, serving as the Title IX Coordinator and a disciplinary hearing board member or general counsel may create a conflict of interest. There may also be a Deputy Title IX Coordinator designated to assist the Title IX Coordinator in the performance of his/her duties. The College’s Title IX Coordinator is Diane Ruksnaitis, Vice President of Human Resources & Payroll and Affirmative Action Officer and can be contacted at (978) 630-9160.

TITLE IX OFFENSES: Title IX Offenses include, but are not limited to: sex discrimination, sexual and gender harassment and sexual violence. These offenses shall be addressed by the Title IX Coordinator pursuant to this Policy’s Complaint Procedure.

VICTIM: A person who reports being subject to an alleged act of sexual violence.

D. SPECIFIC POLICIES

I. SUPPORT OF AND COMMITMENT TO DIVERSITY

The Community Colleges have historically been a major contributing element to the emergence of our nation as one of the most technologically and economically advanced societies of the world. The important role that the Community Colleges can play is profoundly dependent upon the extent to which they may draw from the full collective of intellectual resources within each College's community of scholars, students, and administrators. Any condition or force that impedes the fullest utilization of the human and intellectual resources available represents a force of destructive consequence for the development of our Commonwealth, and ultimately, our nation.

Community College students, faculty, staff and visitors must be free from conduct that has the purpose or effect of interfering with an individual's academic or professional performance and creating an intimidating, hostile or demeaning educational or employment environment. Therefore, the Community Colleges establish a policy of unequivocal condemnation of all forms of ethnic, religious, cultural, or racial intolerance within the fifteen College communities.

This policy condemns all conditions and all actions or omissions, including all acts of verbal harassment or abuse, which deny or have the effect of denying to an individual his/her rights to equality, dignity and security in violation of his/her rights guaranteed under the law. The policy reaffirms the doctrine of civility, appreciation for pluralism and the pre-eminence of individual human dignity as preconditions to the achievement of an academic community that recognizes and utilizes the resources of all persons while recognizing and reaffirming the tenets of academic freedom as stated in applicable collective bargaining agreements. The Community Colleges recognize their obligation to protect the rights of free inquiry and expression, and nothing herein shall be construed or applied so as to abridge the exercise of rights under the Constitution of the United States and other federal and state laws.

The Community Colleges will vigorously strive to achieve diversity sufficiently reflective of our society. However, diversity alone will not suffice. There must be a unity and cohesion in the diversity that we seek to achieve, thereby creating an environment of pluralism.

The Community Colleges bear a responsibility by edict and an obligation by social morality to promote understanding and acceptance of ethnic, cultural, religious and racial diversity as we strive to create an atmosphere of dignity for all individuals and groups within our system of public higher education. The President or his/her designee will take reasonable measures to prevent and discourage harassment and will act positively to investigate alleged harassment and to affect a remedy or resolution when an allegation is determined to be valid.

II. POLICY AGAINST PROHIBITED CONDUCT

a. Introduction

The mission of the Community Colleges is to educate, train and prepare our students to live and work in our increasingly global and diverse workforce. It is our commitment to take all possible steps to provide an inclusive and diverse learning, living, and work environment that values diversity and cultural tolerance and looks with disfavor on intolerance and bigotry. Any condition or force that impedes the fullest utilization of the human and intellectual resources available represents a force of destructive consequences for the development of our Commonwealth and ultimately, our nation.

b. Definitions

Prohibited Conduct includes: Discrimination, Discriminatory Harassment, Gender-Based Harassment, Sexual Harassment, Sexual Violence and Retaliation. These terms and all Protected Class(s)/Classification(s) are defined under the “Definitions” section of this Policy.

c. Prohibited Conduct

The Policy prohibits all conditions and all actions or omissions, which deny or have the effect of denying to any person their rights to equity and security on the basis of their membership in or association with a member(s) of any protected class. This policy reaffirms the values of civility, appreciation for racial/ethnic/cultural/religious pluralism and pre-eminence of individual human dignity as preconditions to the achievement of an academic community, which recognizes and utilizes the resources of all people.

In order to promote an atmosphere in which diversity is valued and the worth of individuals is recognized, the Colleges will distribute policy statements and conduct educational programs to combat all Prohibited Conduct.

The prohibition on Prohibited Conduct contained in this Policy shall apply to and be enforced against all members of the College community, including, but not limited to, faculty, librarians, administrators, staff, students, vendors, contractors and all others having dealings with the institution.

d. Conduct That is Not Prohibited

The Community Colleges are committed to protecting, maintaining and encouraging both freedom of expression and full academic freedom of inquiry, teaching, service, and research. Nothing in this policy shall be construed to penalize a member of the College community for expressing an opinion, theory, or idea in the process of responsible teaching and learning. Accordingly, any form of speech or conduct that is protected by the principles of academic freedom or the First Amendment to the United States Constitution is not subject to this policy.

e. Complaint Procedures
The Community Colleges have established a specific internal Complaint Procedure to help resolve claims and complaints of violations of this Policy on their campuses (see Section L). Any applicant for employment or admission, any student or employee, and any other member of the College community who believes that he or she has been subjected to Prohibited Conduct may initiate a complaint as outlined in the Policy’s Complaint Procedures. Further advice or information may be obtained by contacting the Affirmative Action Officer or Title IX Coordinator.

f. Duty to Cooperate

Every faculty member, librarian, administrator, staff member and College employee has a duty to cooperate fully and unconditionally in an investigation conducted pursuant to this Policy’s Complaint Procedure, subject to the provisions of any relevant collective bargaining agreements.

This duty includes, among other things, speaking with the Affirmative Action Officer, Title IX Coordinator or other authorized personnel or investigator and voluntarily providing all information and documentation which relates to the claim being investigated. The failure and/or refusal of any employee to cooperate in an investigation may result in disciplinary action up to and including termination.

g. Duty to Report

• General Responsibility to Report Prohibited Conduct

No member of the College community who receives a complaint of Prohibited Conduct can ignore it; he or she should give to the person making the complaint as much assistance in bringing it to the attention of the Affirmative Action Officer or Title IX Coordinator as is reasonably appropriate given his or her position at the College and relationship with the person making the complaint. Therefore, all students, faculty, staff, and administrators are strongly encouraged to report to the Affirmative Action Officer or the Title IX Coordinator any conduct of which they have direct knowledge and which they in good faith believe constitutes a violation of this Policy.

• Reporting of Title IX Offenses by Responsible Employees

Allegations involving Title IX Offenses shall be reported by all “Responsible Employees” to the Title IX coordinator or official designee as soon as the employee becomes aware of it. A Responsible Employee includes any College employee: who has the authority to take action to redress Title IX Offenses; who has been given the duty of reporting Title IX Offenses to the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has this authority or duty. Responsible Employees shall include, but are not be limited to, College trustees, administrators, department chairs, program coordinators, campus police, club/activity advisors, coaches, managers or supervisors.

• Mandatory Reporting of Abuse Under State Law

Children (a person under the age of 18) may be students at the College, or may be engaged in activities sponsored by the College or by third-parties utilizing College facilities. In such instances, where an employee has reasonable cause to believe that a child is suffering physical or emotional injury, resulting from among other causes, sexual abuse, the employee and the College may be obligated to comply with the mandatory reporting requirements established at M.G.L. Chapter 119, Section 51A-E. In such cases, the employee is directed to immediately report the matter to the College’s Affirmative Action and/or Title IX Coordinator, who, in consultation with other officials, shall contact the Commonwealth’s Department of Children and Families and/or law enforcement. An employee may also contact local law enforcement authorities or the Department of Children and Families directly in cases of suspected abuse or neglect. State law also maintains mandatory reporting requirements for certain occupations where elderly and disabled abuse or neglect is suspected. For more information on these reporting requirements please contact the College’s Affirmative Action Officer.

Any member of the College community who has a question about his or her responsibilities under this Policy should contact the Affirmative Action Officer or Title IX Coordinator.

III. POLICY AGAINST SEXUAL HARASSMENT

a. Introduction

It is the goal of the Community Colleges to promote an educational environment and workplace that is free of sexual harassment. Sexual harassment of students or employees occurring in the classroom or the workplace is unlawful and will not be tolerated by the Community College. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by students or employees.

Because the Community Colleges take allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective measures, including disciplinary action where appropriate and consistent with applicable collective bargaining agreements.

b. Definition of Sexual Harassment

Sexual Harassment is defined under the “Definitions” section of this Policy.

The legal definition of sexual harassment is broad and applies to any individual of either gender who participates in the college community, including a student, faculty member, administrator or any other person having dealings with the college. In addition, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a hostile, offensive, intimidating, or humiliating workplace or academic environment to male or female workers or students may also constitute sexual harassment.

All employees and students should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, or retaliation against individuals who have cooperated with an investigation of sexual harassment is unlawful and will not be tolerated by the Community Colleges.
c. Complaints of Sexual Harassment

If any member of the College Community believes that he/she has been subjected to sexual harassment, he/she has a right to file a complaint under this policy, either in writing or orally.

All complaints of sexual harassment shall proceed under this Policy’s Complaint Procedure. To file a complaint a person may do so by contacting the College’s Title IX Coordinator, or designee. A report of an allegation of sexual harassment may also be presented to other “Responsible Employees” at the College. These persons are also available to discuss any concerns a person may have and to provide information about the Policy on Sexual Harassment and the complaint process.

d. Sexual Harassment Investigation

If any student or employee believes that he or she has been subjected to sexual harassment, the student or employee has the right to file an Affirmative Action Discrimination Complaint Form (see Appendix A) with the College. For more information or assistance with filing a complaint, please contact the College’s Affirmative Action Officer or Title IX Coordinator. If the Affirmative Action Officer or the Title IX Coordinator is the subject of a complaint, the President shall designate another College official to administer the Complaint Procedures.

All complaints will be investigated in such a way as to maintain confidentiality to the extent practicable under the circumstances. If it is determined that a violation of this Policy has occurred, the College will act promptly to eliminate the harassing conduct, and take disciplinary action where warranted. All disciplinary action taken shall be consistent with any applicable collective bargaining agreement. The Duty to Cooperate, Duty to Report, and the obligation to avoid making False Charges, as discussed previously in this Policy, shall be fully applicable under this section.

A complaint of sexual harassment will be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will be conducted in accordance with this Policy's Complaint Procedure and will include a private interview with the person filing the complaint and with witnesses. The person alleged to have committed sexual harassment will also be interviewed. Once the investigation is completed, the College will, to the extent appropriate, inform the parties of the results of that investigation.

If it is determined that a violation of this policy has occurred, the College will act promptly to eliminate the offending conduct, and where it is appropriate also impose disciplinary action.

e. Disciplinary Action

Discipline for violating this Policy may include, but is not limited to, mandatory counseling or training, verbal or written warnings, suspension, termination from employment, or expulsion from the College.

f. Consensual Relationships

1. Faculty/Administrator/Staff Member Relationships with Students

A romantic and/or sexual relationship, consensual or otherwise, between a faculty member, administrator or staff member and a student is looked upon with disfavor and is strongly discouraged. No faculty member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who is being taught or advised by the faculty member or whose academic work is being supervised or evaluated, directly or indirectly, by the faculty member. No administrator or staff member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who the administrator or staff member supervises, evaluates, advises, or provides other professional advice or services as part of a College or activity.

2. Relationships Between Supervisors, Subordinates or Co-Workers

A consenting romantic and/or sexual relationship between a supervisor and subordinate or co-workers may interfere with or impair the performance of professional duties and responsibilities and/or create an appearance of bias or favoritism. Further, such relationships could implicate state ethics laws and/or result in claims of sexual harassment, discrimination or retaliation. Therefore, such workplace relationships are strongly discouraged.

g. State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with the governmental agencies set forth below. Filing a complaint under this Policy does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim. Each of the agencies has a short time period for filing a claim (EEOC - 300 days; MCAD - 300 days). United States Equal Employment Opportunity Commission (“EEOC”)

One Congress Street
10th Floor Boston, MA 02114
(617) 565-3200

The Office For Civil Rights (“OCR”)
Department of Education
John W. McCormack Post
Office and Courthouse
Room 222
Boston, MA 02109
(617) 223-9662

Massachusetts Commission Against Discrimination (“MCAD”)
Boston Office: Worcester Office:
One Ashburton Place Worcester City Hall
Rm. 601 484 Main St., Rm. 320
Boston, MA 02108 Worcester, MA 01608
(617) 994-6000 (508) 799-8010

Springfield Office: New Bedford Office:
424 Dwight Street 800 Purchase St., Rm 501
Rm. 220 New Bedford, MA 02740
Springfield, MA 01103 (508) 990-2390
(413) 739-2145

IV. POLICY AGAINST SEXUAL VIOLENCE

a. Introduction

Sexual violence is prohibited under state law and the College’s Policy on Affirmative Action. Sexual violence is prohibited pursuant to Title IX of the Educational Amendment Act of 1972, which states: No person in the United States, shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected
All reported or suspected cases of sexual violence shall be reported to the College’s Title IX Coordinator. Please refer to the Complaint Procedures for specific complaint procedures and guidelines (see Section L).

The College prohibits retaliation against any person who presents a formal or informal complaint of sexual violence or who testifies or offers evidence connected with a complaint. Retaliation is a violation of this policy whether or not the underlying claim of sexual violence is confirmed.

b. Sexual Violence Defined

Sexual violence is defined under the “Definitions” section of this Policy and includes rape, acquaintance rape, sexual assault, stalking, domestic and dating violence.

c. Reporting Complaints of Sexual Violence

A victim of sexual violence has the right to file (or not file) an Affirmative Action Discrimination Complaint Form with the College. The process for filing a complaint is outlined under the Policy on Affirmative Action’s Complaint Procedure. For more information or assistance with filing a complaint, please contact the College’s Title IX Coordinator. If the Title IX Coordinator is the subject of a complaint, the President shall designate another College official to administer the Complaint Procedures. A victim may also choose to file a criminal complaint, in which case the Title IX Coordinator and/or Campus Police can assist the victim with that process. Reporting the incident to the Title IX Coordinator or Campus Police does not obligate the victim to file criminal charges.

d. College’s Investigation

The College is obligated to investigate all allegations of sexual violence, even if the alleged victim chooses not to file a formal complaint and/or participate in the investigation. Additionally, a complaint filed in another forum, including a criminal or civil complaint, shall not delay the College’s investigation of a complaint of sexual violence. The College shall promptly and thoroughly investigate all such allegations in accordance with the Policy on Affirmative Action’s Complaint Procedure and shall provide the victim with periodic updates on the status of the investigation. A person found to have committed an act of sexual violence shall be subject to disciplinary action ranging from mandatory counseling and/or training, verbal or written warnings, suspension, expulsion from the College or termination from employment, as well as criminal prosecution.

e. Victim Identification

Personal identifiable information about a victim will be treated as confidential and only shared with persons with a specific need to know and/or who are investigating and/or adjudicating the complaint, delivering resources or support services to the victim or as public safety requires. The College does not publish the names or other identifiable information of victims in the campus police department’s Daily Crime Log, in any Timely Warnings issued or online. In accordance with the Family Educational Rights and Privacy Act, a victim may request that no directory information maintained by the College be released absent his/her prior, written consent.

f. Interim Protective Measures

Title IX requires the College to take reasonable steps to ensure equal access to its education programs and activities and protect individuals from Prohibited Conduct, including taking interim protective measures before the final outcome of an investigation. The College shall take these steps promptly once it has notice of an allegation of Prohibited Conduct, including sexual violence. Examples of interim protective measures include, but are not limited to, the following:

• access to counseling services and assistance in scheduling an appointment, on or off campus;
• imposition of an interim suspension or on-campus “no-contact” order;
• rescheduling of exams and assignments;
• providing alternative course completion options;
• changing class schedules, including withdrawing from a course without penalty;
• changing work schedules or job assignments;
• limiting access to certain College facilities or activities pending resolution of the matter;
• voluntary leave of absence;
• providing an escort to ensure safe movement between classes and activities; and/or
• providing academic support services, such as tutoring.

The specific interim measures implemented and the process for implementing those measures will vary depending on the facts of each case. The College will consider a number of factors in determining what interim measures to take, including, for example, the specific needs expressed by the victim; the severity or pervasiveness of the allegations; any continuing effects on the victim; whether the victim and respondent share the same classes, dining hall schedule, transportation, or job location; and whether other judicial measures have been taken to protect the victim (e.g., civil protection orders).

In general, when taking interim protective measures, the College shall minimize the burden on the victim. To the extent permitted by law, the victim shall be notified of any interim measures taken by the College concerning the respondent. Even under those circumstances where a victim does not wish to pursue a complaint and requests confidentiality, the College must take immediate action to protect the victim while keeping her or his identity confidential.

g. Amnesty

Students may be hesitant to report sexual violence out of concern that they, or witnesses, might be charged with violations of the College’s drug/alcohol policies. While the College does not condone such behavior, it places a priority on addressing allegations of sexual violence. Accordingly, the College may elect not to pursue discipline against a student who, in good faith, reports, witnesses or possesses personal knowledge of an incident of sexual violence.

h. Protections for Victims of Sexual Violence

A person subjected to sexual violence shall:

• Be provided with a copy of the College’s Sexual Violence – Victim’s Rights and Information Advisory, which shall include information concerning counseling, health, and mental health services, victim
advocacy and support, law enforcement assistance, and other services available on and off campus;

- Have the right to pursue, or not pursue, assistance from campus administration officials or campus law enforcement;
- Not be discouraged by College officials from reporting an incident to both on-campus and off-campus authorities;
- Be provided assistance in contacting local law enforcement if requested and have the full and prompt assistance and cooperation of campus personnel should a civil and/or criminal complaint be pursued;
- Be free from any suggestion that they somehow contributed to or had a shared responsibility in the violent act;
- Receive the same level of support at any proceeding before College officials as is permitted to the accused party, including the presence of a personal advisor during any disciplinary proceeding and the right to be notified in a timely manner of the outcome of such proceedings and any appeal right available;
- Receive full and prompt cooperation from College personnel in obtaining and securing evidence (including medical evidence) necessary for any potential criminal proceedings;
- Have access to existing College counseling and medical professionals, victim support services, and to obtain referrals to off-campus counseling and support services if desired;
- Be permitted to attend classes, work and participate in College activities free from unwanted contact or proximity to the respondent insofar as the College is permitted and able;
- Be permitted to request changes to an academic schedule if such changes are requested by the alleged victim and are reasonably available; and
- Be informed of any no-contact or no-trespass orders issued to the respondent by the College and the College's commitment to honor any court-issued restraining or protective orders, to the extent permitted by law.

i. Recommended Procedures for a Victim of Sexual Violence

For a person subjected to an act of sexual violence, there can be time-sensitive decisions to make about sexually transmitted infections, pregnancy, and collecting physical evidence in the event of prosecution. Individuals who have been victims of sexual violence are advised as follows:

- Protect Yourself and Get Medical Attention – A victim should be advised to go to a safe place as soon as possible and seek medical attention immediately. Injuries and exposure to disease may not be immediately apparent. A medical examination can provide necessary treatment and collect important evidence. It is recommended that a physical exam be conducted within 72 hours of the violence. Submitting to a physical exam does not mean that a victim is required to press charges. This action merely preserves the option to do so. Designated College personnel can assist in providing transportation to the hospital.

- Preserve Evidence – It is important to preserve all physical evidence following an act of sexual violence. Physical evidence may be necessary in the event criminal prosecution is pursued. If possible, a victim should be advised not to wash, eat, drink, douche, clean, use the bathroom, or change clothes. If clothes are changed, all clothes that were worn at the time of the incident should not be cleaned and should be placed into an unused or a clean paper bag.

- Health and Support Services - Various health and support services are available on and off campus for students and employees who have experienced sexual violence. For information about such services, including counseling, please contact the Affirmative Action and/or Title IX Coordinator.

J. Rape Crisis Center Contact Information

The following is a list of Rape Crisis Centers in Massachusetts. As the following contact information may be subject to change, current contact information on rape crisis centers in Massachusetts can be found at the Commonwealth’s Executive Office of Health and Human Services’ Website under “Consumer” information at http://www.mass.gov/eohhs/.

Greater Boston Area

Boston Area Rape Crisis Center, Cambridge, 617-492-7273 Hotline, 617-492-6434 TTY

Northeastern Massachusetts

North Shore Rape Crisis Center, Beverly, 800-922-8772 Hotline, 978-921-8729 TTY

Rape Crisis Services of Greater Lowell, 800-542-5212 Hotline, 978-452-8723 TTY

YWCA of Greater Lawrence, 877-509-9922 SA Hotline, 978-686-8840 TTY

Central Massachusetts

Rape Crisis Center of Central Mass., Worcester, 800-870-5905 Hotline, 508-852-7600 TTY

Rape Crisis Center of Central Mass., Fitchburg, 800-870-5905

Wayside Victim Services, Milford, 800-511-5070 Hotline, 508-478-4205 TTY

Voices Against Violence, Framingham, 800-593-1125 Hotline, 508-626-8868 TTY

Southeastern Massachusetts

A Safe Place, Nantucket, 508-228-2111 Hotline, 508-228-0561 TTY

Independence House, Hyannis, 800-439-6507 Hotline, 508-778-6782 TTY

Women Support Services, Vineyard Haven, 508-696-7233

Greater New Bedford Women Center, New Bedford, 888-839-6636 Hotline, 508-996-1177 TTY

New Hope, Attleboro, 800-323-4673 Hotline/TTY

Stanley Street Women Center, Fall River, 800-675-0087 Hotline, 508-673-3328 TTY

Womansplace Crisis Center, Brockton, 508-588-8255 SA Hotline, 508-894-2869 TTY

Western Massachusetts

Elizabeth Freeman Center, Pittsfield, 413-443-0089 Hotline, 413-499-2425 TTY
V. NON-DISCRIMINATION AND ACCOMMODATION FOR PERSONS WITH DISABILITIES

It is illegal to discriminate against an otherwise qualified individual with a disability. The Community Colleges recognize the multitude of barriers that confront persons with disabilities in access to both employment and education. Consistent with state and federal statutes that affirm and protect the equal opportunity rights of persons with disabilities, the Community Colleges adopt a policy of non-discrimination and equal opportunity for otherwise qualified persons with disabilities. Any employee or student who believes he/she has been a victim of discrimination due to a disability may file a complaint pursuant to the Complaint Procedures found at Section L of this Policy.

a. In Employment

The Community Colleges will take constructive measures to ensure equal opportunity in all areas of employment including recruitment, selection, upgrading, opportunities for training and development, rate of compensation, benefits and all other terms and conditions of employment. Further, the Colleges will periodically examine all existing employment policies, practices and facilities to ensure that they do not pose a disparate impact for otherwise qualified persons with disabilities. Where such disparity is found, it will be corrected as quickly and completely as is reasonable under existing circumstances. Accordingly, all College facilities may not be available and accessible at a particular time.

b. In Education

The Colleges will periodically examine all existing admissions, student support and other student life policies, practices and facilities to assure that they do not pose a disparate impact for otherwise qualified disabled students. Where such disparity is found, it will be corrected as quickly and completely as is reasonable under existing circumstances. Accordingly, all College facilities may not be available and accessible at a particular time. The Colleges will adopt a policy of non-discrimination with respect to admissions, access to programs and facilities and services for all otherwise qualified disabled persons.

c. Reasonable Accommodations

A “reasonable accommodation” under state and federal law is defined as “modifications or adjustments to an application process, job, work environment, the way in which work is customarily performed, or a course of study that permit a qualified individual with a disability to perform the essential functions of a position or to enjoy the benefits and privileges of employment or education equally with persons without disabilities.”

Reasonable accommodations in employment may include, but are not limited to:

• making existing facilities used by employees readily accessible to and usable by persons with disabilities;
• job restructuring;
• modification of work schedules;
• providing additional unpaid leave;
• acquiring or modifying equipment or devices; and
• providing qualified readers or interpreters.

Reasonable accommodations in education may include, but are not limited to:

• in-class aids, such as note takers;
• extended time for examination;
• quiet rooms or alternate locations for testing;
• alternatively formatted testing; alternatively formatted textbooks and other course materials; and/or
• access to assistive technology.

Possible course reductions or substitutions on the basis of a disability will be carefully evaluated. Students with disabilities must meet the essential requirements of all academic degree programs.

d. Interactive Process

State and federal laws define the “interactive process” as an ongoing communication between, among other parties, employer and employee, college and student, with a known disability in an effort to provide reasonable accommodation. Both parties must engage in the interactive process and communicate directly with each other in order to formulate and effective accommodation plan. Neither party can delay nor interfere with the process.

e. Undue Hardship and Fundamental Alteration

The Community Colleges are required to make reasonable accommodations to qualified individuals with disabilities unless doing so would impose an undue hardship on the operation of a College’s business or result in a fundamental alteration of a job or academic course or program. Undue hardship means an action that requires significant difficulty or expense when considered in relation to factors such as a College’s size, financial resources, and the nature and structure of its operation. Fundamental alteration is a change that is so significant that it alters the essential nature a job or an academic course or program.

f. Process for Requesting a Reasonable Accommodation

An employee or job applicant seeking a reasonable accommodation for a disability may contact the College’s Office for Human Resources. A student or student applicant seeking a reasonable accommodation
VI. CONTRACTING AND PURCHASING

When selecting contractors, suppliers, and vendors of goods and services, including goods and services secured in connection with construction projects, the Colleges will offer equal opportunity to all qualified persons and entities and will not discriminate on the basis of a protected classification.

The College shall use reasonable efforts to attract and encourage bid proposals from a diverse pool of qualified contractors, subcontractors, vendors and suppliers. The College is strongly encouraged to identify businesses primarily operated by individuals within the protected classifications with the help of the Commonwealth’s Supplier Diversity Office.

When transacting business with contractors, vendors and suppliers, the Community Colleges shall include in all contracts the following statement:

Non-Discrimination in Employment: The Contractor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, age, sex, sexual orientation, gender identity, religion, genetic information, pregnancy, family leave, military service, marital status or disability. The Contractor agrees to comply with applicable federal and state statutes, rules and regulations prohibiting discrimination in employment, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, Massachusetts General Laws, Chapter 151B and all administrative and executive orders, where applicable.

The Colleges reserve the right to disqualify any contractor, person or entity seeking to provide services to a Community College that fails to adhere to the prohibitions against discrimination in employment that are contained in this section.

E. IMPLEMENTATION OF AFFIRMATIVE ACTION POLICY

The implementation of an effective affirmative action policy is ultimately the responsibility of the President of each Community College. The President will direct the Affirmative Action Officer to coordinate the overall development, administration and monitoring of all affirmative action programs, policies, procedures and regulations. The Affirmative Action Officer will report directly to the President, or his/her designee, and will bear responsibility for the preparation and execution of all affirmative action policies and programs.

Consistent with all collective bargaining and non-unit employee agreements, each supervisor will seek to ensure that affirmative action and equal opportunity are integrally tied to all aspects of any recruitment, hiring, training or advancement related decisions to which they are a party. They will be aware of goals and will consult with the Affirmative Action Officer prior to and in the course of such actions.

F. AFFIRMATIVE ACTION OFFICER AND TITLE IX COORDINATOR

See “Definition” Section of this Policy for Affirmative Action Officer and Title IX Coordinator contact information.

• Affirmative Action Officer

The Affirmative Action Officer (“AAO”) shall have the task of infusing affirmative action into all aspects of the College. He/she shall be responsible for the development, administration and evaluation of affirmative action policies, procedures, programs and goals; serve as monitor of local, state and federal laws and regulations relating to affirmative action and equal opportunity and compliance thereof; and administer to all segments of the College’s students and employees.

The AAO will analyze the College’s work force composition. The AAO may also analyze specific work areas or divisions within the College to determine if underutilization of any protected group exists. The development of goals and timetables to correct any identified under-utilization shall be the responsibility of the AAO with input from the appropriate administrative officers. Although the basic responsibility for implementation of the affirmative action/equal opportunity program necessarily rests with the administrative officers of the College, the Affirmative Action Officer is responsible for providing advice and assistance.

The AAO shall be an ex-officio member of the Affirmative Action Committee and shall facilitate this Policy’s Complaint Procedures.

• Title IX Coordinator

The College shall employ a Title IX Coordinator. The Title IX Coordinator may also serve as the College’s AAO. The College’s Title IX Coordinator has primary responsibility for coordinating the College’s efforts to comply with and carry out its responsibilities under Title IX, which prohibits all Title IX Offenses in all College operations, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX. The Title IX Coordinator shall be adequately trained to perform her/his duties, including understanding the legal aspects of Title IX, conducting investigations of Title IX Offenses, administering an investigative process that protects the safety of victims and promotes accountability and providing campus-wide training to members of the College community.

Members of the College community should contact the Title IX Coordinator in order to:

• seek information or training about students’ and employees’ rights and courses of action available to resolve complaints that involve Title IX Offenses;
• file a complaint or make a report of a Title IX Offense;
• notify the College of an incident that may raise potential Title IX concerns;
• provide information about available resources; and
• periodically evaluate and review the College’s policies and procedures related to Title IX Offenses.

The Title IX Coordinator’s functions and responsibilities include:

for a disability may contact the College’s Disability Services Office. All requests for an accommodation are evaluated on a case-by-case basis. Individuals seeking accommodations should be prepared to submit current medical documentation for review in the accommodation process.
• Coordinate Title IX efforts including the development, implementation, and monitoring of appropriate disclosures, policies, procedures and practices designed to comply with federal and state legislation, regulation, and case law requiring the prompt and equitable resolution of all complaints pursuant to Title IX;

• Provide leadership, direction and supervision for all activities and personnel of the Title IX program including consulting with relevant policy-making bodies and senior personnel for the purpose of advising, clarifying and identifying necessary action to eliminate sex discrimination in all educational programs and activities, to ensure that access to facilities, opportunities, and resources is gender equitable throughout the College;

• Provide ongoing training, consultation, and technical assistance on Title IX for all students including: students’ rights under Title IX, identifying behaviors that constitute Title IX Offenses; how to report Title IX Offenses; reporting options; understanding the College’s Policy Against Sexual Violence and Policy on Affirmative Action’s Complaint Procedure; the potential consequences for violating College policies; the role of alcohol and/or drug use; amnesty; consent; the importance of seeking prompt medical attention; prohibition against retaliation; and Bystander Intervention training;

• Provide ongoing training, consultation, and technical assistance on Title IX for all employees in areas including: how to identify and report Title IX Offenses; the College’s responsibilities to address Title IX Offenses; recognizing warning signals; reporting Title IX Offenses to appropriate College officials; and information regarding confidential reporting options.

• Provide ongoing training, consultation, and technical assistance on Title IX for all Responsible Employees including: understanding their reporting obligations; confidentiality; students’ rights and remedies; and available student services.

• Develop, implement and coordinate campus and/or school-based strategic efforts aimed at the prevention of sexual violence and other forms of sex discrimination;

• Develop and disseminate educational materials, including brochures, posters, and web-based materials that inform members of the College community of Title IX rights, responsibilities and resources both within and external to the College;

• Oversee prompt, effective, and equitable intake, investigation, processing, issuing of findings of fact, and timely resolution of all Title IX Offenses made known to responsible employees and/or reported or filed by students, faculty, employees, third parties, or by members of the broader community;

• Provide appropriate notice of an investigation; determine the extent of an investigation; oversee investigation efforts; ensure provision of initial remedial actions; assure compliance with timelines; deliver appropriate notice of charge, notice of investigation, notice of outcome, duty to warn, and remedies, and provide a repository for and source of institutional record-keeping;

• Provide guidance and assistance to alleged victims of Prohibited Conduct, including referral to support resources, notice of right to file internal grievances, notice of the right to grieve to the US Department of Education Office for Civil Rights, and notice of the right to report incidents to law enforcement;

• Organize and maintain grievance files, disposition reports, and other records regarding Title IX compliance, including annual reports of the number and nature of filed complaints and the disposition of said complaints, data collection, climate assessment, pattern monitoring; and

• Serve as principal contact for government inquiries pursuant to Title IX.

G. DISSEMINATION OF POLICY

The Affirmative Action Policy will be widely distributed and discussed within the College Community. A copy of the Policy will be distributed to every major work area at each College and a copy will be maintained in the Library and the Affirmative Action Office. Copies of the Policy will be made available upon request to any student, employee, applicant for student status or for employment or member of the community. The Policy is available upon request from the College’s Affirmative Action Officer and on the College’s website. Colleges may implement procedures requiring employees to annually confirm their receipt of this Policy.

In accordance with state and federal requirements, the following notice will be included in all vacancy postings and other appropriate college publications, contracts, solicitations for bids, purchase orders, websites and leases:

Mount Wachusett Community College Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College’s Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education’s Office for Civil Rights.

H. PLAN OF ACTION

a. Program Purpose and Intent

The Community Colleges are committed to a policy of equal opportunity and affirmative action. The purpose of this Policy is to establish programmatic objectives that will provide for the access and advancement of qualified minorities, women, and persons with disabilities with respect to both employment and education. The intent of this Policy is to acknowledge and responsibly alleviate the effects of societal discrimination and its impact on the protected group.

b. Scope

Affirmative action and equal opportunity shall be viewed as an integral part of the mission and purpose of each Community College. The Affirmative Action Policy by its very nature shall affect and apply to all aspects of recruitment, employment and education.

The opportunity for education for students in the protected classifications will be an imperative. Affirmative action programs should support not only student admissions to the College but also its programs.

In employment, affirmative action will affect recruitment, terms and conditions of employment, administrative procedures and relevant policies and practices of the College.
c. Workforce and Utilization Analysis
A procedure for implementation of the Policy will be undertaken and it will include opportunities for maximum communication between the responsible parties, i.e., supervisors, the Affirmative Action Officer and the President. A workforce and utilization analysis shall be conducted annually.

d. Underutilization
Underutilization exists when the number of individuals in protected classifications in an occupational category is fewer than would reasonably be expected based upon the availability of qualified persons for employment within a specific geographic area. When underutilization is identified for appropriate organizational units and occupational categories, goals and timetables are established as a means of increasing the employment of qualified individuals in protected classifications at the earliest possible time. This section shall be applied in a manner consistent with the appropriate collective bargaining agreement, if applicable.

e. Goals
Hiring goals are targets for increasing the employment of qualified individuals in protected classifications in appropriate organizational units and/or occupational categories of the College workforce. Hiring goals are not rigid quotas. They are reasonable estimates of what is attainable and are established separately for individuals in protected classifications.

Program goals include special efforts to remove barriers, to improve awareness or sensitivity, to address problem areas identified within the College Affirmative Action Policy, to bring about conditions that will promote the hiring goals, or to address changes taking place within the institution. General timetables are to be established for the implementation of the goals. The time period shall normally be between two (2) and five (5) years.

f. Identification of Problem Areas and Remedial Approaches
At the request of the Commissioner, the President shall submit a report to the Commissioner as referenced in Auditing and Reporting and shall include an analysis of under-utilized areas and possible solutions and may cover such issues as curricular concerns, employment and student recruitment, hiring, retention of employees, resignations, and College activity and program availability. The report will also consider and give an analysis of the established goals and timetables.

g. Programmatic & Collaborative Efforts
The Community Colleges have, as a group, committed themselves to a policy of affirmative action/equal opportunity and non-discrimination throughout this Policy. The Colleges realize, however, that the development and implementation of specific programmatic efforts, both individually and collaboratively, will be essential to the establishment of an action oriented program. Rather than rendering affirmative action policies that merely represent a compilation of policies, procedures and prohibited practices solely designed to avoid discrimination, these action-oriented elements ensure that this Policy becomes a pro-active, aggressive tool as opposed to a passive document.

In an effort to fully establish joint collaborative programs that will enhance the implementation of the Community Colleges’ Affirmative Action Policy, the Affirmative Action Officers of the fifteen institutions are encouraged to work collaboratively on the following initiatives.

• Recruitment Directory
A directory of recruitment resources may be developed for each major category of positions (i.e., academic discipline, administrative area, field of focus) listing the various known sources for contact. This directory will list individuals, departments, institutions, organizations, professional associations and their various caucuses that are known to be good sources of candidates from protected classifications. In addition, the directory will also contain a listing of major publications such as newspapers, journals or other periodicals that print job advertisements and have substantial circulation among individuals in protected classifications and other underrepresented persons or groups. Trade or professional journals for each academic discipline and professional area will also be included.

• Program of Professional Enrichment for Personnel of Affirmative Action Offices
The Affirmative Action Officers will meet regularly and jointly participate in workshops, seminars and other kinds of enrichment opportunities that will assist them in the performance of their duties. Insofar as possible, reliance will be placed on the expertise of persons within the public higher education system, local, state and federal agencies, and professional organizations and associations in order to keep costs to a minimum.

• Educational Seminars
The Affirmative Action Officers, collectively or individually, may develop seminars to strengthen the understanding and sensitivity of all employees, and in particular senior administrators and supervising managers, to the importance of their respective roles in fostering a workplace free of discrimination, harassment and retaliation. All members of the College community shall be encouraged to attend such programs.

h. Individual Campus Efforts
Specific programmatic efforts determined by the individual Colleges may take any of several forms: projects, programs, defined strategies, structured activities or other tactical steps that contribute to fulfillment of the Colleges’ affirmative action and equal opportunity goals and objectives. Each College may develop specific programs to assist in identifying and overcoming deficiencies, increasing representation of qualified individuals in protected classifications within the work force and the student body and providing increased opportunities for underrepresented groups, both in the area of employment and in the area of the student learning environment. Cross-cultural programming, sensitization of all members of the College communities to the rights and needs of all persons, including individuals in protected classifications will play a major part. The involvement of all segments of the College community in both the planning and the implementation of such programming will be an essential factor in its success.
I. HIRING GUIDELINES

Proper hiring guidelines are crucial to the success of attracting and hiring a qualified, diverse workforce. The Human Resources Office shall work in consultation with the Affirmative Action Officer in developing proper hiring guidelines. The hiring process is generally initiated with the development of a recruitment plan, which shall be reviewed by the Affirmative Action Officer before commencing with advertisement. The plan will be reviewed in light of the College’s affirmative action goals and will include the use of applicable mailing lists of contacts and resume file, if any, developed and maintained for affirmative action recruiting. Goals will be reviewed at the time of recruitment.

When practicable, the time permitted between the initial public announcement of an available position and the deadline for submission of applications must allow for adequate selective notification of qualified individuals in protected classifications.

For vacancies for positions that are half-time or greater, the Affirmative Action Officer will consult with the hiring manager to determine an appropriate recruitment time frame which will allow sufficient time to recruit underutilized persons while simultaneously meeting the organization’s need to fill the position as soon as possible.

Deans and Vice Presidents are encouraged to plan ahead and schedule all searches so as to allow sufficient time to conduct effective affirmative action searches.

If the recruitment process fails to yield sufficient numbers of qualified candidates from a designated protected group, consideration may be given to reposting the position. This section shall be applied in a manner consistent with the appropriate collective bargaining agreement, if applicable.

The Affirmative Action Officer shall have access to all applications for the purpose of reviewing and certifying the process and the outcome and for the purpose of collecting data to conduct applicant flow studies, etc. Additionally, the Affirmative Action Officer may make recommendations for interviewing affirmative action candidates.

The hiring process will generally include an interview with a search committee, which may include the position’s direct supervisor and/or other appropriate persons who have responsibility in the work area. The Affirmative Action Officer will review a committee’s recommendation for appointment and sign it to verify compliance with affirmative action procedures. If the Affirmative Action Officer finds that the recruitment and/or selection process does not satisfy affirmative action requirements, he/she should submit his/her reservations to the President.

In regard to hiring/promotions, the College will comply with all applicable collective bargaining provisions when making such decisions.

J. COLLEGE AFFIRMATIVE ACTION COMMITTEE

An Affirmative Action Committee shall be established consisting of at least seven (7) members representative of faculty, administrators, non-teaching professionals, classified staff and students. The Committee shall include protected classification representation. The members shall be appointed by the President. The Affirmative Action Officer shall be an ex-officio member of the Committee.

The Committee shall act as a policy advisory body to the President in all matters concerning affirmative action and equal opportunity. Specific responsibilities of the Committee may include, but are not limited to, the following:

a. Advise and assist the President and the Affirmative Action Officer in developing, implementing and evaluating the College’s Affirmative Action Program;

b. Recommend changes in the programs or policies;

c. Represent the concerns of all employment areas of the College as these concerns relate to equal opportunity;

d. Be informed about the rules and procedures of the College as well as federal and state laws and regulations governing affirmative action and equal opportunity;

e. Meet as necessary, but not fewer than two (2) times a year; and

f. Help sensitize and educate the College community regarding the affirmative action issues facing higher education and the larger society and to help broaden understanding of diversity in our society as well as to encourage behaviors appropriate to a pluralistic society.

K. AUDITING AND REPORTING

The Affirmative Action Officer shall be primarily responsibility for monitoring compliance and auditing the implementation of the Policy on Affirmative Action, Equal Opportunity and Diversity. The Affirmative Action Officer shall furnish the President with progress reports and shall inform the President of practices or policies that may not be in compliance with the Policy.

The Affirmative Action Officer will annually review the progress being made toward achievement of the College’s affirmative action goals. The review shall include strategies and timetables for achieving its affirmative action goals, availability figures, institutional performance or other circumstances that affect the implementation of this Policy’s goals. In addition, he/she will assure that annual compliance reports required by the Board of Higher Education and other state and federal agencies are completed.

To ensure compliance with this Policy, the Affirmative Action Officer will review and evaluate the applicable policies, programs and activities related to job requirements, performance criteria, personnel benefit plans, students support services, facilities and programmatic access, vendor contract submission and services, media advertising and public relations materials, including all College publications. Recruitment and hiring procedures will be monitored using the methods described in this Policy. All monitoring and analyses will be conducted as necessary to identify problem areas and provide recommendations to remedy them.

The Affirmative Action Officer shall conduct periodic audits of the utilization analysis and goals. The purpose of the audit will be to assess progress toward established goals and to apprise other persons responsible for recruitment of the findings. Continuous monitoring is important to the success of the Policy. The findings,
while utilized throughout the year, will be reported formally in the annual report. Problem areas and successes will be reported. Additionally, compliance reports requested by other agencies should be included as an internal audit mechanism.

L. COMPLAINT PROCEDURE

I. General Information

a. Application of Policy

The complaint procedure is intended to provide a mechanism to investigate and where possible resolve complaints of alleged violations of this Policy against employees and students. The procedures outlined below are intended to ensure that the College will conduct an impartial, fair, effective, and efficient investigation of all allegations of violations of this Policy without fear of retaliation. The complaint procedure is available to any employee or student, or applicant for employment or admission, who believes he/she has been subjected to Prohibited Conduct as defined under this Policy. A complaint filed in another forum does not preclude an individual from filing a complaint under this Policy. Further, a complaint filed in another forum, including a criminal or civil complaint, shall not delay an investigation of a complaint filed under this Policy.

b. Confidentiality of Process

The complaint procedure will be conducted as confidentially as reasonably possible to protect the privacy rights of all individuals involved. The College may share information concerning the complaint with parties, witnesses and/or others during any phase of the procedure on a need-to-know basis and shall share information with union representatives as provided for in G.L. c.150E. All individuals with whom information is shared shall be advised of the confidential nature of the information and directed not to discuss the matter with anyone other than a personal advisor, if applicable.

c. Complainant Requests Confidentiality

Where a Complainant requests that no action be taken by the College or requests that her/his identity not be revealed, the College shall take reasonable steps to investigate and respond to the complaint, but shall inform the Complainant that such a request may hamper its ability to fully investigate an alleged violation of this Policy and/or to take appropriate remedial steps, including disciplinary action. Where an allegation of Prohibited Conduct involves the potential of an ongoing threat to the health, safety or security of the College or a potential adverse employment action, the Affirmative Action Officer, or in the case of an alleged Title IX Offense, the Title IX Coordinator, shall inform the Complainant that it cannot ensure confidentiality and disclosure of their name may likely be required.

d. Off Campus Behavior

The College reserves the right to investigate alleged Prohibited Conduct under this Policy occurring off-campus when such conduct adversely affects the College Community, poses a threat of harm to the College Community; interferes with the College’s pursuit of its educational objectives and mission, and/ or if a student or employee is charged with a serious violation of state or federal law.

e. Interim Protective Measures

Title IX requires the College to take reasonable steps to ensure equal access to its education programs and activities and protect individuals from Prohibited Conduct, including taking interim protective measures before the final outcome of an investigation. The College shall take these steps promptly once it has notice of an allegation of Prohibited Conduct, including sexual violence. Examples of interim protective measures include, but are not limited to, the following:

- access to counseling services and assistance in scheduling an appointment, on or off campus;
- imposition of an interim suspension or on-campus "no-contact" order;
- rescheduling of exams and assignments;
- providing alternative course completion options;
- changing class schedules, including withdrawing from a course without penalty;
- changing work schedules or job assignments;
- limiting access to certain College facilities or activities pending resolution of the matter;
- voluntary leave of absence;
- providing an escort to ensure safe movement between classes and activities; and/or
- providing academic support services, such as tutoring.

The specific interim measures implemented and the process for implementing those measures will vary depending on the facts of each case. The College will consider a number of factors in determining what interim measures to take, including, for example, the specific needs expressed by the victim; the severity or pervasiveness of the allegations; any continuing effects on the victim; whether the victim and respondent share the same classes, dining hall schedule, transportation, or job location; and whether other judicial measures have been taken to protect the victim (e.g., civil protection orders).

In general, when taking interim protective measures, the College shall minimize the burden on the victim. To the extent permitted by law, the victim shall be notified of any interim measures taken by the College concerning the respondent. Even under those circumstances where a victim does not wish to pursue a complaint and requests confidentiality, the College must take immediate action to protect the victim while keeping her or his identity confidential.

f. Interim Action

The College reserves the right to suspend a student on an interim basis or place an employee on paid administrative leave prior to completing an investigation under this Policy when it reasonably concludes that a student or employee: (a) poses a threat to health or safety; (b) poses a threat to College property or equipment; (c) is disruptive or interferes with the normal operations of the College; or (d) is charged with a serious violation of state or federal law. In such cases, the College shall provide the employee or student of the specific reason(s) for the interim action. During a student's interim suspension or an employee's leave, the College reserves the right to prohibit the individual from entering upon the College’s
property or participating in any College activities absent written authorization from an appropriate official of the College.

**g. Joint Investigation**

In some circumstances a Responding Party’s conduct may constitute a potential violation of this Policy and/or other conduct policies applicable to employees or students. In such cases, in order to avoid duplicative investigatory efforts, a joint investigation under this Policy may be conducted by the AAO or, in the case of an alleged Title IX Offense, the Title IX Coordinator, and the administrator charged with enforcing conduct policies. For example, if the Responding Party is a student, the Affirmative Action Officer (or Title IX Coordinator if a Title IX Offense is alleged) and Student Code of Conduct Officer may jointly investigate the complaint. Based on the findings of their joint investigation, the student may be subject to disciplinary action for violations of this Policy and/or the Student Code of Conduct. Where the Responding Party is an employee, a joint investigation may be conducted by the Affirmative Action Officer (or Title IX Coordinator if a Title IX Offense is alleged) and the employee’s supervisor. Based on the findings of their joint investigation, the employee may be subject to disciplinary action for violations of this Policy and/or for inappropriate and unprofessional conduct.

**h. Collateral Rights of Employees**

Any disciplinary action taken against an employee shall be regarded as an administrative action subject to all terms and conditions of applicable collective bargaining agreement.

**i. Anonymous Complaints**

Any individual may file an anonymous complaint concerning any Prohibited Conduct referenced under this Policy. An individual may report the incident without disclosing his/her name, identifying the respondent or requesting any action. Depending on the level of information available about the incident or the individuals involved, however, the College’s ability to respond to an anonymous report may be limited. An anonymous complaint may be filed with the Affirmative Action Officer or, in the case of an alleged Title IX Offense, the Title IX Coordinator.

**j. Amnesty**

Students may be hesitant to report sexual violence out of concern that they, or witnesses, might be charged with violations of the College’s drug/alcohol policies. While the College does not condone such behavior, it places a priority on addressing allegations of sexual violence. Accordingly, the College may elect not to pursue discipline against a student who, in good faith, reports, witnesses or possesses personal knowledge of an incident of sexual violence.

**k. False Charges**

Filing a false charge under this Policy is a serious offense. If an investigation reveals that a complainant knowingly filed false charges, the College shall take appropriate actions and issue sanctions pursuant to other applicable College policies, including any applicable collective bargaining agreement.

**II. Complaint Procedure**

The complaint process is comprised of two procedures - the informal procedure and the formal procedure. In the event a complaint alleges a Title IX Offense, the College’s Title IX Coordinator shall have the responsibility for administering this Policy, including the Complaint Procedure.

**a. Informal Procedure**

Where appropriate, the parties to a dispute and/or the Affirmative Action Officer may attempt to reach an informal and prompt resolution of the potential complaint. Informal resolution is encouraged and any of the parties involved may request the intervention of the Affirmative Action Officer to assist in resolving the matter informally. An informal resolution is achieved through open dialogue between the parties that allows for the airing of any misunderstandings or disputed issues. The informal procedure shall not be used in an effort to resolve allegations of sexual harassment or sexual violence. Further, at no time shall a Responding Party question or confront a Complainant, or engage a third party to do so, as such conduct may constitute intimidation and/or retaliation, which are strictly prohibited under this Policy.

**b. Formal Procedure**

The following rules apply throughout all phases of the formal complaint process: (1) all parties to a complaint may have a personal advisor (for union employees this may be a union representative and in cases involving allegations of sexual violence the personal advisor may be an attorney); (2) the role of a personal advisor is limited to providing discrete advice and counsel to the party; (3) the filing of a complaint under this Policy shall not preclude a Complainant from pursuing a complaint in a separate legal forum; (4) a grade dispute based on alleged Prohibited Conduct shall proceed under this Policy and not the Grade Appeal Process contained in the Student Grievance Procedure; and (5) all findings reached under Complaint Procedure must be based on a “preponderance of evidence” (i.e.; more likely than not) standard.

At any point during the formal complaint procedure, either party may request mediation by contacting the Affirmative Action Officer. The purpose of mediation is to resolve the dispute to the satisfaction of both parties. Mediation shall be mutually agreed upon by the parties. Mediation shall not be used in an effort to resolve allegations of sexual harassment or sexual violence. The Affirmative Action Officer, or designee, shall select an impartial mediator, who shall be mutually agreed upon and not unreasonably refused by either party, and inform the parties in writing of the mediator process and schedule. The mediator must have training or experience in mediating matters subject to this complaint process. Where practicable, a mediation session shall be conducted no later than thirty (30) days after agreed to by the parties. The timelines presented under the Complaint Procedure shall be tolled pending the outcome of mediation. If mediation is successful in resolving the complaint, the Affirmative Action Officer shall reduce to writing the terms of the mediated resolution, which shall be signed by the parties. If mediation does not result in a resolution, all mediation discussions shall remain confidential and may not be used or introduced in this process or any other forum.
Step 1 – Investigation

When a Complainant believes that he/she has been subjected to Prohibited Conduct, the Complainant may file a formal written complaint with the Affirmative Action Officer, or in the case of an alleged Title IX Offense, the Title IX Coordinator. For student Complainants, a formal complaint may be filed within thirty (30) days following the end of the instructional period when the Complainant knew or should have known of the grievable act. For employee Complainants, a formal complaint may be filed within thirty (30) days from when the Complainant knew or should have known of the grievable act. The complaint shall contain a statement of all known facts pertaining to the alleged violation and shall be filed preferably on the Affirmative Action Discrimination Complaint Form (see Appendix A). If a student is involved, the Affirmative Action Officer shall notify the Vice President or Dean of Student Services.

During Step 1, the Affirmative Action Officer has the authority to seek to resolve the complaint through an administrative remedy. If the parties accept the administrative remedy proposed, its terms shall be reduced to writing, signed by both parties and the Affirmative Action Officer shall retain the document, with copies to the parties. Thereafter, the matter shall be considered resolved between the parties.

Upon receiving a written complaint, the Affirmative Action Officer will notify the Responding Party in writing, of the complaint (see Appendix B), and provide the Responding Party with a copy thereof. The timeliness of such notification shall be in accordance with the appropriate collective bargaining agreement, if applicable. The Responding Party shall have ten (10) days from receipt of notice to submit to the Affirmative Action Officer a written response to the complaint.

Where practicable, within thirty (30) days from the date the Respondent’s written response is received, or the date it was due if none was submitted, the Affirmative Action Officer shall conduct an investigation and prepare and issue a Report of Preliminary Findings to the parties. The investigation shall include, but is not limited to, an analysis of the allegations and defenses presented, consideration of all relevant documents, including materials presented by the parties, interviews of the parties and other individuals and/or witnesses, and/or reviewing certain documents or materials in the possession of either party that the Affirmative Action Officer has deemed relevant to the complaint. The Affirmative Action Officer’s report shall specify the investigation undertaken and summarize his/her preliminary findings. The report shall be delivered to the parties in hand or by certified mail. If the investigation is not completed within thirty (30) days, status updates shall be provided to the parties every thirty (30) days until it is completed. Any request by a party to extend a deadline established under this procedure shall be presented in writing to the Affirmative Action Officer.

Thereafter, the parties will have ten (10) days from the date of their receipt of the Report of Preliminary Findings to submit Rebuttal Statements to the Affirmative Action Officer. The parties may present no new allegations at that time. Where practicable, within seven (7) days of receiving the parties’ Rebuttal Statements, the Affirmative Action Officer shall review the Rebuttal Statements and prepare and submit a Report of Final Findings and Recommendations to the President’s Designee for consideration.

Step 2 – Review and Decision by the President’s Designee

Where practicable, within ten (10) days of receipt of the Affirmative Action Officer’s Report of Final Findings and Recommendations, the President’s Designee shall issue a written decision to the parties. The written decision shall accept, reject or modify the Affirmative Action Officer’s Final Findings and Recommendations. The Designee’s written decision shall be delivered in hand or by certified mail and shall include the Report of Final Findings and Recommendations. If the President is the Responding Party in an Affirmative Action Complaint, then the Chair of the College’s Board of Trustees shall designate a Board member(s) as Designee to administer Step 2 of the Complaint Process.

Step 3 – Appeal to President

A party who is not satisfied with the Designee’s written decision may file an appeal with the President within five (5) days of receiving the Designee’s decision. Where practicable, within five (5) days of receiving the appeal, the President shall issue a written decision accepting, rejecting or modifying the Designee’s decision. The President’s decision is final provided that any corrective action and/or discipline imposed are subject to applicable collective bargaining agreements.

If the President is the Responding Party in an Affirmative Action Complaint, then the Chair of the College’s Board of Trustees shall consider the appeal and issue the written decision.

Implemented: December 2014
College Directories

Mount Wachusett Community College
Board of Trustees

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Chairperson

RICHARD A. CELLA

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SUZANNE M. FARIAS
DoubleTree by Hilton

MARK P. HAWKE

SCOTT B. HOWARD

AMANDA LANDRY
MWCC Alumni

PHILIP STAN
Student Trustee

KENNETH C. TOMASETTI
Advanced Cable Ties

MWCC Foundation Inc.
The MWCC Foundation, Inc. supports the college’s mission by providing much needed financial support for students and programs. Founded in 1971, the foundation is a private, non-profit organization and is tax exempt under Section 501(C) (3) of the Internal Revenue Code. As such, donations are tax deductible. The foundation is independent of the state higher education system so is ideally positioned to be more responsive to local needs for scholarship aid and program development. Its board of directors represents a wide spectrum of business and community leaders from the local area.

PETER C. ARMBRUSTER
Clerk
First Financial Trust, N.A.

SCOT BARRETT
Treasurer
BDO

CHARLES P. BOWLES

WINFIELD BROWN
Heywood Hospital

WAYNE CANTY
Heat Trace Products, LLC

RICHARD A. CELLA
Richard A. Cella Law Offices

ANTHONY A. CETRONE
Director Emeritus

ROBIN A. DUNCAN
Senior Advisor to the President
Mount Wachusett Community College

WALTER J. DWYER IV
North Middlesex Savings Bank

RICHARD FLANNAGAN
Molds International & Consulting Company

JAMES O. GARRISON

MARK GEOFFROY
Alumni President

GEORGE JONE, III
Seaman Paper Company of Mass., Inc.

RAYMOND LAFOND
Enterprise Bank & Trust

ERICA LIGHT
SimplexGrinnell

RAYMOND MARTINO
Vice Chairiman
Simonds International Corp.

ANN MCDONALD
Mount Wachusett Community College

RICHARD MOHNK
Chairman
UMass Memorial Medical Center

DOUGLAS J. PETERSEN
Workers Credit Union

LINDA RACINE
Rollstone Bank

MOLLY RUBLE

GAIL STEELE
Professor, Theatre
Mount Wachusett Community College

REGINA WIROenen
Leominster Public Schools

CARLA ZOTTOLI
Executive Director
MWCC Foundation, Inc.

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J.D., Vermont Law School;  
B.A., University of Vermont

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B.S., State University of New York;  
A.S., Chamberlayne Junior College

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M.A., University of Connecticut;  
B.A., University of Massachusetts

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B.S., Southeastern Massachusetts University

ANN S MCDONALD  
Executive Vice President and Senior Student Affairs Officer  
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Glossary of Terms

This glossary is provided to assist students in understanding academic jargon used in this catalog/handbook.

**accreditation:** certification from an outside agency 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 that are focused on preparing students for careers upon successful completion of the program.

**concentration:** a program with a set of four or more specific career courses used to replace general electives and is recognized on the student's diploma.

**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:** Learning Disabilities is a general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical skills. The disorders are intrinsic to the individual and presumed to be due to a central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviors, social perception, and social interaction may exist with the learning disabilities but do not, by themselves, constitute a learning disability. Although learning disabilities may occur concomitantly with other disabilities (e.g. sensory impairment, mental retardation, serious emotional disturbance) or with extrinsic influences (such as cultural differences, insufficient or inappropriate instruction), they are not the result of those conditions or influences. (NJCLS, 1990, P.29)

**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.

**option:** gearing electives of a career program to provide additional course work in a particular subject matter.

**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:** a document that is given to students the first day of class. It is a contract between the student and the faculty member and includes information regarding course assignments, course requirements and an outline of the topics to be covered in a course (or in a text).

**track:** gearing electives in the interdisciplinary studies or liberal arts programs to lead to another two or four year program.

**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 federal financial aid 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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